

To print the report to submit with your Program Development Fee:

The only people in your database who are linked to the Program fee are New & Return Members. If a child is marked as “C” (Clover), the fee does not apply. Same for any type of leader. When you submit the fees to the Financial Office, include a report of members:

◆ Report>>Statistical Reports>>Member Project/Activity/Club Statistical.

(This is where you go whenever you need to know “how many”, not “who”.) You have four options on the Parameters screen as shown at right:

- **Record Type:** Choose Member/Leader Primary Club, because that’s the only one that will not give you any duplicates. Even if a youth is a member of more than one club, he/she will only be counted once, in the primary club.
- **Category:** Choose Members only. That will eliminate all Clovers from the listing, regardless of what sort of club they belong to.
- **Sort Order:** This is unnecessary in this report, but you have to pick something, so pick Gender, because it’s easy—only 2 choices.
- **Record Status:** Pick only New and Return here. Those are the kids that are currently active and enrolled in your program.

- ◆ **Club prompt:** When you chose “Primary Club”, it meant the computer was going to ask you for WHICH clubs. On the prompt screen shown below, enter 000 through 999, which will find all clubs with active members.

- ◆ When you print the report, the results are as shown below. The information circled is the pertinent information. We didn’t ask the computer to count leaders, so those columns (not shown below, but on the right of the real report) are filled with zeroes.

- ◆ Fill out the Extension Finance Form at <http://www.extension.iastate.edu/extensionfinance/revenue.htm> (ISU Extension Remittance Form for Special Programs) and send that form, the Blue Ribbon report, and your check to the Extension Finance Office
- ◆ On subsequent payments for the same program year, subtract any amounts that were previously paid. Make a note of previous payments on the report form, and then submit the difference.

Iowa County		Members		
		Male	Female	Total
100	Boone Boosters	0	17	17
111	Cass Red Cardinals	20	36	56
112	Clear Lake Sailors	14	23	37
120	Ellsworth Eagles	4	2	6
130	Freedom Flickers	1	19	20
131	Freedom Warriors	23	0	23
140	Kamrar Komets	12	8	20
150	MULTI-CULTURAL	8	16	24
160	Lyon Kings	14	20	34
170	Stratford Spirit	0	8	8
180	William's Boosters	19	0	19
190	South Hamilton Helping Hands	14	15	29
211	W.H.H.	1	22	23
Subtotal -		130	186	316
Total Clubs Listed - 13				
Total -				316
End of Report				