Purpose: The following setup steps would be completed by staff to create the Foods-Nutrition: TAT COOKING ACADEMY project and the custom steps for individually enrolling youth and adult volunteers.

Steps to create a project alias and link projects to 4-H Units that will deliver the Foods-Nutrition: TAT COOKING ACADEMY project.

1. County 4-H staff will create a Project Alias under Foods-Nutrition, called TAT COOKING ACADEMY.
   4hOnline Steps: (Go to Project Aliases > Add Project Alias > Title is TAT COOKING ACADEMY and project category should be Foods - Nutrition.)

2. County 4-H staff will link the Project Alias to the 4-H unit in 4hOnline the youth will be enrolling and taking the project through.
   4hOnline Steps: (Go to Options > Link Projects to Clubs, select the unit and check the box for this Project and click Save.)

Steps for youth and adult volunteer individual enrollment in Foods-Nutrition: TAT COOKING ACADEMY projects.

NOTE: The 4-H unit selected for individual enrollment in TAT COOKING ACADEMY projects will depend on the delivery mode assigned to the unit in 4hOnline.

1. Login to https://ca.4honline.com
2. County 4-H staff will need to share with 4-H youth and adult volunteers what 4-H units in the county will offer the Foods-Nutrition: TAT COOKING ACADEMY project alias.
3. In 4hOnline, on the Participation screen, and under the 4-H Clubs tab, the 4-H unit offering the project will be selected. Click 'Continue'.
4. Under the Projects tab, again select the 4-H unit name. Then select the Foods-Nutrition: TAT COOKING ACADEMY project. Click 'Continue' to save enrollment data.

FAQ:
1. **Who do I contact if I have questions about entering 4hOnline data for this program?**
   4hOnline questions by staff can be submitted via the 4hOnline help request survey.

2. **What are the deadlines for enrollment entry?**
   Each program year, all group and individual enrollment data must be entered by June 30.

Head • Heart • Hands • Health

Purpose: The following steps can be followed by 4-H staff to enter the group enrollment data for the TAT Cooking Academy program.
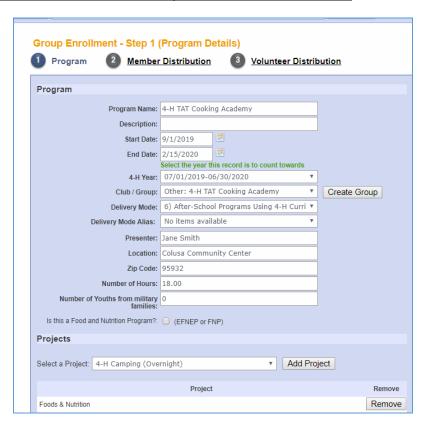
Steps for staff:

1. Login to https://ca.4honline.com

2. Click on the "Group Enrollment" icon under the Enrollment tab.

3. Click "Add Group Enrollment".

4. Refer to the 4-H Group Enrollment Form to enter data in 4hOnline. *See Sample TAT COOKING ACADEMY Group Enrollment Form for specific program titles.

5. Enter the start and end dates. Ideally these are both within one 4-H program year. *See FAQ below for protocol when program delivery crosses over program years.

6. The 4-H Year field will default to the current 4-H program year.

7. Under the Program Screen:
   - Enter the program/event information collected on the hard copy Group Enrollment Form. This will always be entered as "TAT COOKING ACADEMY".
   - You will need to create a new 4hOnline Group called "TAT COOKING ACADEMY" by clicking on the button "create Club/Group". **NOTE**: *If you have more than one Delivery Mode being used, you can still select this Group name and later change the Delivery Mode field by selecting from the drop down menu options.*
     1. Enter title as "TAT COOKING ACADEMY"".
     2. Select the Group Type as "Other".
     3. At least one Delivery Mode must be selected to create the Group. Select: (6) After-School Programs Using 4-H Curriculum.
     4. Leave Delivery Mode Alias unselected.
     5. Click "Create Group" button.
   - The Delivery Mode on the Group Enrollment form will then change to the assigned delivery mode of the newly created Group.
   - Enter the Presenter, Location name (called Site name on the form), and Zip code.

4hOnline Group Enrollment Process:
TAT Cooking Academy
7/2019

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- Select the project area: Science Literacy
- Click "Add Project"
- Click "Continue"

8. Under the Member Distribution screen:
   - Enter youth participant information: Race/Ethnicity, Gender and Residence.
   - Click "Continue".
     **The totals for all these demographic categories must match.

9. Under the Adult Volunteer Screen:
   - Enter the information for any NEW adult and youth volunteers (e.g, site staff who are not individually enrolled in 4-H as adult volunteers already).
   - Direct Volunteers are those who have direct contact with youth.
   - Indirect Volunteers are those who have no direct contact with youth.
   - Volunteer Training fields can be left blank.
10. When form is complete, check "Submit Form" and click "Save Form".

See example below for 4hOnline Group Enrollment Screenshot.

FAQ:

1. **What are duplicates?**
   Duplicates are current individually enrolled 4-H youth members. Duplicates are removed from the final count, as they will already be counted in the Individual enrollment data in 4hOnline. The youth who will serve in role of Teens as Teachers (TAT), will be individually enrolled in 4hOnline, so staff do not need to enter these youth under duplicates in the group enrollment.

2. **How will individually enrolled youth who are Teens as Teachers or 4-H Adult Volunteers enroll in the TAT COOKING ACADEMY program?**
   For individually enrolled youth or 4-H adult volunteers, they (or county staff) will login and enroll into their County 4-H Council or Management Board (MB) unit, and choose the project: Science Literacy with the project alias: TAT COOKING ACADEMY to their current year enrollment record in 4hOnline. **County 4-H staff will need to create a project alias called "Science Literacy: TAT COOKING ACADEMY" and link this to their County 4-H Council or MB unit in 4hOnline.

3. **Can I create my own Program name when I enter the Group Enrollment in 4hOnline?**
   No, the naming conventions used in the Sample Group Enrollment form created for TAT COOKING ACADEMY, must be consistently used in order to accurately pull and monitor reporting data.

4. **How do I enter a group enrollment if my program start and end dates cross over 2 different 4-H program years?**
   If a program's activities cross over 2 4-H program years, e.g,. starts in May and finishes in August, you will choose the program year with majority of time doing program delivery to enter the program year group enrollment into. Do not create 2 different group enrollment entries for the same set of youth.

5. **Do I have to create a new Group under Group Enrollment if I have different Delivery Modes we are using to deliver the TAT COOKING ACADEMY?**
   No, you can change the 4-H Delivery Mode type to something other than the default tied to the Group when it was created. You can select this from the drop down menu without creating a new Group for each group enrollment entry.

6. **How can I run a report to check the totals of Group Enrollments entered?**

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In 4hOnline, select the Reports icon and under the Quick Exports menu, select the report: "Group Enrollment by County". Before you select the report title, make sure the program year selected in the Enrollment Report tab shows as the 4-H Year you need.

7. **When do I need to enter the enrollments by?**
Both individual and group enrolled youth must be enrolled and entered in 4hOnline before June 30th of the current program year. 4-H staff should establish a best practice to enter enrollment data at the time a 4-H experience has finished.

8. **Who do I contact if I have questions about entering 4hOnline data for this grant program?**
4hOnline questions by staff can be submitted via the 4hOnline help request survey. Programmatic questions should be directed to Anne Iaccopucci, amiaccopucci@ucanr.edu.

Tips:

- All group enrollments count on the ES237, even if they are not marked as Submitted.
- All group enrollments count on the ES237 regardless of the number of hours entered.

University *of* California

Agriculture and Natural Resources   ▌4-H Youth Development Program

4-H Group Enrollment Form

Youth may be engaged with 4-H curriculum in a school or after school setting. Youth are group enrolled and overall numbers are reported but not specific information on each participant.

This enrollment form is used for youth and adults meeting the following criteria.

- Group enrolled youth - are under the direct supervision, care and control of another agency or school. 4-H has no responsibility for the youth.

- Group enrolled adults – act as agents of the external agency/school and have no responsibility for the youth.

Youth and adults who are group enrolled are not covered under 4-H accident/sickness insurance.

The following 4-H Delivery Modes can enter group enrollments:
- **Organized 4-H In-School Clubs, Afterschool Clubs, SPIN Clubs and Military Clubs**.**
  (***Use the 4-H Military Group Enrollment Form*)
- **Special Interest & Short-Term Programs**
- **4-H School Enrichment**
- **4-H Individual Study/Mentoring/Family Learning**
- **4-H Afterschool Education**
- **Instructional TV/Video/Webcast Programs**

Step 1: REQUIRED FORMS - The following forms must be completed in order to enroll in the 4-H program.

Required Annually	**Form:** Group Enrollment Form	*(kept on file at the County 4-H Office)*

Step 2: Return the forms to the County 4-H Office.

For more information about 4-H Enrollment, please contact:

| **County 4-H Office** |
| **University of California Cooperative Extension** |
| |
| |
| |
| |

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Agriculture and Natural Resources ▮ 4-H Youth Development Program

4-H Group Enrollment Form

Today's Date		County	
Program Name			
Description			
Start Date		**End Date**	
Club/Group			
Delivery Mode	[ ] 1a) Organized 4-H In School Club (SPIN Club only) [ ] 1b) Organized 4-H In School Club [ ] 1c) Organized 4-H Afterschool Club [ ] 1d) Organized 4-H Military Club [ ] 2) Special Interest/Short Term	[ ] 4) School Enrichment Program [ ] 5) Individual Study/Mentoring/Family Learning Program [ ] 6) School-Aged Child Care / Afterschool Education Program [ ] 7) Instructional TV/Video/Webcast Program	
Delivery Mode Alias	[ ] 1a) SPIN Club [ ] 2) Special Interest or Short Term		
Presenter			
Location	Site Name		
	Address		
	City		
Zip			
Total Hours		**Total Youth from Military Families:**	
State 4-H projects associated with this group:			

Distribution of Youth (*Totals for Gender, Residence, Race & Ethnicity and Grade must match.)

Gender (Duplicates are current 4-H participants.)	Total	Duplicates	Residence: Where do the participants live? (Remove duplicates)	
Male			Farm	
Female			Rural (under 10,000)	
Sub-Total			Town (10,000-50,000)	
TOTAL (Duplicates removed)			Suburb of Cities (less than 50,000)	
			Central Cities (Greater than 50,000)	
			TOTAL	

Race & Ethnicity

Please indicate the race and ethnicity of participants	Ethnicity	
Race (When possible, remove duplicates. Duplicates are youth who are already individually enrolled in the CA 4-H YDP.)	**Hispanic:** **A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.**	**Non-Hispanic**
White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.		
Black or African American: A person having origins in any of the Black racial groups of Africa.		

Form Revised 7/1/2016

American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.		
Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.		
Native Hawaiian/Other Pacific Islander A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.		
More than one race: (other combinations)		
SUB-TOTAL		
TOTAL		

Grade

Grade	# of Participants	Grade	# of Participants	Grade	# of Participants
K		6		12	
1		7		Post High School	
2		8		Not in School	
3		9		Special Education	
4		10		Sub-TOTAL	
5		11		TOTAL	

Distribution of Adult Volunteers (*Totals for Race & Ethnicity and Gender must match.)

New Volunteers Only	Adult Volunteers		Youth Volunteers	
	Ethnicity		Ethnicity	
Race	Hispanic	Non-Hispanic	Hispanic	Non-Hispanic
White				
Black or African American				
American Indian or Alaska Native				
Asian				
Native Hawaiian/Other Pacific Islander				
More than one race				
SUB-TOTAL				
TOTAL				
Classification of Volunteers	Adult Volunteers		Youth Volunteers	
	Male	Female	Male	Female
Direct (has direct contact with youth)				
Indirect (no direct contact with youth)				
TOTAL				

Volunteers Training 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.			

4-H Group Enrollment Form – TAT Cooking Academy

Youth may be engaged with 4-H curriculum in a school or after school setting. Youth are group enrolled and overall numbers are reported but not specific information on each participant.

This enrollment form is used for youth and adults meeting the following criteria.

- Group enrolled youth - are under the direct supervision, care and control of another agency or school. 4-H has no responsibility for the youth.

- Group enrolled adults – act as agents of the external agency/school and have no responsibility for the youth.

Youth and adults who are group enrolled are not covered under 4-H accident/sickness insurance.

Step 1: REQUIRED FORMS - The following forms must be completed in order to enroll in the 4-H program.

Required Annually	**Form:** Group Enrollment Form	*(kept on file at the County 4-H Office)*

Step 2: Return the forms to the County 4-H Office.

For more information about 4-H Enrollment, please contact:

County 4-H Office   **University of California Cooperative Extension**

SAMPLE

4-H Group Enrollment Form

Today's Date	2/15/2020	**County**	Colusa

Program Name	TAT Cooking Academy
Description	

Start Date	9/1/19	**End Date**	2/15/2020

Club/Group	TAT Cooking Academy

Delivery Mode	[] 1a) Organized 4-H Community Club [] 1b) Organized 4-H In School Club [] 1c) Organized 4-H Afterschool Club [] 1d) Organized 4-H Military Club [] 2) Special Interest/Short Term	[] 4) School Enrichment Program [] 5) Individual Study/Mentoring/Family Learning Program [X] 6) School-Aged Child Care / Afterschool Education Program [] 7) Instructional TV/Video/Webcast Program
Delivery Mode Alias	[] SPIN Club	[] 2a) Special Interest [] 2b) Short Term
Presenter	Jane Smith	
Location	Site Name Colusa Community Center Address 1 Main Street City Colusa	
Zip	95932	
Total Hours	30	**Total Youth from Military Families:** 0

State 4-H projects associated with this group: Foods- Nutrition

Distribution of Youth (*Totals for Gender, Residence, Race & Ethnicity and Grade must match.)

Gender (Duplicates are current 4-H participants.)	Total	Duplicates	Residence: Where do the participants live? (Remove duplicates)	
Male	10		Farm	
Female	10		Rural (under 10,000)	
Sub-Total	20		Town (10,000-50,000)	
TOTAL (Duplicates removed)	20		Suburb of Cities (less than 50,000)	20
			Central Cities (Greater than 50,000)	
			TOTAL	20

Race & Ethnicity

Please indicate the race and ethnicity of participants	Ethnicity	
Race (When possible, remove duplicates. Duplicates are youth who are already individually enrolled in the CA 4-H YDP.)	**Hispanic:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.	**Non-Hispanic**
White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.	5	5
Black or African American: A person having origins in any of the Black racial groups of Africa.	5	
American Indian or Alaska Native:		

A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.		
Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.		5
Native Hawaiian/Other Pacific Islander A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.		
More than one race: (other combinations)	10	10
SUB-TOTAL	10	10
TOTAL	20	

Grade

Grade	# of Participants	Grade	# of Participants	Grade	# of Participants
K		6		12	
1		7	20	Post High School	
2		8		Not in School	
3		9		Special Education	
4		10		Sub-TOTAL	20
5		11		TOTAL	20

Distribution of Adult Volunteers (*Totals for Race & Ethnicity and Gender must match.)

New Volunteers Only	Adult Volunteers		Youth Volunteers	
	Ethnicity		**Ethnicity**	
Race	**Hispanic**	**Non-Hispanic**	**Hispanic**	**Non-Hispanic**
White	3	2		
Black or African American		2		
American Indian or Alaska Native				
Asian				
Native Hawaiian/Other Pacific Islander				
More than one race (other combinations)				
SUB-TOTAL	3	4		
TOTAL	3	4		

Classification of Volunteers	Adult Volunteers		Youth Volunteers	
	Male	Female	Male	Female
Direct (has direct contact with youth)	2	5		
Indirect (no direct contact with youth)				
TOTAL	2	5		

Volunteers Training 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.			