

Group Youth Enrollments



Educational programs which include 6 or more hours of contact time with youth are entered into Blue Ribbon by using the ES237/Group Youth Enrollments menu option. The forms are designed to match pretty closely with the Group Enrollment screens in Blue Ribbon.

- .. **Look at the Group Enrollment form.**
- .. **In Blue Ribbon, go to ES237/Group Youth Enrollments.** There are 3 tabs on this screen.
- .. **First, fill out the Delivery information.** Most counties would not use the Club Code box, but all others above the line should be filled out. The county number will automatically enter with the county number entered on the Preferences screen.
- .. **Fill out the bottom portion of the screen.** Choose a Delivery Mode from the pull-down list. Enter a "1" in the Units box, because a Unit is defined as "an identifiable group of youth." Enter the total Male and Female youth.
- .. **Duplicates are youth who have been counted before.** Unless the ENTIRE group has been counted before, leave the Units box empty. Enter the number of Males and Females who have been recorded before (have attended another program, are Comm. Club members).
- .. **Enter ONLY non-duplicate numbers in the Residence chart.** The Total must match the Total without dupes on the left side.
- .. **Do not attempt to Save.** First, the totals on all three tabs must balance.

- .. **Click on the Grade tab.** Enter ONLY non-duplicate numbers in the Grade chart. The Total at the bottom must match the Total without dupes on the Delivery screen.
- .. **You still can't Save, because you have one screen left to fill out.**

- ◆ Click on the **Ethnic/Race** tab. This is where it gets all confusing.

- ◆ Notice that the **LEFT** column (the first one you see) is “**Hispanic**”, and that you will further break down the Hispanic ethnicity into the various identified racial groups. Remember that “Balance” is reserved for other combinations of races that are not listed.
- ◆ The second column is a racial breakdown of the **Non-Hispanic** participants. The blue numbers at the bottom of each column total to the blue “Total” number to the right. That number must be the same as the non-duplicates number on the previous two screens, or the record will not balance.
- ◆ You must choose a **valid integration designation in the upper right**. The easiest one is the bottom one, “Integrated Group”: If there is at least ONE participant that is NOT in the Non-Hispanic White box, the group is integrated. If the group is integrated, the “community” is racially mixed. Both boxes would be checked.
- ◆ **Other valid integration designations**—if all participants ARE Non-Hispanic White, the “community” that they come from could be either racially mixed or not.
- ◆ **INVALID designation**—Integrated Group, NOT Racially Mixed Community.
- ◆ **When all the Totals balance (on all 3 screens), you can Save the record.**