



Creating Group Reports in 4HPlus!

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Record all Group educational programs occurring in your county in the past year (since the last time you sent in your ES237 report).

Groups are defined as: Educational programming for (or including) youth, completed in your county. This will include adult training as related to youth. Include programming taught by non-Extension staff if it is part of your total youth program.

To create a group record, Go To > Groups > Group Entry/Review. Choose the Enter New Group radio button and then click the Process button. This brings you to the create new group screen.

1. The group ID is already provided by the program. Do not amend this field.
2. Enter a date of the program. If it is one group but meeting multiple times simply put in the beginning date.
3. Select the Delivery Method used by the program.
4. Identify (Y or N) if the program was an EFNEP program (Expanded Food and Nutrition Education Program). Educators involved will know if a program is EFNEP related.
5. Record the number of units. The units reflects the number of times this program was conducted. Each unit is equal to one complete educational program whether you meet one time or four times.
 - If Poultry Embryology was presented in six different schools, a separate group record could be created for each school where the program was presented. The units in each record would be one. Or, all six programs could be shown in one group record. The units would still be 1. The number of participants would then reflect all the youth and volunteers involved in all six schools.
 - If 3 different School Enrichment projects were presented to the same class over the course of a school year, a group record could be created for each different project with a unit of 1 or a single group entry could be created with a unit of 3. These youth received 3 separate educational experiences.
6. Create a descriptive title for the group record.
7. AAC is Affirmative Action Codes. Choose from the 4 listed.
8. Record the date completed.
9. Record the location the program took place.
10. Record the leader of the program.
11. Record the contact hours. The contact hours are the number of hours of education the participants received.
12. Select whether you want to list the project codes by ID or by title by choosing the button that reflects your choice. Select up to 10 project codes reflecting the curricula that was used by this program. If you did not use a specific set of 4H materials, you can use one of

the “Other” project codes in the related curriculum area. Be sure to click the Project Selection Complete - Continue button when you have selected all the projects that fit with the program.

13. Click the Make New Group button on the top to record all this preliminary information.
14. Confirm group record addition by clicking OK.
15. Click the Participants/Training button to get to the screen to record numbers of participants.

NOTE: The participants/training screen records the number of youth participating in this educational experience on the left side. If the group record reflects a training for adults, use the right side of the screen and record any new adults or youth volunteers participating in any leadership or parenting education.

16. Record the **TOTAL** number of participants and the **TOTAL** number of each gender in the lower left corner. Also record the total number of **NEW** participants (those not previously counted THIS 4-H YEAR as either a member in 4HPlus or in another group record), their gender, ethnicity, race, grade, and residence. If your group record is recording a training for adults, or a train the trainer type situation, put the number of NEW adults or youth into the right side of this screen in the TRAINING (NEW ONLY) Youth/Adult Volunteer Training section. Choose Leadership, Parenting, or Other as suits the program.
17. If this program had youth or adult volunteers who helped plan/organize/present the materials, select the Volunteers button to record the information about volunteer teachers.
18. Record the total number of adult and/or youth volunteers and the total number of each gender in the respective volunteer type (Direct: having direct face-to-face contact; Indirect: support that does not include face-to-face contact, i.e. boards or committees; or Middle Manager: leadership of other volunteers). Also record the total number of NEW volunteers (those not previously counted THIS 4-H YEAR as either a member/leader in 4HPlus or in another group record), their gender, ethnicity, and race.

Other Notes on Group Entries

Once you have created a group entry, don't forget to record the participants and volunteers involved in the program. The program will ask for NEW versus TOTAL numbers of participants. If the participant is in your current year 4HPlus database as a member or leader they are not considered New. If you have counted this participant or volunteer in a previous group record this year, they are not considered New. If this is the participant's or volunteer's first contact with 4H (THIS 4-H YEAR) then they would be considered NEW. This allows us to get a count on how many people your youth programming actually reached this 4-H year in addition to the 4H members and leaders. Remember that your total participant numbers should include ALL participants (not just OLD ones). The same goes for the volunteers.

If a multi-county event is held, the host county should report the event. Even if a single person presented programs in more than one county. The information generated by this software is NOT used to credit individual University or county educators, assistants, aides or others with accomplishments.