



Utah State 4-H Office
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Adding Group Enrollments to 4-H Online

A group enrollment is a brief report of 4-H activity that indicates the race, ethnicity and gender of the participants. Group enrollment numbers are included on the ES237 report. Any time you have activities that involve youth that are not enrolled as 4-H members or involve 4-H members outside of their project areas, those events should be recorded using a group enrollment. These can include Farm Field Day, Embryology, etc. These should be events where the youth are involved in an educational experience of at least six hours.

4-H Volunteers' training is recorded using a group enrollment.

	<p>Log into 4-H online as a county manager.</p> <p>1. Click on Group Enrollment</p>
	<p>2. Click on "Add Group Enrollment"</p>
	<p>The first step, "Program" outlines the group name and type. Complete all fields in bold (required) and any additional information. Make sure each group enrollment has at least one project associated with it. This is required for legitimate enrollment.</p> <p>3. Enter a Program Name for the group enrollment.</p> <p>4. Enter a description.</p> <p>5. Enter the start and end dates for the program.</p> <p>6. Use the dropdown menu to select the club/group that this group enrollment is associated with. Scroll to the bottom of the list where you will find groups created at the State administrative level. Select from these five categories:</p> <p>State:Camp: Group Enrollment Day Camp</p>

State:Camp: Group Enrollment
 Overnight Camp
 State:Group: Group Enrollment 4-H
 Special Interest/Short Term Program
 State:Group: Group Enrollment
 School Enrichment
 State:Group: Group Enrollment
 Afterschool Programs using 4-H
 Curricula
 “State” in these categories does not necessarily indicate a state sponsored camp or group.

If you do not want to use the State Group names you can create your own group name. Click the “Create Group” icon to title the group, select the group type:
Camp = s’mores. Either overnight or day, has to include a “camping” experience.
School = happened IN school, IN a classroom.
Group = everything else, don’t use “other”.
 Other – Do not use.

Utah 4-H Youth Development Utah State University Extension (County) Home | Logout

Enrollment Events Connect Finances Data

Search My Account Options Confirm Members Schools Clubs Project Alliances Activities Awards Groups Group Enrollment Payments Screening Reports Reporting

Group Enrollment - Step 1 (Program Details)

1 Program 2 Member Distribution 3 Volunteer Distribution

Program

Program Name: New Program
 Description:
 Start Date: 5/4/2014
 End Date:
 4-H Year: 10/01/2013-09/30/2014
 Club / Group: Club: 4-H Operation Military Club 2t
 Delivery Mode: 2) 4-H Special Interest / Short-Term
 Presenter:
 Location:
 Zip Code:
 Number of Hours: 0.00

2) 4-H Special Interest / Short-Term Program

3a) 4-H Overnight Camping Program

3b) 4-H Day Camping Program

4) 4-H School Enrichment Program

5) 4-H Individual Study/Mentoring/Family Learning Programs

6) After School Programs using 4-H Curricula / Staff Training

7) Instructional TV/Video Program

7. Select the delivery mode.

2) 4-H Special Interest/Short-Term Programs
 Groups of youth meeting for a specific learning experience which involves direct teaching by Extension staff or trained volunteers, including teachers. Program not part of school curriculum and not restricted to members of 4-H clubs.

3a) 4-H Overnight Camping Program
 Youth taking part in an Extension planned educational experience of group living in the out-of-doors which includes being away from home at least one night (resident, primitive or travel camping) and is not restricted to members of organized 4-H Clubs.

3b) 4-H Day Camping Program
 Programs held with youth returning home each night. Usually only last 1-3 days.

4) 4-H School Enrichment Program
 Groups of youth receiving a sequence of learning experiences in cooperation with school officials during school hours, to support the school curriculum. Involves direct teaching by Extension staff or trained volunteers, including teachers.

5) 4-H Individual Study/Mentoring/Family Learning Programs
 Planned learning which occurs independent of a formal group setting such as a club, as an individual, paired, or family learning effort. Self-directed, usually with limited adult involvement except for parents (or mentor). Examples include self-study, home study courses, mentoring or shadowing with an "expert", whole

8) Not Connected with Youth Group

9) Administrative/Organization Unit

families learning together.

6) After School Programs using 4-H Curricula / Staff Training Educational programs offered to youth outside of school hours, usually in a school or other community center and incorporating 4-H curricula. The primary purpose is to provide care for youth while parents are working or unavailable. (4-H Clubs in school age child care settings should be reported under "Organized 4-H Clubs".)

7) Instructional TV/Video Program Youth offered learning experiences through Extension via broadcast or closed circuit television, including satellite transmission, or videotape replays of such series.

8) Not Connected with Youth Group A group with no youth involved. **These numbers are not included in the ES237 Statistical Report.** This should be used for Advisory Councils, Boards, Resource Leaders, or newsletter lists.

9) Administrative/Organization Unit **These numbers are not included in the ES237 Statistical Report.**

8. Add a project(s) for the group enrollment.

Press "Continue" to advance to the member distribution screen.

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Enrollment Events Connect Finances Data

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Group Enrollment - Step 2 (Member Distribution)

1 Program 2 Member Distribution 3 Volunteer Distribution

Gender Distribution

Gender (Duplicates are current 4-H participants)	Total	Duplicates
Male:	0	0
Female:	0	0
Sub-Total	0	0
Total (Duplicates removed)	0	0

Racial Distribution Please remove current 4-H participants (duplicates)

Please indicate the race and ethnicity of participants	Ethnicity	
	Hispanic	Non-Hispanic
(1) White Only:	0	0
(2) Black or African American Only:	0	0
(3) American Indian or Alaska Native Only:	0	0
(4) Asian Only:	0	0
(5) Native Hawaiian/Other Pacific Islander Only:	0	0
(6) White & Black or African American:	0	0
(7) White & American Indian or Alaska Native:	0	0
(8) Black & American Indian or Alaska Native:	0	0
(9) White & Asian:	0	0
(10) Balance (other combinations):	0	0
Sub-Total	0	0

9. The second step, "Member Distribution," allows you to specify demographic information for group enrollment distribution. You can set gender, race, residence type, and school grade ratios.

If this group enrollment is only to record training for new volunteers press the Continue button to bypass the Member Distribution screen.

Total	0
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Residence Distribution Please remove current 4-H participants (duplicates)

Where do the participants live?

Farm:	0
Rural (under 10,000):	0
Town (10,000 - 50,000):	0
Suburb of Cities (less than 50,000):	0
Central Cities (Greater than 50,000):	0
Total	0

Grade Distribution Please remove current 4-H participants (duplicates)

Grade Level			
Grade	Number of Participants	Grade	Number of Participants
K	0	8	0
1	0	9	0
2	0	10	0
3	0	11	0
4	0	12	0
5	0	Post High School	0
6	0	Not in School	0
7	0	Special Education	0
Sub-Total	0	Sub-Total	0
Total	0		0

<< Previous Continue >> Cancel Delete

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Enrollment Events Connect Finances Data

Search My Account Options Confirm Members Schools Clubs Project Aliases Activities Awards Groups Group Enrollment Payments Screening

Group Enrollment - Step 3 (Volunteer Distribution)

1 Program 2 Member Distribution 3 Volunteer Distribution

Racial Distribution

New Volunteers Only	Adult Volunteers		Youth Volunteers	
	Hispanic	Non-Hispanic	Hispanic	Non-Hispanic
(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
(6) White & Black or African American:	0	0	0	0
(7) White & American Indian or Alaska Native:	0	0	0	0
(8) Black & American Indian or Alaska Native:	0	0	0	0
(9) White & Asian:	0	0	0	0
(10) Balance (other combinations):	0	0	0	0
Sub-Total	0	0	0	0
Total	0	0	0	0

9. The third step, "Volunteer Distribution," allows you to specify information for the volunteer enrollment distribution according to race, volunteer adult and youth classifications, and training distributions.

Adult Classification Distribution:
Direct volunteers have contact with youth.

Indirect volunteers do not have contact with youth.

Youth Classification Distribution:
Direct volunteers have contact with youth.

Indirect volunteers do not have contact with youth.

Training distribution is for new volunteers who have not been recorded on prior group enrollment forms.

10. 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

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)	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)

<< Previous Save Form Cancel Delete

Submit when you Save—you can go back into the record until November 30th 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.