



Group Event Worksheets Instructions

There are two (2) sections to the worksheet that need to be filled out and returned to the secretary for input in the 4HPlus! software.

These worksheets can be printed out from the 4HPlus! program by completing the following steps:

Go to >> Groups >> Worksheets >> Click on the Participant Worksheet and/or the Volunteer worksheet – a blank attendance worksheet prints.

- ❖ Group Event **Participant(s)** Attendance Work Sheet
 1. This worksheet should contain information pertaining to the **audience you trained**.
- ❖ Group Event **Volunteer(s)** Attendance Work Sheet
 1. This worksheet should contain information pertaining to the **volunteer(s) who aided you in presenting the training**,

Definitions

Date – enter current date

Projects – write down the general project areas referenced with your training.
If you are presenting a Mr. Popcorn School Enrichment Program, you may include multiple Foods & Nutrition projects.

D.M. Delivery Method

Delivery Methods...	
000	Activity
100	Organized 4H Club
200	Special Interest/short-term programs
300	Overnight Camping programs
400	School Enrichment programs
500	Individual study/mentoring/family programs
600	School-Aged Child Care Education
700	Instructional TV/Video programs
900	Group Volunteer Training Only

EFNEP – **Leave blank**

Units – **Generally, this will be one (1).**

1. If the **same delivery method** and the **same projects** were used to present a training to **different** audiences on the same day, then the number of units would represent the number of times the information was presented to different audiences.

Title – The title of your program

A.A. Code – Affirmative Action Code

Affirmative Action Codes...	
1	Integrated 4-H unit in a racially-ethnically mixed community
2	Non-integrated 4-H unit in a racially-ethnically mixed community
3	4-H unit in a non-racially-ethnically mixed community.
9	Group volunteer training only

Suggested questions for educators to ask to determine participant status:

Are you a member of a 4-H club this year?

Have you been to any other programs or classes this year that were presented by a “4-H teacher”?

If they do not answer “yes” to either of the above questions, then you can take an “eye” count of racial breakdown to determine the numbers to be entered in the “new only” boxes.

Grade and residence for **new only** can generally be determined by your audience or you can ask “How many of you live on a farm?” “How many of you are in the 5th grade?”

If they have previously been exposed to 4-H this year, either through the traditional 4-H program or through other group events, they need only be added to the “All” count for male/female and no other information needs to be gathered or entered.

In general, you are making a “best effort” attempt to acquire the needed information. Exact numbers and breakdowns are not necessarily expected, but this tool will enable you to increase the awareness of your community of the extent of the extension presence and support in their communities, as well as fulfill the needs of the state and federal 4-H programs for gathering demographic data that can be used in justifying federal support of the 4-H program.