



Group Enrollments

Reminders:

1. The capability for you to enter group enrollments to count on the ES237 will END on October 1, following the September 30 end of the 4-H year. Group enrollments for the previous year will need to be entered **before** October 1.
2. “Duplicates” are young people who have already been counted for the ES237—because they have an individual record (club members).

Adding a new group enrollment record

On the Dashboard, choose the Group Enrollment icon. This brings up a different Search screen at the top, with a top left corner option to “Add Group Enrollment”.

4-H Year	Program Date	Program Name	Description	Club/Group	Delivery Mode	Submit Date	Edit
2009-2010	Mar 18, 2010	Rockets Away		SummerCamp	4-H Special Interest / Short-Term Program	Mar 18, 2010	Edit
2009-2010	Mar 1, 2010	EPAK		County4thGrade	4-H Sc...		
2009-2010	Feb 23, 2010	Ag Safety Days		AgDays	4-H Sp...		

Screen 1: Program Information

1. Required fields are in bold: Program Name, Start/End dates, 4-H Year, Group, Del. Mode, Hours.
2. Be sure that your start/end dates are both within the program year (beginning Oct. 1 last year, ending BEFORE Sept. 30 this year).
3. Notice how the information you enter appears on the search screen above. Keep that in mind as you fill out the fields on this screen.

Program

Program Name: SOMETHING DESCRIPTIVE/SPECIFIC

Description: optional info for you

Start Date: 6/14/2010

End Date: 7/10/2010

Both dates must be within the current program year.

Select the year this record is to count towards

4-H Year: 09/15/2009-09/14/2010

Club / Group: Group: SummerCamp

Delivery Mode: 2) 4-H Special Interest / Shd

Presenter: optional presenter info

Location: optional location info

Number of Hours: 6 **SIX or more only**

Number of Youths from military families: 0

Is this a Food and Nutrition Program?: (EFNEP or FNP)

Projects

Select a Project: 4-H EFNEP

Continue >> Cancel



4. Groups: some of us have asked to have the “groups” name made optional, because it doesn’t fit what we’ve been recording. We would have recorded a descriptive name, a delivery mode, and project(s) or curriculum used, so the group seems extraneous, except in a couple of cases:
 - a. Urban counties who do LOTS of school enrichment programming—create a group for each grade/classroom and enter ONE group enrollment for each classroom, updating projects/curriculum as they are used or as you see fit. Demographics for the class—gender, residence, etc. can be added at the beginning, and it won’t be necessary to remove duplicates (because you will only have one group enrollment (with multiple projects/curriculum) for each class.
 - b. Counties who do LOTS of summer camps. Create one group including all the kids that come to any camps, then add projects/curriculums as they are used in your camps. Again, demographics are easy to enter once, and you don’t have to subtract duplicates (kids who attend more than one camp). **IF YOU DO THAT**, please be conscious of the various specific programs/curriculums that we will have to report separately against, and don’t include that project/curriculum in the overall record. For instance, if you have 250 kids attend day camps, but only 12 attend the First Lego League camp, do a separate group enrollment for that one, subtracting duplicates as appropriate. We do not want to report that all 250 kids used that curriculum.
5. Nonetheless, at the present time, each record has to be linked to a group. If you have not previously created the group, you can do it from this screen by clicking the “Create Group” button.

6. I’d strongly suggest that you just create one group named “Special Interest” (Group, Special Interest), one named “School Enrichment” (School, School Enrichment), and MAYBE one named “Day Camps” (camp, day camping—but see definitions below).

Group Type:

Camp = s’ mores. Either overnight or day, it has to include a “camping” experience.

School = happened IN school, IN a classroom.

Groups = everything else. Don’t use “other”.

Delivery Mode:

Special Interest/Short-Term (Currently \$1/individual recorded) = weekends, summer, out-of-school days.

Overnight/day camping, again it has to include the “camping” experience.

School Enrichment = education that happens IN school, DURING the school day, in support of school curriculum.

School-Aged Child Care = usually after-school programs that are designed to provide child care. Gets fuzzy sometimes with Special Interest/Short-Term, and it’s not worth fussing over. Pick one.

Don’t use the others with group enrollments.

7. After you have created your group, that information will fill in both the Club/Group box and the Delivery Mode box. Enter the number of hours.



8. Select a project, and remember to click the Add Project button. You can add additional projects/curriculum if you need. Be sure to click “Add Project” after each one.
 - a. There are “specific” curriculums listed—like “E-SET: Toys In Space”, and other generic options like “Food & Nutrition”, “Health”, “Lifeskills”. Each program should fit under something, but if you have an exception to be added, let me know.
 - b. A few curriculums can be used for either individual enrollments (club members) or group enrollments—“Leadership” for example. Most, however, are specific to only one type of enrollment.
9. Click “Continue >>” to go on to the next screen.



Screen 2: Member Distribution

1. **Gender:** this is the only place that you will enter in ALL participants. In the example at right, there were 30 kids, and 6 of them were club members (or had been recorded on a different program). The total NEW (unrecorded) youth for this program is 24.
2. **Ethnic/Racial:** Notice that Hispanic alphabetizes before Non-Hispanic, so it is on the left. Youth who are Hispanic would have a race of “White” normally. At this point, you would not include the ethnic/race of the 6 youth who were previously recorded—only the 24 “new” youth. If you don’t know, subtract the duplicates out of Non-Hispanic White.
3. **Residence:** Again, only enter the “new” youth. If you don’t know who to subtract, do it generally by proportion. If Farm & Rural are basically 50-50, subtract the duplicates in the same way—half of them from each category.
4. **Grade:** Again, only the “new” youth. Remove duplicates as accurately as possible, or by proportion (like residence).
5. When you’re finished, and all 4 totals are the same (24 in this example), click “Continue >>”. If your totals do not balance, you will see a somewhat helpful error message and will be required to adjust your figures before going on.

Gender Distribution		
Gender (Duplicates are current 4-H participants)	Total	Duplicates
Male:	18	3
Female:	12	3
Sub-Total	30	6
Total (Duplicates removed)		24

Racial Distribution Please remove current 4-H participants (duplicates)		
Please indicate the race and ethnicity of participants	Ethnicity	
Racial Groups	Hispanic	Non-Hispanic
(1) White Only:	3	19
(2) Black or African American Only:	0	0
(3) American Indian or Alaska Native Only:	0	0
(4) Asian Only:	0	2
(5) Native Hawaiian/Other Pacific Islander Only:	0	0
(10) Balance (other combinations):	0	0
Sub-Total		
Total		24

Residence Distribution Please remove current 4-H participants (duplicates)		
Where do the participants live?		
Farm:		10
Rural (under 10,000):		14
Town (10,000 - 50,000):		0
Suburb of Cities (less than 50,000):		0
Central Cities (Greater than 50,000):		0
Total		24

Grade Distribution Please remove current 4-H participants (duplicates)			
Grade Level			
Grade	Number of Participants	Grade	Number of Participants
K	0	8	5
1	0	9	0
2	0	10	0
3	0	11	0
4	0	12	0
5	0	Post High School	0
6	9	Not in School	0
7	10	Special Education	0
Sub-Total	19	Sub-Total	5
Total			24



Screen 3: Volunteer Distribution

1. This screen can be left blank if there are no “new” volunteers to record for the event. New volunteers are those who have not been previously recorded—either with an individual record, or on a previous group enrollment. There is NO provision for duplicates on this screen, as all recorded should be “new”.
2. Ethnic/race—indicate ethnicity and race separately for youth (still in K-12) and adult (above HS) volunteers.
3. Classification—Direct volunteers have contact with youth, indirect volunteers do not. Again, separate adult & youth volunteer sections.
4. Training Distribution—if you provide training to the volunteers that worked with this event, indicate what type of training (A, B, or C), and whether the attendees at the training were youth or adults.

**** “Other Adults” would be a place to record the parents who attend Girl Talk/Guy Talk with their kids. Topic would be Parenting.**

Racial Distribution

New Volunteers Only "unrecorded"	Adult Volunteers		Youth Volunteers	
	Ethnicity		Ethnicity	
	Hispanic	Non-Hispanic	Hispanic	Non-Hispanic
Racial Groups				
(1) White Only:	0	0	0	0
(2) Black or African American Only:	0	0	0	0
(3) American Indian or Alaska Native Only:	0	0	0	0
(4) Asian Only:	0	0	0	0
(5) Native Hawaiian/Other Pacific Islander Only:	0	0	0	0
(10) Balance (other combinations):	0	0	0	0
Sub-Total	0	0	0	0
Total	0		0	

Adult Classification Distribution

Classification of Volunteers	Adult Volunteers	
	Male	Female
Direct:	0	0
Indirect:	0	0
Sub-Total	0	0
Total	0	

Youth Classification Distribution

Classification of Volunteers	Youth Volunteers	
	Male	Female
Direct:	0	0
Indirect:	0	0
Sub-Total	0	0
Total	0	

Training Distribution

Volunteers Trained Through 4-H (New Only) "unrecorded"	Youth Volunteers	Adult Volunteers	Other Adults
A. Leadership - topics relating to organizing, managing and teaching youth in a non-formal education setting:	0	0	0
B. Parenting - knowledge and skills relating to developmental and learning needs of children and youth:	0	0	0
C. Other - any training topic beyond the two listed above:	0	0	0

Submit Form (Submit the form when completed. Submitted forms may be edited at anytime)

- When you are finished entering all the data, click the Submit Form box, and then click Save Form. If you do not “Submit”, the data will not be included on your ES237. Always Submit when you Save—you can go back into the record **until Oct. 1 (midnight on September 30)** and make changes if you need to, even if it’s been Submitted.
- To change a record, on the Search screen, locate the record you want, and click Edit.
- If you do change a record, you will be required to Submit again, even though it was submitted once.