4-H Group Enrollment Form: Agency Reporting

4-H provides group enrollment based educational experiences. These are programs delivered by 4-H Advisors, 4-H Community Education Specialists, Youth Volunteers, Adult Volunteers and/or from partnering agencies to an audience of youth not individually enrolled in 4-H Youth Development Program.

In order for an experience to be counted as group enrollment, the following are true:
- A set audience is taught: a group of the same participants receiving educational content for a set time.
- Delivered for an established period of time: with a clear beginning and end to the educational content delivery. (Activities that are only informational or recruitment focused and not educational, are not considered group enrollment.)
- Uses an established subject matter: educational content aligns with 4-H project categories.
- Youth are under the direct supervision, care and control of another agency, school, parent or guardian. UC ANR 4-H has no responsibility for the youth.
- (if applicable) Adult participants are acting as agents of an external agency/school and not acting in the scope of an appointed 4-H Adult Volunteer. (Parents are not entered as adults on the group enrollment form.)

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

Example activities to count as Group Enrollment	Group Enrollment form to use
A school partnership in which one gardening lesson is provided to 20 classroom 4th grade students in one day.	Provide group enrollment partner agency reporting form to school partners to fill out on behalf of their youth participant audience. Race, ethnicity, and gender based on information reported from parent/guardian to the school. *** *The teacher does not provide the self-reporting form to each student for completion.*
Youth Science festival in the Park: Youth are provided with opportunity to learn at a STEM booth. During a complete 15-20 minute cycle, the youth learns to build a robot and complete reflection questions while receiving guidance from adult and youth volunteer leaders.	
Example activities not counted as 4-H Group Enrollment *(Where there is no set audience, no set time, no 4-H subject matter) These activities should be counted as contacts on the Outreach Methods Form.* • Booths at community events where youth only receive a 4-H brochure, sticker, or face painting and no complete educational experience is delivered. • Fundraisers	

The following 4-H Delivery Modes can enter group enrollments:

Organized 4-H In-School Clubs, Afterschool Clubs, SPIN Clubs and Military Clubs	4-H Afterschool Education Programs using 4-H Curricula/Staff Training	4-H School Enrichment
4-H Special Interest	4-H Short Term programs	
4-H Individual Study/Mentoring/Family Learning	Instructional TV/Video/Webcast Programs	

Completing this form:
Step 1: The following form must be completed when participating in a group enrollment program/activity/event (*For more information on completing the form, see Group Enrollment FAQ*).
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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Inquiries regarding ANR's nondiscrimination policies may be directed to UCANR, Interim Affirmative Action Compliance Officer, University of California, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 750-1280.

2023-2024 4-H Group Enrollment Form: Agency reporting

The following section is for partner agency staff to complete:

Total Number of Youth Participants (Non-Volunteer)		4-H Enrollment Year: 2023-2024

The following section is for 4-H Staff use only:
(should be completed before providing form to partner agency staff)

Date form completed:		*County	
*Program Name			
Description	*(Include a brief description.)*		
*Start Date		**End Date**	
*Delivery Mode	☐ Organized 4-H In-School Club ☐ Organized 4-H In-School SPIN Club ☐ Organized 4-H Afterschool Club ☐ Organized 4-H Afterschool SPIN Club ☐ Organized 4-H Military Club ☐ Special Interest Program	☐ Short Term Program ☐ School Enrichment Program ☐ Individual Study/Mentoring/Family Learning Program ☐ Afterschool Education Programs Using 4-H Curricula/Staff Training ☐ Instructional TV/Video/Webcast Program	
Presenter			
Location	*Enter: Site Name, Address, City, Zip*		
*Total Hours		***Total Youth from Military Families:**	
*State 4-H projects associated with this group:			

The following sections are for partner agency staff to complete:

Youth Participants

Gender					
Man/Boy	Woman/Girl	Nonbinary	Gender Identity Not Listed	Prefer Not to State	TOTAL

Ethnicity			
When possible, remove duplicates. Duplicates are youth who are already individually enrolled in the CA 4-H YDP.			
Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.	**Hispanic or Latino**	**Non-Hispanic or Latino**	**Prefer Not to State**
Total:			

Race
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.
Black or African American: A person having origins in any of the Black racial groups of Africa.

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2023-2024 4-H Group Enrollment Form: Agency reporting

Native Hawaiian/Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
Race Not Listed
White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
Prefer Not to State

Race When possible, remove duplicates. Duplicates are youth who are already individually enrolled in the CA 4-H YDP.	Total
American Indian or Alaska Native	
Asian	
Black or African American	
Native Hawaiian or Other Pacific Islander	
Race Not Listed	
White	
More Than One Race	
Prefer Not to State	
Total	

Residence: Where do the participants live?			
Farm		Suburb of Cities (less than 50,000)	
Rural (under 10,000)		Central Cities (Greater than 50,000)	
Town (10,000-50,000)		Prefer Not to State	
		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		Prefer Not to State	
5		11		TOTAL	

Distribution of Adult Volunteers

Adult Volunteer Type	Direct (has direct contact with youth)	Indirect (no direct contact with youth)	**TOTAL**

Distribution of Adult Volunteers

Adult Volunteer Type	Gender				
	Male	Female	Nonbinary	Gender Identity Not Listed	Prefer Not to State
TOTAL					

Form Revised 7/1/2023

2023-2024 4-H Group Enrollment Form: Agency reporting

Ethnicity Definitions			
Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.			
When possible, remove duplicates. Duplicates are youth who are already individually enrolled in the CA 4-H YDP.	**Hispanic or Latino**	**Non-Hispanic or Latino**	**Prefer Not to State**
Total:			

Race When possible, remove duplicates. Duplicates are youth who are already individually enrolled in the CA 4-H YDP.	**Total**
American Indian or Alaska Native	
Asian	
Black or African American	
Native Hawaiian/Other Pacific Islander	
Race Not Listed	
White	
More Than One Race	
Total	

Distribution of Youth Volunteers

Youth Volunteer Type	Direct (has direct contact with youth)	Indirect (no direct contact with youth)	**TOTAL**

Youth Volunteer Gender

Gender	Male	Female	Nonbinary	Gender Identity Not Listed	Prefer Not to State
TOTAL					

Volunteers Training Through 4-H	Youth Volunteers	Adult Volunteers	Other Adults
Leadership – topics relating to organizing, managing, and teaching youth in a non-formal education setting.			
Parenting – knowledge and skills relating to developmental and learning needs of children and youth.			
Other – any training topic beyond the two listed above.			

Form Revised 7/1/2023