

Mailing List Log

Virginia Cooperative Extension requires all units to maintain a log of mailing lists used to communicate with clientele. This log is used to document demographic information for the purpose of determining compliance with federal civil rights laws. All faculty and staff members who use mailing lists must maintain a Mailing List log.

Unit			Responsible Staff Member						Program Area						
Date of Last Update	Name of Group	Number per Group	Gender			Ethnicity			Race						
			Male	Female	Other/ Unidentified	Hispanic or Latino	Not Hispanic or Latino	Unidentified	White	Black/ African American	American Indian/ Alaska Native	Asian	Native Hawaiian/ Other P.Islander	Two or more races	Other/ Unidentified

- **American Indian or Alaskan Native:** A person having origins in any of the original peoples of North America, South America, including Central America, and who maintains cultural identification through tribal affirmations or community recognition.
- **Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
- **Black or African American:** A person having origins in any of the black racial groups of Africa.
- **Hispanic or Latino:** A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- **Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **White:** A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

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