Evaluating the Impact of North Dakota 4-H
Data Collection Protocol

This protocol serves as a guide for administering the My North Dakota 4-H Experience evaluation instrument for data collection. The goals of this project are to measure the outcomes of making responsible choices, making healthy connections to others, interpersonal communications, and being a good citizen as a result of the 4-H experience.

Every county that participates will receive county specific data that can be entered into a template that can be shared with stakeholders, legislators, county commissioners, advisory board members, etc. Data will be compiled and ready for reports in August/September 2018.

All of the documents needed for your county to participate can be found on the Center for 4-H website under Staff Resources.

General Instructions for Administering the Evaluation Instrument:

The evaluation instrument should only be administered to youth who meet ALL of the following requirements:

1. Enrolled 4-H youth who are involved as regular members, NOT youth who participate only in a “6 hour” event and do not return.
2. Enrolled 4-H youth whose parents/guardians have given permission for them to participate in evaluations.
3. Enrolled 4-H youth who are ages 8 to 18.

At the time of enrollment for 2017-2018, parents/guardians were asked to read an Evaluation Release statement and check a box indicating consent for their youth to participate in evaluations. Instructions are below for generating a county report through 4hOnline to see which youth in your county have permission to participate in evaluations and which do not.

The Center for 4-H will send out an information letter to all of the parents/guardians who have given permission for their youth to participate in evaluations. The letter will be emailed through 4hOnline from Brad Cogdill to inform parents/guardians about the upcoming project. This email will be sent on Monday, October 30, 2017.

County staff can decide if they want to send out a personalized message about the evaluation after the statewide information letter has been emailed. Counties may want to use the short information piece provided for social media and newsletters written for youth, parents, and volunteers.

County staff should decide on the best approach to reach the youth in their counties. Examples:

- Club leaders and volunteers administer the evaluation at club meetings.
- Make the evaluation part of a countywide event such as a banquet, awards program, achievement day, etc.
- Teen leaders assist with administering the evaluation.
County staff DO NOT have to be present to administer the evaluation. However, please be sure that your volunteers understand the procedure to follow.

Each county is asked to return completed evaluations from at least 30% of the 4-H youth enrolled in their counties. We hope that every county will participate, enabling us to show the greatest impact. Remember, the more youth who participate, the more compelling story we have for our stakeholders.

Instructions for Generating 4hOnline County Reports:

This step is very important! Do not skip this step, as it is an IRB requirement!

1. Go to Reports.
2. Click on “Shared” on the left side of the screen.
3. Scroll down until you see both of the following:
   a. “Evaluation Participants” (These youth CAN participate.)
   b. “Evaluation Participants No” (These youth DO NOT have permission to participate.)
4. Make sure the year filter at the top is still set to “Current 4-H Year.”
5. After selecting each report, click “Run Report.”

Important: Since the Evaluation Release statement is new for the 2017-2018 year, parents/guardians may have accidently skipped over it when enrolling their youth because it is not required for enrollment completion. Because of this, you may want to call or send an email to the parents/guardians of the youth on your NO list asking them if they accidently missed this statement when enrolling their youth. If this is the case, they can easily log back into their 4hOnline account and give consent by checking the box.

Send completed evaluations instruments to: Meagan Scott
Center for 4-H Youth Development
NDSU Dept. 7280, PO Box 6050
Fargo, ND 58108

Please have data collection complete by February 1, 2018.

(If your county has an event that will involve a large number of youth that would be ideal for collecting data scheduled after this date, please let me know and we will make it work. Also, if you have trouble collecting data from at least 30% of your enrolled youth, contact me for alternate options.)