Enrollment Lists Make 4-H Club Reporting Easy
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Business Case: I am an Extension Agent in Knox County. In February, I delivered instruction to all clubs at Brickey School. What is the racial/ethnic and gender breakdown of those clubs?

Solution: Click Enrollment | Lists | Clubs/Groups. First click the orange Clear Search Criteria. Next change Membership Type to "4-H Youth Development." De-select "any" club name, and check all clubs at Brickey School, six clubs (Figure 1).

Next, click the Contact Info/Volunteerism tab. De-select "any" for both race/ethnicity and gender. For the first search, indicate “Black/Not of Hispanic origin” for race/ethnicity and “Female Youth” and “Male Youth” for gender as shown in Figure 2.
Now click the orange Search button. SUPER displays the search results with gender and race/ethnicity statistics (Figure 3). Note the agent served three black youth males and three black youth females.

![Figure 3. Search Results: Statistics for Black, Not Hispanic Youth](image)

Typically, you would click the orange Clear Search Criteria button to begin the next search, but not this time. I do not want to select the Brickey clubs again, so I will simply deselect “Black/ Not of Hispanic origin” and select “Hispanic”. Next click Search. The SUPER search results show that one Hispanic male is enrolled in these Brickey clubs (Figure 4).

![Figure 4. Search Results: Statistics for Hispanic Youth](image)

Repeat this process until each gender and race/ethnicity was identified for the selected clubs.

Typically, a 4-H Agent will do this kind of search one time annually. The numbers will be entered in Delivery as a multi-session. Using the Load from Previous Activity feature on the contact screen, the contacts statistics will re-appear. With these tools that make data entry a snap, you can easily see why my Delivery examples for the past two years have included activity names like "Monthly 4-H Club Meetings".