



## 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 educational 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 at least 51% 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 the program and enrollment 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, EA-CEP, EA-HEALTH, or 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

[Informational Video](#)

[General Information](#)

[Delivery Modes](#)

[Decision Making](#)

[Group Enrollment Form](#)

[4HOnline Entry Information](#)

### 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. The systems are independent of each other and not integrated.

## 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.**

## ENTRY TIPS

- Select the correct program year the activity concludes in.
- Enter a detailed description of the program being given.
- Only use the curriculum enrichment or special interest delivery mode options.
- Submit the record and save fully.

## DEADLINE: SEPTEMBER 15



## ES237 PARTICIPATION DELIVERY MODES

### GROUP ENROLLMENT DELIVERY MODES

<p><b>4-H SPECIAL INTEREST/SHORT-TERM PROGRAM</b></p>	<p>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)</p>
<p><b>4-H SCHOOL ENRICHMENT PROGRAM</b></p>	<p>The youth audience receives 4-H curricula or other educational materials through the school system in a group. Instruction is led by a faculty member, or Extension volunteer or Extension personnel. The majority of the program audience IS NOT an already enrolled 4-H group (ie. club membership, project group, etc) and the audience was not coordinated through the school system.</p>

### DO NOT USE THE FOLLOWING FOR GROUP ENROLLMENT

ORGANIZED 4-H COMMUNITY CLUB	Do Not Select For Group Enrollment - Individual Enrollment
ORGANIZED 4-H IN-SCHOOL CLUB	Do Not Select For Group Enrollment - Individual Enrollment
ORGANIZED 4-H AFTER-SCHOOL CLUB	Do Not Select For Group Enrollment - Individual Enrollment
ORGANIZED MILITARY 4-H CLUB	Do Not Select For Group Enrollment - Individual Enrollment
OVERNIGHT CAMPING	Do Not Select For Group Enrollment
DAY CAMPING	Do Not Select For Group Enrollment
4-H INDIVIDUAL STUDY/MENTORING/FAMILY LEARNING PROGRAM	Do Not Select For Group Enrollment
AFTER-SCHOOL PROGRAMS USING 4-H CURRICULA/STAFF TRAINING	Do Not Select For Group Enrollment
INSTRUCTIONAL TV/VIDEO/WEB PROGRAMS	Do Not Select For Group Enrollment
NOT CONNECTED WITH YOUTH GROUP	Do Not Select For Group Enrollment
UNDETERMINED	Do Not Select For Group Enrollment
ADMINISTRATIVE/ORGANIZATION UNIT	Do Not Select For Group Enrollment

The members of Texas A&M AgriLife will provide equal opportunities in programs and activities, education, and employment to all persons regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or gender identity and will strive to achieve full and equal employment opportunity throughout Texas A&M AgriLife.

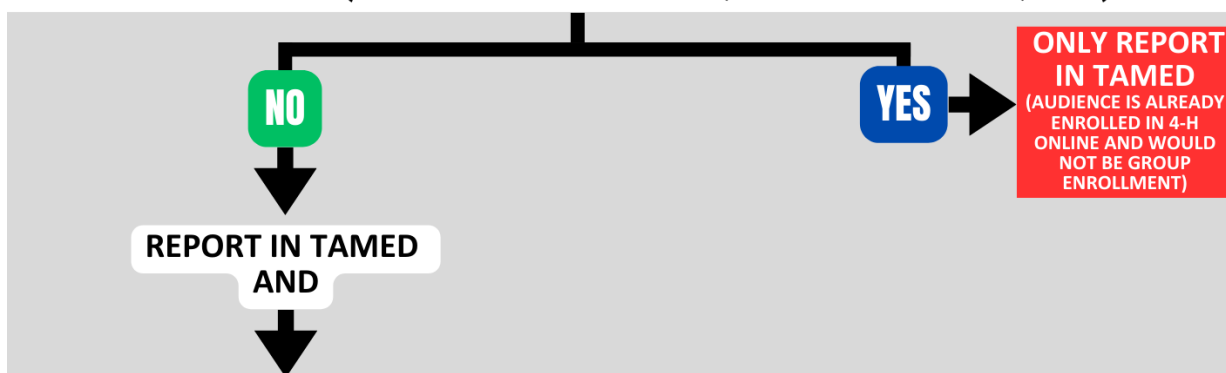


## DECISION MAKING

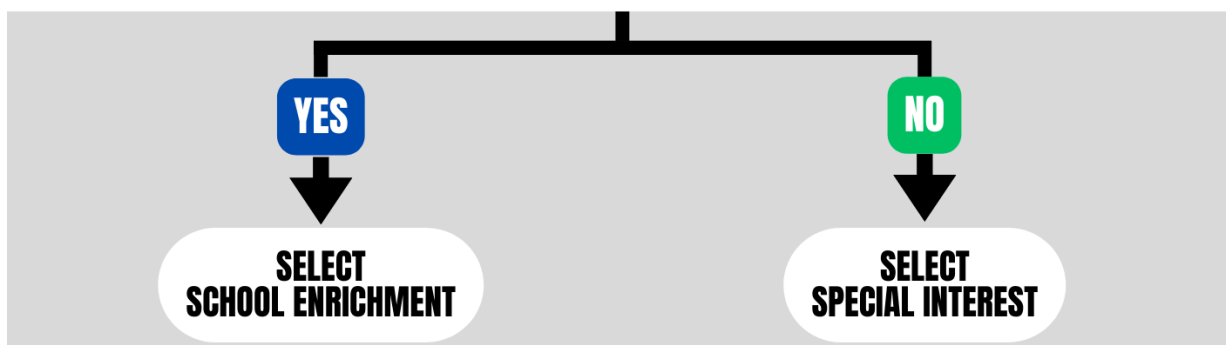
**DOES THE PROGRAM INVOLVE MULTI-DAY OR MULTIPLE SESSIONS (AT LEAST 5) THAT EXCEED 30 MINUTES EACH?**



**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 topic.
- 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.

The members of Texas A&M AgriLife will provide equal opportunities in programs and activities, education, and employment to all persons regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or gender identity and will strive to achieve full and equal employment opportunity throughout Texas A&M AgriLife.

# Texas 4-H Group Enrollment Form

Complete the volunteer information on the back side of this form.

PROGRAM			
Program Name:		Zip Code:	
Description:		County:	
Start Date:	End Date:	Program Year:	
Delivery Mode:	<input type="checkbox"/> <b>4-H School Enrichment Program</b> <small>The youth audience receives 4-H curricula or other educational materials through the school system in a group. Instruction is led by a faculty member, or Extension volunteer or Extension personnel. The majority of the program audience IS NOT an already enrolled 4-H group (ie. club membership, project group, etc) and the audience was not coordinated through the school system.</small>		<input type="checkbox"/> <b>4-H Special Interest/Short-Term Program</b> <small>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)</small>
Presenter:		Location:	
Number of Hours:		Number of Participants from military families:	
Project:			

## YOUTH MEMBER DISTRIBUTION

Total in this section for grade, residence, and racial groups should be all the same and should reflect only (new) members whom this is their first 4-H experience since September 1.

GENDER DISTRIBUTION			
Male:			
Female:			
Prefer Not To State:			
Other/Unidentified:			
<b>Total:</b>			
GRADE DISTRIBUTION (grade the participants are in)			
Grade	Number of Participants	Grade	Number of Participants
K		8	
1		9	
2		10	
3		11	
4		12	
5		Post High School	
6		Not in School	
7		Special Education	
<b>Sub-Total:</b>		<b>Sub-Total:</b>	
<b>Total:</b>			

RACIAL DISTRIBUTION		
Leaders and Teachers: Use your best estimates. Please indicate the race and ethnicity of participants.	Ethnicity	
Racial Groups	Hispanic	Non-Hispanic
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:		
<b>Sub-Total:</b>		
<b>Total Hispanic + Non-Hispanic:</b>		
RESIDENCE DISTRIBUTION (where participants live)		
Farm:		
Rural (under 10,000):		
Town (10,000 - 50,000):		
Suburb of Cities (<50,000):		
Central Cities (>50,000):		
<b>Total:</b>		

FOR OFFICE USE ONLY			
EFNEP Program	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Number of Units

## 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 Volunteers 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:				
<b>Sub-Total:</b>				
<b>Total Hispanic + Non-Hispanic:</b>				

### 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:		
<b>Sub-Total:</b>		
<b>Total:</b>		

#### YOUTH CLASSIFICATION DISTRIBUTION

	Unidentified:	
	Youth Volunteers	
Classification of Youth Volunteers	Male	Female
Direct:		
Indirect:		
<b>Sub-Total:</b>		
<b>Total:</b>		

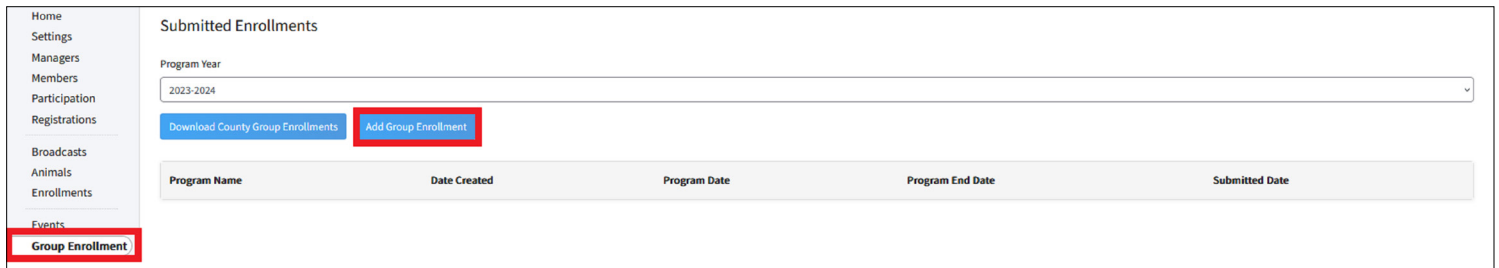
### TRAINING DISTRIBUTION

*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:			

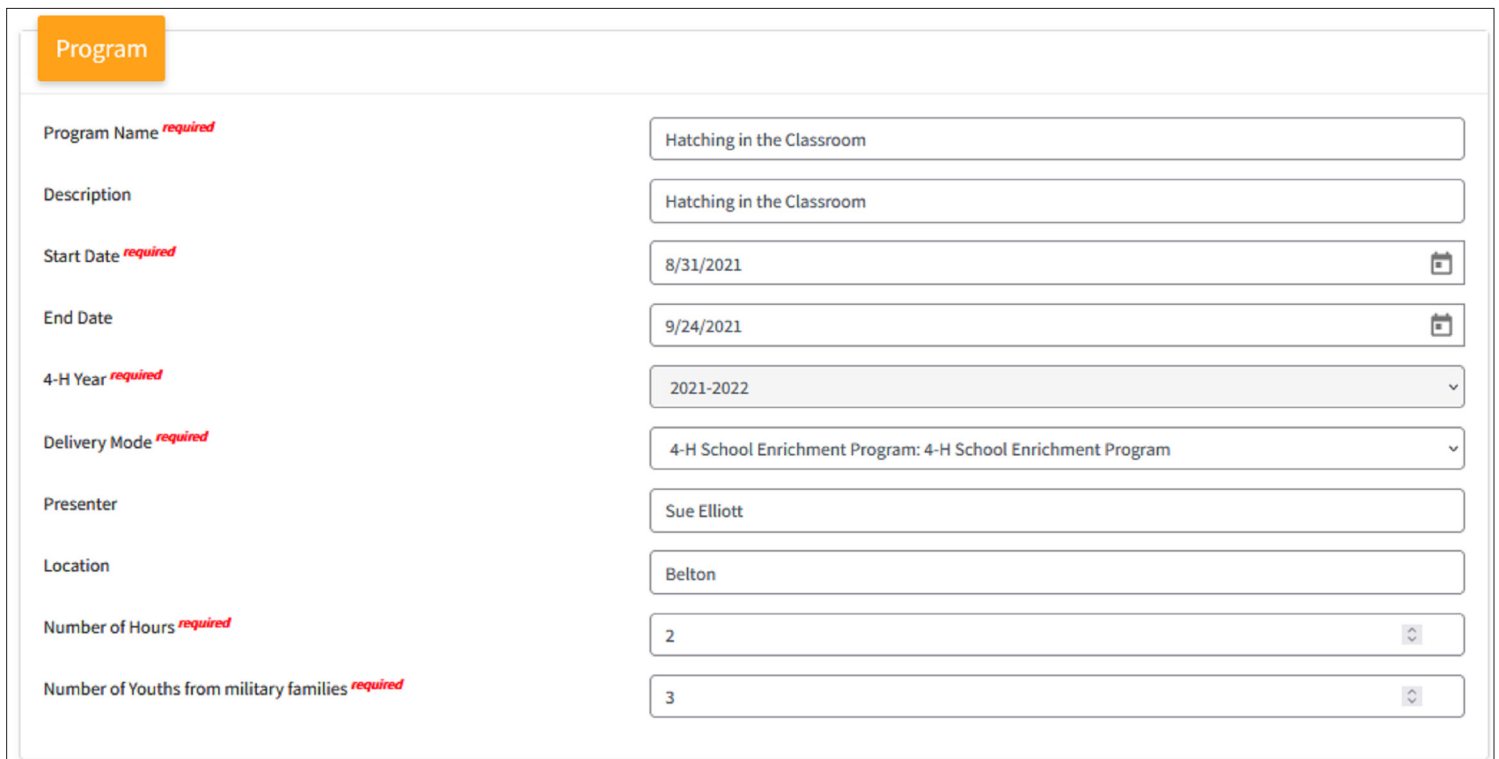
## CREATING GROUP ENROLLMENT ENTRY

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



## 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 county 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
Male:		0
Female:		0
Non-Binary:		0
Not Listed:		0
Prefer Not To State:		0
Other / Unidentified:		0
<b>Sub-Total</b>		0
<b>Total</b>		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.

Racial Distribution		Unidentified
		0
Please indicate the race and ethnicity of participants		Ethnicity
Racial Groups	Hispanic or Latino	Not Hispanic or Latino
American Indian or Alaska Native Only:	0	0
Asian Only:	0	0
Black or African American Only:	0	0
Native Hawaiian/Other Pacific Islander Only:	0	0
Other (race not listed):	0	0
White Only:	0	0
<b>Sub-Total</b>	0	0
<b>Total</b>	0	0

### RESIDENCE

Complete the Residence Distribution for the non-duplicate participants.

Residence Distribution		Unidentified
		0
Where do the participants live?		
Farm:		0
Rural (under 10,000):		0
Town (10,000 - 50,000):		0
Suburb of Cities (less than 50,000):		0
Central Cities (Greater than 50,000):		0
<b>Total</b>		0

### 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	
K	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	
<b>Sub-Total</b>	0		0	
<b>Total</b>				0

### VOLUNTEER DISTRIBUTION

### RACIAL

Complete the Racial Distribution of Volunteers.

Volunteer Distribution					
Racial Distribution					
		Adult Unidentified	0	Youth Unidentified	0
Please indicate the race and ethnicity of participants					
Racial Groups	Adult Volunteers		Youth Volunteers		
	Ethnicity		Ethnicity		
	Hispanic or Latino	Not Hispanic or Latino	Hispanic or Latino	Not Hispanic or Latino	
American Indian or Alaska Native Only:	0	0	0	0	
Asian Only:	0	0	0	0	
Black of African American Only:	0	0	0	0	
Native Hawaiian/Other Pacific Islander Only:	0	0	0	0	
Other (race not listed):	0	0	0	0	
White Only:	0	0	0	0	
<b>Sub-Total</b>	0	0	0	0	
<b>Total</b>	0	0	0	0	



## ADULT CLASSIFICATION

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

Adult Classification Distribution		
	Unidentified	<input type="text" value="0"/>
Classification of Adult Volunteers	Male	Female
Direct:	<input type="text" value="0"/>	<input type="text" value="0"/>
Indirect:	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>Sub-Total</b>	0	0
<b>Total</b>	0	

## YOUTH CLASSIFICATION

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

Youth Classification Distribution		
	Unidentified	<input type="text" value="0"/>
Classification of Youth Volunteers	Male	Female
Direct:	<input type="text" value="0"/>	<input type="text" value="0"/>
Indirect:	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>Sub-Total</b>	0	0
<b>Total</b>	0	

## TRAINING


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

Training Distribution			
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:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
B. Parenting - knowledge and skills relating to developmental and learning needs of children and youth:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
C. Other - any training topic beyond the two listed above	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>


**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.



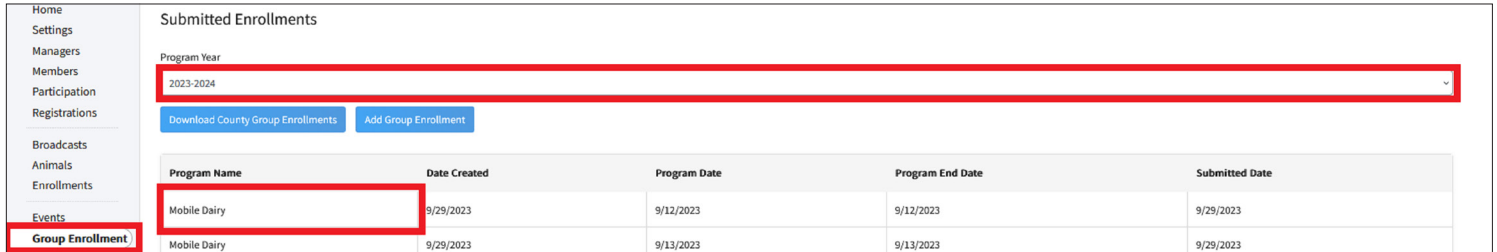
Submit Form (Submit the form when saved. Submitted forms may be edited at anytime)



### 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.



Submitted Enrollments

Program Year: 2023-2024

Download County Group Enrollments Add Group Enrollment

Program Name	Date Created	Program Date	Program End Date	Submitted Date
Mobile Dairy	9/29/2023	9/12/2023	9/12/2023	9/29/2023
Mobile Dairy	9/29/2023	9/13/2023	9/13/2023	9/29/2023

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



Submit Form (Submit the form when saved. Submitted forms may be edited at anytime)

Delete Save

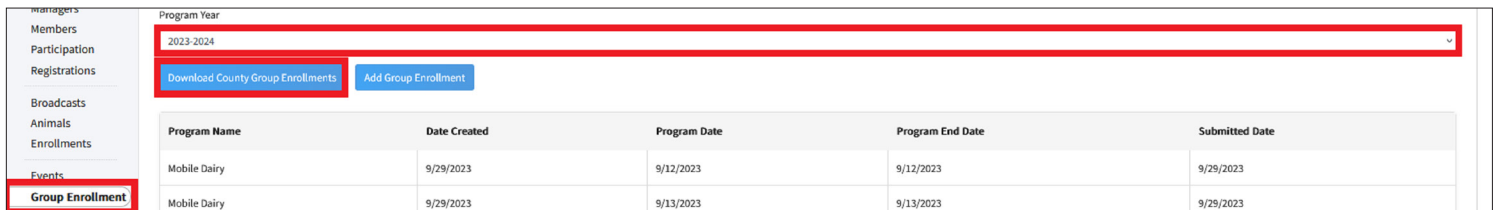
**THE 4-H YEAR CANNOT BE EDITED ONCE THE RECORD HAS BEEN SAVED  
THE ONLY OPTION IS DELETE THE ENTIRE RECORD AND START OVER**

**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.



Submitted Enrollments

Program Year: 2023-2024

Download County Group Enrollments Add Group Enrollment

Program Name	Date Created	Program Date	Program End Date	Submitted Date
Mobile Dairy	9/29/2023	9/12/2023	9/12/2023	9/29/2023
Mobile Dairy	9/29/2023	9/13/2023	9/13/2023	9/29/2023