

ES237 Instructions

Preparing for the end of the 4-H year

- The end of the Idaho 4-H year is September 30. Your data for this report for enrolled members and leaders is completed through the enrollment process. You will NOT have to file this report at the county level as it is completed by the state. However, you are encouraged to pull reports (at any point during the year) to verify your data is correct as there is valuable information contained in the ES237
- To help ensure the year-end report is accurate the following checklist will help you work through the steps to ensure your data is accurate.

Group enrollments must be entered in by September 20. At midnight September 30 4-H Online will automatically roll over to the new 4-H year.

- ✓ Ensure all group youth/volunteer information is entered through the group enrollment process
 - Are the enrollments complete? Are there incomplete records?
- ✓ If you have “partially” started entering in your records they need to be complete
 - Check to make sure that:
 - Delivery mode is selected
 - Number of contact hours is indicated
 - Volunteer and Member information for the activity/event is recorded
- ✓ All training information has been entered into the program done on page 3 (Volunteer Distribution) of the group enrollment.
- ✓ Check club files – Go to clubs, click ‘Edit’ and check integration status of the club and community. Both boxes should be checked.
- ✓ Run and print ES237 report. From the Reports icon select ‘Standard reports’. From there select ‘ES237 All Reports’ and click ‘Run Report’
 - Review your county enrollment statistics (how many youth are in each grade in your community’s schools?)
 - Compare the numbers from the ES237 page 2 to the information provided from the Idaho State Department of Education <http://www.sde.idaho.gov/site/statistics/>
- ✓ Review each delivery method and the number of youth being reported
 - Do these numbers look realistic for your county?

If you have questions or need further information do not hesitate to contact Erika Thiel at ethiel@uidaho.edu