

Instructions for Racial and Ethnic Data Instructions

- The sponsor is required to complete this form for each site under its jurisdiction each year. Sponsors of residential camps must collect this information for each camp session. For all other sites, the sponsor must count the participating children at least once during the site's operation.
- The sponsor must use data from the nearest school or other sources. Visual identification is no longer allowed. If parent's voluntarily share the racial and ethnic background, this may be recorded.
- To provide flexibility and ensure data quality, separate categories shall be used when collecting and reporting race and ethnicity. Ethnicity shall be collected first.
- The sponsor must retain ethnic data, as well as documentation for the data for 3 years and must safeguard this information to prevent its use for discriminatory purposes. Access to Program records containing racial and ethnic data should be limited to authorized personnel.

Racial and Ethnic Data Form

To be completed during the operation of each site. Must retain for three years.

Sponsor: _____ Site: _____

Site Contact Name: _____ Title: _____

Site Address: _____ Date of Visit: _____

Site Supervisor: _____

Ethnic Categories	Number of Participating Children
Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South of Central American, or other Spanish culture or origin, regardless of race. The term "Spanish Origin" can be used in addition to "Hispanic" or Latino."	(A)
Non-Hispanic or Latino	(B)
Not Reported	(C)
Total of A through C	

Racial Categories	
American Indian or Alaska Native. A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community recognition.	(E)
Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, include for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.	(F)
Black or African American. A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black" or "African American."	(G)
Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	(H)
White. A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.	(I)
Two or More Races. Refers to combinations of two or more of the following race categories: White, Black or African American, American Indian or Alaska Native, Asian, Native Hawaiian or Other Pacific Islander or Some Other Race	(J)
Not Reported	(K)
Total of E through K	

Monitor's Signature: _____ Date: _____

This institution is an equal opportunity provider.