

## Groups and Group Enrollment - FAQ

Updated: 9/14/17

### 1. How soon should we start entering group enrollment data into 4-H Online?

As soon as programming has been completed/is finished. Group enrollment data should be keyed into the system no later than the 3<sup>rd</sup> week of September (i.e. September 15, 2017) to allow for review and editing and before rollover to the new 4-H year.

### 2. Where do I find resources for groups and group enrollment?

Forms, instructions, guides, etc. can be found at

<https://www.uidaho.edu/extension/4h/4honline/help-for-staff>

### 3. What is a Group? What is a Group Enrollment? Are these terms the same?

These terms are very related, but are also very distinct and cannot be used interchangeably.

**Group** – this is a level of data organization in 4-H Online enrollment data that designates individual participants (by name) to be associated with a 4-H Group. Examples of 4-H Groups could include Ambassadors, County 4-H Council, Horse PDC, Robotics Team, etc.

**Group Enrollment** – this is more correctly referred to a “group enrollment form.” This is a set of numbers that represent the actual number of participants (and information about those participants). A group enrollment form can be created in various ways, but in all cases it must be created after the event because that’s the only point at which you know who actually participated.

### 4. How are Group Enrollment forms used?

Group Enrollments are one of the two data sources used to create the year-end federal report, ES-237 and to build other reporting and research data outputs.

### 5. Is there an expectation regarding the use of 4-H Online?

Effective October 1, 2012 all counties are to utilize 4-H Online as the sole enrollment program for Idaho 4-H. Additional policies regarding 4-H Online can be found in the county operations handbook.

### 6. What is the definition of "New"?

These definitions remain the same as in past years and refer to the number of participants for which this is their first Extension "experience" in this program year. Keep in mind that if a youth or volunteer is enrolled in 4-H Online they are not considered “New.” If an individual isn’t enrolled in 4-H Online count him/her as “New” only once during the 4-H calendar year. How do I know which Delivery Mode and Project to use?

It is INCREDIBLY important that we have correct and consistent usage of Delivery Modes and Projects. For details and examples, refer to the document “Reporting Guidelines,” posted on the

4-H Online support page:

<https://www.uidaho.edu/extension/4h/4honline/help-for-staff>

**7. How can I see what Group Enrollment information has been entered for my county by other staff? Also, can I see total numbers for events entered for my county?**

The Groups and Group Enrollment data can be viewed by any 4HOnline Manager with access to that county. Simply click the group enrollment icon, filter information to current 4-H Year. You

To see total numbers for group enrollments, click the reports icon, click on standard reports. In the gray ribbon, from the Quick Exports drop down menu; scroll all the way down and select Group Enrollment: By County.

**8. What events should be entered into 4-H Online as Groups and/or Group Enrollments?**

It is expected that all 4-H events that involve members and/or volunteers from more than one club should be entered into 4HOnline. In other words, 4-H events at the club level do not need to be entered. In addition, an event (most typically a meeting) that only involves enrolled adult volunteers (no youth, and no “new” volunteers) does not need to be reported – UNLESS the adults are being trained, then the event should be reported.

**9. How should I handle repeating or multi-meeting programs/activities?**

Create a group for this program/activity.

Maintain a cumulative enrollment, meaning that as new participants are added to the program/activity, add them to the 4HOnline Group.

When the end of the program/activity (or the 4-H year ends) create a Group Enrollment record, with “frequency and dosage” data added as follows:

- Note the number of times met in the description
- Note the approximate total hours

The screenshot shows a 'Program' form with the following fields and values:

- Program Name: New Canvas Masters - 6 meetings (highlighted with a red box)
- Description: (empty)
- Start Date: 1/10/2012
- End Date: 1/18/2012
- 4-H Year: 09/01/2011-08/31/2012
- Club / Group: Club: Amboy Area Adventurers
- Delivery Mode: 1a) Organized 4-H Community Club
- Delivery Mode Alias: Project club where Extension manages t
- Presenter: (empty)
- Location: (empty)
- Zip Code: (empty)
- Number of Hours: 12.00 (highlighted with a red box)
- Number of Youths from military families: 0

## **10. What if the group I am working with has involved the same kids for 6 meetings or more.**

### **Should this group be reported as a club?**

New forms and types of Club experiences are desirable and in accordance with statewide efforts to grow the club experiences and opportunities. But there are a number of things to consider when determining whether to classify an experience as a 4-H Club. Simply gathering six or more times should not be the defining factor. There needs to be intentionality about the experience. In other words, staff should be "intentional" in designing and naming club learning experiences from the onset, including being intentional about completing the chartering process. See refer to the University of Idaho 4-H Youth Development Policy and Procedures for a complete definition of 4-H Club.

For assistance with the Club Chartering process and specific circumstances or considerations, please email [fourh@uidaho.edu](mailto:fourh@uidaho.edu).

## **11. A group that I'm working with meets the definition of a club - should I enroll them in 4-H Online as Youth (members) in a Club or in a Group?**

This is a complicated question to answer, because there are many variables to consider, and each situation will have its own factors to consider. Generally though, the greater the detail of data, the better. So in this case, enrolling youth in a Club involves the most data and is the most preferable. Second choice would be enrolling the youth in a Group.

If a collaborating partner is managing the enrollment, a Group Enrollment record can be created from the data supplied by that partner.

## **12. Who is supposed to be entering participant data in 4-H Online?**

Any staff with a 4-H Online account has access to enter this data in 4-H Online. Counties can determine if families can enroll using the internet or through the county office. The staff person closest to the 4-H program is responsible for entering data in to 4-H Online.

## **13. What about state-wide or multi-county events - who reports on them?**

The organizer of the State Event is ultimately responsible for this data being entered. For multi-county events report the data for your county participants only.

## **14. How should Extension Youth Programming conducted by non-4-H staff be reported?**

As implied by this question, we need to know about all Youth Programming done by all Extension staff (including EFNEP, IdahoH20, Conservation Field Days, Horticulture programming ,etc). For these events that are not conducted by 4-H staff (and therefore not reported by 4-H staff) the Extension staff person who is handling the event should schedule and **report on the event in CALS Plan AND 4-H Online**. Then, the number of youth participants and additional data will be reported to 4-H at the state level.

### **15. What is the definition of a 4-H Member?**

Idaho 4-H Youth Development, a part of the University of Idaho, offers a range of short and long term educational programs that meet the needs of youth. “Member” is defined as a youth of 4-H age individually enrolled at the county level in a 4-H club. 4-H age is the age of the individual on January 1 of the current 4-H Year (which runs from October 1 to September 30). 4-H members age 8 to 18 years are eligible to participate in all programs offered by 4-H.

The 4-H Youth Development program invites all youth to participate. Short-term programs include those in specific subject matters such as performing arts, technology, animal science, or nutrition and fitness. Please refer to the University of Idaho 4-H Youth Development Policies and Procedures for additional information regarding member participation and clubs.

### **16. Does this mean that all 4-H members and 4-H Adult Volunteers should be enrolled?**

Yes, to fulfill our programmatic and liability/risk management commitment.. This means that complete enrollment data (club and project selection is optional) must be collected and entered into 4-H Online. The exceptions to this policy are noted below in the “bulk reporting” questions. Note: An “adult” record is designed for Adult Volunteers, NOT adult parents. Parents should not create an individual record within the family. FFA members should NOT be enrolled in 4-H Online. FFA members can be added as contacts (contacts can be members of a group).

### **17. What enrollment form should I use?**

Because all 4-H members and Adult Volunteers must be enrolled in 4-H Online, the full enrollment data must be collected, as required by 4-H Online. The suggested enrollment forms are available on the 4-H Online support page:

<https://www.uidaho.edu/extension/4h/4honline/help-for-staff>

### **18. How should we handle participants who are not already enrolled in 4-H?**

In keeping with the integrity of our data, consistency of our definition of a 4-H member, and our risk management plans enrollments in 4-H Online should be limited to ONLY 4-H youth members and adult 4-H volunteers. We do want to capture these participants on group enrollment forms.

### **19. How should we handle participants who are enrolled in 4-H but are pending because they have not submitted payment?**

A member’s enrollment should not be confirmed until payment has been received in your county office. If a participant shows up an event or meeting without being enrolled, the participant can not engage in 4-H activities. Volunteers should not conduct 4-H meetings or engage in 4-H activities until their enrollment is confirmed and all volunteer certification steps have been fulfilled.

### **20. How do we report youth volunteers?**

Part of the ES-237 report data includes a total number of volunteers – people who have served as a volunteer at some point throughout the year. This includes youth volunteers.

- Youth who volunteer at a group event get counted as participants and should be added to the Group accordingly.
- If they are volunteering at an event, then yes, their [Volunteer?] field in 4-H Online needs to be set to [Yes] (and would stay that way for the year).
- If the youth volunteers at events are already enrolled and have their [Volunteer?] field set to [Yes], then they would fall into the same treatment as enrolled adult volunteers (they do not get reported as volunteers as part of the Group Enrollment report).