

Activity Code

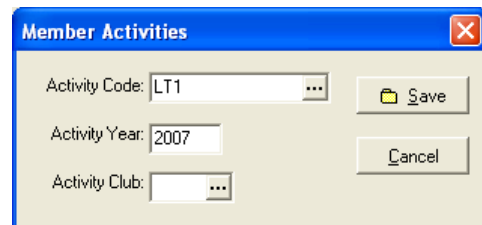
The leaders who complete the annual leader trainings will have an activity added to their Blue Ribbon Member/Leader record. The activity codes are LT1R, (REQUIRED Ldr Training 1), LT2R, LT3 and LT4 (the last two are for recording trainings beyond the 2 required, and are optional at the county level). That allows each county the option of recording up to four leader trainings per leader per year.

The LT1R code is not tied to a specific training date, but instead to the first required training that the individual leader attended during this year. So, if Ann attended Sept 5 and October 12, her record would have LT1R and LT2R. If John attended on October 12 only, his record would have LT1R only until he attends a second training. This is important in being able to sort out leaders who have or have not attended the correct number of training sessions.

Recording trainings on individual records

Find the appropriate leader's record, and click on the Activities tab at the bottom of the screen.

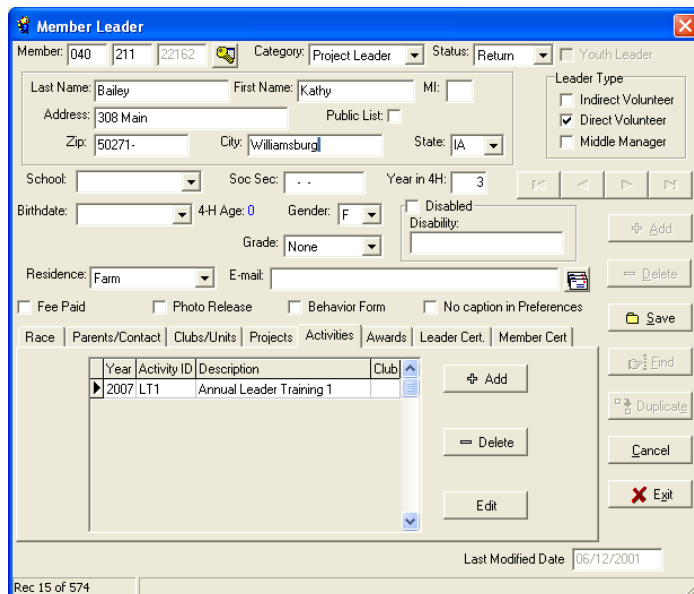
Click Add. On the entry screen (at right), enter the code for the appropriate training, and the activity year (Activity Club can remain blank). You can remember the activity year as either the year that MOST of the 4-H year falls in, or as the year in which the statistical report will be filed. So, the 4-H year that begins on Sept. 15, 2008 would be the activity year 2009.



When you are finished, the leader's record screen will look like the one at right.

Each time you conduct a leader training, you will add activities to the attendees' records. If the leader has already got an activity of LT1R for the current year, the next training would be LT2R.

At the beginning of each new club year, you would begin again with LT1R, entering the appropriate year.



Year	Activity ID	Description	Club
2007	LT1	Annual Leader Training 1	

Recording trainings for the statistical report

Each of the leader trainings conducted in your county should be entered into the Training Log, under the ES237 menu in Blue Ribbon. It's very fast to record these, and you don't need to worry about duplicates, the six-hour rule, or detailed demographics.

- ◆ Enter the date of the training.
- ◆ Choose Leadership under "type".
- ◆ Location is optional
- ◆ Enter enough info in the Description field for it to be identifiable.
- ◆ Enter the number of attendees under Adult Volunteers, and the length of the training under Training Hours. (Contact Hours will automatically calculate.)
- ◆ Divide your attendees by gender, at the lower left.

	Number Trained	Training Hours	Contact Hours
Youth Volunteers			
Adult Volunteers	12	2	24
Other Adults			
Total Trained	12	2.00	24.00

Printing lists of leaders who have attended trainings

Remember that the lists will not tell you who attended which particular training. They will only give you a list of who has attended ONE training, or two trainings... etc.

In an upcoming version of Blue Ribbon, we will probably have the capability to do a list that will compare the people who SHOULD have attended training with those who have or have not. More instructions will be available when/if that revision is released.

Under the Reports menu, choose Project/Activity/Awards, and then either Standard or Condensed. I'd suggest experimenting with the two options and various Report Formats to see which fit your needs best.

On the parameters screen, you're going to select Project Leaders and Gen/Org Leaders, New and Return, Activities, (Type) Complete, (Style) Break By Codes, Select Specific, and whatever format you've chosen.

When you click Preview or Print, you will be asked to enter the year associated with the activity. This is why it's important to have entered the correct year when you added the activity to the leader's record. It's the only thing that will allow you to keep recording these over a period of years.

After you enter the year, you'll see a screen on which you can choose the activity code(s) for which you wish to run the report.

You must highlight the correct activity ID (the line will turn blue).

If you wish to highlight more than one activity, you can hold down your control key while clicking on the correct line.

Notice on the example report shown below that leaders are listed in each of the trainings that they have attended. For example, Jan Bullock attended three leader training events, and she is listed under each one. That's the reason for using the "Break By Codes" option on print parameters. Without that, all attendees would be grouped, regardless of how many training events they attended.

Iowa County						Activity Listing		Complete	Page 1	
Name	Category	Member #	Age	4-H Year				Primary Club		
Activity: LT1		Annual Leader Training 1								
Bailey, Kathy	P	22162		3				W.H.H.		
Benda, Sandy	P	11166		2				Cass Red Cardinals		
Bergman, Sharon	G	17060		2				Stratford Spirit		
Bullock, Jan	P	13060		3				FreedomFlickers		
Burnett, Sue	P	11163		2				Cass Red Cardinals		
Subtotal - Activity		LT1	:	5						
Activity: LT2		Annual Leader Training 2								
Bergman, Sharon	G	17060		2				Stratford Spirit		
Bullock, Jan	P	13060		3				FreedomFlickers		
Burnett, Sue	P	11163		2				Cass Red Cardinals		
Subtotal - Activity		LT2	:	3						
Activity: LT3		Annual Leader Training 3								
Bullock, Jan	P	13060		3				FreedomFlickers		
Subtotal - Activity		LT3	:	1						
Report Total :				9						