

Required Reporting for Youth Education

Instructions for reporting UC Agriculture and Natural Resources (ANR) significant educational experiences for youth (in addition to 4-H programs) annually by June 15.

Summary and Rationale

- The U.S. Department of Agriculture (USDA) National Institute of Food and Agriculture (NIFA) provided guidance that youth participating in significant educational experiences (defined below) through Cooperative Extension are to be reported through the 4-H Youth Development Program.
- CE Advisors and staff may deliver significant educational experiences to young people during their extension and education responsibilities. Youth ages 5 to 18¹ (and adult volunteer helpers) who were involved in significant educational experiences need to be reported to UC ANR through the 4-H enrollment system, using the 4-H Group Enrollment reporting process. The 4-H enrollment system is a separate database from ANR's Project Board.
- All UC ANR academics and staff who deliver significant educational experiences to youth (where youth are not individually enrolled in 4-H) are expected to report their youth activities using the 4-H Group Enrollment form. Reports are given to the county 4-H CES or 4-H Regional Program Coordinator ([RPC] in the absence of a CES) in the county where the significant educational experience took place.
- These guidelines only apply to youth who **are not** individually enrolled in CA 4-H. Youth and adults who are individually enrolled in 4-H (i.e., completed required forms and paid enrollment fees) do not need to be reported using the group enrollment process.
- The 4-H Youth Development Program is the youth educational program for Cooperative Extension; however, reporting youth and volunteers with significant educational experiences through UC ANR, is an expectation of USDA NIFA and has no relationship to funding or branding.

What to Report: *Significant Educational Experiences*

Significant educational experiences meet the following criteria:

- A set audience is taught; a group of the same youth receives educational content for a set time.
- Delivered for an established duration (period of time) with a clear beginning and end to the educational content delivery. There are no minimum time requirements.
- Uses an established subject matter, curriculum, scientific discipline, or state [4-H project category](#).
- Youth are under the direct supervision, care, and control of another agency, school, parent, or guardian; UC ANR has no direct responsibility for the youth. (If UC ANR has direct responsibility, please contact your county 4-H CES to inquire about individual 4-H enrollment processes or for UC ANR hosted activities; or contact Risk Services about the use of waivers – see more below).

¹ Age: A person's age on December 31 of the current program year (July to June).

What Not to Report: Outreach activities. Activities that are only informational, outreach, or recruitment-focused and not educational are not considered significant educational experiences. Outreach activities reported in Project Board for *All Reasonable Efforts* are not significant educational experiences.

Examples of Significant Educational Experiences

UC ANR Activity	4-H Delivery Mode(s) (selecting “group” enrollment method)	State 4-H Project Category
Research and Extension Center (REC) offering youth field trip on agriculture or local wildlife	School Enrichment Program or Short-Term Program (if at least 6 hours)	Field Crops and Management, Vegetable Gardens, and/or Wildlife
Master Food Preserver workshop for youth	Short-Term Program (if at least 6 hours) or Afterschool Education Program	Beginner Food Preservation or Junior Master Food Preserver
EFENP and UC CalFresh programs	School Enrichment Program	Foods: Nutrition
CE Advisor offering a fire science workshop for youth	Short Term Program (if at least 6 hours) or Afterschool Education Program	Environmental Stewardship
Climate Science Day Camp	Short-Term Program	Climatology
Forestry CE Advisor giving a talk in a classroom	School Enrichment Program	Forestry

How to Report

- Step 1:** UC ANR academics and staff complete the [Agency Summary Group Enrollment Form](#) after delivering a significant educational experience. Ensure all required sections are completed and enrollment numbers match for each corresponding section. Refer to the [4-H delivery mode](#) the [State 4-H Project List](#). In compliance with USDA NIFA civil rights policy, all race, ethnicity, and gender demographic data must result from self-identification provided by adult volunteers or from the parent/guardian for youth.
 - Suggestion for school activities or field trips:* Provide the partner agency with the [Agency Summary Group Enrollment Form](#) to fill out on behalf of their youth participants. Race, ethnicity, and gender information is reported from the parent/guardian to the school. Note: You may collect this information via UC ANR branded online survey, as long as the necessary information is collected.
 - Suggestion for UC ANR-hosted workshops:* Ask parents/guardians for their child’s gender, race/ethnicity, residence, and grade on a pre-registration form. Or provide parents/guardians with this form to self-report their information: [Self-Reporting Group Enrollment Form \(PDF\)](#).
 - Note:* Only provide one report for multiple-day experiences with the same youth audience.
- Step 2:** Annually, by June 15, return the completed 4-H Group Enrollment Form to the 4-H CES in the county where the significant educational experience took place for entry into the 4-H enrollment system.

Insurance and Waivers

- **Adults** who are group enrolled are NOT covered under UCs general liability insurance or 4-H accident/sickness insurance, because they are under the direct supervision, care and control of another agency. Adult participants are acting as agents of an external agency or school and not acting in the scope of an appointed ANR adult volunteer. (Teachers and parents are not included or reported.)
- **Youth** who are group enrolled are NOT covered under 4-H accident/sickness insurance, because they are under the direct supervision, care and control of another agency, school, parent, or guardian.
- **Waivers:** Voluntary Activity Waivers of Liability, Assumption of Risk, and Indemnity Agreements and/or Photo/Media Releases may be required for ANR-hosted programs. See [UC ANR Risk Services](#).

Youth Safety, Child Abuse and Neglect Reporting

- All UC ANR employees and adult volunteers working with young people must follow [CA 4-H youth protection policies](#). Adults may never have private one-on-one interactions between youth and adults.
- All UC personnel who have observed or suspect child abuse or neglect while working within the course or scope of their UC activities should make a report to child protective services and university officials ([read more about UC requirements](#)).
- UC ANR employees not associated with 4-H must take the *Child Abuse and Neglect Reporting Act* (CANRA) *Training for Mandated Reporters* completed via the [UC Learning Center](#).

Adult Volunteers and Youth Safety

- Adult volunteers (non-employees) recruited to assist with ANR-hosted youth educational experiences, where the adult is **accountable to UC ANR**, must be appointed (typically a County Director, REC Director, or 4-H RPC) through ANRs volunteer process described in ANR [Policy and Procedure Manual \(PPM\) 405: Volunteer Policy](#). Forms include (1) Volunteer information form and waiver; (2) Confidential self-disclosure form; (3) Livescan background check; (4) Volunteer Code of Conduct; (5) Written position responsibilities, and (6) required online trainings. See [UC ANR Risk Services](#) for these forms.

Who to Contact

- Please contact your county 4-H CES (or 4-H RPC) with questions about reporting.
- Document is maintained by the State 4-H Office under the supervision of the [Statewide 4-H Director](#).

