

General Manual
Title 230 – Equal Opportunity

Part 406 – National Outreach Policy
Subpart B - Responsibilities

KS406.10 Responsibilities

D. State Conservationists, Director . . .

(8) Providing oversight and . . .

All outreach activities will be captured when they happen by using the Outreach Survey located on the Outreach SharePoint site at <https://nrcs.sc.egov.usda.gov/central/ks/Lists/Outreach%20Survey/overview.aspx>. You will post one survey for each activity/event. All Kansas Natural Resources Conservation Service (NRCS) employees should use this survey to report outreach.

The survey may include the following:

- Area
- Field Office
- County
- Name of Event
- Date of Event
- Targeted Group and/or Purpose of the Event
- Where was the event held?
- Number Attended? Demographics of the Group (number of each): Men, Women, Minorities, Hispanic, African American, Native American, Hmong, Urban, Absentee Landowners, Underserved/Socially Disadvantaged, Beginning Farmers/Ranchers, Organic, Other
- How were people informed about the event?
- What grassroots organizations or community-based organizations partnered with NRCS to deliver programs and services? (A grassroots organization is made up of people or a society at the local level, such as local Pheasants Forever chapter or a conservation district.)

A printed copy for each survey you enter should be put in your field office's 230 – Equal Opportunity – administrative file. If you file electronically, these surveys can be exported to the electronic 230 Equal Opportunity – administrative file. These surveys are to be kept for five years.