

How to enter data on the Group Enrollment Form and print out information that you can use for the URS or County Annual Reports

In this example we are entering data for a CarTeens program. Activity code is CT or CarTeens (this was assigned by the county), type would be activity, club code (optional), delivery mode would be 4-H special interest, in this example CarTeens was put in by date so that a printout could be reported by date so that you can see how many students participated in each class – this is done so you can see if you need to add or subtract classes / each class would be a unit / duplicates means students that are already in the data base (current 4-H members) / so in this example there are 17 people that are already in the data base, so we need to add the remaining 8 students / under residence the total needs to add up to 8.

Youth Group Enrollment

Delivery | Grade | Ethnic/Race

Date Completed: 01/02/2008 County: 520 Type: Project Activity Other

Location: Extension Office

Leader:

Total Contact Hours: 2 Club Code:

Activity Code: CT CarTeens

Delivery Mode	Units	Male	Female	Residence (No duplicates)
4-H Special Interest/Short-Term Programs	1	15	10	Farm 1
				Rural 3
				Town and City 4
				Suburb
				City
Duplicates		10	7	
Total with dupes		25		
Total without dupes		8		
				Total 8

Next we go to the grade tab and enter our 8 students

Youth Group Enrollment

Delivery | Grade | Ethnic/Race

Participants Grade (no duplicates)

Kindergarten	
1st Grade	
2nd Grade	
3rd Grade	
4th Grade	
5th Grade	
6th Grade	
7th Grade	
8th Grade	
9th Grade	
10th Grade	2
11th Grade	4
12th Grade	2
Post H.S.	
Not In School	
Special	
Total	8

Next we go to the Ethnic tab and enter our 8 students / under the group information section - would be that this is a racially mixed community and the group is an integrated group

Racially Mixed Community means – is the town or area around the location of the meeting in a mixed community / *Integrated Group means* – is this CarTeens class racially mixed

If our numbers add up to can successfully save the data

Youth Group Enrollment

Delivery | Grade | Ethnic/Race

Hispanic Ethnicity (non-duplicates only)		Not Hispanic Ethnicity (non-duplicates only)	
White	0	White	7
Black	0	Black	1
AI/AN	0	AI/AN	0
Asian	0	Asian	0
NH/PI	0	NH/PI	0
W and B	0	W and B	0
W and AI/AN	0	W and AI/AN	0
B and AI/AN	0	B and AI/AN	0
W and A	0	W and A	0
Balance	0	Balance	0
Total Hispanics	0	Total Non-Hispanics	8
		Total	8

Group Information:
 Racially Mixed Community
 Integrated Group

Buttons: Add, Save, Delete, Find, Duplicate, Cancel, Exit

Legend:
 AI/AN = Am Indian or Alaska Native W and AI/AN = White and Am Indian / Alaska Native
 NH/PI = Native Hawaiian or Pac Island B and AI/AN = Black and Am Indian / Alaska Native
 W and B = White and Black W and A = White and Asian

If our numbers do not add up you will get the following error message / the delivery mode (no duplicates), residence, participants grade and total by ethnicity must add up to the same number / in the example I need to go back to the total by ethnicity and change the numbers so they add up to 8

Youth Group Enrollment

Delivery | Grade | Ethnic/Race

Evaluate Youth Group Enrollment

Error: Group totals do not balance. Record will not save. Please make corrections and try again.

Delivery Mode (No Duplicates)	8
Residence	8
Participant's Grade	8
Total by Delivery Mode	25
Total by Ethnicity	7

OR Duplicate Units > Units

Buttons: OK, Cancel, Exit

Legend:
 AI/AN = Am Indian or Alaska Native W and AI/AN = White and Am Indian / Alaska Native
 NH/PI = Native Hawaiian or Pac Island B and AI/AN = Black and Am Indian / Alaska Native
 W and B = White and Black W and A = White and Asian

Again once the numbers add up you can save the data / then go to the next enrollment form

The screenshot shows the 'Youth Group Enrollment' window with the following data:

Hispanic Ethnicity (non-duplicates only)		Not Hispanic Ethnicity (non-duplicates only)	
White	0	White	7
Black	0	Black	1
AI/AN	0	AI/AN	0
Asian	0	Asian	0
NH/PI	0	NH/PI	0
W and B	0	W and B	0
W and AI/AN	0	W and AI/AN	0
B and AI/AN	0	B and AI/AN	0
W and A	0	W and A	0
Balance	0	Balance	0
Total Hispanics	0	Total Non-Hispanics	8
		Total	8

Group Information:

- Racially Mixed Community
- Integrated Group

Buttons: Add, Save, Delete, Find, Duplicate, Cancel, Exit

Legend:

- AI/AN = Am Indian or Alaska Native
- NH/PI = Native Hawaiian or Pac Island
- W and B = White and Black
- W and AI/AN = White and Am Indian / Alaska Native
- B and AI/AN = Black and Am Indian / Alaska Native
- W and A = White and Asian

To print out information that you will want for URS reporting and annual reports / go to report / statistical reports / volunteer/youth group statistical

The screenshot shows the 'Report' menu with the following structure:

- Print Data Files
- Member/Leader Lists
- Parent Lists
- Member/Leader by Club
- Project/Activity/Awards
- Literature Reports
- Statistical Reports
 - Member/Leader Statistical
 - Member Project/Activity/Club Statistical
 - Volunteer/Youth Group Statistical**
- Leader Certification
- Member Certification Reports
- Special Reports

Under record type click on Youth group / type click on Youth group / sort order / activity code / style click on detail report / report type / gender/delivery mode / preview

The screenshot shows the 'Group Statistical Report' dialog box with the following parameters:

- Record Type: Youth Group, Volunteer Group
- Type: Youth Group, Group/Member Combined
- Sort Order: Project Code, Activity Code, Club Code, Date Range
- Report Type: Gender/Delivery Mode, Residence, Ethnic/Race, Grade
- Style: Detail Report, Summary Report

Buttons: Preview, Print, Cancel

Under enter activity code range / CT for CarTeens and QA for Quality Assurance / click on OK

The report will give you total number of CarTeen and Quality Assurance participants / there are 82 CarTeen participants and 785 Quality Assurance participants

Group Statistical Report - Gender/Delivery Mode Page 1

Paulding County		A		B		C		D		E		F		G		H		I		J		K		Duplicates		Total	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F		M
CT	CarTeens	0	0	0	0	0	0	0	0	45	37	0	0	0	0	0	0	0	0	0	0	0	0	0	35	32	82
QA	Quality Assurance	0	0	0	0	0	0	0	0	420	365	0	0	0	0	0	0	0	0	0	0	0	0	0	375	335	785
Subtotal -		0	0	0	0	0	0	0	0	465	402	0	0	0	0	0	0	0	0	0	0	0	0	0	410	367	
Grand Total:		867																									
Duplicates:		777																									
Total:		90																									

Key

A. Organized 4-H Community Clubs	G. 4-H Day Camping Programs
B. Organized 4-H In-School Clubs	H. 4-H School Enrichment Programs
C. Organized 4-H After-School Clubs	I. 4-H Individual Study/Mentoring/Family Learning Programs
D. Military 4-H Clubs	J. School-Aged Child Care Education Programs
E. 4-H Special Interest/Short-Term Programs	K. Instructional TV/Video Programs
F. 4-H Overnight Camping Programs	

End of Report

If you want to see the programs by date presented change the sort order from activity code to date range / click on preview

Enter the dates that you want to see and click on OK

This report will list dates that programs were presented / with this report you can use to see how many youth participated in a class on a particular day so you can see if you need to add or subtract classes / with this report you will need to remember what classes were held on specific days / in this report I know that the first 2 classes were CarTeens and the next 3 were Quality assurance

Group Statistical Report - Gender/Delivery Mode

Paulding County Page 1

	A		B		C		D		E		F		G		H		I		J		K		Duplicates		Total	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F		
02162006	0	0	0	0	0	0	0	15	15	0	0	0	0	0	0	0	0	0	0	0	0	0	12	13	30	
03212006	0	0	0	0	0	0	0	15	12	0	0	0	0	0	0	0	0	0	0	0	0	0	13	12	27	
04172006	0	0	0	0	0	0	0	150	135	0	0	0	0	0	0	0	0	0	0	0	0	0	150	135	285	
05152006	0	0	0	0	0	0	0	125	100	0	0	0	0	0	0	0	0	0	0	0	0	0	100	80	225	
06032006	0	0	0	0	0	0	0	145	130	0	0	0	0	0	0	0	0	0	0	0	0	0	125	120	275	
Subtotal -	0	0	0	0	0	0	0	450	392	0	0	0	0	0	0	0	0	0	0	0	0	400	360			
Grand Total:	842																									
Duplicates:	780																									
Total:	92																									

- Key
- | | |
|---|--|
| A. Organized 4-H Community Clubs | G. 4-H Day Camping Programs |
| B. Organized 4-H In-School Clubs | H. 4-H School Enrichment Programs |
| C. Organized 4-H After-School Clubs | I. 4-H Individual Study/Mentoring/Family Learning Programs |
| D. Military 4-H Clubs | J. School-Aged Child Care Education Programs |
| E. 4-H Special Interest/Short-Term Programs | K. Instructional TV/Video Programs |
| F. 4-H Overnight Camping Programs | |

End of Report