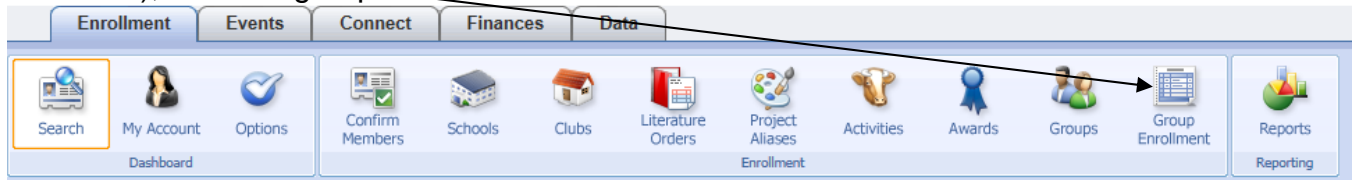


ES237 Instructions

The end of the North Dakota 4-H year is August 31. The year shown in pictures are examples only.

Your data for this report for enrolled members and leaders is already completed by the enrollment process throughout the year.

Group enrollments: In order for group enrollments to be counted they must be entered by October 10. (After October 10, the 4Honline program will not accept group enrollments for the year just completed.) 4-H activities are not counted by 4Honline for ES237. If you hold an educational program which needs to be counted (for example: some participants are not 4-H members), create a group enrollment record.



The following check list should help you proceed through the ES237 reporting.

1. All enrolled member and leader information (enrolment and projects) is entered into the program by August 31. The default 4-H year will show up as the current year. You cannot change project enrolled information after August 31, however, you will still be able to add award and activity information to individual records.

Group Enrollment - Step 1 (Program Details)

1 Program 2 Member Distribution 3 Volunteer Distribution

2. All group youth enrollment and group volunteer information is entered into the program by October 10.

Give the program a name and description. The date can be a one day event or if you visit a classroom several times, list the first and last day.

Select the group or create a group if you do not already have the group identified.

Select delivery mode, most will be special interest, school enrichment (in school hours) or camping.

Add to the hours if you go back to the same group.

You must select and click on Add Project (select the project which most closely fits the topic of the sessions). You can have more than one project so if you repeat sessions to a group, but on different topics, add a new project. 4-H Science is just the first project in the list, you must click Add Project before it recorded.

Program

Program Name: New Program

Description:

Start Date: 8/15/2014

End Date:

Select the year this record is to count towards

4-H Year: 09/01/2013-08/31/2014

Club / Group: State:Group: JMG

Delivery Mode: 2) 4-H Special Interest / Short-Term Proj

Presenter:

Location:

Zip Code:

Number of Hours: 0.00

Number of Youths from military families: 0

Is this a Food and Nutrition Program?: (EFNEP or FNP)

Projects

Select a Project: 4-H Science (group enrollments)

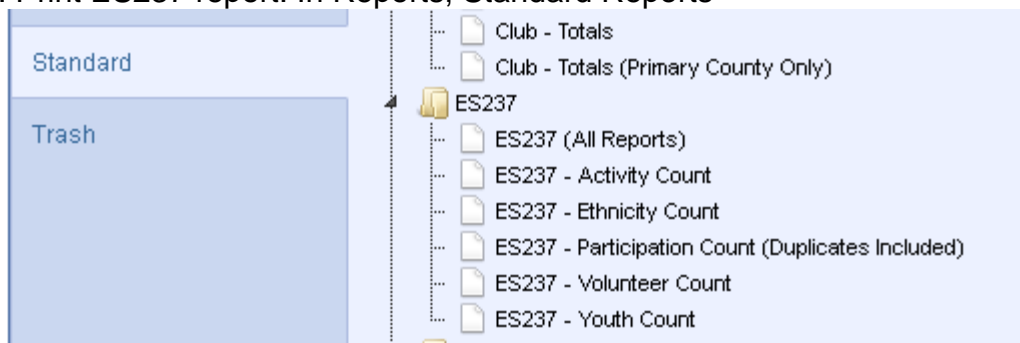
Add Project

Project Remove

Complete the information on page 2 and 3 for member and volunteer distribution. If the numbers do not balance, you cannot submit the entry.

- 3. All training log information has been entered into the program. This is done in the Volunteer Distribution (page 3) of the Group Enrollment. This should be any training provided to your volunteers. Please don't forget this section.
- 4. Check Club Files: (Go to Clubs click on Edit for each club)
The integration status of the club and community must be indicated. The box should be checked by Racially Mixed Community if the potential members come from more than one race. The box by Integrated should be checked if the actual membership is of more than one race. The box by Integrated should never be checked if the box by Racially Mixed Community is not.

- 5. Print ES237 report: In Reports, Standard Reports



You can review the report in parts or select (All Reports) for all the pages.

Balancing the report is automatically

done by the 4honline program. You cannot make a group entry without it balancing.

Print and keep a copy for your office records. You can also go back to previous years in 4honline and get ES237 reports. The data is kept in the system. That is why you cannot change individual data after August 31 or group data after October 10.

➤ **Review your county data, how many youth are in each grade in schools in your county?** Compare the number of youth reached from your county with the enrollment in schools in your county. The data should be available from your county superintendent of schools. You can also search the Department of Public Instruction for last year's enrollment. This link should help.

<https://www.nd.gov/dpi/Administrators/SchoolFinance/Resources/>

Be sure to look at each delivery method and the number of youth being reported.

- Do they look realistic for your county? (Remember, this is a report of youth from your county in Extension 4-H programs. It is not a report of all youth for which you did programming.)

Use this report as part of your reports to advisory groups, county commissioners and the general public.

You can use the cover sheet on the next page for your printed copy in your files.

Cooperative Extension System 2017 Annual 4-H Youth Enrollment Report

For the State
Reporting Year Including
January 1, 2017

North Dakota

County name

County 4-H staff completing this report

County 4-H Contact approving this report

County chair signature approving this report