

We appreciate everyone's cooperation in implementing the outreach statements on applicable materials. A reminder that the nondiscrimination policy must be used on all materials. The language accessibility and reasonable accommodation statement should be used when the opportunity exists for us to provide these services such as at events and programming. When there is a publication, or an impact report these statements are not needed.

Extension employees can direct questions to Cassandra Salazar, Extension Community and Staff Engagement Administrator, at salaza14@purdue.edu.

Research employees can direct questions to Bill Bogan, Ph.D., Senior Research Administration Specialist, at bogan@purdue.edu.

Q: Can statements can be combined fit better on my flyer?

A: No, statements cannot be combined, please use them exactly as they were shared.

Q: When can I use the condensed version of the nondiscrimination statement?

A: The condensed version can only be used on materials that are postcard sized or smaller.

Q: Can the statements be edited?

A: No, the statements cannot be edited with the exception of contact information. These were very carefully created and approved by multiple departments at USDA and Purdue University. It is important that we use them directly as shared.

Q: Do statements need to be included on each social media post?

A: No, these statements should be included in the account information section. (e.g. Facebook- details, Instagram- bio). There has been a website created with these statements due to the limited space available. Use this [link](#) for social media accounts instead of writing out each statement. **This link should only be used for social media.** Questions about social media can be directed to Rachel Dillhoff, Social Media Coordinator, at rdillhof@purdue.edu.

Q: Does the name and contact information always must be included on these language accessibility and reasonable accommodation statements?

A: Yes, name and contact information is mandatory on the statements.

Q: Does Master Gardener need to use the outreach statements?

A: Purdue Master Gardener must always use these statements for outreach. The 501c3s must also use the statements if they are using Purdue branding.

Q: What font and colors should I use when creating marketing materials in Canva?

A: Please follow these branding guidelines when creating print and/or digital materials. The linked guidelines also apply to faculty and staff.