

4-H Youth Development and
Family & Consumer Sciences Program
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TO: 4-H Youth Development Agents, 4-H PA's & County Extension Directors
FROM: Mitzi Downing, Assistant State Program Leader 4-H
DATE: October 16, 2019
RE: Reminder: 2019 ES-237 Federal Report (**Due: December 19, 2019**)

Each county should have their ES-237 reports completed by noon on Thursday, December 19, 2019. All reports must be submitted through 4Honline.

As a reminder, the federal ES-237 Report is:

- The only way Cooperative Extension has of capturing (and taking credit for) youth development work done by "ALL" Cooperative Extension agents. Thus, "all" youth work should be captured in this report (i.e. youth work done by FCS agents, Horticulture agents, Agriculture agents, EFNEP, 4-H agents, etc. should be captured in this report). The ES-237 report is NOT just a 4-H Agent report.
- No matter what Agents call a youth development program locally – they should take credit for it (Independent & Collaborative work).
- Thus, the ES-237 Youth Enrollment report captures "all" youth development work done by Cooperative Extension agents (not just the 4-H Agent).

Submission via 4HOnline:

4HOnline automatically generates your county ES-237 report re: the "Reports" tab on the main landing page. Note: ES-237 reports can be ran at any time to spot check registration efforts, for programmatic snap-shots, etc. Please "Spot-Check" your data entry efforts using the report process outlined below to make sure that your numbers are being accurately represent within your report.

How to Generate the ES-237 Report:

- Login into the 4HOnline system using your "County Admin. Role" account
- From the 4HOnline landing page – click on "Reports" on the top navigation bar
- Select "Standard" from the Enrollment Reports menu
 - Select "ES237 (All Reports)" – An orange box appears around that report when you select it – AND – then click "Run Report" which is located to the right in a white box.
- A new screen will self-populate (it may take a minute for your data to process) with your county's report. *Note: The report is displayed one-page-at-a-time. Please save a copy of this report for your records. **You will be able to access it whenever you need it following the steps above (even 2 years from now).
- You do NOT need to submit a hardcopy of your report (I can pull your data directly from the system).

ES-237 Assistance

If you have any questions or need help, please contact me directly via e-mail mitzi_downing@ncsu.edu / 919-515-8487 - I will be more than happy to help individuals / county teams walk through the process or answer questions on how to properly report data.

FAQ's

When is the report due?

- **Reports are due by noon on December 19, 2019**

Do I Submit a Hardcopy of the Report?

- No, I will be able to access your data via the 4HOnline system.

Where are the 4HOnline Support Resources?

- [4HOnline Support Resources](#)
- [ES-237 Reports and Rollover Tutorial Video](#)