

In order to complete your statistical report, you must enter the data from the S-3 forms into Blue Ribbon. Hopefully, they're not all appearing on your desk during August, but nonetheless... These could come from your YFS or CYC (we really encourage them to complete their own), or it could come from sign-in sheets, or from LifeSkills reports.

However the data comes to you, it must be broken down by gender, residence, grade, and ethnic—and you must identify “duplicates”—those kids who have been counted before, either as community club members, or as part of another group enrollment.

If you don't know some information, like how many duplicates were white, Hispanic, or males—make it up. Well, there may be a more politically correct way to say that, but that's the short version. If there were 20 students at the event, and you know that 8 of them are club members, just divide those “duplicates” between girls & boys, or ethnic categories, so that it makes sense for your county/community. The non-duplicated number is more important than identifying exactly what the duplicates were. Really.

Enter Group Enrollments into Blue Ribbon:

- ◆ With your S-3 forms beside you, choose ES237|Group Youth Enrollment. The screens (Summary & Group Breakdown) closely match the S-3 form.

The image displays two screenshots of the 'Youth Group Enrollment' software interface. The left screenshot shows the 'Summary' tab with fields for Date Completed, Location, Leader, Project Code, and Club Code. The right screenshot shows the 'Group Breakdown' tab with tables for Residence, Racial-Ethnic Dist., and Participants Grade.

Delivery Mode	Units	Male	Female	Residence (No duplicates)
				Farm
				Rural
				Town and City
				Suburb
				City
				Total

Racial-Ethnic Dist.	Total Duplicates	Participants Grade (no duplicates)
Caucasian		Kindergarten
African American		1st Grade
American Indian		2nd Grade
Hispanic		3rd Grade
Asian		4th Grade
Mixed		5th Grade
		6th Grade
		7th Grade
		8th Grade
		9th Grade
		10th Grade
		11th Grade
		12th Grade
		Post H.S.
		Not In School
		Special
		Total

- ◆ Enter the data onto the two screens from your S-3 forms. After you have entered all data on both screens, click Save from either screen. If you receive an error message, it is because the numbers do not balance. Check the error message to see which breakdown is out of balance, and go back and fix it. You will not be able to save until all categories balance.