

Part I--The ES237 Report

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The ES237 Report

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Definitions

The ES237 Report

Overview

Year-end enrollment tasks are not just a once-a-year effort. The numbers that appear on your ES-237 Report should represent an entire year's worth of Extension youth programming. Please refer to the following information as you prepare to submit your ES237 and year-end data files.

A. A few things to keep in mind...

- ✓ You control the ES237 Report by what and how you enter enrollment records and statistics.
- ✓ There is money tied to the report. In return for federal funding, each state is required to submit an ES-237 report.
- ✓ Even though there is no such thing as "absolute accuracy," there is definitely a "reasonable picture of the programming that happened in your county." That is the goal.
- ✓ The outcome of the statistical report is not just the responsibility of the person managing the Blue Ribbon data entry in each county. The County Director, Extension Educator(s), Program Assistant(s), and other educational presenters are all contributors to this report. Each person needs to fulfill his/her responsibility conscientiously in order to generate a reasonably accurate annual report.
- ✓ Don't get caught in the trap of trying to find ways to boost your numbers—but do report all legitimate programming efforts. Accuracy is more important than artificial increases, and decreases can provide valuable information.

B. What should be counted on the ES-237 Report?

- ✓ All individually-enrolled 4-H youth (typically 4-H club members and individual study/family 4-H youth or other youth served by Extension that you choose to enroll as individuals).
- ✓ All 4-H adult volunteers (all direct leaders and middle managers should be individually-enrolled; some indirect leaders may be group-enrolled).
- ✓ All youth receiving **6 hours or more** of instruction time using Extension curricula and/or staff, including special interest, overnight camp, day camp, school enrichment, and out-of-school care participants. The 6 hours may include pre- or post-activities conducted by a school teacher or other leader in conjunction with the Ext. educational effort. It should not include preparation time by the Extension professional or volunteer.

- ✓ All adults and youth who receive leadership or parenting (or other educational) training, including those enrolled, Ext. professionals, and adults or youth from other organizations.

C. What should NOT be counted on the ES-237 Report?

- ✓ Groups or individuals who receive **less than 6 hours of educational contact** (i.e., a single school enrichment activity conducted in a classroom for 2 hours should not be counted as a "4-H group project"). These efforts may be entered in the database (typically as group youth records), but check the 'Less than 6 Hour' box.
- ✓ Members of other youth groups (FFA, for example) who are in the database simply for the purpose of mailings.
- ✓ Paid Extension faculty or staff.
- ✓ Activities with primarily a promotional or recreational rather than an educational purpose.
- ✓ Adult groups formed as a convenience for mailing labels (other Extension personnel, community contacts, etc.).

D. What does Blue Ribbon tally to generate the ES-237 Report?

Status: New, Return, Terminated records

Category: All records **except** Other

Groups: All **except** those designated "Not a Youth Group Unit" in the Club Code file or on a Group Youth Enrollment record, and those checked as 'Less than 6 hours.'

If you have individuals/groups that should not be counted on your ES-237 report, be sure these records are entered with a Status (Inactive or Alumni), Category (Other), or Group (Not a Youth Group), that will omit these records from the report.

Definitions

Sometimes the words and terms can be more confusing than the process itself. Here’s a partial list of terms that are commonly used with enrollments and statistical processing. For more information, refer to **ES237, Definitions and Information, Appendix B in the Blue Ribbon manual.**

Term	Definition
<p>Delivery Mode</p> <p>Use your best judgment to decide what delivery modes represent your county’s programming, if delivery mode is not noted on an incoming record.</p>	<p>Delivery mode indicates how the Extension educational experience was presented to the youth.</p> <p>4-H Club is the most traditional delivery mode and is used for the majority of individually enrolled Members and Leaders. Club types have been expanded to include: Community Clubs, In-school Clubs, 4-H After-school Clubs, and Military 4-H Clubs.</p> <p>Special Interest programs are generally short-term educational experiences, are not part of the school curriculum, and are not restricted to 4-H club members.</p> <p>4-H Camping includes Overnight Camps (resident) and Day Camps, involving multiple-day programs with youth returning home each day.</p> <p>School Enrichment programs involve groups of youth receiving a sequence of learning experiences presented by Extension staff or volunteers in cooperation with school personnel during school hours.</p> <p>Individual Study is used for individuals or family members who use 4-H curriculum, but are not part of a formal group setting.</p> <p>SACC (School Aged Child Care) refers to out-of-school time programming, where the primary intent of the program is to provide childcare while parents are working or unavailable.</p> <p>TV/Video presentation of an educational program via video rather than personal interaction.</p>
<p>ES-237 Report</p>	<p>The Annual Extension Youth Enrollment Report reports youth and youth-serving volunteers throughout Extension programming. Reports are required at the county, state, and national levels.</p> <p>Pgs. 1-6 record youth/volunteer statistics summarized by gender, ethnic, residence, and grade.</p> <p>Pgs. 7-10 summarize youth participation in projects by curriculum classification. These numbers reflect total projects, not total youth.</p>
<p>Duplicates</p>	<p>Duplicates are participants who are reported more than once in the database. If a club member also attends a plant science day camp he/she should be counted as a duplicate on the group report. If more than one project is presented in the same classroom, the second record should report those students as duplicates.</p> <p>Unduplicated totals mean how many actual youth were reached.</p>
<p>Integrated Group</p>	<p>An integrated group served (a classroom, club, group, etc.) that contains youth of more than one racial classification. If there is one youth of a 2nd racial category, the entire group is integrated. (<i>See also Mixed Community.</i>)</p>
<p>Member Category</p>	<p>Member = individually-enrolled youth participating in 4-H on an ongoing basis, Grades K-15.</p> <p>Cloverbud = enrollees in Grades K-2 (Optional category; counties and may refer to all youth as Members).</p> <p>Leader = an adult who serves as a volunteer with the 4-H Youth program, as an Organizational, Project, Activity, or Resource Leader.</p> <p>Other = individual who may be in the database for mailing or other program purposes, but who is not a 4-H member or leader. ‘Others’ do NOT count for 4-H program statistical purposes.</p>

Term	Definition
Mixed Community	The “ community ” is the all-encompassing geographical area from which the potential youth served are drawn. A mixed community is composed potential 4-H youth representative of two or more racial backgrounds. If a group is integrated (contains at least one youth of a different racial background), then the community MUST be mixed. Most communities in WA are mixed.
Unit	A unit is an identifiable group (classroom, camp session, club, etc.) of people. It does not mean numbers of hours or sessions (3 two-hour sessions with the same group still is reported as ONE (1) unit—one identifiable group).
Volunteer	A volunteer is an UNPAID youth or adult who assists with 4-H Youth programming. An adult or youth volunteer may serve in one or more of the following roles: Direct volunteer works with young people. Indirect volunteer has no direct contact with young people, but may provide office assistance, organizational help, etc. Middle manager has assigned lead or management responsibilities over an area broader than an individual club, often county-wide (i.e., KYG Coordinator, Ambassador Advisor, State Fair Coordinator, Dog Project County Coordinator).
Volunteer Group Enrollment	Volunteers entered statistically through the ES-237 menu, and are not usually individually enrolled (if they are also individually enrolled, they are counted as duplicates on the group enrollment). This applies to Indirect Volunteers ONLY , or those who have short-term involvement with 4-H AND are screened by another agency. Group-enrolled volunteers are not covered by WSU liability.
Youth Group	A group of young people, such as a classroom (school enrichment), camp session of attendees, club, or any group that is convened for educational purposes.
Youth Group Enrollment	Youth participants who are entered statistically through the ES-237 menu and not usually individually enrolled (if they are also individually enrolled, they are counted as duplicates on the group enrollment). All groups entered should have received a minimum of 6 hours of educational instruction to be counted as an enrollment.