



## GENERAL INFORMATION

Group Enrollment is the annual federal report that combines all Texas 4-H youth programming efforts. This reports any qualifying program targeting youth between September 1 and August 31 each year.

Group Enrollment is for programs conducted with youth groups such as curriculum enrichment programs within schools and special interest groups conducted in an informal setting. These programs must include at least five sequential learning experiences in one project area and youth participants must have at least two hours of educational instruction. Any youth participant who is also a 4-H member would be considered a “duplicate” because they are already enrolled through an individual enrollment profile in 4HOnline. If a youth program with a series of at least five learning experiences is offered to ONLY 4-H members, it is not included in group enrollment. If a youth program with a series of at least five learning experiences is offered to both 4-H members and non 4-H members, then the program may be included through group enrollment. The youth participants who were current 4-H members would be considered duplicates.

If an agent has conducted or provided any qualifying educational content to youth through their role in Extension this should be reported. The group enrollment reporting requirement applies to any agent conducting programs targeting youth audiences. This includes CEAs 4-H, ANR, FCH, HORT, MARINE and EA-CEP, EA-HEALTH, and any Extension professional conducting programs regardless of topic, presenter, or location.

### PROGRAM TIME FRAME

September 1-August 31

### ENTRY WEBSITE

<https://texas.4honline.com>

### RESOURCES

[Entry Information](#)

[Informational Video](#)

[Group Enrollment Form](#)

[Fast Facts Document](#)

[Error Report](#)

### CONTACT

District 4-H Specialist  
 Regional Program Leader or  
 District Extension Administrator

## TAMED VERSUS 4HONLINE

4HOnline and the ES237 reports do not pull data from TAMED automatically. They are independent of each other and not integrated. The only programs exempted from this report are EFNEP-Y and JMG programs. Those are reported by the respective state coordinator to the state 4-H office.

## SUBMITTING ONLINE

The Group Enrollment form contains all the required information to collect during the program. This information must be submitted through 4HOnline to be included in each county’s ES-237 annual federal enrollment report. Communicate with the County 4-H Coordinator or 4-H Agent to submit the report appropriately. It is recommended to watch the informational video available before starting. The entry process should not be started until all information is organized and ready. Corrections or edits will cause errors when saving.

**DEADLINE: September 15**