Virginia Cooperative Extension
Virginia Tech • Virginia State University

# Non-discrimination Statements

*Revised June 2025*

Virginia Cooperative Extension operates according to policies established by federal, state and local governments, Virginia Tech, Virginia State University and VCE Administration. Policies related to proper language and "statements" must be considered when preparing VCE documents. The chart below describes these statements, and outlines the policy for their use.

| Statement Name | Statement Text | When to Use |
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| Non-discrimination Statement | Virginia Cooperative Extension is a partnership of Virginia Tech, Virginia State University, the U.S. Department of Agriculture (USDA), and local governments, and is an equal opportunity employer. For the full non-discrimination statement, please visit ext.vt.edu/accessibility. | On all documents (printed or electronic) that are distributed publicly. |
| Nondiscrimination Statement - Spanish | Virginia Cooperative Extension es una asociación de Virginia Tech, Virginia State University, el Departamento de Agricultura de los Estados Unidos (USDA) y gobiernos locales; es un empleador que ofrece igualdad de oportunidades. Para la declaración completa de no discriminación, visite ext.vt.edu/accessibility. | On all Spanish documents (printed or electronic) that are distributed publicly. |
| Trade and Brand Name Statement | Commercial products are named in this publication for informational purposes only. Virginia Cooperative Extension does not endorse these products and does not intend discrimination against other products that also might be suitable. | The statement is used when brand names of products are mentioned in a publication, to indicate that we do not endorse products and that other products may be suitable. |

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| ADA Statement for Events | If you are a person with a disability and desire any assistive devices, services or other accommodations to participate in this activity, please contact _____ (name, office) at (phone number/TDD*) during business hours of _____ a.m. and _____ p.m. to discuss accommodations 5 days prior to the event.<br>*TDD number is (800) 828-1120. | Must be used in all methods of promotion, including written, verbal and electronic for workshops, events, seminars, classes, organizational meetings, etc. |
| ADA Statement for Events, Spanish | Si usted es una persona con discapacidad y desea un aparato de asistencia u otro tipo de servicio para participar en este programa, por favor póngase en contacto 5 días antes del evento con _____, (nombre y oficina), llamando al (_____ /TDD *) durante el horario laboral de 8:30 am a 5:00 pm.<br>* TDD número es (800) 828-1120 | Must be used in all Spanish-language methods of promotion, including written, verbal and electronic for workshops, events, seminars, classes, organizational meetings, etc. |
| ADA Statement | If you are a person with a disability and desire assistance or accommodation, please notify _____ (name, office) at (phone number/TDD*) during business hours of _____ a.m. and _____ p.m.<br>*TDD number is (800) 828-1120. | Must be used in all methods of promotion for accessing VCE services, including written, verbal, and electronic, and on any materials placed conspicuously in the public service area. |
| ADA Statement, Spanish | Si usted es una persona con discapacidad y desea asistencia en el proceso de aplicación, póngase en contacto con _____ (nombre, oficina) al (número de teléfono /TDD*) antes de la fecha del cierre de inscripción.<br>* TDD número es (800) 828-1120. | Must be used in all Spanish-language methods of promotion for accessing VCE services, including written, verbal, and electronic, and on any materials placed conspicuously in the public service area. |

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| ADA Statement for Employment Announcements | Individuals with disabilities desiring accommodations in the application process should notify _____ (name, office) at (phone number/TDD*) by the application deadline. *TDD number is (800) 828-1120. | Must be included in job listings, advertisements, or other recruiting materials. |
| ADA Statement for Employment Announcements, Spanish | Personas con discapacidad que desea algún aparato de asistencia o otro tipo de servicio para participar en el proceso de aplicación debe notificar a _____ (nombre, oficina) al (número de teléfono/TDD*). | |

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