

ES-237 Revised checking tactics - 2001

What is the ES-237 Report?

ES-237 is the federal report number assigned to the annual statistical report of 4-H and youth participation in organized clubs, camps, school enrichment, special interest topics, and individual study. This report is to be completed by each county, compiled into a state report, and submitted to the National 4-H Office.

Why complete this ES-237 Report?

4-H is part of the Cooperative State Research, Education and Extension Service and part of the United States Department of Agriculture. Partial funding for 4-H programs is received through the U.S. Department of Agriculture. To receive this funding, each county and state must report yearly on participation in these programs by the race, gender, grade, and residence of each participant.

Steps in Completing the ES-237 Report (**Please refer to Chapter 6 of the User's Manual for Complete Details**).

1. Check Master Files:

Master Club Code File-

Check the master club code file. The integration status of the club and the community must be marked. This establishes the integration status of each member. If the club is not integrated, the race must be indicated. Check carefully. Print the mater club report (**Reports|Print Data Files|Club Code File**) to verify the data.

The screenshot shows a 'Club Codes' form with the following fields and values:

- County Code: 102
- Club Code: 210
- Club Name: BB Gun Club
- Club Type: (empty)
- Club Leader: Wesley Thomas
- Address 1: PO Box 931
- Address 2: (empty)
- City: Calhoun
- State: Ga
- Zip: 30703-0931
- Phone Home: 706/602-8126
- Work: 707/680-0508
- Date Organized: 11/01/1998
- Delivery Mode: Organized club (selected)
- Racially Mixed Community:
- Integrated Group:
- Race: (dropdown menu)
- Special: Club Chartered (unchecked), Club Community Service Project (checked), Club Account (checked), Annual Audit (checked)

Two arrows point to the 'Delivery Mode' and 'Integrated Group' sections.

Fig 1. Make sure the club has a Delivery Mode. Check the Integration designation. This is VALID.

The screenshot shows the 'Club Codes' form for a club named 'Homeschool'. The 'Delivery Mode' is 'Organized club'. The 'Racially Mixed Community' checkbox is checked, but the 'Integrated Group' checkbox is unchecked. The 'Race' dropdown menu is set to 'White'. Other fields include County Code (129), Club Code (200), Club Leader (Tonia Fingerle), and Date Organized (10/01/1998).

Fig 2. If the club is not integrated (as shown), the race of the club must be indicated. If the Integrated box is NOT checked; a race must be displayed. However, if Integrated is checked you do not need to enter the race. (This is VALID.)

Fig 3. Note: It is impossible to have an Integrated club in a community that is not mixed. This is INVALID and will cause errors on Chart 13 of the ES-237 report.

The screenshot shows the 'Club Codes' form for a club named 'BB Gun Club'. The 'Delivery Mode' is 'Organized club'. The 'Racially Mixed Community' checkbox is unchecked, but the 'Integrated Group' checkbox is checked. The 'Race' dropdown menu is empty. Other fields include County Code (129), Club Code (210), Club Leader (Wesley Thomas), and Date Organized (11/01/1998).

Fig 4. A common mistake is entering members with a club code that is not in the Master club code file. To check for invalid club codes go to Reports|Special|Invalid Primary Club Code Report. Highlight All Categories and choose New/Return/Terminate (as these statuses appear on your ES-237 report). Every club number used in the member file MUST have a master club code record.

The screenshot shows the 'Invalid Primary Club Code Report' window. On the left, the 'Select Report Parameters' dialog has 'All Categories' selected under 'Category' and 'New', 'Return', and 'Terminate' selected under 'Record Status'. The main window displays a table with the following data:

Club Code	Member ID	Name	Category	Status
549	80901	White, Haley	Members	New
51	80950	Semitt, Kristina	Members	New
601	81042	Angel, Timothy	Members	New

Below the table, it states: 'Total Members With Invalid Club Codes: 3'. The window title is 'Invalid Primary Club Code Report' and it is Page 1 of 1.