



YOUTH PARTICIPATION REPORTING GUIDE



THE UNIVERSITY OF ARIZONA
Cooperative Extension



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UACE 4-H Youth Participation Reporting Guide

Reporting is necessary for program evaluation and for ensuring Arizona Cooperative Extension is serving the citizens of the state. These two distinct purposes are mutually beneficial, and they are predicated on accuracy of the data reported. With more accurate numbers, we are able to understand the reach and quality of the University of Arizona Cooperative Extension 4-H youth development programming more clearly. Different than other program areas, 4-H Youth Development has two data management systems. This adds unique confusion on how to report impact numbers. This guide is an effort to help reduce confusion. To ensure county-based professionals, administrators, and legislators can confidently state the number of youths served by Cooperative Extension, we must be clear in our reporting procedure.

4-H Membership Classification (Section 3.1 Arizona 4-H Policies)

A 4-H member is a youth *who participates in any educational program or activity delivered by Cooperative Extension and who receives Cooperative Extension-based curriculum* (as defined by the Extension Committee on Organization and Policy, approved by the Program Leaders Work Group on November 28, 2018). This guidance is relevant for all UACE employees who provide outreach, education, and youth development opportunities to youth ages 5-18.

UACE Youth Contact*

This is any youth who encounters University of Arizona Cooperative Extension programs through office visits, recruitment efforts, exhibits or displays, or ceremonies. Generally, UACE youth contacts experience less than an hour of planned educational programming. These numbers are counted using the 4-H Group Enrollment Form and are recorded in UA Vitae by submitting an AAP-5 submission. (The 4-H Group Enrollment Form can be accessed at <https://arizona.box.com/s/bnq9w7vtg2mcrbu1dfhft5uwv5j4riq9>.)

4-H Educational Member*

This is any youth taking who takes part in programs provided as a result of action by Cooperative Extension personnel (professional, paraprofessional, and volunteer) and results in “considerable knowledge change.” A youth should experience multiple educational sessions or several hours of education. Youth participating in programs conducted through 1862, 1890, and 1994 land-grant universities, EFNEP, SNAP-ED, Project Wet, Junior Master Gardener, urban gardening programs under the direct supervision of another agency, and other programs which may not actually use the 4-H name and emblem with participants are included. These numbers are counted using the 4-H Group Enrollment Form and are recorded in the 4-H membership management system and in UAVitae. (The 4-H Group Enrollment Form can be accessed at <https://arizona.box.com/s/bnq9w7vtg2mcrbu1dfhft5uwv5j4riq9>.)

*Youth and adult participants enrolled through the group enrollment process are not covered under 4-H youth development professional accident/sickness or liability pool insurance. Liability remains with the agency that has coalesced the youth to whom the University of Arizona Cooperative Extension professionals are providing educational support (e.g. school, daycare).

4-H Enrolled Member

This is any youth who has completed individual enrollment and is aware of their involvement in 4-H. Youth participate in any overnight programming (without exception, including camps and trips), must be enrolled in the 4-H membership management system. Every effort should be made for youth participating in multiple-day 4-H events (that are not sponsored by another agency) should be enrolled in the 4-H membership management system. When care, custody, and control will be transferred from parents or other agencies to UACE professional's youth need to be enrolled 4-H members.

Table 1. Classification and Reporting Method

| Classification | Reporting Method |
|--|--|
| UACE Youth Contact (Short education or marketing) | Counted Using 4-H Group Enrollment Form Recorded in UA Vitae Using AAP-5 Submission Portal |
| 4-H Educational Member (Multiple sessions or hours) | Counted Using 4-H Group Enrollment Form Recorded in UA Vitae Using AAP-5 Submission Portal and in 4-H Membership Management System |
| 4-H Enrolled Member | Enrolled in 4-H Membership Management System |

Adapted from Engle, D., & Elliott-Engel, J. (2020, April 5). *Arizona 4-H Policies and Procedures*. University of Arizona Cooperative Extension.

Reduction of Duplications

The individual is counted, not the number of times a youth has been engaged. Because of the diverse programming Cooperative Extension does there will inevitably be the need for critical reflection. To inform the youth reporting process, the number one principle is to ask the question, *How can I reduce counting the same individual multiple times?*

Arizona 4-H youth development has a mission to extend research-based information and support positive youth development to the youth of Arizona. To achieve positive youth development, long-term high-quality engagements are required. UACE youth-serving professionals must work to increase the number of times a youth interacts with a single bounded Extension education experience– a bounded Extension education experience (e.g. Camp, Project Wet class, Embryology Unit). We are committed to increasing the number and quality of engagements yet reporting focuses on counting the number of youths participating.

Recommended Practices for Youth Reporting

4-H Enrolled Member

For youth enrolled in the 4-H Club Program, your reporting is simple: the enrollment management system generates all the information you need.

4-H Enrollment Management System: The enrollment management system has collected demographic data and the number of projects a youth participates.

UA Vitae: DO NOT report an AAP-5 for every club meeting, event, engagement, interaction, etc. an enrolled 4-H club member attends. You will submit one AAP-5 submission into UA Vitae for the entire year. (The 4-H professional in the county programming has occurred is responsible for entering).

Reporting Impact: As a UACE

(4-H) professional you will communicate program design, impacts, and efforts on the 4-H program in UA Vitae through the program impact narrative. This is where you will communicate the depth of your program's quality.

4-H Educational Member

For youth who participate in an education program (see above) and have experienced at least approximately six (6) hours of educational content, the best effort to count the individual is made rather than reporting the number of times a youth has been engaged.

4-H Enrollment Management System: You are reporting the number of youths, demographics of the youth, number of hours and delivery mode this youth engaged with the education program, and what project area the youth participated. If you are aware youth are also a club member -OR- would have participated in another program, you will need to acknowledge they are duplicates. (The county-based 4-H youth development professional responsible for the county the programming takes place will ensure data entry.)

UA Vitae: You are reporting the number of youths, demographics of the youth, and number of sessions the youth experienced of the program. If you are aware youth are also a club member -OR- would have participated in another program, acknowledge that they are duplicates. (The County Extension Director or county-based 4-H youth development faculty responsible for the county the programming takes place will ensure data entry.))

For example, if you are reporting a Character Counts program in a high school you will collect an 4-H Group Enrollment Form for the 2 classes you are serving and record in UA Vitae the number of youths as participants. For this example, let's say there are 20 youth in each class. You will enter 40 youth (all the demographics, too) and acknowledging the number of class sessions you or the classroom teacher taught using the Cooperative Extension curriculum. You will also count the classroom teacher as a volunteer because they helped you, perhaps even taught some too. This data reporting is clear on the number of youths who experienced Cooperative Extension programming and the number of sessions/hours a youth experienced.

Reporting Impact:

As a UACE professional you will communicate program design, impacts, and efforts on the program in UA Vitae through the program impact narrative. This is where you will communicate the depth of your program's quality.

UACE Youth Contact

These youth have experienced short-term educational experiences from any UACE employee. UACE Youth Contacts are individuals who likely do not realize they have had a 4-H experience -AND- would not consider themselves as 4-H alumni after they have completed this experience.

4-H Enrollment Management System: Do not enter these individuals in this system.

UA Vitae: Using AAP-5s to capture number of youth and demographic data. Enter one AAP-5 for each event. As a note, if you are aware there are large number of duplicates (e.g. you went back to the same class to do another program) this is likely not the right approach for reporting (see 4-H Educational Member). If you do not think the educational component is not strong-enough to warrant enrollment in that system, then report duplicates as needed.

Credit and Attribution

Reporting in UACE intersects with who should get credit. There are dual pressures between demonstrating performance between employees being recognized for performance and understanding how many youths are served by UACE. Especially in a interdisciplinary world it is more and more important to work in teams. To decipher the best practices for giving credit and attribution we will use this real-world example.

A school-based farm field day takes for youth. 4-H personnel organized and recruited for the event. An ANR Agent attends to speak about field safety and a Master Gardener Program Coordinator presents as well.

This an example of UACE employees working together to deliver community relevant information. Youth served in the program are reported to UACE using the guidance above to achieve our goal of counting the individual, thus UACE will be able to know how many youths served by this effort.

For program impact each UACE employee will report programmatic impacts through UAVitae. In the Extension Program narrative each individual would share their contribution to the school-based farm field day. The 4-H personnel is going to write a narrative about the school-based farm field day and report youth development indicators; the ANR Agent is going to report agriculture literacy change indicators; and, the Master Gardener Program Coordinator is going to share their contribution to their Supervisor to be shared in UA Vitae. Because the narratives do not compile and performance review each individual will still be able to share their contribution to this work, without duplicating counts of each youth.



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