4HPlus! Group Entry Instruction Sheet

Entering Group Enrollment/Volunteer Training Activities

The purpose of the group information option is to allow you a method to track delivery methods of special interest/short term projects; overnight camping experiences; school enrichment programs, etc. While these experiences may include members of organized 4H clubs they are not restricted to members of organized 4H clubs.

This information is entered in the 4HPlus program and then will be incorporated in the ES237 Report which is electronically generated and forwarded to the state office.

To enter the information select:

> **Goto** >> Groups

The menu across the top of your screen will list the following options:

> **Group Entry/Review   Work Sheets   Activity Report   Utilities   Help On/Off**

Work Sheets

If you select **Work Sheets,** you will be presented with a drop down menu for Participants or Volunteers. Clicking on either one of these options will send a command to the printer to produce a blank form for your use to fill in the information while actually at an event. The 4H agent may take this form to an event, fill in all the pertinent information and bring it back for the support staff to input on the computer.

Group Entry/Review

The first screen will present you with the option to **review** a group you have previously created or to **enter a new** group. If you want to review previously created groups you have four options for listing these groups. Select the listing method you want by clicking the appropriate radio button and then clicking on the Process button.

To enter a new group execute the following steps:

Select **Enter New Group >> Click Process**

The computer will present you with a screen asking for the pertinent information. A group Id number will have been automatically assigned in numerical order - if this is your first group the Id will be composed of your three letter county Id and 0001. The first information requested will be the date.

Enter the date <tab>

> Tabbing will enter today s date - manually enter the date if you are filling in information for an event on another day.

Click the project or projects you wish to add to the group event

> (*Note you can add or remove projects to the group event simply by clicking in the applicable list box.*)

> When you have finished selecting your projects, click:

<div align="center">

Project Selection Complete -Continue

</div>

You will now be presented with a list box of the **potential delivery methods**. (See appendix for definitions of delivery methods.) Select the delivery method by clicking on the appropriate method or by manually keying in the three digit number for your selected delivery method.

EFNEP
A default of N (no) will be placed in the EFNEP box - accept that and tab - -

Units
The units box will contain the number of projects you had selected for your group experience. The computer will pause here because if you present the same program two days in a row - or even split from morning to afternoon, you can increase your units by that number for each break in time experienced.

The following definition of units appeared in some documentation produced in West Virginia

Question: What is the intended functionality of Units?

Answer: Units is a count of educational experiences.

If you teach in one project area to two different groups that is two units (two experiences). If you teach two project areas to one group, that is also two educational experiences. This is why 4HPlus! automatically places a count in the [Units] box equal to the projects (educational areas) centered around the event in the units field. Now, sometimes a group event may cover more than one day or even meet twice in the same day and because of this 4HPlus! allows you to manually change the number in the [Units] box.

Example: You have a group event that centers on two projects so the units will calculate to [2]. But the group meets on two different days for the same projects, thus you manually change the [Unit] count to [4].

Either accept or modify your Units number and <tab>

Title or Description
Type in the title of your group experience - whatever title you have determined for your program <tab> to the Affirmative Action Code

Affirmative Action Code
Select the appropriate Affirmative Action Code by typing in the number or clicking on the selected affirmative action code.

At this point the **Make New Group** button (upper left corner of screen under Controls) will be activated, press <Enter> and confirm or cancel the Group Record Addition.

You may either quit at this point if you have not yet held the event and do not have numbers for the Participants/Training screen or Volunteers screen, or proceed to fill in the rest of the information as follows: (If you don t have the information now, you would later review the specific group and then enter the information as it became available.)

Participants/Training

This screen allows you to enter the numbers information for the selected group. Under the All column enter the **total** numbers of participants by male/female breakdown in the proper ethnic boxes.

Of this number enter **only** the brand-new, never had contact with 4-H before through an organized club **or any other method** people, in the new column information boxes.

Note, that for the new contacts you will need to enter their residence and grade in school. The totals for residence, new, and grade must match.

The training information is optional and more information on what is needed here would be available from the State 4-H Office if you have questions.

Volunteers

The volunteer screen looks much more complicated than it actually is. You will never enter information in the red boxes, rarely will you enter information in the yellow boxes, consequently you are really only dealing with the gender/ethnic numbers for Direct adult and youth volunteers. Again, note the differentiation between **All** (which would include all people at an event

regardless of whether this was their first 4-H experience or not); and, **New** (which would count the numbers of those people for whom this was their **very first** contact with 4-H).

Summary

For good definitions of Direct 4-H Volunteer, Indirect Volunteer, Middle Manager, etc., print out a copy of the ES237 form. Definitions of the above, as well as the various types of events are included on this form. The computer program will take care of the Duplications Not Eliminated and Duplications Eliminated portions of the ES237 for you.

Appendix

Delivery Method Definitions (as noted on ES237 form)*

100 - Youth members of organized 4-H Clubs - *an organized group of youth, led by an adult, with a planned program that is carried on throughout all or most of the year.*

200 - Youth participating in 4-H special interest/short-term programs/Day Camps. - *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 or organized 4-H clubs.*

300 - Youth participating in 4-H overnight camping programs - *Youth taking part in an Extension planned educational experience of group living in the out-of-doors. . . . . not restricted to members of organized 4-H Clubs.*

400 - Youth participating in 4-H school enrichment programs - *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.*

500 - Youth participating in 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).

600 - Youth participating in School-Aged Child Care Education Programs - *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 .)*

700 - Youth participating in Instructional TV/Video Programs - *Youth offered learning experiences through Extension via broadcast or closed circuit television . . . . .*

*These are abbreviated definitions, for the full definition print out the ES237