



### MSU Extension Youth Demographic Data Collection 4-H Online Crosswalk

It is important to us to provide ways for all participants to identify themselves. We are also obligated to report these data to USDA NIFA through 4-H Online who requires data to be presented in specific fields. This document explains how to take the data collected from the youth demographics form and enter it into **4-H Online Group Enrollments**.

Group Enrollments are used to enter participant data into 4-H Online to account for educational programming with groups that may or may not include 4-H members.

If a participant **chose not to respond** or has a non-binary gender, they will not be reported in 4-H Online. Instead, only include those participants on the demographics page in PEARS.

**Duplicates will need to be subtracted for youth that indicate they are Michigan 4-H members. The only time you will enter ALL participants will be in the Gender Distribution section.**

Are you a Michigan 4-H member?

- Yes
- No

### Gender

For those who answer the following for the open-ended gender question, place them in the corresponding male or female sex category in the 4-H Online Group Enrollment:

- Man, Boy
- Woman, Girl
- M
- F
- Cisgender Male, Cisgender Female

#### Group Enrollment - Step 2 (Member Distribution)

- 1 Program
- 2 Member Distribution
- 3 Volunteer Distribution

Gender Distribution		
Gender (Duplicates are current 4-H participants)	Total	Duplicates
Male:	10	5
Female:	15	10
Sub-Total	25	15
Total (Duplicates removed)		10

Do not include any youth who choose not to respond to the gender question or have non-binary genders.

### Race/Ethnicity

There are two columns in 4-H Online Group Enrollments for Ethnicity and six rows for racial groups. **Only include those who provided a response to both race and ethnicity questions.**

Racial Distribution Please remove current 4-H participants (duplicates)		
Please indicate the race and ethnicity of participants	Ethnicity	
	Hispanic	Non-Hispanic
(1) White Only:	0	3
(2) Black or African American Only:	2	2
(3) American Indian or Alaska Native Only:	0	0
(4) Asian Only:	0	0
(5) Native Hawaiian/Other Pacific Islander Only:	0	0
(10) Balance (other combinations):	0	3
Sub-Total	2	8
Total		10

**NOTE:** Total Racial Distribution needs to equal total Gender Distribution (duplicates removed).

If a participant selected only one race, place them in the appropriate category. If they selected multiple

racess, place them in the other combinations row:

**Race**

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White or Caucasian

**Ethnicity**

- Hispanic/Latino
- Not Hispanic/Latino

**Place of Residence**

Provide the residence information for participants who provided a response.

Residence Distribution **Please remove current 4-H participants (duplicates)**

Where do the participants live?	
Farm:	0
Rural (under 10,000):	6
Town (10,000 - 50,000):	4
Suburb of Cities (less than 50,000):	0
Central Cities (Greater than 50,000):	0
<b>Total</b>	<b>10</b>

**NOTE:** Total Residence Distribution needs to equal total Gender and Racial Distribution (duplicates removed).

**Grade**

Provide grade information for participants who provided a response.

Grade Distribution **Please remove current 4-H participants (duplicates)**

Grade Level			
Grade	Number of Participants	Grade	Number of Participants
K	0	8	2
1	0	9	0
2	0	10	0
3	0	11	0
4	0	12	0
5	3	Post High School	0
6	2	Not in School	0
7	3	Special Education	0
Sub-Total	8	Sub-Total	2
<b>Total</b>			<b>10</b>

**NOTE:** Total Grade Distribution needs to equal total Gender, Racial and Residence Distribution (duplicates removed).

**Important Reminders:**

**Prefer not to respond:** 4-H Online Group Enrollments do not have a space to include participants who choose not to respond. Instead, only include those participants on the demographics page in PEARS.

**Duplicates** are current Michigan 4-H participants. Duplicates are only reported in the Gender Distribution.

**Totals for Gender Distribution, Racial Distribution, Residence Distribution, and Grade Distribution** with duplicates removed need to be equal.

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