

Master Project Code File-

Check the master project code file. All project codes must have an ES-237 code and a Federal Initiative code to count toward participation in a federal curriculum area. The complete list of federal curriculum codes & their definitions can be found in the **Appendix** of the User's Manual. Print the master project code list for verification (**Reports|Print Data Files|Project Code File**).

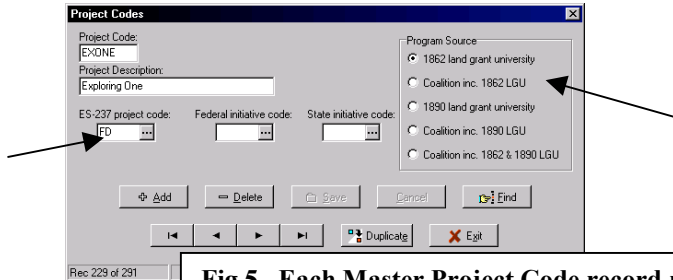


Fig 5. Each Master Project Code record must have a VALID ES-237 Code to count on the ES-237 Report. Each record must also have a Program Source indicated. The Federal and State Initiative codes are optional (per State). If no Federal Initiative code is selected, the program assumes the project is not part of any Federal Initiative. If you have questions on Project code information, contact your State 4-H Office.

Master Activity Code File –

Check the master activity code file. Any activity that is to be counted in a federal curriculum area must have both an ES-237 code and a Federal Initiative code. Print the master activity code list for verification (**Reports|Print Data Files|Activity Code File**).

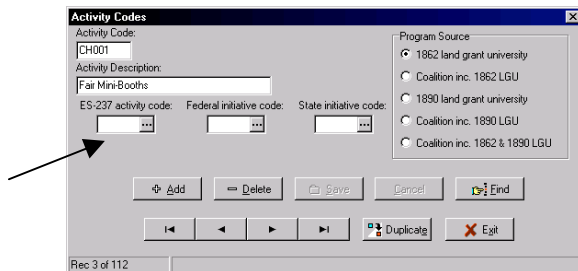


Fig 6. IF you want to count your Activity Code(s) on the ES-237 report as part of the curriculum county, it must also have a VALID ES-237 code. This activity would not be counted on the report because no ES-237 code is associated with the record.

Preferences Screen/Member Defaults

Go to Preferences/Member Defaults. Make sure the correct county code has been entered on the screen. This code is required in the ES-237 files sent from the county to the state office.

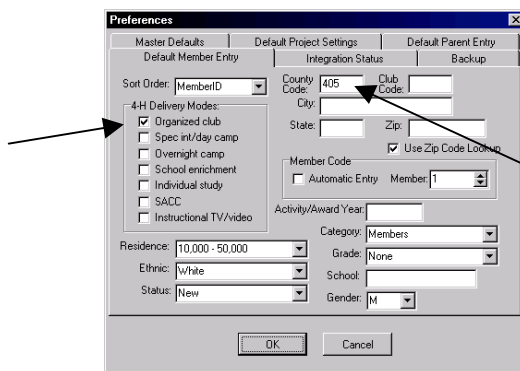


Fig 7. The County Code must be entered. Select Organized Club as default Participation Code. If all Participation codes are checked and members are automatically marked in this manner it could cause file errors on the ES-237

2. Input final data:

Member/Leaders-

All members and leaders associated with organized clubs are maintained in the member/leader file as individual records.

Group Youth Enrollments-

Add all remaining 'Group Youth Enrollment' records. Go **ES237|Group Youth Enrollment**. Group records are added for any activities that involve youth, but the names and addresses of the participants are not needed in the member file for office management purposes. Group records usually include school enrichment programs, special interest activities, camps, etc. If the group activity involves a specific project or activity code, enter a valid code on the screen. This shows participation under the curriculum section of the ES237 report. The Club code is entirely optional.

Group Volunteers-

Add records to account for any additional volunteer participation. Go **ES237|Group Volunteers**. Group volunteer records can be used to count volunteers who have not previously been entered into the database, but have participated in such activities as fund raising, count fairs, trips, etc.

Training Log- (Group Report)

Add any remaining training activities into the training log. Go **ES237|Training Log**. All training, which ultimately affects youth and has been conducted or facilitated by county extension staff, can be counted. The ethnic and gender information on the training record is *optional*.

3. Verify Data:

Verification Report-

Print the 'Verification Report' (ES237|ES237 Verification) to validate all member/leader records. Following is a list of items to check:

- Categories of members, cloverbuds/mini 4H, and special show on pages 1 & 2 of ES237 report
- All members, cloverbuds/mini 4H, and special must have a valid grade, residence, gender, race, and at least one participation type.
- Members and leaders of status new, returned, and terminated are counted on the ES237 report.
- Project, general/organizational, activity, and resource leaders count on the volunteer chart on page 3.
- All leaders must have a valid race.
- All youth leaders and adult leaders must have a 'Y' marked in at least one leader type column (this was missed in the 6-4-01 version) - to check in that version you will need to do a member query (shown on the next page)

ES-237 Verification Report

Demo County ES-237 Verification Report Page 1

Last Name	Number	Category	Age	Gr	Gender	Race	Residence	Status	CLB	DC	NC	SE	IS	CC	TV	YL	DV	IV	MM
Gose	045-006-00019	Members			M	White	Rural	Return	X	X	X	X	X	X	X	Y	N	N	N
Knaue	045-006-00022	Members	14	9	F	White	Farm	Return	X	X	X	X	X	X	X	N	N	N	N
Knaue	045-006-00025	Members	17	11	M	White	Farm	Return	X	X	X	X	X	X	Y	Y	N	N	N
Lesly	045-006-00024	Members	16	11	F	White	Rural	Return	X	X	X	X	X	X	Y	Y	N	N	N
Lesly	045-006-00025	Members	18	12	F	White	Rural	Return	X	X	X	X	X	X	Y	Y	N	N	N
Lesly	045-006-00026	Members	14	9	F	White	Rural	Return	X	X	X	X	X	X	N	N	N	N	N
Roberts	045-006-00031	Members	17	10	M	White	Rural	Return	X	X	X	X	X	X	Y	Y	N	N	N
Skupper	045-006-00035	Members	12	6	F	White	Rural	Return	X	X	X	X	X	X	N	N	N	N	N
Skupper	045-006-00036	Members	16	11	F	White	Rural	Return	X	X	X	X	X	X	N	N	N	N	N
Lesly	045-006-00039	Project Leader	41		F	White	Rural	Return	X	X	X	X	X	X	N	Y	N	N	N
Crowley	045-004-00079	Members	15	9	F	White	Farm	Return	X	X	X	X	X	X	N	N	N	N	N
Doles	045-004-00080	Members	15	9	M	White	Farm	Return	X	X	X	X	X	X	N	N	N	N	N
Flahly	045-004-00081	Members	12	6	M	White	Farm	Return	X	X	X	X	X	X	N	N	N	N	N
Strom	045-004-00083	Members	14	9	M	White	Rural	Return	X	X	X	X	X	X	N	N	N	N	N
Hademan	045-004-00085	Members	16	10	F	White	Farm	Return	X	X	X	X	X	X	N	N	N	N	N
Kircher	045-004-00089	Members	16	11	M	White	Farm	Return	X	X	X	X	X	X	Y	Y	N	N	N
Lowling	045-004-00095	Members	13	7	F	White	Farm	Return	X	X	X	X	X	X	N	N	N	N	N
O'Neill	045-004-00099	Members	18	12	F	Black	Farm	Return	X	X	X	X	X	X	N	N	N	N	N
O'Neill	045-004-00100	Members	18	12	F	Black	Farm	Return	X	X	X	X	X	X	N	N	N	N	N
Werton	045-004-00108	Members	15	9	M	White	Farm	Return	X	X	X	X	X	X	N	N	N	N	N
Parley	045-004-00112	Project Leader	42		F	White	Farm	Return	X	X	X	X	X	X	N	N	N	N	N
Kircher	045-004-00113	Project Leader	41		F	White	Farm	Return	X	X	X	X	X	X	N	N	N	N	N
Werton	045-004-00124	Project Leader	47		F	White	Farm	Return	X	X	X	X	X	X	N	N	N	N	N
Aebay	045-012-00128	Members	15	7	F	White	Farm	Return	X	X	X	X	X	X	N	N	N	N	N
Aebay	045-012-00129	Members	10	4	M	White	Farm	Return	X	X	X	X	X	X	N	N	N	N	N
Brankhorst	045-006-00130	Members	14	9	F	White	Rural	Return	X	X	X	X	X	X	N	N	N	N	N
Fehling	045-014-00135	Members	17	11	M	White	Farm	Return	X	X	X	X	X	X	Y	Y	N	N	N
Gregory	045-012-00136	Members	18	12	M	White	Rural	Return	X	X	X	X	X	X	N	N	N	N	N
Gregory	045-012-00137	Members	15	10	F	White	Rural	Return	X	X	X	X	X	X	N	N	N	N	N
Innes	045-012-00142	Members	13	7	F	White	Farm	Return	X	X	X	X	X	X	N	N	N	N	N
Innes	045-012-00143	Members	16	10	F	White	Farm	Return	X	X	X	X	X	X	N	N	N	N	N
Lyon	045-012-00146	Members	12	7	M	White	Farm	Return	X	X	X	X	X	X	N	N	N	N	N
Lyon	045-012-00147	Members	16	10	F	White	Farm	Return	X	X	X	X	X	X	Y	Y	N	N	N
Lyon	045-012-00148	Members	16	12	F	White	Farm	Return	X	X	X	X	X	X	Y	Y	N	N	N
Thumton	045-012-00152	Members	18	12	M	White	Rural	Return	X	X	X	X	X	X	N	N	N	N	N
Thumton	045-012-00153	Members	15	9	M	White	Rural	Return	X	X	X	X	X	X	N	N	N	N	N
Fehling	045-014-00162	Other	40		F	White	Farm	Return	X	X	X	X	X	X	N	N	N	N	N
Gregory	045-012-00163	Project Leader	0		F	White	Farm	Return	X	X	X	X	X	X	N	N	N	N	N
Lyon	045-012-00170	Project Leader																	
Thumton	045-012-00172	General/Other																	
Adams	045-014-00175	Members																	
Adams	045-014-00176	Members																	
Copeland	045-014-00186	Members																	

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Fig 8. The first member listed has errors. The grade is missing. All participation codes are marked and no member will be active in all of these delivery modes. This member will not count on the ES-237 report, Chart 15.

Group Youth Report-

Print the 'Group Youth Report' (ES237|Print ES237 Group Files|Youth Group Records). This will assist you in checking each record for balanced numbers, correct integration designation, and project/activity assignment. Totals are printed at the end of the report.

Youth Group Report

Demonstration County Youth Group Report Page 1

Date Completed: 10/23/1999 Type: Activity EED Com. for Child Safety
 Location: Gaylord/Walmart Leader: Angel G. apinski
 Club/Unit Code:

Delivery Mode	Units	Male	Female	Residence(No Duplicates)
Special Interest	19	1	18	Farm 0
Duplicates	0	0	0	Rural 19
Total With Duplicates	19			Town & City 0
Total without Duplicates	19			Suburb 0
				City 0
				Total 19

Racial/Ethnic Distribution	Total	Duplicates	Participation/Grade(No Duplicates)
Caucasian	19	0	Kindergarten 0
African American	0	0	1st Grade 0
Am Indian	0	0	2nd Grade 0
Hispanic	0	0	3rd Grade 0
Asian American	0	0	4th Grade 0
Mixed	0	0	5th Grade 0
Total	19		6th Grade 0
Total No Duplicates	19		7th Grade 0
			8th Grade 0
			9th Grade 0
			10th Grade 0
			11th Grade 0
			12th Grade 0
			Post H.S. 0
			Not in School 0
			Special 19
			Total 19

Racially Mixed Community True
 Integrated Group False

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Fig. 7. Note the balancing numbers for the group record. The Integration Status is also correctly indicated.

Group Volunteer Report-

Print the 'Group Volunteer Report' (**ES237|Print ES237 Group Files|Volunteer Group Records**). Verify the records that have been entered for additional youth and adult volunteers.

Training Log Report-

Print the 'Training Log Report' (**ES237|Print Training Log File**) to verify the training records.

4. Print the 'ES237 Statistical Report' (ES237|ES237 Statistical Report).

Test-Member/Leader File Data-

Print '*Test-Member/Leader File Data*'. This report will accumulate all data from members and leaders that have been entered into the database as individual records. This report does not include any group records. Check for balanced numbers. Go to step 5 for information on numbers that must balance. If numbers do not balance, go back to the master code reports and verification report to check for incomplete data. Balance the data on the Test Member/Leader Report before proceeding. If the report shows as unbalanced on the test version, it will not automatically balance on the final report. Balance each part and then print the final report.

Test-Group Data-

Print '*Test-Group Data*'. This report will accumulate all data from the group records and training log. If the report numbers do not balance, check the group record reports for errors. If curriculum information does not seem to be correct on either the test-member/leader or test-group report, check the associated project or activity code in the master code files for valid ES237 curriculum numbers. Also, the Training Log information appears on this report on Chart 16.

Final Report-

When both of the above reports are balanced, print the final report (**ES237|ES237 Statistical Report|Combined Processing-Final Report**). This report should be balanced and the process is complete!

5. Balanced numbers:

Following are checkpoints for proofing your ES237 report:

- a. Totals on **Line 8**(page 1) must equal totals in **Chart 13**(page 2).
 - 1) **Cause – Chart 13 is lower** (check the following)

- a) Invalid Primary Club Code report (**Reports|Special Reports|Invalid Primary Club Code Report**) Can choose All *Categories, Status* of New, Returned & Terminated. Individually check each record on this report to make sure there is a Master Club code file under **File|Club Codes** (Fig 4 these instructions).
 - b) Primary Club code (**File|Club Codes**) has a VALID Integration Status. This chart counts by ethnic code and integration. Member integration is determined by the member's primary club code. (Refer to Fig 1, 2, & 3 of these instructions.)
 - c) If Group Records – check Integration status on the Second Screen (**ES237|Group Youth Enrollments**)
- 2) **Cause – Line 8 or 9 lower**
- a) If Unit # lower on Line 8 or 9 The **Participation Code** on Member record or Club record is missing (can check by filtering in Member query).
 - b) **Gender code** is missing on Member record (can check by filtering in Member query).
 - c) IF an excessive number or identical number of members are printing for each delivery mode on lines 1-7, Members might have every participation Code checked in their personal club membership file (**File|Member/Leader File|Club tab**). Check the ES237 Verification Report. Members will show a complete line of 'Xs' under Delivery Mode. Ninety-nine percent of members should only have 'Organized Club' marked. (Fig 8 instructions.)
 - d) Group records don't have a Participation method indicated. Check **ES237|Group Youth Enrollments** to make sure a Participation method is chosen.
- b. Totals on **Line 9**(page 1) must equal totals in **Chart 10/Chart 11**(page 1).
- 1) IF **Line 9** is less than **Chart 10** and/or **Chart 11**, each Member must have a valid Participation Code. This chart counts by participation and gender (can check by filtering in Member query).
 - 2) If the number of members on **Chart 10** is low, each member must have a valid grade. Check the ES237 Verification Report or Member query.
 - 3) If the number of members on **Chart 11** is low, each Member must have a valid residence designation. Check the ES237 Verification Report or Member query.
- c. Total Project Participation by source on **Chart 12**(page 3) must equal the grand total on **Page 7**.

- 1) If **Chart 12** is lower, check to make sure each project code has a valid Program Source(Fig 5 these instructions). (*If your state uses 1862 Land Grant University for every Project– can use SQL #4 page to clean up your files*).
 - 2) If **Page 7** is lower, check to make sure each project code has a valid ES237 project code(curriculum code)(Fig 5 these instructions). (Might need to verify this with information from your state office).
- d. If the adult volunteer count on **Chart 14** is too low.
Do all adult volunteers in the member/leader file have a valid leader type indicated. Volunteers are counted by Leader Type. If leaders have no Leader Type indicated, they will not count on the report. (Check by using the member query as the ES237 Verification report is not currently showing the leader types correctly, *see Alternative ES-237 Check for Leader Type attachment*)
- e. If the youth volunteer count (Youth Leaders) on **Chart 15** is too low.
Do all members as youth leaders in the member/leader file have a valid leader type indicated. Youth leaders must also have a leader type, 99% of the time they are Direct Volunteers. If leaders have no Leader Type indicated, they will not count on the report. (Check by using the member query as the ES237 Verification report is not currently showing the leader types correctly, *see Alternative ES-237 Check for Leader Type attachment*)
- f. Number of Units on **Page 1** or **Chart 13** (No Duplicates) is a negative number. Duplicate units have been added to group youth records without entering a balancing number of units on the first line **ES237|Youth Group Enrollments**. (The number of duplicates will be larger than the total count of Units, resulting in a negative number.)
- g. Negative numbers in either the member or volunteer totals on **Line 9, Chart 13, Chart 14, or Chart 15**. The number of duplicates is higher than the actual member or leader count on Youth or Volunteer group records. (Example – 10 participants entered with 46 duplicates. This results in a negative number of 36. The correct entry should be 56 participants with 46 of those counted as duplcates.)
- h. The project count on **Page 7** is twice or triple the project count on **Chart 12**. The Youth2c3.db file (ES-237 Curriculum format file) is corrupted. Request a new file from the state office. This will correct the report.

i. Other Checks:

- 1) If the Training Log records are not printing on the report (you are printing the wrong report – the Training Log shows on the ***Test-Group report*** or the ***Final-Combined report*** under **ES237|ES237 Statistical Report**. The Youth Group Volunteer, Youth Group Enrollments, and Training Log are Group Records and Print on the Test-Group Report.
- 2) The report won't print. Check to make sure the updates have been put on the program. Go **Help|About**. The Last Updated date should be June 4, 2001 or later.
- 3) Invalid integer error on page 2 indicates a problem with the project or activity file.
- 4) Error creating cursor handle when trying to preview or print. Could be various reasons – missing data, tables, not enough space on your PC drive, printer not communicating with PC, etc.
 - a) Close out of your program and turn off your PC normally, then restart. Turn off your Printer and restart. Try again.
 - b) Make sure you DO NOT have any other programs, screen savers or a virus scan running in the background.
 - c) Check your data by using the information in ***item #3 (Verify Data)***.
Check with your Network administrator (IS Department) to make sure you have enough room on your hard drive (and server drive – if applicable), and enough processing speed (can go to **Help|About** and double-click on the Blue Ribbon icon) should be more than 200 mhz.

6. Submitting ES-237 information to the state 4-H office:

Complete details for submitting data to the state office will specifically outlined by each state. Some states will submit the report and ES237 files on diskette through the mail. Some states will submit the files by email and the report by fax. Follow the individual instructions of your state.

The ES237 files are as follows:

ES237P1.db
ES237P2.db
ES237P3.db
ES237P4.db

Go **Utilities|File Utilities**. Highlight these four files by holding down the Ctrl Key and doing a single mouse click on each file. With all four files highlighted, go **File|Copy Table**. Note that the word 'table' in this command means the same thing as 'file'. Enter the destination of the files, which will probably be a diskette in drive A.

Go to Windows Explorer and check the diskette to be sure the files are in fact on the diskette. The explorer will show that the 'px' files have been copied along with the 'db' files. If the diskette looks complete, it is ready to send to state along with the printed report. This completes the ES237 portion of yearend reporting.

7. Data files to be sent to the state 4-H office for merging into a state database.

The following files can be merged into the state database. Each state will determine the exact files it will use.

Youth2a.db	Member/Leader File
Youth2b.db	Parent/Family File
Youth2bl.db	Parent/Family Link File
Youth2d.db	Member Project File
Youth2h.db	Member Activity File
Youth2m.db	Group Volunteer File
Youth2n.db	Group Youth file
Youth2l.db	Training Log

These files may be copied to diskette using the **Utilities|File Utilities|File|Copy Table** option.