

Category Definitions:

Most of the category definitions are self-explanatory. As a rule, we do not use the designation of Special, unless you put your special interest or school enrichment leaders into the database. Any adult associated with your program will have a leader designation of some sort. People on committees would most likely be an activity or resource leader, not special.

Reserved (that means you need to assign these according to specific definitions)

M – Members (of organized clubs)

C- Cloverbuds (Clover Kids K-3 Program)

G - General Leader (organized club)

Non-Reserved Categories (County can define how these are assigned)

P - Project Leader

A - Activity Leader

R - Resource Leader

Reserved Categories

S - Special (Special interest/school enrichment only)

O- Other (not counted in year end statistical)

Why have the designation of O - other? Sometimes counties want to include people in their mailing database so they get the newsletters or whatever, but these people should not be counted in the statistical. For example, it is not uncommon to have the FFA Advisors in the database. They would be Other, especially if they only have limited association with your program. If they play an integral part of your program, then they could be an A or R. You can give the FFA chapters in your county a club number with the designation of “Not a youth group unit”, and have the members’ and advisors’ category listed as an Other. Of course it is your choice whether to enter the FFA in to your database.

Another example: if you have all the surrounding counties included in your database (for newsletter mailing), you obviously would not want to have them counted in your statistical. Make the county entry in your database, complete with an address for county offices, the select the category Other.

Member/Leader Status Definitions:

New Member—Reserved for members/leaders enrolling for the first time in your 4-H program.

Returning Member—Reserved for members/leaders re-enrolling from any previous year.

Inactive Member—All members/leaders are set to Inactive with year-end processing. Those who do not re-enroll are not counted in statistical processing.

Alumni—You can identify any person or leader that has been in your 4H program with this designation. They are not set to Inactive with year-end processing and are not counted in statistical.

Terminated Member—Any member/leader that has started your 4-H program, and did not finish the year—whatever the reason. If they DO NOT start the year, they should be deleted from the database (or left Inactive), not terminated. These members/leaders **ARE** counted on your statistical reports.