

Utah 4-H ES-237

Reporting Guidelines



- 1. Youth in Organized Clubs (Community, Project, Military, Afterschool and YFP)**
Only those youth for which you have a *club enrollment form* may be reported here. 4-H Afterschool programs that fill out Club enrollment forms, have officers, and run 4-H meetings should be included here. All others should be reported under #6.
- 2. Special interest, short term, day camp (eg EFNEP, FNP, Aggie Adventures)**
Only programs that have educational involvement lasting more than 6 hours may be reported here. The *group enrollment form* should be used, be sure to account for duplications. Programs of less than 6 hours duration should be counted in the Agent's FOCIS report as contacts and may be reported in the member's screen as an activity.
- 3. Overnight camping programs**
Only youth participating in an overnight camp (County Camp, State 4-H Contests, Adventure Camp, Jr. Youth Conference, etc) may be included here. Use the *group enrollment form* to record numbers of participants. Be sure to account for duplications.
- 4. 4-H school enrichment programs (field days, embryology, Character Counts)**
Only programs that have educational involvement lasting more than 6 hours may be reported here. This includes the entire educational experience, not just the time the agent or volunteer spends in the classroom. The *group enrollment form* should be used, be sure to account for duplications. Programs of less than 6 hours duration should be counted in the Agent's FOCIS report as contacts.
- 5. 4-H individual study/one-on-one mentoring**
Report youth who only participate in 4-H by themselves or with a parent or mentor. The *club enrollment form* is used here.
- 6. School-aged Child Care Education Programs**
This is for after school programs in the school setting. The *group enrollment form* should be used here. This is used when the afterschool programs use curriculum, but don't necessarily run as a 4-H club.
- 7. Instructional TV/video programs**
This is rarely used in Utah. Only youth who complete a 4-H program based entirely on video or television usage for learning may be reported here.
- 8. Total**
This should be the total numbers of youth participating in 4-H programs.
- 9. Total (Duplications Eliminated)**
The totals here should be smaller than the totals in line 8.

Quick Hints / Definitions

If you have a CLUB enrollment for them, they should be enrolled in either #1 or 5. For group enrollments, use 2, 3, 4, or 6.

Afterschool Programs: If they run 4-H meetings and have officers, they qualify as an afterschool club – you can use either a club enrollment form or a group enrollment form. If they do not work as a club and are just using curriculum, they should be entered as a School-aged Child Care Education Program (#6).

YFP: Youth and mentors should be enrolled as a YFP Community Club (#1a) – especially if they regularly attend Family Night Out or similar group meetings. They may also be enrolled in an Individual Study Club (#5), if the mentor wants to do some one-on-one project work with their mentee. To count those that don't regularly attend or family members, be sure to fill out a Group enrollment for each activity, counting those that are enrolled as members as duplicates.

Duplications: These include 4-H members and youth that have been counted in another area. (i.e. If you teach a school class both with Farm Field Day and then EFNEP, they should be counted as duplicates in one of them.)

The 6 hour rule should include the entire educational experience, not just the time the agent or volunteer spends in the classroom. (i.e. Embryology – the teacher spends an hour a day for 2 weeks teaching curriculum provided by 4-H = this would count)

Clubs:

Racially Ethnically Mixed Communities = All clubs/groups in Utah should be marked as this.

Racially Ethnically Integrated Group = A group composed of members of more than one race or ethnicity.

Volunteers:

Direct Volunteer: Has face-to-face contact with youth, by a youth or adult (e.g., project leader, club leader, camp counselor, teacher).

Indirect Volunteer: Does not have face-to-face contact with youth (e.g., boards, committees).

Middle Manager: Trains the direct or indirect volunteers – can be a youth or adult.

Training Types:

Leadership: Topics relating to organizing, managing, and teaching youth in a nonformal education setting.

Parenting: Knowledge and skills relating to the developmental and learning needs of children and youth.

Other: Any training topic beyond the two listed above.