

### What is a group? And how do I enter it?

#### Introduction

Group data entry is a way for 4-H to report their **non-club** contacts. The club 4-H member or leader is reported at the county, state, and federal level via the member and leader enrollment screens. However, extension educators have many other contacts with youth outside of the traditional 4-H program. Contacts are made via school enrichment programs, camping experiences that welcome both traditional and non-traditional youths, special interest/short-term programs, etc.

In order to obtain accurate numbers of youth that are actually touched in some way by the Cooperative Extension educators, the groups enrollment screen is available for entry. Entering your group numbers on this screen will automatically generate the non-traditional member/leader numbers for the ES237 as well as the traditional member/leader numbers.

The group enrollment screen has several components shown in Figure 1. Review the definitions of the data that may be entered on this screen in the DM (Delivery Mode) field, Units field, and AAC (Affirmative Action Code) field.

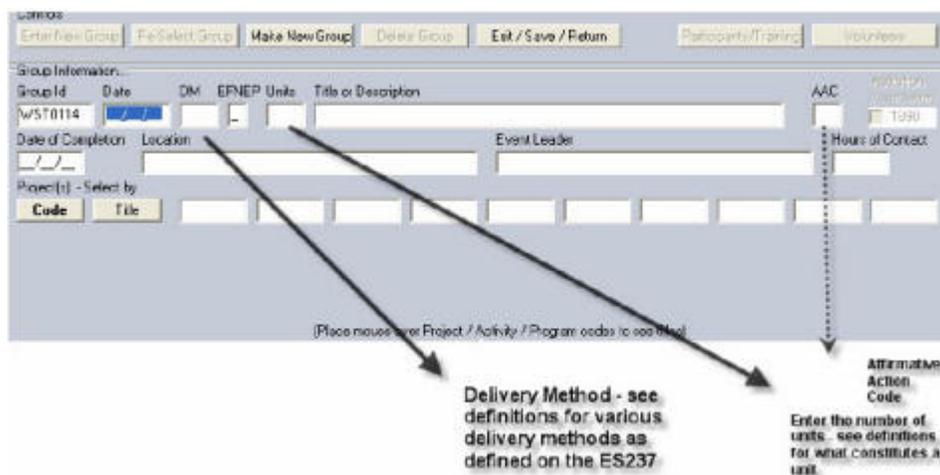


Figure 1. Group Enrollment

## 4-H Delivery Modes Definitions

1. **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. 4-H clubs may meet in any location and typically have elected officers and a set of rules approved by the membership to govern the club.
  - 1a. Community clubs typically meet in the evenings or on weekends and offer self-chosen multiple learning experiences and activities.
  - 1b. In-school clubs meet during school hours, but have officers and planned activities beyond school enrichment.
  - 1c. 4-H after-school clubs are organized within child care settings. They have officers and planned activities.
  - 1d. Military 4-H clubs are organized by the Armed Forces, often on military installations, and principally for military dependents.
2. **Youth participating in 4-H special interest/short-term programs.** Groups of youth meeting for a specific learning experience that involves direct teaching by extension staff or trained volunteers, including teachers. Programs are not part of the school curriculum and are not restricted to members of 4-H clubs. Multiple-day meetings, for example on college campuses, should be reported as short-term programs. The direct audience contact hours should be at least six for enrollment to be reported.
3. **Youth participating in 4-H camping programs.** Youth taking part in an extension-planned educational experience of group living in the out-of-doors.
  - 3a. Overnight camping 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. Day camping consists of multiple-day programs, with youth return home each evening.
4. **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.
5. **Youth participating in 4-H individual study/mentoring/family learning programs.** Planned learning that occurs independently 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, advanced placement courses, mentoring or shadowing with an "expert," whole families learning together.

6. **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 1c Organized 4-H After School Clubs.
7. **Youth participating in instructional TV/video programs.** Youth offered learning experiences through extension via broadcast or closed circuit television, including satellite transmission, or videotape replays of such series.

## Units Definitions

- **4-H Unit** - An identifiable group of youth sanctioned by extension and organized to have similar learning experiences, (e.g., club, classroom of students, or a camp session). A 4-H unit often offers multiple subjects or learning experiences, while still continuing to be the same 4-H unit.

### *Examples:*

- A program is presented four times over a period of days, weeks, or months, to the **same** group of people - **1 unit**.
- A program is presented four times to four different groups of people - **4 units**.
- A program is presented to the same group of kids over a period of four weeks, with very different curricula (i.e., 1 week - shooting safety; 1 week - cake decorating; 1 week - leather craft; 1 week - digital photograph, etc.). Each distinguished curricula counts as one unit - **4 units**.

## **Steps for Entering Group Enrollment**

1. Pull down the **Go to** menu, and click on **Groups**.
2. Click **Group Entry/Review** on the menu bar of the *Groups Data* screen.
3. Click the **Enter New Group** radio button. See Figure 2.
4. Click the **Process** button.
5. *Group ID numbers* are automatically entered by 4HPlus.

Group Selection...

Action...

Review

Enter New Group

Listing Method...

By Group

By Date

By Delivery Method

By Title

Process

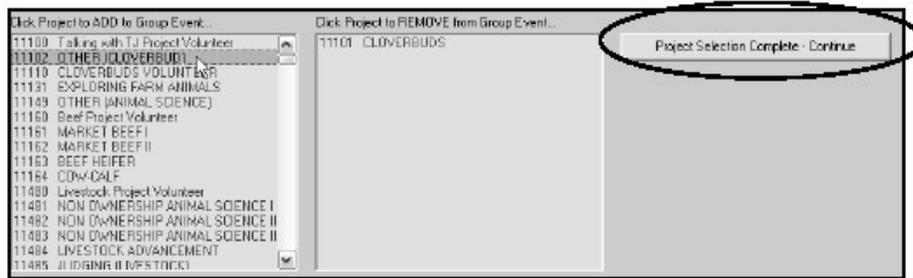
Exit

**Figure 2. Enter New Group**

6. Enter a **date** for the event. Press **Tab** to go to *DM (Delivery Method) box*.
7. Click on the appropriate **Delivery Method** from the list at the bottom of the screen. The Delivery Method code appears in the DM field.

**Note:** Although the delivery method 100 appears in the drop down menu, it is **never a selection** when you are entering group information.

8. Enter **N** for *EFNEP*. Pressing **Tab** will auto enter the **N**. The EFNEP information is entered at the state level as a single-group entry and is not a concern at the county level.
9. Enter the **units** as outlined in the Units Definition section. This number can be 1 or more. Press **Tab**.
10. Enter a **name** to identify your new group in the *Title or Description* field. Press **Tab**.
11. The **A.A.C.** field identifies Affirmative Action. Click on the correct code in the box below at the bottom of your screen.
12. **Date of Completion, Location, Event Leader, and Hours of Contact** fields are **not** required fields, but provide locations for more information on this group.
13. Click on the **Select** button under Project(s). A project list box opens.
14. Click on **Project(s)** from the list. The project(s) will be added to the box on the right. When all projects have been chosen, click **Project Selection Complete**, and those project codes are added. You can return to add or delete projects anytime during the course of the year. See Figure 3.



**Figure 3. Project Selection Complete**

15. When project selection is completed, the **Make New Group** button, located at the top of the screen, comes alive. Click on this button to save this group. See Figure 4.



**Figure 4. Make New Group button**

16. Click **OK** to confirm the new group addition.  
 17. The **Participants/Training** and **Volunteers** buttons now come alive so you enter the numbers of participants and volunteers.

### Add Participants

1. Click the **Participants/Training** button.
2. Enter the ethnicity, gender, race, residence, and grade data as indicated. See Figure 5. Click the image to enlarge it.

*"All" indicates the number of participants in the group. "New" indicates the number of participants that have not been counted in any other 4-H club or group. If "all" and "new" are the same, they must be listed in both sections. If totals circled on illustration do not match, you will not be able to proceed until numbers have been corrected.*

**Figure 5. Add Participants**

## Training

Add the number of "new" volunteers and youth that have been trained for this group. "New" means these volunteers have not been counted anywhere else this year for receiving training in leadership, parenting, or other areas. For example, if you trained volunteers, adult or youth, to direct an after-school group include them here.

## Leadership, Parenting, and Other Definitions

- Leadership - topics relating to organizing, managing, and teaching youth in a non-formal education setting.
- Parenting - knowledge and skills relating to developmental and learning needs of children and youth.
- Other - any training topic beyond the two listed above.

## Add Volunteers

1. Click the **Volunteers** button at the bottom of the screen. See Figure 6.

The screenshot shows a software interface for entering volunteer data. It is divided into several sections:

- RACIAL GROUPS NEW VOLUNTEERS ONLY!!!**: A list of 10 racial categories with corresponding input fields for Adult and Youth volunteers, broken down by Hispanic, Non-Hispanic, and Total.
- ADULT VOLUNTEERS Ethnicity (new only)**: A table with columns for Hispanic, Non-Hispanic, and Total, with input fields for each of the 10 racial groups.
- YOUTH VOLUNTEERS Ethnicity (new only)**: A similar table for youth volunteers.
- Classification of Volunteers**: A section for entering data by gender (Male/Female) and role (Direct, Indirect, Middle Manager) for both Adult and Youth volunteers.
- TOTALS**: Summary rows for each section.
- Buttons**: Group Selection, Group Information, Participants/Training, Volunteers, and Exit.

Red circles highlight the 'Total' input fields in the Racial Groups section and the 'New' input fields in the Classification of Volunteers section.

Figure 6. Volunteers

2. Enter ethnicity and gender data as indicated for "New" adult volunteers **only**. "New" means these adult volunteers have not been counted anywhere else in

4HPlus in the current year. these would not be enrolled volunteers. The TOTAL for this category must equal the total "New" adult male and female volunteers in the Direct, Indirect, and Middle Manager section.

3. Enter the "All" and "New" gender data in the Direct, Indirect, or Middle Manager sections under Adult/Youth Volunteers. The three totals under **New** must match.
  - a. "Direct" works directly with the club or with members/other volunteers.
    - b. "Indirect" provides services to the club or county 4-H, does not work directly with members.
    - c. "Middle Manager" provides training, management for county, district, or state projects/events.
    - d. Youth volunteers are age 18 or younger, and have the same definitions as Adult Volunteer.
4. Repeat similar data entry for **Youth volunteers**.
5. Click the **Group Selection** button if you wish to add another group; or click the **Group Information** button if you wish to make changes to data already entered for a group. When you have completed group entry, click the **Exit** button.

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