

# Missouri 4-H Reporting Guidance

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## 4-H Online

### Individual Enrollment

Continues as is for youth and adults. Individuals and parents/guardians are responsible for their data. If changes are made to enrollments, have documentation, such as an email noting the change requested.

### Group Enrollment

Group Enrollment includes any program that provides direct education by a 4-H faculty/staff member, designated volunteer, school teacher, afterschool provider, or other professionals using the 4-H curriculum.

It is unnecessary to distinguish duplicates (individually enrolled members) in group enrollment.

Some examples of group enrollment are:

- 4-H SNAC
- In-School Enrichment (e.g., embryology, career, and college readiness)
- SPIN Clubs
- Youth Futures and Juntos
- After-school programs
- Adult education with partner organizations, including Community Centers

### Notes:

- Include the delivery mode in the program name to assist with program tracking and reporting
- Select the project or learning opportunity (LO) that corresponds with the curriculum.

For example:

Clover Middle School: 4-H SNAC

Project: SNAC – Eating from the Garden (LO973)

Clover Middle School: Youth Futures

Project: Youth Futures (CP300)

## myExtension

Report activities (individually enrolled and group enrollment) through myExtension.

Some examples of activities and events

- Community clubs
- Camps (day or overnight)
- Achievement Days
- County-wide programs
- SPIN Clubs
- Earth Day events
- Volunteer development training
- After-school staff training
- Expansion and Review Committee

Event title should match the format of Location: Project.

For example:

Clover Middle School: 4-H SNAC

Clover Middle School: Youth Futures

The program description should be brief. The person leading the event will enter the event into myExtension, making sure to add all team members who help with the event. Each team member will report what they did specifically as part of the event team. Events need to be entered into myExtension before the event if it will be

advertised on the web or immediately after the event if others are part of the team, so they are not waiting on the event leader to complete their reporting effort.

Focus efforts on recording the number in attendance, the number of volunteers, the average amount of volunteer work, and the number of partner entities/individuals who helped. You may count a member each time they participate in a learning opportunity. If a program is offered over six sessions, count the participant each time they participated in a different session.

Short-term outcomes provide narratives on the event evaluation and impact data. Provide complete activity data.

## Demographic Reporting

REG (race, ethnicity, gender) data will be collected voluntarily. Ask parents/guardians to share data at the time of registration. If guardians choose not to share data, you cannot use visual observation and identification to gather REG data (per NIFA, December 2020). The collection of REG demographics cannot be required or be a barrier to participation.

Program partners (schools, community centers, etc.) may be able to provide you with anonymous group data upon request. For events open to non-enrolled participants, have voluntary REG demographic forms available for parents or guardians to complete.

This data should be reported in 4-H Online and myExtension. A voluntary demographic form can be found here: <https://extension.missouri.edu/media/wysiwyg/Extensiondata/ExtensionWay/Docs/voluntary-demographic-form.pdf>

## Success Stories

When you create a news release after an event, include a copy of the story in the Success Stories area of myExtension. This is not a place for more effort; simply a space to copy and paste a success story or include a successful outcome reported to you by a member, volunteer, or parent.

Example: Lindsey, a youth future participant, took what she learned to apply for scholarships. The information she learned helped them to obtain two scholarships for college in the total amount of \$2,000, which paid for her first semester at the local community college.

## myVita

myVITA is an important piece of our reporting system. Please note that the following sections will not transfer from myExtension; field faculty must go into myVita annually to complete.

1. Journal Editor, Peer Reviewer, etc.
2. Service to Your Profession (committee member and executive officer positions held in local, state, and national organizations pertaining to your job).
3. University Committees
4. Volunteer Activities
5. Honors, Awards, and Recognitions
6. Professional Development and Continuing Education (as a participant)