	Cooperative Extension Service	UNIVERSITY OF WYOMING *New Thinking*
	4HPlus! Computer Tip	8/31/2004

4HPlus! ES237 Report Process

The ES237 is a statistical summary of each county's 4-H program for the year. The report is in a continuous state of being produced throughout the year as you add members, leaders, groups, etc. **In fact, it would do NO harm and might save you time in the long run to occasionally process an ES237 just to see if it catches any data entries you may be making.**

The ES237 is typically due in the State 4-H Office by early or mid-October. The State 4-H Office will notify you as to when they want the ES237 submitted.

Submitting the ES237 is a very quick process if you have kept your group entries current and if you have occasionally checked for errors. As you process the ES237, it will notify you of errors and allow you to correct them on the spot.

The first section of this tip sheet deals with where the numbers on the ES237 are generated from in your 4HPlus! software package. The second section walks you through the ES237 process.

Where do the numbers on the ES237 come from in terms of entry in the 4HPlus software?

ES237 – Lines (Sections) 1-9

- Active field must = Y to be counted
- A member will be counted for EACH club the member is in (duplications included)
- If a member is in more than one club, they will only be counted ONCE for the total on Line 9 (duplications eliminated)

- The Delivery Method (DM) controls which line (1-7) the member will be added to

    - *If reporting participants are in any of the delivery methods 2-7, you count **all** participants whether or not they are 4-H members. If they are 4-H members, they will not be reported as new and thus not reflected in the school grade or place of residence areas on the ES-237.*

- The total number of 4-H units is a combination of the units (4-H clubs) reported under traditional enrollment as well as the units reported in a group.

ES237 – Section 10 and 11

- The numbers for Sections 10 and 11 are obtained from the traditional member record if the member is indicated as active, and from the **participants identified as "new" when a group record is created.**

ES237 – Section 12 - Numbers of Youth by Source of Program

- The program source for Wyoming is the 1862 land-grant university.

ES237 – Section 13 .1 Distribution of Youth in Integrated and Non-integrated 4-H units

- This portion of the ES237 searches through the traditional and non-traditional records to determine the ethnic distributions. The software **automatically** determines if a unit (club or group) is integrated or not based on the ethnic selections made during the enrollment process. **Thus, while you may be identified as a racially-ethnically mixed communities and you MAY have set up all your clubs as being integrated units in a racially-ethnically mixed community, it will be possible – likely – that you will have some clubs reported as non-integrated if you did not happen to have any enrollment from two or more racial-ethnic groups in either the member or leader category.**

ES237 – Section 13.2 and 14.1 – Race and ethnicity of 4-H Participants, Leaders, and Volunteers

- This information is obtained from the race and ethnicity information reported in member/leader registration or group registration.

ES237 – Section 15 – Classification of 4-H Volunteer Service

- All adult and youth volunteers fall onto one of three categories **and most of them fall into the Direct Volunteer**. While you may identify a community leader, a key leader, a project leader, etc., the software maps the local state identification to the correct national category of Direct, Indirect, or Middle Manager.

  - **Direct –** Unpaid support for the 4-H program through face-to-face contact with youth, by a youth or adult. e.g.: project leader, club leader, camp counselor, teacher.
  - **Indirect Volunteer** – Unpaid support for the 4-H program by a youth or adult which does not include face-to-face contact with youth. e.g.: boards, committees.
  - **Middle Managers** – Unpaid service to or leadership of other volunteers by a youth or adult, beyond the club or unit level.

ES237 – Section 16 – Numbers of Adults and Youth Volunteers trained through 4-H
- These numbers are determined by your selecting Y or N in the Leadership, Parenting and Other entry boxes on the member/leader registration forms.

    Definitions:

    - **Leadership** - This category is checked on the traditional enrollment screen and counted in the group enrollment event for **new** participants, **if the training received by the participants was on "topics relating to organizing, managing and teaching youth in a nonformal education setting."**

        This training is basically defined as training given to an adult or youth volunteer on how to train and teach youth.
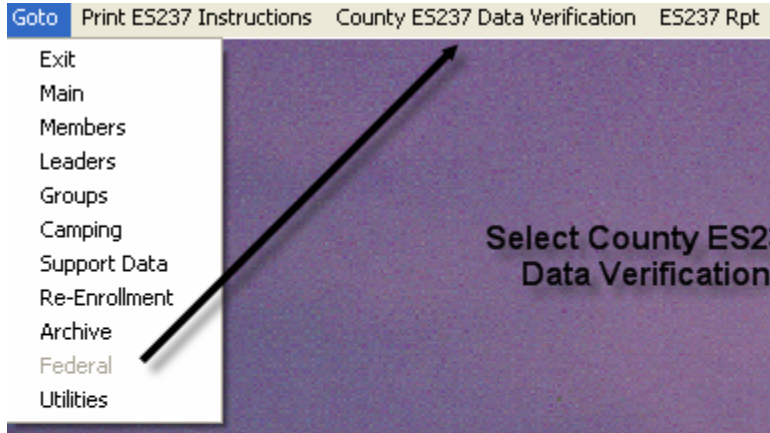
    - **Parenting** - Defined as "teaching knowledge and skills relating to developmental and learning needs of children and youth".

    - **Other** - - - any training topic beyond the two listed above.

ES237 – Section 17 - 4-H Curriculum Classification

- All of our projects have been associated with one of the national 4-H curriculum codes by the State 4-H Office when the project is entered into the computer at the state level. This information is transmitted to you and processed automatically into your county 4HPlus! software.

- In Wyoming, the junior leaders are counted and accounted for to the USDA via the Leadership Skills Development code (FF) under the curriculum classification.

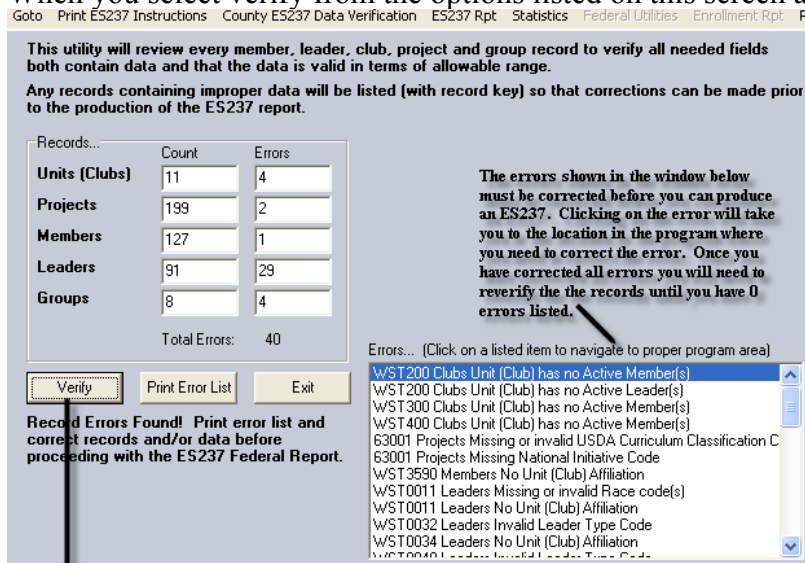# Procedures for Producing and Submitting the ES237

The ES 237 is produced by selecting **Federal** from the Go To menu.

When you select verify from the options listed on this screen a list of any errors will be reported.

SECTION	Completion Status	
Youth Enrollment (1-9)		0%
School Grade (10)		0%
Residence (11)		0%
Program Source (12)		0%
Distribution of Youth - Intgrtd / Non Intgrtd (13.1)		0%
Racial Groups - Participants (13.2)		0%
Racial Groups - Adult Volunteers (14.1)		0%
Racial Groups - Youth Volunteers (14.2)		0%
Classification of 4-H Volunteer Service (15.1 / 15.2)		0%
Adult / Youth Volunteer Training (16)		0%
Curriculum Classification (17-18)		0%

Verify following actions...
- ☐ Member record active status set correctly (County level)
- ☐ Member projects current (County level)
- ☐ Leader record active status set correctly (County level)
- ☐ Groups data complete (County level)
- ☐ Clubs data current (County level)
- ☐ Project/CSREES Curriculum Classification code links (District/State level)
- ☐ Project/CSREES National Initiative links (District/State level)
- ☐ Current ES237 data transfers from counties/districts (District/State level)

NOTE: If you want the output in .PDF format, click the [Printers] menu item and select the Acrobat PDFWriter (if available) as the desired printer.

Process Scope...
- ◉ Normal (Full)
- ○ 1890 Institutions

State Groups...
- ○ Include
- ○ Ignore

Process Method...
- ○ Process/Print ES237
- ○ Process ES237
- ○ Print Blank ES237 Form

[Continue]

[Exit]

Place a check mark in all of the boxes under Verify following actions. . .

The completion status bars will process very quickly until they reach the 100% mark.

You can then select the options to Process/Print ES237 report, Process ES237 report and/or Print Blank ES237 form

IMPORTANT: At some point prior to submitting your ES237, PLEASE print the completed form, review it, make sure an agent has reviewed it and verify that the numbers fall into a reasonable range for each category. You should always keep a paper copy of many of the 4HPlus! reports for quick access and archival value.

Submit the ES237 to the State 4-H office in the same manner that you submit other data information. Go to **Archive >> Send Data >>> select ES237 data >>> Build the exchange file and send to the State 4-H Office.**