



## University of California Division of Agriculture and Natural Resources 4-H Youth Development Program

# 4-H Enrollment Guide to Group and Individual Enrollment

### 4-H Contact & UC All Reasonable Efforts to the Public:

The University of California requires that 4-H units demonstrate that they have used All Reasonable Efforts to recruit a diverse pool of new youth and adults. All Reasonable Efforts are demonstrated through the use of mass media, radio, newspaper, distributing flyers and posters, sending personal invitations, and making personal visits. The contacts 4-H members, volunteers and staff make with new youth and adults in marketing and promoting the 4-H program are not considered 4-H program delivery and are not group or individually enrolled. *Examples of this include promoting the 4-H program at community festivals, farmers markets, in a community parade or a display at the public library.*

### Group and Individual Enrollment:

California 4-H Youth Development (4-H YDP) engages youth in developmentally appropriate educational programs and activities that are organized through a variety of delivery modes. The deliveries are categorized and reported according to the degree of UC 4-H YDP involvement and intended outcomes of the experience. Some experiences may last an hour and others multiple years. Youth engaged in 4-H educational activities are enrolled individually or by group. Individual enrollment consists of an enrollment form, waiver of liability, and other forms completed by the participant. Group enrollment is recorded by the adult in charge of the activity and provided to the County 4-H Office.

4-H Delivery Mode Chart	Enrollment	08-09 Fees	Forms	Notes
<b>Organized 4-H Clubs</b> <i>In communities and military bases. Projects must last a minimum of 6 hours.</i>	Individual	Youth \$12 Adult \$6	Youth Enrollment or Adult Application	All adults must be individually enrolled.
<b>Special Interest / Short Term Programs</b> <i>At least 6 hours and not more than 6 weeks. Special learning experiences not part of a club or school.</i>	Individual	Youth \$6 Adult \$3	Youth Enrollment or Adult Application	
<b>Overnight Camps</b> <i>For youth not already enrolled in a 4-H Club.</i>	Individual	Youth \$12 Adult \$6	Youth Enrollment or Adult Application	
<b>Day Camps</b> <i>Option available in 4bOnline. If 4-H is the lead agency, should be enrolled as Special Interest.</i>	Group	No fees.	Group Enrollment	Adults not acting as agents of the external agency/school and having direct contact with youth must be individually enrolled.
<b>School Enrichment</b> <i>4-H teens, volunteers, staff or other educators deliver 4-H curricula and education in a classroom.</i>	Group	No fees.	Group Enrollment	
<b>Individual Study/Mentoring/Family Learning</b> <i>Not more than 6 weeks. Includes self-study, home study courses, advanced placement courses, mentoring, shadowing with an 'expert', or families learning from others outside the family.</i>	Group	No fees.	Group Enrollment	
<b>Afterschool Education or School-aged Childcare</b> <i>4-H staff or other educators deliver 4-H curricula and education in an afterschool center.</i>	Group	No fees.	Group Enrollment	

### Multiple Delivery Mode Participation

Youth may participate in one or more 4-H YDP projects or programs in any delivery mode and only individually enroll once. Youth and adults do not need to pay a separate fee for multiple delivery mode participation.

## Common Questions about 4-H Group Enrollment

- **Racial Distribution - How do I record Hispanic Only?**
  - Use “(10) Balance (other combinations)” under “Hispanic”.
- **What should I do if I don’t have some of the data? For example, no breakdown in youth grade distribution?**
  - Group enrollment data is sometimes a “best guess” effort, as we don’t have any self-reporting by participants. Use your best judgment in filling out the distributions.
- **What are "Duplicates"? Do we need to identify youth participating in 4-H so we can then subtract them from the group enrollment numbers?**
  - The duplicates column is only listed on the first box for youth “Gender Distribution”. If possible, subtract all existing 4-H individually enrolled 4-H members. Input unduplicated numbers for the boxes for Youth Ethnicity, Residence and Grade (e.g. separate out any existing 4-H members).
- **What do the adult volunteer terms mean: “direct” and “indirect”?**
  - Direct – face to face contact with youth. Unpaid support for the 4-H program through face-to-face contact with youth by youth or adult (e.g. project leader, club leader, camp counselor).
  - Indirect – Unpaid support for the 4-H program that does not include face-to-face contact with youth (e.g. boards, committees). May help with administrative tasks, setup, and preparation but no actual contact with youth.
- **Is the teacher considered a “volunteer” although they are not a certified 4-H volunteer?**
  - On the group enrollment form under “Volunteer Distribution”, all adults may be counted, even if they are not a certified 4-H volunteer. You could count teachers, afterschool line staff, and others with direct or indirect contact.
- **What are youth volunteers?**
  - Youth Volunteers are youth who are assisting with the educational program delivery and not the recipients of the educational activity. For example, at an afterschool site where teens are teaching younger youth, would be considered youth volunteers.
- **What are the boxes for “Training Distribution: Volunteers Trained Through 4-H (New Only)” for?**
  - This area is not used in California and can be bypassed.