**Entering Leadership/Parenting/Other fields on the 4HPlus!
Member/Leader/Group Event Screens**

*Entered via the Leader Registration Screen, the Groups/Participants screen, and
Member registration screen (if a youth volunteer has received training in a
specific field for the purpose of training others).*

This information is reportable for traditional members and leaders via the respective
enrollment forms. It is reportable on the participant(s) work sheet in the groups record.
No matter where this is being reported, there is a degree of confusion regarding these
entries. Following are some definitions and explanation which we hope will help clarify
this area.

➢ **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 non-formal 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** - - - Anything within the 4-H curriculum list **except** leadership and
   parenting. It is often described as "subject matter training". It is not uncommon
   for a leader training session to include both a leadership component and "other"
   subject matter training as well. Count participants in both components if that
   occurs.

This is primarily used to report training to adult and youth volunteers by an extension
agent. The adults and/or youth trained may or may not be a traditional member or
leader. In the case of youth they are more likely to be a traditional member.

Examples:

Use this information when an **agent** provides a significant training to adults or youth.

Adult - Training provided by agent.

- New leaders training – taught how to be a 4-H leader.
- A training provided by the agent on communication or teaching techniques.
- Training teachers how to use curriculum – whether 4-H specific, or non 4-H specific.

This type of training would be reported under groups – with the non-4H participants identified as new. The traditional 4-H participants would have the Leadership checkbox on their member enrollment form changed from N to Y in order to be counted in section 16. **You must do this manually.**

Youth – Training provided by agent

To community youth workers who may or may not be a 4-H participant.

A group of high school volunteers training in helping with a community enrichment program. The agent could be providing training in methods and techniques for communicating and working with youth. This type of training would be reported under groups. The non-4H participants are identified as new. The 4-H participants would have the Leadership checkbox on their member enrollment form changed from N to Y in order to be counted in section 16.