



SPIN Clubs in 4HOnline

OVERVIEW

To ensure accurate data is recorded, a specific entry method has been developed for SPIN Clubs. SPIN Clubs should be entered in the system via Group Enrollment. This is different from a Group, where actual member information is captured; only “numbers” and demographic information are recorded in Group Enrollments. This will require 4HOnline managers to enter SPIN Club data into the system; families will not enroll online for this 4-H program.

WHY SPIN CLUBS WON'T WORK AS “GROUPS”

Youth members must have a club and at least (one) project in order to select a Group in 4HOnline. If these members happen to only be in a SPIN club, they will not be able to complete the online enrollment process.

WHY SPIN CLUBS WON'T WORK AS “CLUBS”

Since club members are able to choose projects, the online process has proven confusing to SPIN Club members, who have been attempting to select multiple/inappropriate projects. In addition, it's probable that local Extension staff would want to “hide” the SPIN club from online enrollment after it ends; this cannot be accomplished with a club in 4HOnline. If the club were to be deactivated, none of it's members will report on the ES-237 Report and data will be lost.

PREP: SPIN “CLUB” GROUP ENROLLMENTS

The process is identical to creating any other Group Enrollment in 4HOnline and the appropriate information is required to complete the process. The following data is needed:

Program Data

1. Name (*Example: SPIN Robotics*)
2. Start Date
3. End Date
4. Delivery Mode = 1c) Organized 4-H After-School Club
5. Delivery Mode Alias = SPIN Club
6. Number of direct contact hours
7. Project Participation area

Youth Participant Data

1. Number of Male Youth
2. Number of Female Youth
3. Race and Ethnicity of Youth
4. Residential Type of Youth
5. Grade Level of Youth

Volunteer Data

1. Number of Youth Volunteers (*male/female & direct/indirect*)
2. Number of Adult Volunteers (*male/female & direct/indirect*)

CREATING A SPIN GROUP ENROLLMENT (STEP 1)



Group Enrollment - Step 1 (Program Details)

- 1 Program 2 **Member Distribution** 3 Volunteer Distribution

Program

Program Name: SPIN in the title

Description:

Start Date: 10/13/2014

End Date: 12/08/2014

Select the year this record is to count towards

4-H Year: 10/01/2014-09/30/2015

Club / Group: State:Group: SPIN CLUB (Needed for Gr) **Create Group**

Delivery Mode: 1c) Organized 4-H After-School Club

Delivery Mode Alias: SPIN Club

Presenter:

Location:

Zip Code:

Number of Hours: 12

Number of Youths from military families: 0

Is this a Food and Nutrition Program?: (EFNEP or FNP)

Projects

Select a Project: Citizenship **Add Project**

| Project | Remove |
|---------------------|---------------|
| SpaceTech, Robotics | Remove |

Continue >> **Cancel**

Enter the SPIN Club title.
SPIN must be in the name

Enter the Start Date

Enter the End Date

Select Club/Group:
**State: Group: SPIN CLUB
(Needed for Group
Enrollment Process)**

Select Delivery Mode:
**1c) Organized 4-H After-
School Club**

Select Delivery Mode Alias:
SPIN Club

***I have noticed that this Alias has trouble appearing at times. If this happens, "reset" the Delivery Mode drop-down box by selecting a different mode, then reselect 1c) Organized 4-H After-School Club again. After this, SPIN Club should appear in the Delivery Mode Alias drop-down.*

Enter Number of Hours
(direct contact hours with youth)

Select a Project
Choose the appropriate Project area and click [Add Project]

Click [Continue]

A new Group Enrollment must be created for each individual SPIN Club; do not combine members of different SPIN Clubs into the same Group Enrollment. (Each new Group Enrollment will be added to the State: Group: SPIN CLUB).

SPIN CLUB GROUP ENROLLMENT (Part 2)

Group Enrollment - Step 2 (Member Distribution)

- 1 Program
- 2 Member Distribution
- 3 Volunteer Distribution

Gender Distribution

| Gender (Duplicates are current 4-H participants) | Total | Duplicates |
|--------------------------------------------------|-------|------------|
| Male: | 0 | 0 |
| Female: | 0 | 0 |
| Sub-Total | 0 | 0 |
| Total (Duplicates removed) | 0 | |

Racial Distribution Please remove current 4-H participants (duplicates)

Please indicate the race and ethnicity of participants

| Racial Groups | Ethnicity | |
|--------------------------------------------------|-----------|--------------|
| | Hispanic | Non-Hispanic |
| (1) White Only: | 0 | 0 |
| (2) Black or African American Only: | 0 | 0 |
| (3) American Indian or Alaska Native Only: | 0 | 0 |
| (4) Asian Only: | 0 | 0 |
| (5) Native Hawaiian/Other Pacific Islander Only: | 0 | 0 |

Residence Distribution Please remove current 4-H participants (duplicates)

Where do the participants live?

| | |
|---------------------------------------|---|
| Farm: | 0 |
| Rural (under 10,000): | 0 |
| Town (10,000 - 50,000): | 0 |
| Suburb of Cities (less than 50,000): | 0 |
| Central Cities (Greater than 50,000): | 0 |
| Total | 0 |

Enter Youth Gender
 Total number of males and females. Data for current 4-H'ers in the group should be listed in the "duplicates" section.
Duplicates are youth who are current Community Club or Project Club members in 4HOnline.

THE REST OF THE FORM from this point forward is for your non-duplicates only.

Enter Youth Race
 Total numbers of youth in each racial group; notice that Hispanic and Non-Hispanic are in different columns.

Enter Youth Residence Type
 Total numbers of youth from each residence type.

Enter Grade Distribution
 Total numbers of youth in each grade.

When you are done with the Participant information screen, the Total in each of the boxes should be the same.

Click [Continue >>]

Grade Distribution Please remove current 4-H participants (duplicates)

| Grade Level | | | |
|--------------|------------------------|-------------------|------------------------|
| Grade | Number of Participants | Grade | Number of Participants |
| K | 0 | 8 | 0 |
| 1 | 0 | 9 | 0 |
| 2 | 0 | 10 | 0 |
| 3 | 0 | 11 | 0 |
| 4 | 0 | 12 | 0 |
| 5 | 0 | Post High School | 0 |
| 6 | 0 | Not in School | 0 |
| 7 | 0 | Special Education | 0 |
| Sub-Total | 0 | Sub-Total | 0 |
| Total | 0 | | |

SPIN CLUB GROUP ENROLLMENT (Part 3)

Group Enrollment - Step 3 (Volunteer Distribution)

- 1 Program**
- 2 Member Distribution**
- 3 Volunteer Distribution**

Racial Distribution

| New Volunteers Only | Adult Volunteers | | Youth Volunteers | |
|--------------------------------------------------|------------------|--------------|------------------|--------------|
| | Ethnicity | | Ethnicity | |
| Racial Groups | Hispanic | Non-Hispanic | Hispanic | Non-Hispanic |
| (1) White Only: | 0 | 0 | 0 | 0 |
| (2) Black or African American Only: | 0 | 0 | 0 | 0 |
| (3) American Indian or Alaska Native Only: | 0 | 0 | 0 | 0 |
| (4) Asian Only: | 0 | 0 | 0 | 0 |
| (5) Native Hawaiian/Other Pacific Islander Only: | 0 | 0 | 0 | 0 |
| (10) Balance (other combinations): | 0 | 0 | 0 | 0 |
| Sub-Total | 0 | 0 | 0 | 0 |
| Total | 0 | | 0 | |

Adult Classification Distribution

| Classification of Volunteers | Adult Volunteers | |
|------------------------------|------------------|--------|
| | Male | Female |
| Direct: | 0 | 0 |
| Indirect: | 0 | 0 |
| Sub-Total | 0 | 0 |
| Total | 0 | |

Youth Classification Distribution

| Classification of Volunteers | Youth Volunteers | |
|------------------------------|------------------|--------|
| | Male | Female |
| Direct: | 0 | 0 |
| Indirect: | 0 | 0 |
| Sub-Total | 0 | 0 |
| Total | 0 | |

Training Distribution

| Volunteers Trained Through 4-H (New Only) | Youth Volunteers | Adult Volunteers | Other Adults |
|---------------------------------------------------------------------------------------------------------------|------------------|------------------|--------------|
| A. Leadership - topics relating to organizing, managing and teaching youth in a non-formal education setting: | 0 | 0 | 0 |
| B. Parenting - knowledge and skills relating to developmental and learning needs of children and youth: | 0 | 0 | 0 |
| C. Other - any training topic beyond the two listed above: | 0 | 0 | 0 |

Submit Form (Submit the form when completed. Submitted forms may be edited at anytime)

<< Previous
Save Form
Cancel
Delete

Enter Race & Ethnicity
Total number of Adult and Youth Volunteers who assist with the SPIN Club.

Only record those volunteers who are "new" to 4-H, not those who are enrolled members of 4-H Community/Project Clubs or enrolled Club Leaders in 4HOnline.

Enter Adult Classification
Total number of Direct and Indirect Adult Volunteers.

Enter Youth Classification
Total number of Direct and Indirect Youth Volunteers.

Kansas doesn't use Training Distribution; skip this section.

When you have entered all data, check the Submit Form box and click [Save Form].

You can go back and make changes at any time, just be sure to click [Save Form] again.