



GENERAL INFORMATION

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

Group Enrollment is for programs conducted with youth audiences such as <u>curriculum enrichment</u> programs within schools and <u>special interest groups</u> conducted in an informal educational setting. These programs include any youth audience engaged in educational programs led by the extension staff or volunteer where instruction is provided. This does NOT include promotional activities such as 4-H promotion booths, petting zoos, etc. 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 is offered to ONLY 4-H members, it is not included in group enrollment. If a youth program is offered to both 4-H members and at least 51% non 4-H members, then the program may be included through group enrollment. Any 4-H members within an audience that you are aware of can be subtracted from your group enrollment total for that audience submission. If you are unsure about an event qualifying as Group Enrollment, please contact your District 4-H Specialist.

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

TAMED VERSUS 4HONLINE

4HOnline and the ES237 reports do not pull data from TAMED. The systems are independent of each other and not integrated. Don't forget to report through both of the systems.

SUBMITTING ONLINE

The Group Enrollment form contains all the required information for 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 before starting.

Group Enrollment should be entered into the system at the conclusion of each program throughout the year.

Do not create a separate entry for an already reported audience.

BASIC ENTRY TIPS

- Enter a description of the program including curriculum name.
- Select the correct program year the activity takes place in.
- Must select a project and one that that best fits the program used.
- Only use the school enrichment or special interest delivery modes.
- Click to submit the record and save the entry fully.

PROGRAM TIME FRAME

September 1-August 31

ENTRY WEBSITE

https://texas.4honline.com

RESOURCES

<u>Information Packet</u>

Decision Making Tree

Delivery Modes

Project Selections

4HOnline Entry Form

4HOnline Checklist

4HOnline Instructions

Information Video

CONTACT

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

DEADLINE: AUGUST 1, 2025





PARTICIPATION DELIVERY MODES

YOUTH CLUB DELIVERY MODE TYPE	GROUP ENROLLMENT DELIVERY MODE TYPE		
Organized 4-H Community Clubs	School Enrichment Programs		
Organized 4-H In-School Clubs	Special Interest/Short-term Programs		
Organized 4-H After School Clubs			
Military 4-H Clubs			

The Administrative Club delivery mode is not included in annual report totals.

GROUP ENROLLMENT DELIVERY MODES						
4-H SPECIAL INTEREST/SHORT-TERM PROGRAM	A special learning experience that is not part of an organized club or school and does not have elected officials. Direct teaching by Extension staff or trained volunteer in an INFORMAL setting. The majority of the program audience IS NOT an already enrolled 4-H group or the program was not coordinated through the school system. (ie club membership, project group, etc)					
4-H SCHOOL ENRICHMENT PROGRAM	The youth audience receives 4-H curricula or other educational materials through the school system in a group. Instruction is loby a faculty member, or Extension volunteer or Extension personnel. The majority of the program audience IS NOT an alread enrolled 4-H group (ie. club membership, project group, etc) at the audience was coordinated through the school system.					
DO NOT USE THE FOLLOWING	FOR GROUP ENROLLMENT					
ORGANIZED 4-H AFTER-SCHOOL CLUB	Do Not Select For Group Enrollment - Invididual Enrollment					
ORGANIZED 4-H COMMUNITY CLUB	Do Not Select For Group Enrollment - Invididual Enrollment					
ORGANIZED 4-H IN-SCHOOL CLUB	Do Not Select For Group Enrollment - Invididual Enrollment					
ORGANIZED MILITARY 4-H CLUB	Do Not Select For Group Enrollment - Invididual Enrollment					
ADMINISTRATIVE/ORGANIZATION UNIT	Do Not Select For Group Enrollment					
DAY CAMPING	Do Not Select For Group Enrollment					
OVERNIGHT CAMPING	Do Not Select For Group Enrollment					





GROUP ENROLLMENT PROJECTS AND CURRICULUM

AGRICULTURE & LIVESTOCK								
YOUTH CLUB AND GROUP	ENROLLMENT DELIVERY	GROUP ENROLLMENT DELIVERY ONLY						
Agronomy Beef Cattle Dairy Cattle Dog Care & Training Gardening and Horticulture Goats (Dairy & Mohair) Goats (Meat)	 Horse Meat Science Poultry Rabbits Sheep Swine Veterinary Science 	 Ag in the Classroom Food and Fiber for the 21st Century Hatching in the Classroom Junior Master Gardener Kids, Kows, and More Learn, Grow, Eat & Go (JMG) Learning to Grow 	 Mobile Dairy Classroom Path to Plate Science of Agriculture Texas Farm Bureau Mobile Learning 					

FAMILY & COMMUNITY HEALTH							
YOUTH CLUB AND GROUP ENROLLMENT DELIVERY GROUP ENROLLMENT DELIVERY ONLY							
Consumer Education Fashion & Interior Design Food & Nutrition Health & Personal Safety Personal Finance Education	 Balancing Your Day with Food and Play Choose Health Color Me Healthy Dinner Tonight Junior High School Financial Planning It's Your Money Mindful SELF EFNEP Outreach Programs are en	MyPlate Nutrition Teen Cuisine Walk Across Texas Walk N Talk Watch UR BAC Welcome to the Real World Winning with Nutrition tered online at the state level.					

LEADERSHIP & CITIZENSHIP								
YOUTH CLUB AND GROUP ENROLLMENT DELIVERY GROUP ENROLLMENT DELIVERY ONLY								
Career ReadinessCitizenshipCommunity ServiceEntrepreneurship	Global CitizenshipLeadershipPublic SpeakingTheater & Performance Arts	 Character Becomes You!/Texans Building Character Character Counts Exploring 4-H Keys to the Courthouse 	 Patriotism through Preparedness Putting the Pieces Together Take A Stand Texans Building Character YEA 4-H 					

NATURAL RESOURCES									
YOUTH CLUB AND GRO	UP ENROLLMENT DELIVERY	GROUP ENROLLMENT DELIVERY ONLY							
Aquatic ScienceEntomologyForestryOutdoor Living Skills	Range ScienceShooting Spor tsSportfishingWildlife & Fisheries	 City Critters Give Water a Hand H2O For You: Water Fairs Honey Files Investigating Water Kidz Antz 	 Predators in the Classroom Somethings Fishy Water Fairs White Tail Deer Wildlife Success Stories & Endangered 						

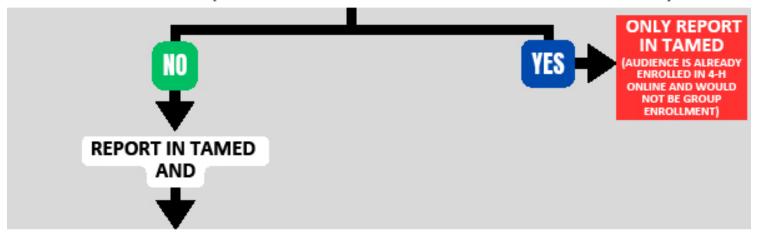
SCIENCE, TECHNOLOGY, ENGINEERING, & MATH						
YOUTH CLUB AND GR	OUP ENROLLMENT DELIVERY	GROUP ENROLLMENT DELIVERY ONLY				
Computer ScienceEnergyPhotographyRobotics	RocketrySTEM (Science, Technology, Engineering, & Math)Videography	None				



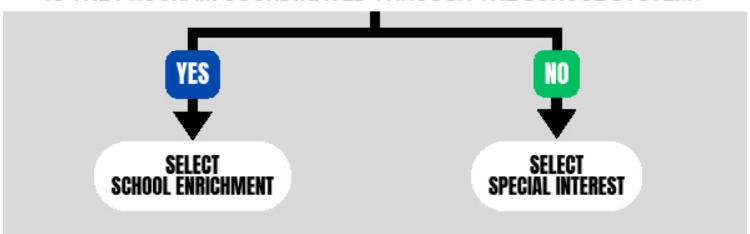


DECISION MAKING

IS THE MAJORITY OF THE PROGRAM AUDIENCE AN ALREADY ENROLLED 4-H GROUP? (IE. CLUB MEMBERSHIP, PROJECT GROUP, ETC)



IS THE PROGRAM COORDINATED THROUGH THE SCHOOL SYSTEM?



There may be several programs that might qualify as either School Enrichment or Special Interest such as Ag Literacy, Safety Education, etc. The determining factor is whether the audience was coordinated through the school system or not.

Other Delivery Mode options will show up under Group Enrollment. Do not select these. Only use the option of School Enrichment or Special Interest.

After a specific audience has been reported once in Group Enrollment (within a given program year), if a different program is provided to the same audience:

- Do not create a new submission; instead, just edit the original submission to add the new project.
- Only submit the maximum audience size for that group.
 - Example: If one visit was 25 kids, another was 30, another was 28....just report 30 for the entire submission.





2024-2025 4HONLINE ENTRY CHECKLIST

ENTER A BASIC NAME FOR THE PROGRAM. IF THERE ARE MULTIPLE WITH THE SAME NAME CREATE A NUMBERING SYSTEM TO INCLUDE FOR FOR EASIER EDITING.
ENTER A GOOD DESCRIPTION OF THE PROGRAM TO HELP THE STATE OFFICE WITH ENTRY CHECKING. THE NAME OF THE CURRICULUM USED IS SUGGESTED.
ENTER PROGRAM WITH DATES THAT TAKE PLACE BETWEEN 9/1/2024 AND 8/31/2025 .
SELECT THE 2024-2025 PROGRAM YEAR DROP-DOWN MENU. ERROR IN THE INITIAL CREATION WILL REQUIRE DELETION AND RE-ENTRY
SELECT THE PROJECT FROM THE PROJECT DROP-DOWN MENU. PROJECTS ARE INCLUDED IN THE ES237-ACTIVITIES REPORT TOTALS. EMAIL MISTY CATHEY TO SEE IF A PROJECT CURRICULUM CAN BE ADDED.
THE GENDER, RACE, RESIDENCE AND GRADE DISTRIBUTIONS MUST MATCH AND BE ENTERED TO BE INCLUDED IN THE YOUTH TOTALS.
CLICK TO SUBMIT THE FORM AND CLICK TO SAVE BY AUGUST 1, 2025.





2024-2025 UPDATE AND REMINDERS

Below are updates, clarifications, and reminders to the Texas 4-H Group Enrollment policy and instructions.

UPDATES

- The definition of what qualifies as Group Enrollment has been revised. In the past group enrollment was defined as including five sequential lessons and multiple hours of education.
- The new definition for Group Enrollment is Programs including any youth audience engaged in educational programs led by the Extension staff or volunteer where instruction is provided.
 - Example: You could now go to a classroom one time and give a lesson on the requested topic and it could qualify as Group Enrollment.
- The deadline for submitting Group Enrollment will be August 1st moving forward. You are still encouraged to enter Group Enrollment information throughout the year as you complete programs.

CLARIFICATION

• 4-H promotion activities such as a 4-H Booth or Petting Zoo **DO NOT** qualify as Group Enrollment. If you have been entering numbers as Group Enrollment for these types of activities, please discontinue. Those numbers should not be included in Group Enrollment.

REMINDERS

- A specific audience should only be reported once in Group Enrollment (within a given 4-H year). If a different program is provided to the same audience, **DO NOT** create a new submission. Instead, edit the original submission to add the new topic. A new submission/entry would be an audience that has not been reported during the 4-H year. Example: You go the first time to Mrs. Smith's class to do "Hatching in the Classroom" (this is a new submission). You go back later in the year to Mrs. Smith's class and do "LGEG". This would just be an edit to the previous submission where you add LGEG to the report.
- Only use these two options as the delivery mode in 4HOnline for Group Enrollment:
 - 4-H School Enrichment Program (if the program was coordinated through the school) OR
 - 4-H Special Interest Program (if the program was NOT coordinated through the school)

If you have questions about what qualifies as Group Enrollment or other questions related to the process, please contact your District 4-H Specialist.



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7

Sub-Total:

				•				of this form.			
				PRO							
Program Name:								Zip Code:			
Description:								County:			
Start Date:			End Da	te:				Program Year:			
Delivery Mode:	The youth audience through the school Extension voluntee ence IS NOT an alm	Enrichment Pr te receives 4-H curr Il system in a group er or Extension pers eady enrolled 4-H g nce was not coordi	icula or other e . Instruction is l sonnel. The maj group (ie. club n	ed by a faculty roority of the pro- nembership, pro-	membe gram au oject gro	udi- oup,	A special leadoes not havolunteer in an already eschool syste	pecial Interest/Short- arning experience that is no we elected officials. Direct to an INFORMAL setting. The enrolled 4-H group or the pi em. (ie club membership, pr	ot part of an orga eaching by Exte majority of the rogram was not	anized club nsion staff program a coordinate	or trained udience IS NOT
Presenter:							Location:				
Number of Hours:				Num	ber of	f Part	icipants fro	om military families:			
Project:											
YOUTH MEMBE Total in this section f experience since Sept	or grade, reside		groups shou	ld be all the	same	and s	should refle	ect only (new) membe	ers whom th	is is their	first 4-H
GENDER DISTRIB	UTION				R	RACI	AL DISTR	RIBUTION			
Male:								: Use your best estimates.l ethnicity of partipants.	Please	Eth	nicity
Female:					R	acial	Groups		Н	ispanic	Non-Hispanic
Prefer Not To State	2:				А	meri	can Indian	or Alaska Native Only	y:		
Other/Unidentified	d:				А	sian	Only:				
		Total:			В	lack	or African A	American Only:			
GRADE DISTRIBU	JTION (grade	the particip	ants are i	n)	N	lative	Hawaiian,	Other Pacific Islande	er Only:		
Grade	Number of Participants	Grade		umber of irticipants	С	ther	(race unid	entified)/Combinatio	n:		
К		8			V	Vhite	Only:				
1		9						Sub	o-Total:		
2		10						Total Hispa	nic + Non-Hi	spanic:	
3		11			R	RESII	DENCE D	ISTRIBUTION (wh	nere partic	ipants	live)
1		12			F	arm					

FOR OFFICE USE ONLY							
EFNEP Program		YES	□ NO	Number of Units			

Post High School

Not in School

Special Education

Sub-Total:

Total:

Rural (under 10,000):

Town (10,000 - 50,000):

Central Cities (>50,000):

Suburb of Cities (<50,000):

Total:



Texas 4-H Group Enrollment Form

VOLUNTEER DISTRIBUTION

Values in these tables reflect volunteers for whom this is their first 4-H service since September 1.

RACIAL DISTRIBUTION (New Volunteers Only)							
	Adult Unidentified:		Youth Unidentified:				
	Adult Volunt	eers Ethnicity	Youth Volunteers Ethnicity				
	Hispanic or Latino	Not Hispanic or Latino	Hispanic or Latino	Not Hispanic or Latino			
American Indian or Alaska Native Only:							
Asian Only:							
Black or African American Only:							
Native Hawaiian/Other Pacific Islander Only:							
Other (race unidentified) / Combination:							
White Only:							
Sub-Total:							
Total Hispanic + Non-Hispanic:							

VOLUNTEER CLASSIFICATION DISTRIBUTION

Please identify the type of volunteer, based on the definitions to the right as to who assisted with this educational experience.

Direct: works directly with youth

Indirect: supports work with youth through providing resources

ADULT VOLUNTEER CLASSIFICATION DISTRIBUTION							
	Unidentified:						
	Adult Volunteers						
Classification of Adult Volunteers	Male	Female					
Direct:							
Indirect:							
Sub-Total:							
Total:							

YOUTH CLASSIFICATION DISTRIBUTION			
Unidentified:			
	Youth Volunteers		
Classification of Youth Volunteers	Male	Female	
Direct:			
Indirect:			
Sub-Total:			
Total:			

TRAINING DISTRIBUTION				
For Office Use Only: Adult and Youth Volunteers Trained Through 4-H				
Volunteers Trained Through 4-H (New Only)	Youth Volunteers	Adult Volunteers	Other Adults	
A. Leadership - topics relating to organizing, managing and teaching youth in a non-formal education setting:				
B. Parenting - knowledge and skills relating to developmental and learning needs of children and youth:				
C. Other - any training topic beyond the two listed above:				



TEXAS 4HONLINE COUNTY MANAGER GUIDE

GROUP ENROLLMENT



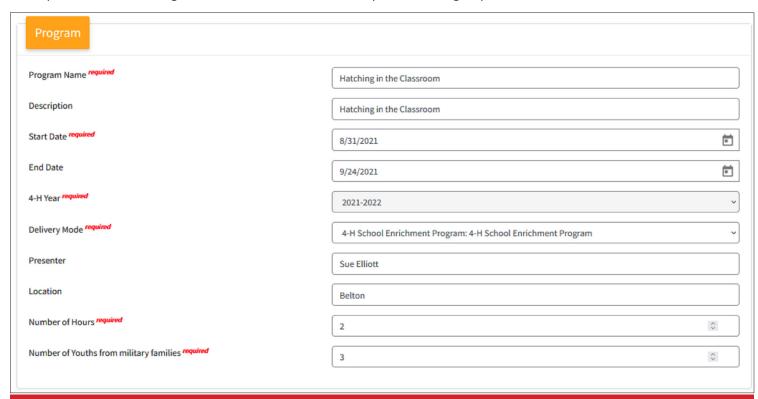
CREATING GROUP ENROLLMENT ENTRY

- Click the Group Enrollment link in the navigation pane on the left side of the screen.
- Click the blue Add Group Enrollment button.

Home	Submitted Enrollments					
Settings						
Managers	Program Year					
Members						
Participation	2023-2024					
Registrations	Download County Group Enrollments	Add Group Enrollment				
Broadcasts						
Animals Enrollments	Program Name	Date Created	Program Date	Program End Date	Submitted Date	
Events						
Group Enrollment						

PROGRAM DETAILS

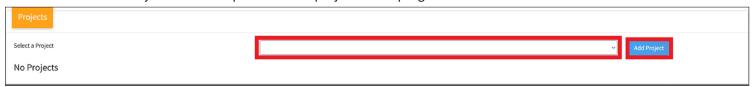
• Complete each of the Program fields with the information specific to the group enrollment.



THE 4-H YEAR CANNOT BE EDITED ONCE THE RECORD HAS BEEN SAVED THE ONLY OPTION IS DELETE THE ENTIRE RECORD AND START OVER

PROJECTS

- From the Select A Project drop down menu, select the project specific to this group enrollment.
- Click the blue Add Project button. Repeat for each project in the program.







MEMBER DISTRIBUTION

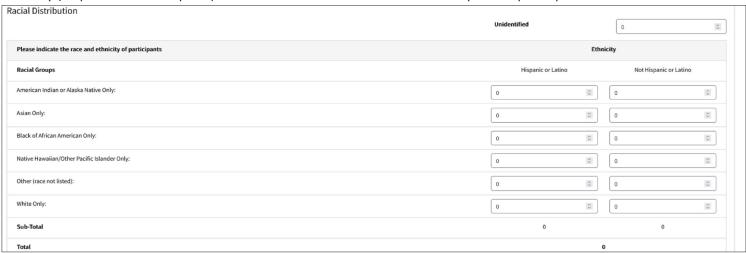
GENDER DISTRIBUTION

The gender distribution is the count of total males and females, and the number of duplicated members (enrolled members) for both males and females.

Gender Distribution			
	Unidentified	0 \$	
Gender (Duplicates are currently enrolled members)	Total	Duplicates	
Male:	0 0	0 0	
Female:	0 0	0 0	
Non-Binary:	0 0	0 0	
Not Listed:	0 0	0 0	
Prefer Not To State:	0 0	0 0	
Other / Unidentified:	0 0	0 0	
Sub-Total	0	0	
Total	0		

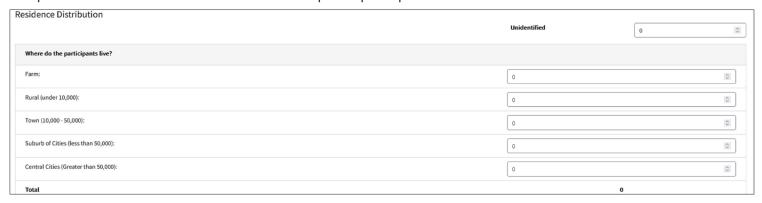
RACIAL DISTRIBUTION

Complete the Racial Distribution fields for the non-duplicates. This includes the count of each racial group according to their ethnicity (Hispanic or Non-Hispanic). This total must match the total of non-duplicated participants from the first section.



RESIDENCE

Complete the Residence Distribution for the non-duplicate participants.







GRADE

Complete the Grade Distribution fields for the non-duplicate participants.

Grade Distribution			
		Unidentified	0
Which Grades are the participants in?			·
Grade	Number of Participants	Grade	Number of Participants
К	0 0	8	0
1	0	9	0
2	0	10	0
3	0	11	0
4	0	12	0
5	0 🗓	Post High School	0
6	0	Not in School	0
7	0	Special Education	0
Sub-Total	0		0
Total		0	

VOLUNTEER DISTRIBUTION

RACIAL

Complete the Racial Distribution of Volunteers.







ADULT CLASSIFICATION

Complete the Adult Classification Distribution fields. This is the distribution of adult volunteers for this program.

Adult Classification Distribution	Unidentified	0 0
Classification of Adult Volunteers	Male	Female
Direct:	0	0
Indirect:	0	0 0
Sub-Total	0	0
Total	0	

YOUTH CLASSIFICATION

Complete the Youth Classification Distribution fields. This is the distribution of youth volunteers for this program.



TRAINING

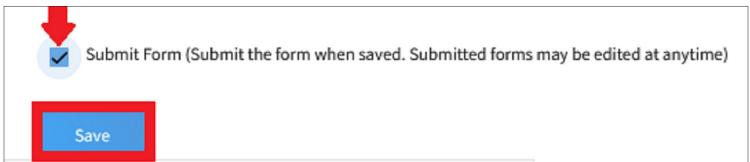
Complete the Training Distribution fields. These are the new Volunteers Trained Through 4-H.



MEMBER DISTRIBUTION TOTALS MUST MATCH FOR EACH CATEGORY.
DUPLICATES (CURRENT 4-H MEMBERS) ARE REMOVED FROM THE MALE AND FEMALE TOTALS.

SUBMITTING

- Click the Submit Form checkbox. Submitted forms can be edited at anytime before the September deadline.
- Click the blue Save button.







SUBMITTING

EDITING AND DELETING

- Click the Group Enrollment link in the navigation pane on the left side of the screen.
- From the Program Year drop-down menu, click the Program Year. The default Program Year is the current one.
- Click the Program Name from the group enrollment entries that were displayed on the screen.



- Make the adjustments to the fields.
- Click the red Delete button to remove the entry or click the blue Save button.



THE 4-H YEAR CANNOT BE EDITED ONCE THE RECORD HAS BEEN SAVED THE ONLY OPTION IS DELETE THE ENTIRE RECORD AND START OVER

THE SUBMIT FORM CHECKBOX WILL NOT NEED TO BE SELECTED TO SAVE AN ENTRY

RETRIEVING GROUP ENROLLMENT INFORMATION

DOWNLOADING

- Click the Group Enrollment link in the navigation pane on the left side of the screen.
 - Select the Program Year from the drop down menu. The default program year will be the current year.
 - Group enrollment entries will be displayed on the screen at the bottom.
- Click the blue Download County Group Enrollments button to download the Excel file. All the group enrollment entries
 displayed on the screen and all of the details entered will be included in the Excel file.

