

National 4-H Conference Leadership Position Descriptions

**Institute of Youth, Family, and Community · Division of Youth and 4-H
1400 Independence Avenue, SW · Washington, D.C. 20250-9410**

Table of Contents

NATIONAL 4-H CONFERENCE OVERVIEW	3
POSITION DESCRIPTIONS	3
A. Collegiate Facilitator (New or Returning)	3
B. Collegiate Facilitator Adult Advisor	5
C. Lead Collegiate Facilitator	7
D. Youth Leadership Team (YLT).....	10
E. Youth Leadership Team (YLT) Adult Advisor	11
SELECTION PROCESS & IMPORTANT DATES	13
EXPENSE INFORMATION	14
QUESTIONS	14
NON-DISCRIMINATION STATEMENT	14
CONFERENCE	

NATIONAL 4-H CONFERENCE OVERVIEW

The U.S. Department of Agriculture's (USDA) National Institute of Food and Agriculture (NIFA) has administered the National 4-H Conference on behalf of the Secretary of Agriculture in Washington, D.C., since 1927. Known as "the Secretary's Conference," this Conference is the flagship youth development opportunity of USDA. Today, the Conference remains true to its original intent to develop the next generation of leaders while continuing to be future focused. The Conference brings together young people, volunteer leaders, county and state Extension staff, Land-grant University faculty and administrators, as well as state and federal government officials from across the United States and its territories. During the Conference, youth delegates will become familiar with the government and future career opportunities and share their voice with federal agencies and congressional committees.

A key component to the National 4-H Conference is amplifying youth voice. For this reason, the traditions and goals of the National 4-H Conference are implemented using a peer leadership model.

- A Youth Leadership Team, made up of six high school students and two adult advisors, is assembled to provide youth voice in Conference planning and implementation.
- A Collegiate Facilitator Team, made up of 20 college students and two adult advisors, is assembled to host and facilitate youth roundtable groups. Each roundtable group is given a challenge question submitted by a federal agency. The roundtable groups prepare a 45-minute Youth Perspective Briefing presentation to present to staff representing the federal agency.

POSITION DESCRIPTIONS

These leadership positions are key to the success of the National 4-H Conference program. A thorough description of the five available positions is included in this section.

A. Collegiate Facilitator (New or Returning)

Online or In-Person: Both

Dates: December 2023 to April 2024

Required Days: April 18-24, 2024, in Arlington, Virginia

Hours Available in a Week: 2 hours/week December-April, 40 hours/week onsite at the National Conference (including 15-17 hours leading group facilitation sessions)

Housing/Amenities: See section [Expenses Information](#)

Training Required: Orientation and any additional training required by the Land-grant University

Description: The Collegiate Facilitator plays a key role in guiding youth participants in roundtable groups to prepare a Youth Perspectives Briefing. They build a sense of camaraderie amongst all members of the roundtable group while providing facilitation, team building and guidance for the Youth Perspectives Briefing. Collegiate Facilitators will work directly with the Collegiate Facilitator Adult Advisors and USDA-NIFA staff in accomplishing their tasks. The success of the Conference requires Collegiate Facilitators who are friendly, knowledgeable, task-oriented, results-driven, energetic, detail-oriented, able to see the big picture, able to work individually with minimal supervision, resourceful, dependable, flexible and team-oriented.

Collegiate Facilitators are expected to participate throughout National 4-H Conference as a Collegiate Facilitator and not as a delegate representing their Land-grant University. Collegiate Facilitators are responsible adults, and the Collegiate Facilitator Adult Advisors will serve as mentors, not chaperones, to the Collegiate Facilitator group. Collegiate Facilitators are expected to arrive one day prior to the start of Conference. This means they may or may not be able to travel with their Land-grant University's chaperones and delegation. If the Collegiate Facilitator member has to travel alone to Arlington, Virginia, they will be connected with the Collegiate Facilitator group immediately on arrival.

Duties:

Prior to Conference

- Review National 4-H Conference Delegate Handbook and National 4-H Conference Guidebook for 1862 1890 and 1994 Staff and Volunteers.
- Enroll as a 4-H adult volunteer through a local Land-grant University prior to interreacting with youth participants.
- Attend virtual USDA-NIFA National 4-H Conference planning meetings as requested.
- Attend virtual Collegiate Facilitator planning and training meetings.
- Research roundtable topic and federal agency prior to Conference.
- Connect with designated roundtable USDA-NIFA Liaison.
- Connect with the federal agency partners through the USDA-NIFA Liaison as needed.
- Connect virtually with your roundtable delegates for icebreakers and team building and to introduce the challenge question and encourage research prior to Conference.
- Plan and create fun, interactive and educational lesson plans for your roundtable sessions to promote young people to share their voice on a given topic.
- Set up and use digital shared file system (i.e., Box) for document sharing with assistance from Collegiate Facilitator Adult Advisors.
- Arrive at the hotel in the Washington, D.C., area one day prior to the Conference for preparation and meeting room set-up.

During Conference

- Abide by policies and procedures outlined in the National 4-H Conference Delegate Handbook and National 4-H Conference Guidebook for 1862 1890 and 1994 Staff and Volunteers.
- Connect with your designated USDA-NIFA Liaison and federal agency partners as needed.
- Lead and facilitate fun, interactive and educational lesson plans for your roundtable sessions to promote young people to share their voice on a given topic.
- Use teambuilding and facilitation skills to work with delegates to prepare a 45-minute Youth Perspective Briefing presentation in PowerPoint format for assigned federal agency.
- Help to build positive relationships with assigned roundtable adult chaperones.
- Attend Collegiate Facilitator daily check-in meetings.
- Attend and participate in Collegiate Facilitator debrief meeting with external evaluation team.
- Work with the Lead Facilitator to upload all documents, PowerPoints and scripts to Box before completion of Conference.

Post Conference

- Offer federal agency partners support and any additional follow-up related to your roundtable topic, if requested and of interest to you. This could include participating in events or organizing additional presentations of the Youth Perspective Briefing to a larger audience.

Qualifications and Skills:

- Must be 19- to 25-years old and currently enrolled as a student at a college or university.
- Must be enrolled as a 4-H adult volunteer through a local Land-grant University prior to interacting with youth participants
- Must have leadership, public speaking and team-building experience.
- Must be professional, organized and able to lead a team of approximately 20 high school students in a roundtable group.
- Preference will be given to those who have attended National 4-H Conference in the past.

Background/Reference Check Required: Yes

B. Collegiate Facilitator Adult Advisor

Online or In-Person: Both

Dates: October 2023 to April 2025

Required Days: April 18-24, 2024, in Arlington, Virginia, and 2025 National 4-H Conference (dates and location to be announced)

Hours Available in a Week: 5 hours/week October-April, 40 hours/week on-site during National 4-H Conference

Housing/Amenities: See section [Expenses Information](#)

Training Required: Orientation, chaperone training and any additional training required by your Land-grant University

Description: The Collegiate Facilitator Adult Advisor plays a key role in working with the Collegiate Facilitators (ages 19-25) prior to and during National 4-H Conference. They act as liaisons between Collegiate Facilitators and USDA-NIFA staff and attend USDA-NIFA National 4-H Conference planning meetings as requested. The Collegiate Facilitator Adult Advisor assists USDA-NIFA staff by recruiting qualified students; reviewing Collegiate Facilitator Leadership Interest Forms; conducting interviews; selecting qualified students to serve as Lead, New or Returning Collegiate Facilitators; and assisting selected students to enroll as 4-H adult volunteers through a Land-grant University prior to interacting with youth participants. Collegiate Facilitator Adult Advisors prepare Collegiate Facilitators for their role at National 4-H Conference with a thorough training program that includes, but is not limited to, lessons on team building; research methods; group facilitation skills; lesson planning; and diversity, equity, inclusion, and accessibility (DEIA) best practices. Additionally, the Collegiate Facilitator Adult Advisor provides team building activities to build a sense of camaraderie among the Collegiate Facilitator group and act as mentors to the Collegiate Facilitators.

Time Commitment: This position is a two-year commitment, including up to two Conferences.

- In Year One, the Collegiate Facilitator Adult Advisor will be mentored by the returning Year Two Collegiate Facilitator Adult Advisor and USDA-NIFA staff. They will serve a supporting role to the Year Two Collegiate Facilitator Adult Advisor and learn processes and procedures.
- In Year Two, the Collegiate Facilitator Adult Advisor will serve as the lead role and mentor the Year One Collegiate Facilitator Adult Advisor, with support from USDA-NIFA staff.

Duties:

Prior to Conference

- Attend virtual USDA-NIFA National 4-H Conference planning meetings as requested.
- Act as a liaison between USDA-NIFA staff and Collegiate Facilitators.
- Assist USDA-NIFA staff with recruiting students; reviewing Collegiate Facilitator Leadership Interest Forms; conducting interviews; and selecting qualified students to serve as Lead, New or Returning Collegiate Facilitators.

- Assist selected Collegiate Facilitators with enrolling as a 4-H adult volunteer through a local Land-grant University prior to interacting with youth participants.
- Coordinate and lead virtual planning and training meetings for Collegiate Facilitators.
- Coordinate a digital shared file system (i.e., Box) for Collegiate Facilitators documents and trainings.
- Assist with the coordination of pre-Conference virtual sessions between Collegiate Facilitators and their youth roundtable groups, USDA-NIFA Liaison and/or federal agency.
- Attend all National 4-H Conference virtual chaperone trainings.
- Arrive at the hotel in the Washington, D.C., area one day prior to the Conference for preparation and roundtable room set-up.
- Review National 4-H Conference Delegate Handbook and National 4-H Conference Guidebook for 1862 1890 and 1994 Staff and Volunteers.

During Conference

- Abide by policies and procedures outlined in the National 4-H Conference Delegate Handbook and National 4-H Conference Guidebook for 1862 1890 and 1994 Staff and Volunteers.
- Coordinate, mentor and support the Collegiate Facilitators.
- Act as liaison between USDA-NIFA staff and Collegiate Facilitators.
- Plan and lead daily check-in meetings with Collegiate Facilitators.
- Attend USDA-NIFA daily check-in meetings as requested.
- Attend Collegiate Facilitator debrief meeting with external evaluation team.
- Attend Youth Perspective Briefings and rehearsals.
- Assist in compiling all Collegiate Facilitator trainings, lesson plans, Youth Perspective Briefing presentations and other related documents for record-keeping purposes.

Conference

Qualifications and Skills:

- Must be at least 21 years of age.
- Must currently be a 4-H professional employed at a Land-grant University.
- Must have experience working with college-age students.
- Must have facilitation and team-building experience.
- Must have experience leading virtual teambuilding exercises and virtual trainings.
- Must be professional, organized and able to work with a team of up to 20 college students who will serve as Collegiate Facilitators.

Background/Reference Check Required: Yes

C. Lead Collegiate Facilitator

Online or In-Person: Both

Dates: October 2023 to April 2024

Required Days: April 18-24, 2024, in Arlington, Virginia

Hours Available in a Week: 2 hours/week October-April, 40 hours/week onsite at the National Conference

Housing/Amenities: See section [Expenses Information](#)

Training Required: Orientation and any additional training required by the Land-grant University

Description: The Lead Collegiate Facilitator plays a key role in mentoring New and Returning Collegiate Facilitators to facilitate youth participants in roundtable groups. The Lead Collegiate Facilitator will work directly with the Collegiate Facilitators, Collegiate Facilitator Adult Advisors and USDA-NIFA staff in accomplishing their tasks. They act in an assistant role to the Collegiate Facilitator Adult Advisors. The Lead Collegiate Facilitator provides peer leadership to the Collegiate Facilitators, assists with trainings and provides back-up support to roundtable groups as needed. The success of the Conference requires a Lead Collegiate Facilitator who is friendly, knowledgeable, task-oriented, results-driven, energetic, detail-oriented, able to see the big picture, able to work individually with minimal supervision, resourceful, dependable, flexible and team-oriented.

The Lead Collegiate Facilitator is expected to participate throughout National 4-H Conference as a Lead Collegiate Facilitator and not as a chaperone or youth delegate representing their Land-grant University. The Lead Collegiate Facilitator is a responsible adult. Lead Collegiate Facilitator Adult Advisors will serve as mentors, not chaperones, to the Lead Collegiate Facilitator. The Lead Collegiate Facilitator is expected to arrive one day prior to the start of Conference. This means that they may or may not be able to travel with their Land-grant University's chaperones and delegation. If the Lead Collegiate Facilitator member needs to travel alone to Arlington, Virginia, they will be connected with the Collegiate Facilitator group immediately on arrival.

Duties:

Prior to Conference

- Review National 4-H Conference Delegate Handbook and National 4-H Conference Guidebook for 1862 1890 and 1994 Staff and Volunteers.
- Enroll as a 4-H adult volunteer through a local Land-grant University prior to interacting with youth participants.
- Attend virtual USDA-NIFA National 4-H Conference planning meetings as requested.
- Assist USDA-NIFA staff with recruiting students, reviewing Collegiate Facilitator Leadership Interest Forms, conducting interviews and selecting qualified students to serve as New or Returning Collegiate Facilitators.

- Assist Collegiate Facilitator Adult Advisors with coordinating and leading virtual planning and training meetings for Collegiate Facilitators.
- Attend virtual Collegiate Facilitator planning and training meetings.
- Assist Collegiate Facilitator Adult Advisors with coordinating a digital shared file system (i.e., Box) for Collegiate Facilitators.
- Assist with the coordination of pre-Conference virtual sessions between facilitators and their youth roundtable groups, USDA-NIFA Liaison and/or federal agency.
- Assist Collegiate Facilitators with planning and creating fun, interactive and educational lesson plans for roundtable sessions to promote young people to share their voice on a given topic.
- Arrive at the hotel in the Washington, D.C., area one day prior to the Conference for preparation and roundtable room set-up.

During Conference

- Abide by policies and procedures outlined in the National 4-H Conference Delegate Handbook and National 4-H Conference Guidebook for 1862 1890 and 1994 Staff and Volunteers.
- Mentor and support the Collegiate Facilitators.
- Attend daily check-in meetings with Collegiate Facilitators.
- Attend Collegiate Facilitator debrief meeting with external evaluation team.
- Attend Youth Perspective Briefing and rehearsals.
- Help build positive relationships with assigned roundtable adult chaperones.
- Act as a back-up for Collegiate Facilitators for roundtable sessions, in case of an emergency.
- Mentor YLT members and ensure they have opportunities to facilitate activities with their assigned roundtable groups.
- Assist in compiling all Collegiate Facilitator trainings, lesson plans, Youth Perspective Briefing presentations and other related documents for record-keeping purposes.

Qualifications and Skills:

- Must be 19- to 25-years old and currently enrolled as a student at a college or university.
- Must be enrolled as a 4-H adult volunteer through a local Land-grant University prior to interreacting with youth participants.
- Must have leadership, public speaking and team-building experience.
- Must have facilitation and team-building experience.
- Must be professional, organized, able to lead a team of approximately 20 college students and able to serve as a back-up in leading team of approximately 20 high school students in a roundtable group.
- Preference will be given to those who have attended National 4-H Conference in the past and have served as a Collegiate Facilitator at one or more past Conferences.

Background/Reference Check Required: Yes

D. Youth Leadership Team (YLT)

Online or In-Person: Both

Dates: December 2023 to April 2024

Required Days: April 18-24, 2024, in Arlington, Virginia

Hours Available in a Week: 2 hours/week December-April, 40 hours/week onsite at the National 4-H Conference

Housing/Amenities: See section [Expenses Information](#)

Training Required: Orientation

Description: The Youth Leadership Team (YLT) plays a key role in helping to create a sense of community at the Conference; amplifying youth voice into planning and implementing activities; and encouraging young people to turn their ideas into action. YLT members will directly work with the YLT Adult Advisors and USDA-NIFA staff in accomplishing their tasks. The Conference's success requires Youth Leadership Team members who are friendly, knowledgeable, task-oriented, results-driven, energetic, detail-oriented, able to see the big picture, able to work individually with minimal supervision, resourceful, dependable, flexible and team-oriented.

YLT members are expected to participate throughout National 4-H Conference as a Youth Leadership Team member and not as a youth delegate representing their Land-grant University. YLT Adult Advisors will serve as chaperones for the YLT group. YLT members are expected to arrive one day prior to the start of Conference. This means they may or may not be able to travel with their Land-grant University's chaperones and delegation. If the YLT member needs to travel alone to Arlington, Virginia, they will be connected with the YLT Adult Advisors immediately on arrival.

Duties:

Prior to Conference

- Review National 4-H Conference Delegate Handbook.
- Attend virtual USDA-NIFA National 4-H Conference planning meetings as requested.
- Attend virtual YLT planning and training meetings.
- Work as a team to provide youth voice in all aspects of National 4-H Conference.
- Plan and implement activities that engage delegates and promote a safe environment.
- Work in partnership with USDA-NIFA staff in selecting a Conference theme.

- Assist USDA-NIFA staff in suggesting and/or selecting roundtable topics, workshop topics, evening Conference activities, guest speakers and more as requested.
- Plan, write and rehearse scripts for National 4-H Conference assemblies and delegate icebreaker activities.
- Arrive at the hotel in the Washington, D.C., area one day prior to the Conference for preparation and meeting rooms set-up.

During Conference

- Abide by policies and procedures outlined in the National 4-H Conference Delegate Handbook.
- Welcome National 4-H Conference delegates as they arrive in Arlington, Virginia.
- Attend and engage in all National 4-H Conference events and activities.
- Support USDA-NIFA staff with the registration process and hotel check-in for delegations.
- Introduce speakers, make announcements and facilitate icebreaker activities on stage to audience of 500 Conference participants.
- Attend all assembly rehearsals and come prepared by rehearsing scripts in advance.
- Support speakers on-site, including greeting speakers when they arrive, assisting with handouts and/or other materials and other tasks as requested.
- Support and promote the social media presence of National 4-H Conference.
- Attend YLT daily check-in meetings.
- Attend and participate in YLT debrief meeting with external evaluation team.

Qualifications and Skills:

- Must be 15- to 19-years old and currently enrolled in high school.
- Must be enrolled in a 4-H Youth Development Program through a Land-grant University at the time of Conference application.
- Must have leadership, public speaking and team-building experience.
- Must be professional, organized and able to work with a team.
- Preference will be given to those who have attended National 4-H Conference in the past.
- Note – A young person cannot serve on both the National 4-H Conference Youth Leadership Team (Washington, D.C.) and the National 4-H Congress Design Team (Atlanta, Georgia) to maximize National leadership opportunities for youth enrolled in the 4-H Program.

Background/Reference Check Required: No background check, yes reference check

E. Youth Leadership Team (YLT) Adult Advisor

Online or In-Person: Both

Dates: October 2023 to April 2025

Required Days: April 18-24, 2024, in Arlington, Virginia, and 2025 National 4-H Conference (dates and location to be announced)

Hours Available in a Week: 5 hours/week October-April, 40 hours/week onsite at the National 4-H Conference

Housing/Amenities: See section [Expenses Information](#)

Training Required: Orientation, chaperone training and any additional training required by your Land-grant University

Description: The Youth Leadership Team (YLT) Adult Advisors play a key role in working with the Youth Leadership Team (ages 15-19) to amplify youth voice into planning prior to and events during National 4-H Conference. They act as liaisons between YLT and USDA-NIFA staff and attend USDA-NIFA National 4-H Conference planning meetings as requested. The YLT Adult Advisors assist USDA-NIFA staff by recruiting qualified young people; reviewing YLT Leadership Interest Forms; conducting interviews, selecting qualified young people to serve as YLT members; and ensuring selected YLT members are enrolled as 4-H members through a Land-grant University. YLT Adult Advisors prepare YLT members for their role at National 4-H Conference with a thorough training program that includes, but is not limited to, lessons on team building, public speaking, stage presence, group facilitation skills, and diversity, equity, inclusion, and accessibility (DEIA) best practices. Additionally, YLT Adult Advisors provide team-building activities to build a sense of camaraderie among the YLT group and act as mentors to the YLT group. YLT Adult Advisors assume responsibility of chaperone for YLT members during National 4-H Conference.

Time Commitment: This position is a two-year commitment, inclusive of up to two Conferences.

- i. In Year One, the YLT Adult Advisor will be mentored by the returning year two YLT Adult Advisor and USDA-NIFA staff. They will serve a supporting role to the Year Two YLT Adult Advisor and learn the processes and procedures.
- ii. In Year Two, the YLT Adult Advisor will serve as the lead role and mentor the Year One YLT Adult Advisor, with support from USDA-NIFA staff.

Duties:

Prior to Conference

- Review National 4-H Conference Delegate Handbook and National 4-H Conference Guidebook for 1862 1890 and 1994 Staff and Volunteers.
- Attend virtual USDA-NIFA National 4-H Conference planning meetings as requested.
- Act as the liaison between USDA-NIFA staff and YLT to amplify youth voice into planning.

- Assist USDA-NIFA staff with recruiting young people, reviewing YLT Leadership Interest Forms, conducting interviews and selecting qualified students to serve as YLT members.
- Ensure selected YLT members are enrolled as 4-H members through a Land-grant University.
- Coordinate and lead virtual planning and training meetings for YLT.
- Coordinate a digital shared file system (i.e., Box) for YLT documents and trainings.
- Attend all National 4-H Conference virtual chaperone trainings.
- Arrive at the hotel in the Washington, D.C., area one day prior to the Conference for pre-Conference preparation and Conference meeting rooms set-up.

During Conference

- Abide by policies and procedures outlined in the National 4-H Conference Delegate Handbook and National 4-H Conference Guidebook for 1862 1890 and 1994 Staff and Volunteers.
- Assume responsibility of chaperone for YLT members, including all chaperone responsibilities outlined in the National 4-H Conference Handbook.
- Supervise, mentor and support the YLT.
- Act as liaison between USDA-NIFA staff and YLT.
- Attend all assembly rehearsals and ensure YLT are prepared to rehearse their scripts.
- Plan and lead daily check-in meetings with YLT.
- Attend USDA-NIFA daily check-in meetings as requested.
- Attend YLT debrief meeting with external evaluation team.
- Attend Youth Perspective Briefings and rehearsals.
- Assist in compiling all YLT trainings, assembly scripts and other related documents for record-keeping purposes.

Qualifications and Skills:

- Must be at least 21 years of age.
- Must currently be a 4-H professional employed at a Land-grant University.
- Must have experience working with high school age young people.
- Must have facilitation and team building experience.
- Must have experience leading virtual team-building and virtual trainings.
- Must be professional, organized and able to work with a team of approximately six young people who will serve as the YLT.

Background/Reference Check Required: Yes

SELECTION PROCESS & IMPORTANT DATES

1. To be considered for a Leadership Position, complete the [National 4-H Conference Leadership Interest Form](#) (saved as LastName-FirstName_InterestForm_Natl4-HConf),

and email the completed form with resume (LastName-FirstName_Resume_Natl4-HConf) to National4-HConference@usda.gov, using the subject line “National 4-H Conference Leadership Interest” and in the Cc line include the State 4-H Leader/contact for the Land-grant University you are/plan to be affiliated with.

2. Important Dates

Position(s)	Collegiate Facilitator Adult Advisor and Lead Collegiate Facilitator	Youth Leadership Team (YLT) and Collegiate Facilitator (New and Returning)
Interest Form Due Date	August 30, 2023	August 30, 2023
Selection Process	September 2023	October-November 2023
Estimated Start Date	October 2023	December 2023

EXPENSE INFORMATION

Incidental expenses including transportation, supplies, lodging and subsistence will be provided to those who serve in leadership positions for National 4-H Conference. Travel arrangements, registration, hotel lodging, meals and rooming assignments will be organized and paid for by USDA-NIFA’s logistics cooperator.

QUESTIONS

To learn more about National 4-H Conference, visit the [National 4-H Conference website](#). For questions, contact National4-HConference@usda.gov.

NON-DISCRIMINATION STATEMENT

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs).

Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.