Frequently Asked Questions about 4-H Group Enrollment in AIMS

Who needs to have 4-H Group Enrollment in their Plan of Work?
County Agents/Program Assistants who do youth programs that have a minimum of 6 sessions should add 4-H Group Enrollment into their AIMS Plan of Work. This allows that agent to receive “credit” for those contacts in their AIMS, while simultaneously having their contacts included in the ES237.

What kind of programs need to be entered into Group Enrollment?
Youth programs that have occurred with the same group over 6+ sessions need to be included in group enrollment.
NOTE: Do not enter any SNAP-Ed or EFNEP programs into the Group Enrollment program in AIMS. This will duplicate the contacts that have already been entered into AIMS. Reports will be pulled at the end of the year to incorporate those qualifying contacts into the ES237 report.

What is the difference between a “4-H Member” and a “Non-4-H Member”?
A 4-H member is an individual who is officially enrolled in your county 4-H program in the 4-H enrollment system (RegPack). A non-4-H member has not officially enrolled.

Are we expected to enter in our programs into Group Enrollment AND the 4-H Youth Development areas in AIMS?
No, programs need to be entered into one area or the other. When they are entered into both places, reports will add those together and be duplicated. This goes for having one person enter in the contacts into Group Enrollment and another entering in 4-H Youth Development, they will be added together at the end of the year.

How often should we be reporting our programs into group enrollment since they have multiple sessions?
It is recommended that programs should be entered at the end of the “series.” For example, in the fall a Yoga for Kids program is conducted in one classroom from October to December, wait until that final session in December to enter in the contacts. For October, November and December, time can be entered for those sessions can be entered in the “Yoga for Kids” objective.

When is the deadline to enter in our program data?
Programs conducted between October 1st and December 31st must be entered into AIMS by January 5th.
Programs conducted between January 1st and September 30th must be entered into AIMS by October 5th.

Do we enter SNAP-Ed & EFNEP Programs into Group Enrollment?
No, SNAP-Ed and EFNEP contacts are entered into their respective areas and will be incorporated later.

How will this affect our 4-H AIMS and civil rights reports at the end of the year?
All contacts entered into AIMS, no matter the program area, will be included in end of the year reports.