

What information is required and what is optional to enter into the Blue Ribbon Youth Enrollment program?

In the member /leader file: overall

• *Categories of members, cloverbuds/mini 4H, and special count in the membership totals on pages 1,2 & 3 of ES237 report.*

For ES-237 calculation, Member, Cloverbud and Special categories are counted as member enrollments. General Leader, Project Leader, ActivityLeader and Resource Leader are counted as adult volunteer numbers.

• *All members, cloverbuds/mini 4H, and special must have a valid grade, residence, ethnic designation, gender, race, and valid primary club code.*

• *Members and leaders of status new, returned, and terminated are counted on the ES237 report.*

• *Project, general/organizational, activity, and resource leaders count on the volunteer chart on page 4, 5 & 6.*

• *All leaders must have a valid race and ethnicity.*

• *All youth leaders and adult leaders must have a 'Y' marked in at least one leader type column.*

COUNTY INFORMATION SCREEN

The Master County Record contains information such as the county name and address. This file is necessary for the operation of the Youth Enrollment System. If the file is not present, an application error will be reported and the program will terminate.

Address / city / state / zip – required

Office name - required

4-H Age Calculation Date - required

This is the date used by the program to calculate the correct 4-H age for your county and state

Account # and Tax Exempt # - optional

These two fields are optional.

District Code - optional

This code is optional.

MEMBER/LEADER SCREEN

County Code - required

Club Code - required

Category - required

Member Status - required

Youth Leader - required

This field is used for 'Members' who are serving as youth or teen leaders.

These Youth Leaders will count as Youth Volunteers on the ES-237 reports.

All members marked as a Youth Leader must have a Leader Type indicated.

Leader Type - required

Any adult marked with a category of General/Org. Leader, Project Leader, Activity Leader, or Resource Leader or any member marked as a Youth Leader **MUST** have at least one Leader Type marked. This information is required for reporting volunteer numbers on the ES-237 report.

Birthday and Age - required

The birthday is required to calculate the 4-H age of a member. This age is calculated by subtracting the 4-H Age Calculation Date in the Master County record from the birthdate. The birthday must be entered in MM/DD/YYYY format to calculate properly. If a two digit year is entered, the program assumes 2000 and the age will display as a negative.

Birthdays are optional for leaders.

Gender, Residence - required

These fields are **REQUIRED** for ES-237 reporting.

Grade - required

The grade level in school which the member is enrolled is required for ES237 statistics.

The *None* field is for adult leaders

Year in 4-H - required

Year in 4-H is tracked for both members and leaders. With leaders, this field becomes years of leadership. The year will increment by one when Year End Processing is completed.

Zip - required

Name and Address - required

It is **STRONGLY** recommended that the name and address fields should be entered in upper and lower case letters. Because the system is using Windows print drives and Windows fonts are all proportional type, names entered in all upper case letters can be very long.

Information that is optional

Disability - optional

The disability information is used for tracking members or leaders with special needs that could affect the planning of various 4-H activities or events. The default value is no check mark for "no". This information is optional.

Email - optional

Fee Paid, Photo Release, and Behavior Form - optional

User Defined Checkbox - optional

School and Social Security - optional

School and social security are both optional fields in the program.

Public List - optional

This field is flagged as *no* if the member does not want his/her name released as part of the public records law.