Group Enrollments

Group Enrollments

Group Enrollments are used to account for programming with groups which may or may not include enrolled youth. From a federal reporting perspective, group enrollments provide information in two areas.
1) Count program participants (youth and adult) where individuals are not enrolled individually and
2) Count participation related to an educational program (project) area.

Group enrollments may be added to the 4honline program anytime during the year. It is suggested they are added as programming is done. Use the group enrollment form to collect the data when you are doing the program. In order to allow time for all group enrollments to be entered, 4honline will allow you to enter group enrollments to count on the ES237 through the end of September for the 4-H year which ended on August 31.

When entering information "duplicates" are youth who have already been counted—either because they have an individual record (club members) or because they have been entered on a prior group enrollment record.

According to federal definitions, only educational events of six or more hours in duration are eligible to be counted for ES-237 reporting. However, if you wish to track educational events of less than six hours, just do not click on the submit button and it will not be counted even though you have the record of the event.

Do not add a group enrollment for non-educational programs such as awards nights, or social functions.

Adding a new group enrollment record

On the Dashboard, choose the Group Enrollment icon. This brings up a different Search screen at the top, with a top left corner option to "Add Group Enrollment".

When you have clicked on Add Group Enrollment, you will get another screen to allow you to add information about that program.

Screen 1 is Program Information

1. Required fields are in bold: Program Name, Start/End dates, 4-H Year, Group, Del. Mode, Hours.

2. Be sure that your start/end dates are both within the program year (between September 1 of one year and August 31 of the next year.

a. Groups: Create group names which identify the group. For example, it may be a school name, specific classroom, camp name, or something else that defines the group such as those in a specific program like JMG (Junior Master Gardeners).

b. Delivery Method: select from the drop down menu. Note: organized club is not a choice. The reason for this is so the program does not count the club again and it appears you have more clubs than you do.

Delivery Modes:

   Special Interest/Short-Term = varied times, one meeting or several, on a specific topic (even if delivered to an organized club.

   Overnight Camping = includes a "camping" experience. Does not need to be an outdoor camp, but should be an overnight experience. Include Aersopace camp and EYC in this category.

   Day Camping = should include a "camping" experience. Depending on agenda, day camps or special interest could be used for day activities.

   School Enrichment = education that happens IN school, DURING the school day, in support of school curriculum.

   After School Programs = occurs after school, may include programs designed to provide child care.

c. Number of hours. Record the contact hours. Keep in mind, if additional programming is done with this group, you can change the number of hours.

d. Please indicate if there are military family members in the group and check if program is EFNEP or FNP.

e. Select a project (pick something close to the educational topic) and click on Add Project. It is not counted until you see the project name under the Project heading.

Screen 2: Member Distribution.

This is where you add demographics for the group—gender, residence, etc. can be added at the first time you meet with this group, and it won't be necessary to remove duplicates except for the participants that are enrolled 4-H members. If additional programming is done with this group, you will only need to update the hours and project area if different than previously. Pay attention to total numbers and numbers with duplicates removed. Also, please note that each racial group must be designated Hispanic or Non-Hispanic.

Add information on residence and grade level. You may be able to get this information from a group source such as a school, otherwise use your best judgment on the makeup of the group.

Group Enrollment - Step 2 (Member Distribution)

1 Program   2 Member Distribution   3 Volunteer Distribution

Gender Distribution

Gender (Duplicates are current 4-H participants)	Total	Duplicates
Male:	0	0
Female:	0	0
Sub-Total	0	0
Total (Duplicates removed)	0	

Racial Distribution Please remove current 4-H participants (duplicates)

Please indicate the race and ethnicity of participants	Ethnicity	
Racial Groups	Hispanic	Non-Hispanic
(1) White Only:	0	0
(2) Black or African American Only:	0	0
(3) American Indian or Alaska Native Only:	0	0
(4) Asian Only:	0	0
(5) Native Hawaiian/Other Pacific Islander Only:	0	0
(10) Balance (other combinations):	0	0
Sub-Total	0	0
Total	0	

Residence Distribution Please remove current 4-H participants (duplicates)

Where do the participants live?	
Farm:	0
Rural (under 10,000):	0
Town (10,000 - 50,000):	0
Suburb of Cities (less than 50,000):	0
Central Cities (Greater than 50,000):	0
Total	0

Grade Distribution Please remove current 4-H participants (duplicates)

Grade Level			
Grade	Number of Participants	Grade	Number of Participants
K	0	8	0
1	0	9	0
2	0	10	0
3	0	11	0
4	0	12	0
5	0	Post High School	0
6	0	Not in School	0
7	0	Special Education	0
Sub-Total	0	Sub-Total	0
Total		0	

[<< Previous]   [Continue >>]   [Cancel]   [Delete]

Screen 3: Volunteer Distribution.

1. This screen can be left blank if there are no "new" volunteers to record for the event. New volunteers are those who have not been previously recorded—either with an individual record, or on a previous group enrollment. There is NO provision for duplicates on this screen, as all recorded should be "new".

2. Ethnic/race—indicate ethnicity and race separately for youth (still in K-12) and adult (above HS) volunteers.

3. Classification—Direct volunteers have contact with youth, indirect volunteers do not. Again, separate adult & youth volunteer sections.

4. Training Distribution—if you provide training to the volunteers that worked with this event, indicate what type of training (A, B, or C), and whether the attendees at the training were youth or adults.

Group Enrollment - Step 3 (Volunteer Distribution)

1 Program   2 Member Distribution   3 Volunteer Distribution

Racial Distribution

New Volunteers Only	Adult Volunteers		Youth Volunteers	
	Ethnicity		Ethnicity	
Racial Groups	Hispanic	Non-Hispanic	Hispanic	Non-Hispanic
(1) White Only:	0	0	0	0
(2) Black or African American Only:	0	0	0	0
(3) American Indian or Alaska Native Only:	0	0	0	0
(4) Asian Only:	0	0	0	0
(5) Native Hawaiian/Other Pacific Islander Only:	0	0	0	0
(10) Balance (other combinations):	0	0	0	0
Sub-Total	0	0	0	0
Total		0		0

Adult Classification Distribution

Classification of Volunteers	Adult Volunteers	
	Male	Female
Direct:	0	0
Indirect:	0	0
Sub-Total	0	0
Total		0

Youth Classification Distribution

Classification of Volunteers	Youth Volunteers	
	Male	Female
Direct:	0	0
Indirect:	0	0
Sub-Total	0	0
Total		0

Training Distribution

Volunteers Trained Through 4-H (New Only)	Youth Volunteers	Adult Volunteers	Other Adults
A. Leadership - topics relating to organizing, managing and teaching youth in a non-formal education setting:	0	0	0
B. Parenting - knowledge and skills relating to developmental and learning needs of children and youth:	0	0	0
C. Other - any training topic beyond the two listed above:	0	0	0

☐ Submit Form (Submit the form when completed. Submitted forms may be edited at anytime)

[<< Previous] [Save Form] [Cancel] [Delete]

Submitting the Record

When you are finished entering all the data, click the Submit Form box, and then click Save Form. If you do not "Submit", the data will not be included on your ES237. If you have six hours recorded, submit when you Save—you can go back into the record until September 30 and make changes if you need to, even if it's been Submitted.

- To change a record, on the Search screen, locate the record you want, and click Edit.

- If you do change a record, you will be required to Submit again, even though it was submitted once.