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A study of 4-H enrollment cards and enrollment procedures used by Tennessee county staffs in fiscal year 1977

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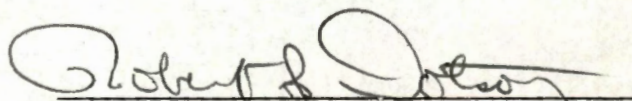
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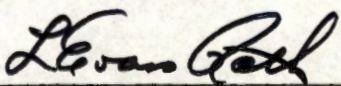
I am submitting herewith a thesis written by Wanda Helvey Erwin entitled "A Study of 4-H Enrollment Cards and Enrollment Procedures Used by Tennessee County Staffs in Fiscal Year 1977." I recommend that it be accepted in partial fulfillment of the requirements for the degree of Master of Science, with a major in Agricultural Extension.

_____
Robert S. Dotson, Major Professor

We have read this thesis
and recommend its acceptance:

Ben T. Powell

Cecil E. Carter

Accepted for the Council:

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Vice Chancellor
Graduate Studies and Research

A STUDY OF 4-H ENROLLMENT CARDS AND ENROLLMENT

PROCEDURES USED BY TENNESSEE COUNTY

STAFFS IN FISCAL YEAR 1977

A Thesis

Presented for the

Master of Science

Degree

The University of Tennessee, Knoxville

Wanda Helvey Erwin

June 1979

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ABSTRACT

The purposes of this study were to investigate use of the State 4-H Enrollment Cards for Senior, Junior High, Junior, and Explorer 4-H Members used in Tennessee and to analyze current enrollment procedures used by county 4-H staffs during Fy 1977. Ninety-four Tennessee County Staffs responded to a mail-type questionnaire. Counties were grouped by Enrollment per Full-time Staff Equivalents (i.e., High Grouping 1,003-2,143 members per F.S.E.; Medium Grouping 727-1,001 members per F.S.E.; and Low Grouping 315-720 members per F.S.E.) for major comparisons.

Findings indicated that:

1. Nearly all, 98 percent, of Tennessee Counties were using the State 4-H Enrollment Card during FY 1977.

2. Most county staffs were using all portions of the State 4-H Enrollment Card except the Address Aperture. Only 35 percent of the counties were using the aperture. The High Enrollment Grouping made more use of "all portions" of the State 4-H Enrollment Cards than did the Low Grouping.

3. Nearly one-half of the county staffs, 45 percent, reported the current Enrollment System to be "good" or "adequate."

4. Majorities of county staffs were following recommended procedures in the use of the Enrollment Cards.

    a. Fifty-eight percent of county staffs reportedly used the Keysort Feature.

    b. Secretaries were used to a greater extent in the Low Enrollment Grouping to punch cards than in the High Grouping. The

High Grouping used Agents more frequently to punch cards than the Low

Grouping. Secretaries, however, punched Enrollment Cards in the largest

percent of counties using the punch system.

      c. A majority of counties were filing cards by club and school.

      d. A vast majority of counties were distributing material

using information on the Enrollment Card.

      e. Agents and Secretaries in the Low Enrollment Grouping made

corrections more often than in the High Enrollment Grouping. Low counties

reportedly made corrections more often than did counties in the High

Grouping.

      5. Other enrollment procedures used by most counties included:

      a. Agents and Teachers assisted members in filling out

Enrollment Cards. The Low Enrollment Group tended to involve Teachers

more in helping members than did the High Grouping.

      b. A majority of county staffs enrolled 4-H Members during

the Fall. Consequentially more of the High Enrollment Grouping than

the Low Grouping enrolled Seniors in the Fall.

      c. County staffs distributed Enrollment Cards or Forms at

club meetings by the Agent. A higher percent of the High Enrollment

Grouping than the Low Grouping used this method.

      d. Senior 4-H Members were allowed more freedom in selecting

the number of projects and activities taken than either Junior High or

Junior Members. However, a consequentially higher percent of the High

Enrollment Group than the Low gave Seniors such freedom.

      e. Agents provided the leadership for 4-H enrollment and

used the most time enrolling members. Enrollment required consequentially

more staff time in the High Enrollment Grouping than the Low Grouping, as might be expected.

6. Only one-third of county staffs reported having any 4-H Members at Large. A consequentially higher percent of High Enrollment Counties than Low reported Explorer Members at Large.

Since a majority of county staffs were following recommended enrollment procedures the present procedures appear to be well accepted by the 4-H Staff.

Implications were drawn and recommendations made for use of findings and further research.

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CHAPTER I

INTRODUCTION

The 4-H Club Program in Tennessee enrolled 181,826 members in 1976 (26)*. The 4-H Club Program was originally established to bring meaningful education to rural farm youth. In 1910, a representative of the USDA stationed at Jackson, Mr. W. W. Campbell, organized corn clubs in Tennessee. These clubs were established in an effort to have rural youth adopt newer, better practices for farm production. At the time 4-H work began in Tennessee there were 12 counties with 4-H type programs with a total membership of 1,685 (24).

I. THE PROBLEM AND ITS SETTING

Enrollment of members is a vital part of the 4-H program. Enrollment provides the Agent or Leader with a written record of the member and enough information to contact the member, assist the member with projects and activities, and provide the member with information on educational programs being conducted in the county.

In most Tennessee counties, enrollment is time consuming in relation to the total 4-H program. The system used in each county and the efficiency of that system could have an effect on the overall performance of the Agent, Leader, and development of the Member.

The 4-H Enrollment Cards being used at the time of this study (See Appendix A, B, C, D) required expenditures of time to utilize

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*Numbers in parentheses refer to numbered references in the bibliography; those after the colon are page numbers.

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properly and expenditure of scarce resources by the University. All organizations in our society face the problem of a constant change and allocation of resources to most effectively fit their needs. Because 4-H is a viable organization with access to basic resources of the University, it is imperative that a search be made to best utilize these resources and reach clientele with an effective, efficient program. Efficiency pertains not only to how well and at what cost the program was conducted, but also the ratio of the cost to other possible ways of achieving the same effect (6:141).

II. STATEMENT OF THE PROBLEM

Questions from several youth staff members as well as concern in the State 4-H Department suggested that current enrollment procedures might not be adequate. A growing awareness of resources used to provide the State 4-H Enrollment Card and the use of the Card prompted questions dealing with the need for certain portions of the Enrollment Card and review of 4-H Enrollment Procedures to identify strengths and weaknesses of the current enrollment procedures.

At the time of this study the 4-H Enrollment Card had been in use since the late 1950's when Dr. George S. Foster, State 4-H Leader, introduced the system to Tennessee. The Card was developed before the expansion of Tennessee 4-H clubs began in 1967. Several systems were used during these first years, but all had an enrollment card basis. Training in the use of the Card was originally set up through District Supervisors for Secretaries in the punching, addressing, filing, and using of the Cards. Pilot counties were selected with training done

in these counties by a representative from the company providing the card. The development of the Keysort Card was thought to make the system more useful. The Card has been changed several times to provide for greater efficiency until a simplified version was developed for use in 1977 (12). A need for evaluation of this Enrollment Card and Enrollment Procedures used by Tennessee Staffs brought about this study.

III. PURPOSES OF THE STUDY

The purposes of the study, then, were to study the use of the 4-H Enrollment Cards for Senior, Junior High, Junior, and Explorer 4-H Members used at the county level by 4-H Agents in High, Medium, and Low Enrollment/F.S.E. Groupings and to analyze current enrollmnet procedures used by county 4-H staffs for comparison of High versus Low Enrollment/ F.S.E. Groupings.

Suggested procedures for use of the cards were seen to include:

a. Using the appropriate Tennessee 4-H Enrollment Cards and the information on the card to enroll each 4-H member. Each card is color coded and designed for each specific 4-H Audience.

b. Using the Keysort Coding System to punch cards for obtaining information listed on each card so it may be pulled using a Keysort needle.

c. Filing membership cards together, alphabetically.

d. Distributing project material for each member by using the Card to determine the projects and/or activities each member had chosen. Members should receive the project manual depending on their grade in school; members should receive only one graded guide per project taken,

i.e., fifth grade members get unit 1; twelfth graders get unit 8, etc. regardless of the number of years enrolled in that project.

    e. Checking cards for completeness and accuracy and making corrections when necessary (25).

    Other suggested procedures and items covered by the survey included: persons assisting members with enrollment, times of the year members were enrolled, members at large, distribution of 4-H Enrollment Cards or Forms, methods used by members to choose projects and activities, and staff time used for enrollment.

IV. DEFINITION OF TERMS

    So that the author and the reader may have a common understanding of the terms used in this study, the definitions presented below will apply throughout the remainder of the body of this thesis.

    <u>Full-time Staff Equivalent (F.S.E.) in 4-H.</u> This refers to one staff member devoting 100 percent of his or her time to county 4-H youth work. For a county it is computed by dividing the total percent of county staff time devoted to youth work by 100 (11). For the Full-time Staff Equivalent used in this study the percent of staff time alloted to youth work was determined by using the information returned on survey forms, using the July 1977 Tennessee "Staff Directory" and from determinations made by the State 4-H Staff.

    <u>Full-time Staff Equivalent Groupings.</u> Four-H membership in each county as derived from the Tennessee 4-H Enrollment Report (11) for 1976 was divided by the Full-time Staff Equivalent assigned to that county. Total membership per F.S.E. for that county was grouped from high to

low membership equivalents. The High Grouping included counties with 1,003 members per F.S.E. to 2,143 members per F.S.E.: Medium Grouping, inclusively, were 727 members per F.S.E. to 1,001 members per F.S.E.; and Low Grouping was 315 members to 720 members per F.S.E. Further explanation of F.S.E. Groupings and how they were derived is explained in the Methods Chapter and Appendix E.

4-H Club Member. A 4-H'er enrolled in an organized group of boys and girls with officers and a planned program which is carried on throughout all or several months of the year (11).

4-H Club. An organized group of boys and girls, with officers and a planned program which is carried on throughout all or several months of the year (11).

4-H Leader. A 4-H'er enrolled in leadership and/or volunteer adults who work with 4-H clubs, groups, or individual 4-H'ers in a leadership capacity (11).

Teacher-Leader. A teacher serving as an organizational 4-H club leader.

Adult Leader. Any person past 4-H age (i.e., 19 years) who serves as a 4-H leader (11).

Junior Leader. A Junior High 4-H member enrolled in leadership project (11).

Teen Leader. A Senior 4-H member enrolled in the leadership project who may perform leadership tasks (11).

Parent. Parent of a 4-H Club Member.

Agent or 4-H Agent. A person employed by the Extension Service to work with County Agricultural Extension Service; specifically in this study, an agent working with 4-H youth programs.

Address Aperture. Opening on the 4-H Enrollment Card used with hectocarbon and Handy Printer to type on reusuable address of 4-H Members. The aperture is covered with a special stencil paper adaptable to hectocarbon (25).

Keysort "Punch" System. A series of computer card holes on the Enrollment Card edges with codes for information listed on the card. When edges are notched a keysorter needle can be inserted and information separated in a large quantity of cards. Cards may be grouped to obtain pertinent statistical information useful to the County Extension Program (25).

Secretary. Personnel employed by the Agricultural Extension Service to act as secretary in the County Agricultural Office.

Addressograph. A hand operated machine using permanent plates to print addresses on envelopes.

Enrollment System. The procedures used in the County Agricultural Extension Office to obtain pertinent statistical information about 4-H Members for use in the 4-H program.

CHAPTER II

REVIEW OF LITERATURE

Information on Enrollment Procedures used in 4-H Club Programs proved to be very limited. There had been no previous studies in Tennessee on 4-H Enrollment Cards and Procedures. Only information judged to be pertinent to the purposes of this study was reported. Information will be presented under the topics of: (1) recommendations by Tennessee 4-H Staff for 4-H Enrollment Procedures; and (2) Methods of youth enrollment used in other states.

Tennessee 4-H Staff Enrollment Procedures Recommendations

Jayaramaiah (15) identified 4-H Standards with the assistance of State and National panels of 4-H experts in a 1972 study. Eighty principles were studied by the panels for their importance to the 4-H program. Several principles accepted and recommended in Jayaramaiah's study can be applied to the enrollment system discussed in this study. For example, Participation principle number one stated that parents, volunteer leaders, and 4-H Members should participate in program planning and implementation. Parents and leaders might have assisted in helping fill out enrollment cards, correcting, punching, filing, and addressing cards and in literature distribution (15:34). Enrollment cards involve members in program planning and help determine interests.

Participation principle number two states that youth should be involved in projects and activities to sustain their interest in 4-H. Members could be involved by selecting their own projects and activities

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according to their interest. Members might also assist in the enrollment process (e.g., filling out enrollment cards, punching, addressing cards, etc.) (15:35)

Participation principle number five stated that 4-H Club work should include quality participation by optimum numbers of members in each county per full-time staff equivalent. Members (i.e., enrollment) per F.S.E. Grouping, the primary basis for comparison in this study, was selected in an effort to determine whether recommended procedures in the use of the 4-H Enrollment Card were related to higher numbers of 4-H members per F.S.E. (15:40).

Organization principle number one states that the 4-H Club organization should be flexible so as to allow for changes in needs and conditions. Flexibility would suggest that recommended enrollment procedures in various enrollment groups might be adapted to meet the needs of the county staffs and 4-H members (15:64).

Leadership principle number one states that country Extension Staffs should assume professional leadership for the 4-H program. Thus, Professional Staff members are viewed as being primarily responsible for 4-H member enrollment and seeing that enrollment cards are punched, addressed, corrected, and literature is distributed (15:103).

Leadership principle number two states that 4-H Agents should recruit, train, and utilize volunteer adult leaders to the maximum extent possible. Professional staff members in each county F.S.E. Grouping might utilize the assistance of adult leaders in the 4-H Enrollment procedure, punching, addressing, and correcting cards as well as in material distribution (15:104).

Leadership principle number five state that junior and teen leaders should be selected and developed so they may be able to perform leadership roles. Junior and teen leaders might be involved in enrolling 4-H members and in punching, addressing, and filing 4-H Cards and in distribution of 4-H project material (14:108).

Major findings by Batsford (4) in a 1976 study concluded that the Standard of 1,000 4-H club members per Full-time Staff Equivalent, as adjusted, was a resonable goal for each county staff. Four-H Club average enrollment per F.S.E. by County, District, and State increased from 736 members per F.S.E. in 1965 to 952 members per F.S.E. by 1975, and was projected to 1,073 members per F.S.E. for 1981. Several counties had already met or exceeded the Standard of 1,000 members per F.S.E. adjusted at the time of his study.

Four-H enrollment had increased from the 117,516 youth of 1965 to 168,930 youth in 1975 and was projected to 187,909 youth in 1981. The potential membership for 4-H programs was and is greater than actual enrollment or suggested enrollment for 1981. Batsford's study did not explore the time used by Staff members for enrolling 4-H members.

In 1966-67 an expansion of 4-H membership in Tennessee brought about a greater use of recommended 4-H procedures. Dr. George Foster, State 4-H Leader, stated in a 1978 interview that the new graded 4-H Enrollment Card was first used in Pilot Counties in Tennesssee in 1961-62. Early development had come in 1951-56 and the card was adopted from one used in a Library Keysort System. Tennessee enrollment procedures have surrounded the use of a 4-H Card or Cards since that time. The Card was developed by the State 4-H Office in conjunction with USDA and the McBee

Keysort Company. Training in the use of the Card during the early years was done by the company developing the Card, the State 4-H Office, and District Supervisors. Agents and Secretaries were trained in the use of the Keysort System, the use of the Address Aperture, and use of correct filing procedures to be used with the 4-H Enrollment Card. The District Supervisor was primarily responsible for training staff in the the use of the State 4-H Enrollment Card. The primary responsibility of the State 4-H Office was to revise, print, and distribute the Cards to counties. In recent years, the State 4-H Office has only been responsible for revising the Cards as necessary. Some codes have been changed, spaces made larger or smaller, and projects and activities added or deleted (12). It appears that training in use of the Keysort System has not been repeated since the early years.

Methods of Youth Enrollment Used in Other States

It is generally conceded that record keeping is an essential task which is important in the continued operation of Extension education programs. Records provide data about the use of County Extension Service resources, progress made toward goals, and the clientele served through Extension programs. Systematic documentation is a particularly difficult task in working with 4-H members due to the large number of members involved and the rapid rate of turn over in membership. Thus, several states reported using a mechanized and/or computerized device for 4-H Enrollment. According to an analysis of nationwide systems by Paulsen and Pinches (20) completed in 1978, 21 states enrolled 4-H members by means of a computer system. States reportedly using a computer system

were Alabama, California, Connecticut, Idaho, Indiana, Iowa, Kansas, Kentucky, Maryland, Minnesota, Montana, Nebraska, New Mexico, North Carolina, Ohio, Oregon, Rhode Island, Texas, Virginia, Washington, Wisconsin, and Wyoming (20).

Examples of types of statistical information obtained for use were: member's or leader's name, address, telephone number, county, sex, birthdate, grade, years in 4-H, place of residence, club code, projects, project code, leader's name, school or organization, and race (20).

An analysis of systems identified showed that states were using mechanized and /or computer systems such as International Business Machines, Univac, Sigma, and Amdahl. Computers could accommodate a lasting of any group connected with the 4-H program, leaders, camps, Expanded Food and Nutrition Educational Program, 4-H TV audiences, special interest groups as well as 4-H members. Corrections could be made on printouts and resubmitted for deletion or correction. Information could be retrieved from the system by county, sub-group within the county, members, leaders, other participants or statewide. Rosters of local members to statewide membership could be retrieved from the computer. Mail labels were produced for different membership groups from the computer in some states. Thus, enrollment data were easy to retrieve and code for county, state, and federal reports. Some computer systems could allocate or distribute material and maintain inventories of 4-H publications. There were limitations to these systems, however, depending on the type of system chosen by a particular state. Some computers could not retrieve certain information, for example, address labels, etc. (20).

According to Darden, Georgia Extension 4-H Leader 1973, Georgia also was using an Automatic Data Processing System though not mentioned by Paulsen and Pinches. Georgia's computer system was capable of filling out membership camp information, printing 4-H Club Rosters by county and district, summarizing 4-H Club manuals required, identifying 4-H projects, retrieving other types of information such as a listing of members enrolled in the horse project, etc., and summarizing statistical information (e.g., numbers of members in club by sex, race, age, place of residence) (9).

The Data Processing System developed by Maryland in 1976 is similar to the Georgia System mentioned above. Maryland Extension Office Staffs assign each 4-H group a number; when enrollment is finished the local club leader keeps a pink sheet (one of two carbon copies of an original computer enrollment sheet) and sends the original plus one copy to the County Extension Office. The enrollment sheet is then checked for accuracy and the original is sent to the State 4-H Office where it is scanned and recorded on a key-tape. Computer printouts are retrieved, checked for errors and afterwards two copies are sent to the county. Once corrected, 4-H enrollment data are used to provide enrollment summaries for county and/or state purposes. In 1976, Maryland reported 37,000 records on the computer with an average cost of 25-30 cents per member, paid for by the State 4-H Department and Administration (9). In comparison, Tennessee costs were 3-1/2 cents per member in 1978 (12).

Oregon and Washington joined in a centralized system for processing 4-H enrollment records in 1967. The system was developed with the assistance of the Federal Extension Service and Oregon and Washington

State and county 4-H staffs. The purpose of computer programming was to provide more information with a smaller investment of clerical time. Oregon provided a system whereby counties may select the type of Data service they need. In 1975, each county in Oregon paid 16 cent per member for basic service. Service included: enrollment forms, club, and membership lists, and periodical and annual statistical reports. Counties could request the following optional services: membership cards at 2 cents each, special lists at 1 cent per name, mail labels at 1 cent each, and group enrollments at 75 cents each. Members were re-enrolled on a different form; members or leaders enrolling for the first time used an Enrollment Sheet (Mark-sense form). These forms are similar to a test score form used in many school systems. The county office coded the enrollment sheet by county, community, and club. Prepunched reenrollment cards were prepared in early August for all members and leaders who were enrolled the previous year. If a member moved or missed a year of 4-H, he had to resubmit an enrollment sheet. Enrollment forms were processed daily and forwarded to the Processing Center. Processed enrollment forms and membership lists were then mailed to the counties (9).

Most states using computerized systems were similar. The entire system consisted chiefly of (1) enrolling members on an enrollment sheet, (2) checking for accuracy at the county level, (3) sending these sheets to central computer where, (4) the information was placed in the computer, and (5) computer print-outs were printed to be sent to counties, district, and/or state.

In information gathered through help from the State 4-H Office in early 1979, it was noted that several states did not use Automatic Data Processing (ADP) but preferred other methods. Cost of the system and low membership were cited as primary reasons for not using an ADP system. In three states reporting, Michigan (1), New Jersey (8), and Pennsylvania (13), counties chose their own enrollment systems even though the State provided some cards and enrollment summary sheets to be returned for statistical reports. Some states, Michigan (1), Utah (19), Delaware (3), Hawaii (28), Louisiana (22), West Virginia (23), Arkansas (14), and Guam (16), reported the use of an Enrollment Card or sheet with essentially the same information contained. Information for statistical reports in these states had to be hand sorted.

Two major differences in the above cards and Tennessee's State Enrollment Card were: (1) Some of the other states had a designated area or code on the enrollment form for race--either asked for directly or marked accordingly, "For Offical Use Only" and (2) some states had a listing of each project and the materials available by unit or name.

Only one state, South Dakota, reported using a Keysort Card such as that used in Tennessee. In comparing the South Dakota Keysort with Tennessee's, the information obtained is essentially the same. Additional information obtained on the South Dakota Card included a Keysort area for Club Code, and an area for coding when projects are completed. Also, included on the South Dakota Enrollment Card is a space to write in Units completed and the division or year in the project or activity (18).

Three copies of the South Dakota Card are completed at the time of enrollment. The original is retained by the member, the second copy

is retained in the county office to be returned to the leader or member
at the end of the project year, and the third copy, a card, is punched
for use by the county office. Counties with smaller enrollment use an
enrollment sheet with all members listed instead of individual cards
(18).

Information regarding other state enrollment systems was not
available.

Basically all enrollment systems provided essentially the same
information; however, the information was retrieved in varying ways--
from hand-sorting to computer analysis. Tennessee's Keysort System seems
to fall somewhere between these two extremes.

Summary

Consideration of literature suitable for review in this study
shows:

1. General acceptance that by using successful enrollment methods,
an optimum number of 4-H members may be enrolled.

2. Four-H enrollment in Tennessee is expanding and the need to
enroll members and keep statistical records is becoming even more necessary.

3. The Tennessee Enrollment System is a Keysort System developed
some 25 years ago to provide opportunity for quick sorting, reporting,
and use of data.

4. District Supervisors were seen to be primarily responsible
for training staff in use of the State 4-H Enrollment Cards.

5. Twenty-two states were using a Computer System for 4-H Enrollment
at the time of the study.

6. Other states were using a variety of 4-H Enrollment Cards and Forms assembling needed information from 4-H members. Only one state other than Tennessee, however, reported using the Keysort System, namely, South Dakota. Statistical reports in other states were tabulated manually excepting in 22 states using computers.

7. Some other state forms--both computer and manual--provided other information not listed on the Tennessee 4-H Enrollment Card such as race code and listings of project material.

CHAPTER III

METHODS OF PROCEDURE

I. THE POPULATION AND SAMPLE

In keeping with study purposes, 4-H Agents in 94 counties doing
4-H work in 1977 constituted the population and sample for this investi-
gation.

II. COLLECTION OF DATA

All 94 staffs contacted completed a mail-type questionnaire and
returned it by March 1, 1978. The questionnaire (See Appendix F) included
items relating to each portion of the Tennessee 4-H Enrollment Cards
for Senior, Junior High, Junior, and Explorer Members. Other questions
dealt with procedures used for enrolling members, punching cards, correct-
ing and filing them and using them for addressing and distributing 4-H
project material. Suggestions were requested regarding strong and weak
points of cards and procedures and other comments or suggestions. The
questionnaire was mailed through District Supervisors to Agents working
with the 4-H program in each county. Each county staff was asked to
reach consensus and return one completed survey per county.

Dated from the survey were summarized and appropriately tabled
in keeping with study objectives. Enrollment Groupings were developed
for comparative purposes as follows. The total 4-H enrollment per Full-
time Staff Equivalent (F.S.E.) was used to place counties in High,
Medium, or Low F.S.E. Groupings. Full-time Staff Equivalent was obtained

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by using the information on returned survey forms, the July 1977 Staff

Directory (Number of agents assigned to youth work) and from determinations

made by the State 4-H Staff. Total 4-H enrollment for 1977, membership

according to the State 4-H Enrollment Report for 1977 (26), divided by

the total Full-time Staff Equivalent was used to determine enrollment

per F.S.E. Program Assistants in urban counties were determined full-

time staff members if they worked 40 hours per week. Program Assistants

were added to the F.S.E. in counties where these applied and used in

the calculations of enrollment load per F.S.E. Information on the F.S.E.

of Program Assistants was obtained from the Progress Report of Tennessee

and Urban Thrust (10).

The 94 counties were divided into thirds for study purposes. The

top 31 counties in order of 4-H membership per staff equivalent (members

per F.S.E.) were used as the High Enrollment per F.S.E. Grouping and

included enrollment from 1,003 to 2,143 members per F.S.E. The next

32 counties were categorized as Medium Enrollment per F.S.E. Grouping

having enrollment from 727 to 1,001 members. The last 31 counties were

designated Low Enrollment per F.S.E. Counties having enrollment from

315 to 720 members. (See Appendix E.)

III. ANALYSIS OF THE DATA

Surveys from the counties were grouped as mentioned above and

tabulated in their respective groups. One county, Lake, had no 4-H

program in 1977 and was thus deleted. Main comparisons in this study

were between High Enrollment and Low Enrollment Groupings. Consequential

differences of at least 9 percent or more were noted.

An overall review of procedures used by all counties on a state-wide basis also was noted, in particular those procedures in which a majority of counties (50 percent or more) did or did not use or perceive as being useful.

CHAPTER IV

FINDINGS OF THE STUDY

In keeping with the purpose of this study to evaluate the use
of the Tennessee State 4-H Enrollment Card and Tennessee 4-H Enrollment
Procedures, headings in this chapter are designed to answer questions
included in the mail-type questionnaire completed by Extension 4-H Staff
in 94 Tennessee counties. The ninety-fifth county, Lake did not have
a 4-H program at the time of the study.

Portions of the State 4-H Enrollment Cards Used

Reference to data in Table I shows that staffs in a large
majority of the counties, 80 percent, reported using all of the State
4-H Cards when enrolling 4-H members; 18 percent used only certain
portions of the State 4-H 4-H Card and 2 percent did not use the State
4-H Enrollment Cards for enrollment. When county enrollment groups are
compared it may be seen that a consequentially higher percent (i.e.,
9 percent or greater difference) of Medium Enrollment Counties, 84
percent, than Low, 74 percent, reportedly used all portions of the State
4-H Enrollment Card. High Enrollment Counties, 81 percent, were very
much like Medium, but not consequentially higher than the Low County
Grouping.

The same relations are further expressed when one compares County
Enrollment Groups on a combination of the other two procedures. Conse-
quentially more Low Counties, 26 percent, than Medium Counties, 16
percent did not use all of the State 4-H Enrollment Cards. High Counties,
13 percent, again fell between the other two.

Table I. Portions of the State 4-H Enrollment Cards Used in Tennessee
Counties by Enrollment/Full-time Staff Equivalent Groupings,
FY 1977*

| Procedure Used | County Enrollment/F.S.E. Groupings** | | | |
	Total (N=94)	High (N=31)	Medium (N=32)	Low (N=31)
	--Percent--			
All portions of State 4-H Enrollment Cards were used***	80	81	84	74
Portions of State 4-H Enrollment Cards used	18	16	13	26
State Enrollment Cards not used	2	3	3	0
Total	100	100	100	100

*Enrollment/F.S.E. Groupings were determined as follows: High
1,003-2,143 members per F.S.E.; Medium 727-1,001 members per F.S.E.;
and Low 315-720 members per F.S.E.

**One county, Lake, had no 4-H program during FY 1977.

***However, only 35 percent reported using address aperture.

A contradiction in data was observed in use of the Address Aperture. Eighty percent of counties reported using all portions of the Card on question 3 of the questionnaire, however, when County Staffs were asked directly in question 17 if Apertures were used only 35 percent reported they were used.

The two county staffs not using the State 4-H Cards used their own forms for enrollment. Little difference was noted between these forms and the State 4-H Cards. Both forms listed essentially the same information as found on the State 4-H Card. The form used in the Medium Enrollment County was a card the same size as the State 4-H Enrollment Card. Information leaflets were used in the other High Enrollment County and the information was then transferred to the State Enrollment Cards. Essentially only one county in the State, a Medium County, did not use the Enrollment Cards at all at the time of this study.

It should be noted that Grade was inadvertently omitted from the survey form; however, Grade must be used to determine audience in 4-H (i.e., tenth-twelfth graders are Senior 4-H Audience, seventh-ninth grades are Junior High 4-H Audience; fifth-sixth grades are Junior 4-H Audience; and fourth grade is the Explorer Audience).

Utility of Items on Senior 4-H Enrollment Card

As seen in Table II, 92 county staffs reported on each item they felt to be useful and/or needed on the Senior 4-H Enrollment Card. The other two staffs reportedly did not use the Card for enrollment. Items most frequently found useful included Name, 97 percent; Address, 97 percent;

Table II. Utility of Items Listed on the Senior 4-H Enrollment Card as
           Seen by 92 Tennessee County Extension Staffs by Enrollment/
           Full-time Staff Equivalent Groupings, FY 1977*

State 4-H Enrollment Card Item	County Enrollment/F.S.E. Groupings**			
	Total (N=94)	High (N=31)	Medium (N=32)	Low (N=31)
	--percent--			
Item Listed in FY 1977				
Name	97	97	97	97
Address	97	97	97	97
Telephone Number	93	90	94	97
Age	91	90	94	90
School Name	90	93	97	81
Parents' Name	90	90	94	87
Projects	88	90	84	90
Sex	88	83	94	87
Club Name	87	90	77	94
Activities	84	80	84	87
No. Years in 4-H	82	77	81	87
Place of Residence	63	57	65	68
Address Aperture	38	33	48	32
Items from Former Cards				
Senior Opportunities listed separately	28	30	32	23
Present 4-H Office held	26	27	32	19
Parents' Occupation	10	3	16	10
Birthday	3	7	3	0

*Two county staffs reported not using the State 4-H Cards, though the card used by one and the enrollment sheet used by another collected similar data as the 4-H Enrollment Cards.

**Enrollment/F.S.E. Groupings were determined as follows: High 1,003-2,143 members per F.S.E.; Medium 727-1,001 members per F.S.E.; and Low 315-720 members per F.S.E.

Telephone Number, 93 percent; Age, 91 percent; School, 90 percent;
Parents' Name, 90 percent; Projects, 88 percent; Sex, 88 percent; Club
Name, 87 percent; Activities, 84 percent; and Number of Years in 4-H,
82 percent. Place of Residence, checked by staffs from 63 percent of the
counties, also was seen to be useful. Other items were not mentioned
as being useful by a majority of the staffs.

In comparing County Enrollment Groups, a few consequential
differences were noted. For example, a consequentially higher percent,
93, of High Enrollment Counties reported that School Name was needed
than was true for the Low, 81 percent. The Medium Group was even higher,
97 percent, in feeling School Name was needed. Also, a consequential
difference is seen in the Number of Years in 4-H Club work. A higher
percent of Staffs from Low Enrollment Counties, 87 percent, felt that
the Number of Years in 4-H Club was useful as compared to only 77 percent
for High Enrollment Counties. A higher percent in the Low Grouping felt
that Place of Residence was important, 68, as opposed to 57 percent of
those in the High County Grouping.

Consequentially fewer Low Counties, 23 percent, as compared to
Medium Counties, 32 percent, did feel a need to list Senior Opportunities
separately. High Counties, 30 percent, were similar to Medium Counties
but not consequentially different. Other differences were not seen to
be consequential.

Utility of Items on Junior High 4-H Enrollment Cards

As seen in Table III, 92 county staffs reported on items they felt
to be useful on the Junior High 4-H Card. Items most frequently found

Table III. Utility of Items Listed on the Junior High 4-H Enrollment
Card as Seen by 92 Tennessee County Extension Staffs by
Enrollment/Full-time Staff Equivalent Groupings, FY 1977*

State 4-H Enrollment Card Item	County Enrollment/F.S.E. Groupings**			
	Total (N=94)	High (N=31)	Medium (N=32)	Low (N=31)
	--Percent--			
Item Listed in FY 1977				
Name	97	97	97	97
Address	97	97	97	97
Parents' Name	93	90	97	94
School Name	92	97	97	84
Age	91	90	94	90
Telephone Number	91	87	90	97
Projects	90	90	87	94
Club Name	89	90	87	94
Sex	87	80	94	87
Activities	80	80	81	80
Number of Years in 4-H Work	79	77	77	84
Place of Residence	64	57	65	71
Address Aperture	40	40	52	32
Items from Former Cards				
Present 4-H Office held	25	27	29	19
Parents' Occupation	10	3	16	9

*Two county staffs reported not using the State 4-H Cards, though
the card used by one and the enrollment sheet used by another collected
similar data as the 4-H Enrollment Cards.

**Enrollment/F.S.E. Groupings were determined as follows: High
1,003-2,143 members per F.S.E.; Medium 727-1,001 members per F.S.E.; and
Low 315-720 members per F.S.E.

useful by all county staffs were Name, 97 percent; Address, 97 percent;

Parent's Name, 93 percent; School Name, 92 percent; Age, 91 percent;

Telephone Number, 91 percent; Projects, 90 percent; Club Name, 89 percent;

Sex, 87 percent; Activities, 80 percent; and Number of Years in 4-H, 79

percent. Place of Residence, 64 percent, was also found to be useful. Other

items were not listed by a majority of the 92 county staffs as being useful.

Few consequential differences are seen when comparing county

groupings. However, consequentially more Low Counties indicated Place

of Residence as useful, 71 percent, than did High Counties, 57 percent.

Medium Counties fell in between at 65 percent. Consequentially more

in Medium Counties felt the Address Aperture, 52 percent, useful than

did those staffs in Low Counties, 32 percent, and in High Counties, 40

percent. Relatively small percents of staffs felt items from former

cards needed to be listed. For example, one-fourth of the staffs

thought Present 4-H Office Held to be a desirable item.

Utility of Items on Junior 4-H Enrollment Cards

A study of data in Table IV shows that county staffs felt that

Name, 97 percent; Address, 97 percent; Parents' Name, 93 percent; School

Name, 92 percent; Club Name, 90 percent; Age, 90 percent; Telephone Number,

90 percent; Sex, 80 percent; Projects, 87 percent; Activities, 79 percent;

and Number of Years in 4-H Club Work, 76 percent were most useful. Place

of Residence also was listed, 64 percent, by a majority as being useful.

Other items were not listed by a majority as being useful or needed.

A study of consequential differences by county groupings reveals

that 84 percent of the Low Enrollment Staffs felt School Name was useful

Table IV. Utility of Items Listed on the Junior 4-H Enrollment Card as
          Seen by 92 Tennessee County Extension Staffs by Enrollment/
          Full-Time Staff Equivalent Groupings, FY 1977*

State 4-H Enrollment Card Item	County Enrollment/F.S.E. Groupings**			
	Total (N=94)	High (N=31)	Medium (N=32)	Low (N=31)
	--percent--			
Item Listed in FY 1977				
Name	97	97	97	97
Address	97	97	97	97
Parents' Name	93	90	97	94
School Name	92	97	97	84
Club Name	90	93	84	94
Age	90	90	90	87
Telephone Number	90	87	90	94
Sex	88	80	97	87
Projects	87	90	81	90
Activities	79	80	81	77
Number of Years in 4-H Work	76	77	71	81
Place of Residence	64	57	65	71
Address Aperture	41	40	52	32
Items from Former Cards				
Present 4-H Office held	25	27	29	19
Parents' Occupation	9	3	13	10

*Two county staffs reported not using the State 4-H Cards, though
the card used by one and the enrollment sheet used by another collected
similar data as the 4-H Enrollment Cards.

**Enrollment/F.S.E. Groupings were determined as follows: High
1,003-2,143 members per F.S.E.; Medium 727-1,001 members per F.S.E.; and
Low 315-720 members per F.S.E.

as compared to 97 percent each for both the High Enrollment Grouping

and the Medium Enrollment Grouping. A higher percent of Low Staffs,

71 percent, saw Place of Residence as being useful than was true for the

High Enrollment Grouping, 57 percent. The Medium Enrollment Grouping,

65 percent, was not consequentially different. Other differences between

High and Low were not seen as being consequential.

Utility of Items on Explorer 4-H Enrollment Cards

Data in Table V show that staff members working with Explorer

Members felt that Name, 95 percent; Address, 93 percent; Parents' Name,

92 percent; School Name, 90 percent; Club Name, 88 percent; Telephone

Number, 87 percent; Age, 85 percent; and Sex, 83 percent, were useful.

Place of Residence, 56 percent, was seen by a majority of counties as

being useful. Other items were not considered useful by a majority of

staffs.

In comparing county groupings, consequential differences between

High and Low Groupings are noted on School Name, Telephone Number, and

Sex. Larger percents of the High, 93, and Medium, 94, Enrollment Group-

ings found School Name useful than was true for the Low Enrollment Group,

84 percent. A higher percent of the Low Enrollment Grouping, 94, than of

the High Grouping, 80, indicated Telephone Number to be useful. The Medium

Grouping percent was not consequently different and fell between the High

and Low Enrollment Groups at 87 percent. A higher percent, 70, of the High

Enrollment Group than of the Low Enrollment Group, 84 percent, indicated

Age was useful. Other items were not consequentially different in

comparison.

Table V. Utility of Items Listed on the Explorer 4-H Enrollment Card as
Seen by 92 Tennessee County Extension Staffs by Enrollment/Full-
time Staff Equivalent Groupings, FY 1977*

| State 4-H Enrollment Card Item | County Enrollment/F.S.E. Groupings** | | | |
	Total (N=94)	High (N=31)	Medium (N=32)	Low (N=31)
	--Percent--			
Item Listed in Fy 1977				
Name	95	93	94	97
Address	93	93	94	94
Parents' Name	92	90	94	94
School Name	90	93	94	84
Club Name	88	83	84	90
Telephone Number	87	80	87	94
Age	85	87	94	81
Sex	83	70	94	84
Place of Residence	56	53	58	58
Address Aperture	37	30	48	32
Items from Former Cards				
Present 4-H Office held	16	13	23	13
Parents' Occupation	7	3	10	6

*Two county staffs reported not using the State 4-H Cards, though
the card used by one and the enrollment sheet used by another collected
similar data as the 4-H Enrollment Cards.

**Enrollment/F.S.E. Groupings were determined as follows: High
1,003-2,143 members per F.S.E.; Medium 727-1,001 members per F.S.E.; and
Low 315-720 members per F.S.E.

Senior 4-H Enrollment Card Items Used by 17 County Staffs Using Only

Portions of the Card

All staffs (i.e., 100 percent each) in the 17 counties not using

the entire Senior 4-H Enrollment Card reported using Club Name, Address,

Parents' Name, Projects, and Telephone Number. Vast majorities, 94

percent each, noted use of the Child's Name, Age, Number of Years in 4-H,

Activities, and Sex. School Name, 88 percent, and Place of Residence,

76 percent, also had majorities reporting use. Only 12 percent of this

group reported use of the Address Aperture. (See Table VI.)

When enrollment groups are compared, it may be seen that conse-

quentially fewer Low Enrollment Counties than High reported use of Child's

Name, Low, 88 percent, versus High, 100 percent; Age, Low Counties, 88

percent, versus High Counties, 100 percent; Number of Years in 4-H Work,

Low, 88 percent, versus High Counties, 100 percent; Activities, Low

Counties, 88 percent versus High Counties, 100 percent and School Name,

Low Counties, 75 percent versus High Counties, 100 percent. The small

number of counties tends to make these differences less meaningful.

Junior High Enrollment Card Items Used by 17 County Staffs Using

Only Portions of the Card

Data are presented in Table VII for 17 counties using only portions

of the State Junior High 4-H Enrollment Card. All used Club Name, Address,

Parents' Name, Projects, and Telephone Number. Large majorities, 94

percent each, used Name, Age, Number of Years in 4-H, Activities, and Sex.

School Name, 88 percent, and Place of Residence, 76 percent, also were

used by a majority of county staffs. Only 12 percent of the 17 counties

Table VI.   State 4-H Enrollment Card Items Reportedly Used in Enrolling
Senior 4-H Members in 17 Tennessee Counties Using only
Portions of the Card, FY 1977*

State 4-H Enrollment Item Used	County Enrollment/F.S.E. Groupings**			
	Total (N=94)	High (N=31)	Medium (N=32)	Low (N=31)
	--percent--			
Item Listed in Fy 1977				
Club Name	100	100	100	100
Address	100	100	100	100
Parents' Name	100	100	100	100
Projects	100	100	100	100
Telephone Number	100	100	100	100
Child's Name	94	100	100	88
Age	94	100	100	88
No. Years in 4-H	94	100	100	88
Activities	94	100	75	88
Sex	94	100	100	88
School Name	88	100	100	75
Place of Residence	76	80	75	75
Address Aperture	12	20	0	13
Other Items Mentioned				
Grade in School	6	0	25	0

*Seventy-five other counties used the entire card and two used no
portion of the card. One county, Lake, had no 4-H program in FY 1977.

**Enrollment/F.S.E. Groupings were determined as follows: High
1,003-2,143 members per F.S.E.; Medium 727-1,001 members per F.S.E.; and
Low 315-720 members per F.S.E.

Table VII. State 4-H Enrollment Card Items Reportedly Used in Enrolling
            Junior High 4-H Members in 17 Tennessee Counties Using Only
            Portions of the Card, FY 1977*

| State Enrollment Item Used | County Enrollment/F.S.E. Groupings** | | | |
	Total (N=94)	High (N=31)	Medium (N=32)	Low (N=31)
	--percent--			
Items Listed Fy 1977				
Club Name	100	100	100	100
Address	100	100	100	100
Parents' Name	100	100	100	100
Projects	100	100	100	100
Telephone Number	100	100	100	100
Name	94	100	100	88
Age	94	100	100	88
No. Years in 4-H	94	100	100	88
Activities	94	100	100	75
Sex	94	100	100	88
School Name	88	100	100	75
Place of Residence	76	80	75	75
Address Apperture	12	20	0	13

*Seventy-five other counties used the entire card and two used no
portion of the card. One county, Lake, had no 4-H program in FY 1977.

**Enrollment/F.S.E. Groupings were determined as follows: High
1,003-2,143 members per F.S.E.; Medium 727-1,001 members per F.S.E.; and
Low 315-720 members per F.S.E.

listed Address Aperture as being useful. In comparing Low and High

County Enrollment Groupings, lower percents of the former than the

latter used Name, Low, 88 percent, versus High, 100 percent; Age, Low,

88 percent, versus High, 100 percent,; Number of Years in 4-H, Low,

88 percent, versus High 100 percent; Activities, Low, 75 percent, versus

High, 100 percent; Sex, Low, 88 percent, versus High, 100 percent; and

School Name, Low, 75 percent, versus High 100 percent. Other consequential

differences were not noted. Small numbers should be noted.

Junior 4-H Enrollment Card Items Used by 17 County Staffs Using Only Portions of the Card

All staffs in the 17 counties not using the entire Junior 4-H

Enrollment Card reported using Club Name, Address, Parents' Name, Projects,

and Telephone Number, 100 percent each. Name, Age, Sex, 94 percent each,

and School Name, Number of Years in 4-H, and Activities, 88 percent each.

Place of Residence, 76 percent, was also used by staffs in a majority

of the 17 counties. Only 12 percent of the counties used the Address

Aperture (see Table VIII).

In comparison, lower percents of the Low Grouping Staffs used

Name, Age, and Sex, 88 percent each, than did High Grouping Staffs,

100 percent. Lower percents of Low Staffs, 75 percent each, used

School Name, Number of Years in 4-H, and Activities, than did High

Grouping Staffs, 100 percent each. Other consequential differences

were not noted. Again, numbers of counties were small.

Table VIII.   State 4-H Enrollment Card Items Reportedly Used in Enrolling
              Junior 4-H Members in 17 Tennessee Counties Using Only
              Portions of the Card, FY 1977*

State 4-H Enrollment Item Used	County Enrollment/F.S.E. Groupings**			
	Total (N=94)	High (N=31)	Medium (N=32)	Low (N=31)
	--percent--			
Items Listed FY 1977				
Club Name	100	100	100	100
Address	100	100	100	100
Parents' Name	100	100	100	100
Projects	100	100	100	100
Telephone Number	100	100	100	100
Name	94	100	100	88
Age	94	100	100	88
Sex	94	100	100	88
School Name	88	100	100	75
No. Years in 4-H	88	100	100	75
Activities	88	100	75	75
Place of Residence	76	80	75	75
Address Aperture	12	20	0	13

*Seventy-five other counties used the entire card and two used no portion of the card. One county, Lake, had no 4-H program in FY 1977.

**Enrollment/F.S.E. Groupings were determined as follows: High 1,003-2,143 members per F.S.E.; Medium 727-1,001 members per F.S.E.; and Low 315-720 members per F.S.E.

Explorer 4-H Enrollment Card Items Used by 17 County Staffs Using Only

Portions of the Card

All staffs in the 17 counties not using the entire Explorer 4-H
Enrollment Card reported using Club Name, Address, Parents' Name, Projects,
and Telephone Number, 100 percent each. Name, Age, Sex, 94 percent each,
and School Name, 88 percent; and Place of Residence, 76 percent. The
Address Aperture was used by 12 percent of the counties (see Table IX).

Consequential differences in use of items were noted with a lower
percent of Low Counties, 88 percent each, using Name, Age, and Sex, in
comparison to High Counties, 100 percent each. Only 75 percent of Low
Counties used School Name compared to 100 percent of High Counties.
Again, small numbers of counties made these percents less meaningful.

Persons Assisting Senior 4-H Members in Completion of 4-H Enrollment

Card

A study of data in Table X reveals a majority of Senior 4-H
Members in 61 percent of Tennessee Counties primarily completed their
own Enrollment Cards. Nearly one-half of the members, 47 percent, were
assisted by Agents, some by Teachers, 12 percent, and Adult Leaders,
9 percent. Very few staffs reported members were assisted by Parents
and Junior/Teen Leaders. Consequentially higher percents of Agents
assisted members in Low Counties, 55 percent, than in High Counties,
45 percent.

Persons Assisting Junior High 4-H Members in Completion of 4-H

Enrollment Card

A study of data in Table XI reveals a majority of Junior High 4-H
Members, 75 percent, were assisted by Agents, 27 percent assisted by

Table IX. State 4-H Enrollment Card Items Reported Used in Enrolling
Explorer 4-H Members in 17 Tennessee Counties Using Only
Portions of the Card, FY 1977*

State 4-H Enrollment Item Used	County Enrollment/F.S.E. Groupings**			
	Total (N=94)	High (N=31)	Medium (N=32)	Low (N=31)
	--percent--			
Items Listed FY 1977				
Club Name	100	100	100	100
Address	100	100	100	100
Parents' Name	100	100	100	100
Telephone Number	100	100	100	100
Name	94	100	100	88
Age	94	100	100	88
Sex	94	100	100	88
School Name	88	100	100	75
Place of Residence	76	80	75	75
Address Aperture ***	12	20	0	13

*Seventy-five other counties used the entire card and two used no portion of the card. One county, Lake, had no 4-H program in FY 1977.

**Enrollment/F.S.E. Groupings were determined as follows: High 1,003-2,143 members per F.S.E.; Medium 727-1,001 members per F.S.E.; and Low 315-720 members per F.S.E.

***Items Projects and Activities are not listed on the Explorer Enrollment Card.

Table X. Persons Assisting Senior 4-H Members Complete Enrollment Cards in Tennessee Counties by Enrollment/Full-time Staff Equivalent Groupings, Fy 1977*

| Those Assisting Senior Members Enroll in 4-H | County Enrollment/F.S.E. Groupings** | | | |
	Total (N=94)	High (N=31)	Medium (N=32)	Low (N=31)
	--percent--***			
Members primarily completed Cards themselves	61	55	66	61
Other individuals assisted:				
Parents	5	3	9	3
Teachers	12	10	9	16
Agents	47	45	41	55
Adult Leaders	9	6	9	10
Junior/Teen Leaders	1	0	3	0
No response	1	0	3	0

*One county, Lake, had no 4-H program during FY 1977.

**Enrollment/F.S.E. Groupings were determined as follows: High 1,003-2,143 members per F.S.E.; Medium 727-1,001 members per F.S.E.; and Low 315-720 members per F.S.E.

***Percents do not add up to 100 since some counties reported several persons assisting.

Table XI.   Persons Assisting Junior High 4-H Members Complete Enrollment
Cards in Tennessee Counties by Enrollment/Full-time Staff
Equivalent Groupings, FY 1977*

Those Assisting Junior High Members Enroll in 4-H	Total (N=94)	High (N=31)	Medium (N=32)	Low (N=31)
			County Enrollment/F.S.E. Groupings**	
		--percent--***		
Members primarily completed Cards themselves	41	45	38	42
Other individuals assisted:				
Parents	3	3	3	3
Teachers	27	16	42	23
Agents	75	74	84	68
Adult Leaders	12	13	13	10
Junior/Tenn Leader	3	3	3	3
No response	0	0	0	0

*One county, Lake, had no 4-H program during FY 1977.

**Enrollment/F.S.E. Groupings were determined as follows: High
1,003-2,143 members per F.S.E.; Medium 727-1,001 members per F.S.E.; and
Low 315-720 members per F.S.E.

***Percents do not add up to 100 since some counties reported
several persons assisting.

Teachers, and 12 percent by Adult Leaders. Forty-one percent primarily completed their own Enrollment Cards. Very few staffs reported members were assisted by Parents and Junior/Teen Leaders. Consequentially higher percents of Teachers assisted members in Low, 23 percent, and Medium Counties, 42 percent, than in High Counties, 16 percent. A lower percent of those in the Low Enrollment Grouping, 68 percent, had Agents assisting members than in High, 74 percent, and Medium Enrollment Grouping Counties, 84 percent.

Persons Assisting Junior 4-H Members Complete 4-H Enrollment Card

A study of data in Table XII reveals a majority of Junior Members were assisted by Agents, 80 percent, in completion of 4-H Enrollment Cards. Thirty-six percent were assisted by Teachers. Nearly one-third, 30 percent, of the Junior Members primarily completed 4-H Enrollment Cards themselves. Very few staffs reported members were assisted by Adult Leader, 16 percent; Junior/Teen Leaders, 9 percent; and Parents, 6 percent.

Consequentially higher percents of Teachers assisted members in Low Enrollment Counties, 42 percent, than in High Enrollment Counties, 26 percent. Higher percents of Parents assisted members in Low Enrollment Counties, 10 percent, than in High Enrollment Counties, none.

Persons Assisting Explorer 4-H Members in Completion of 4-H Enrollment Card

A study of data in Table XIII reveals a majority of Explorer Members were assisted in completing 4-H Enrollment Cards by Agents, 87 percent, and Teachers, 54 percent. Members in 21 percent of the counties

Table XII. Persons Assisting Junior 4-H Members Complete Enrollment
Cards in Tennessee Counties by Enrollment/Full-time Staff
Equivalent Groupings, FY 1977*

Those Assisting Junior 4-H Members Enroll in 4-H	County Enrollment/F.S.E. Groupings**			
	Total (N=94)	High (N=31)	Medium (N=32)	Low (N=31)
	--percent--***			
Members primarily completed cards themselves	30	39	19	32
Other individuals assisted:				
Parents	6	0	9	10
Teachers	36	26	42	42
Agents	80	81	84	74
Adult Leaders	16	13	16	19
Junior/Teen Leaders	9	13	6	6
No response	1	0	3	0

*One county, Lake, had no 4-H program during FY 1977.

**Enrollment/F.S.E. Groupings were determined as follows: High
1,003-2,143 members per F.S.E.; Medium 727-1,001 members per F.S.E.; and
Low 315-720 members per F.S.E.

***Percents do not add up to 100 since some counties reported
several persons assisting.

Table XIII. Persons Assisting Explorer 4-H Members Enroll in 4-H in Tennessee Counties by Enrollment/Full-time Staff Equivalent Groupings, FY 1977*

Those Assisting Explorer Members Enroll in 4-H	County Enrollment/F.S.E. Groupings**			
	Total (N=94)	High (N=31)	Medium (N=32)	Low (N=31)
	--percent--***			
Members primarily completed Cards themselves	21	32	13	19
Other Individuals Assisting:				
Parents	7	3	9	10
Teachers	54	52	50	61
Agents	87	87	88	87
Adult Leaders	18	16	19	19
Junior/Teen Leaders	9	10	9	10
No response	3	3	3	3

*One county, Lake, had no 4-H program during FY 1977.

**Enrollment/F.S.E. Groupings were determined as follows: High 1,003-2,143 members per F.S.E.; Medium 727-1,001 members per F.S.E.; and Low 315-720 members per F.S.E.

***Percents do not add up to 100 since some counties reported several persons assisting.

primarily completed cards themselves. Adult Leaders, 18 percent; Junior/
Teen Leaders, 9 percent; and Parents, 7 percent, also assisted members.

Consequentially higher percents of those in Low Enrollment Counties
had Teachers assisting, 61 percent, than in High Counties, 52 percent.
Other consequential differences were not noted.

Times of the Year Senior 4-H Members were Enrolled

Data in Table XIV represent the Times of Year in which Senior
4-H Members were enrolled. They were enrolled more often during the
Fall, 91 percent, and All Year, 10 percent than at other times. A few
counties enrolled Senior Members during the Winter, 5 percent, and
Spring, 1 percent; none were enrolled during Summer months.

Consequentially fewer in the Low Enrollment Grouping enrolled
Seniors during the Fall, 84 percent, than in the High Enrollment Grouping,
97 percent. Consequentially higher percents of Low Enrollment Staffs,
20 percent, enrolled Senior Members All Year than in High Enrollment
Counties, 3 percent.

Times of the Year Junior High 4-H Members Were Enrolled

Data in Table XV reveal that a majority of staffs enrolled Junior
High Members during the Fall, 98 percent. A few staffs enrolled Junior
High Members All Year, 5 percent; Winter, 3 percent and Spring, 1 percent.
Consequentially higher percents of staffs in Low Enrollment Counties, 13
percent, enrolled Junior High Members All Year than was true for those
in High Enrollment Counties, 3 percent.

Table XIV. Times of the Year Senior 4-H Members were Enrolled in the
4-H Program in Tennessee Counties by Enrollment/Full-time
Staff Equivalent Groupings, FY 1977*

Time of the Year Seniors Enroll in 4-H	County Enrollment/F.S.E. Groupings**			
	Total (N=94)	High (N=31)	Medium (N=32)	Low (N=31)
	--percent--***			
Enrollment was done only during:				
Fall	91	97	94	84
Winter	5	3	6	6
Spring	1	0	3	0
Summer	0	0	0	0
All Year	10	3	6	20
No response	1	0	3	0

*One county, Lake, had no 4-H program during FY 1977.

**Enrollment/F.S.E. Groupings were determined as follows: High
1,003-2,143 members per F.S.E.; Medium 727-1,001 members per F.S.E.; and
Low 315-720 members per F.S.E.

***Percents do not add up to 100 since some counties reported more
than one time of the year used to enroll members.

Table XV. Times of the Year Junior High 4-H Members were Enrolled in
           the 4-H Program in Tennessee Counties by Enrollment/Full-
           time Staff Equivalent Groupings, FY 1977*

| | County Enrollment/F.S.E. Groupings** | | | |
Time of the Year Junior High Members Enroll in 4-H	Total (N=94)	High (N=31)	Medium (N=32)	Low (N=31)
	--percent--***			
Enrollment was done only during:				
Fall	98	100	100	94
Winter	3	0	3	3
Spring	1	0	3	0
Summer	0	0	0	0
All Year	5	3	3	13

*One county, Lake, had no 4-H program during FY 1977.

**Enrollment/F.S.E. Groupings were determined as follows: High
1,003-2,143 members per F.S.E.; Medium 727-1,001 members per F.S.E.; and
Low 315-720 members per F.S.E.

***Percents do not add up to 100 since some counties reported more
than one time of the year used to enroll members.

Times of the Year Junior 4-H Members Were Enrolled

Data in Table XVI reveal that a majority of staffs enrolled Junior Members during the Fall, 98 percent. A few staffs enrolled Junior Members All Year, 5 percent or during Winter, 2 percent. Consequentially higher percents of those in Low Enrollment Counties, 13 percent, enrolled Junior Members All Year than was true for those in High Counties, none.

Times of the Year Explorer 4-H Members Were Enrolled

Data in Table XVII reveal that a majority of staffs enrolled Explorer Members during the Fall, 94 percent. Staffs in a few counties enrolled Explorer Members All Year, 4 percent, during Spring, 2 percent, and Winter, 2 percent. Consequentially higher percents of those in Low Enrollment Counties, 10 percent, enrolled Explorer Members All Year than in High Enrollment Counties, none. No other consequential differences were noted.

Ways of Enrolling Senior 4-H Members at Large

A study of data in Table XVIII reveals that a majority of staffs 54 percent, had no Senior Members at Large and an added 10 percent did not respond. Of those counties reportedly having Senior Members at Large, 82 percent were enrolled by Personal Contact, 32 percent by Mail, 24 percent through Leaders and 12 percent through Parents.

Of counties with Senior Members at Large, consequentially higher percents of Low County Enrollment Staffs, 90 percent, enrolled members by personal contact than did High Enrollment Staffs, 75 percent. Consequentially fewer Low Enrollment County Staffs enrolled members by Mail, 20 percent, than High Enrollment Staffs, 42 percent. Consequentially fewer

Table XVI. Times of the Year Junior 4-H Members were Enrolled in the
            4-H Program in Tennessee Counties by Enrollment/Full-
            time Staff Equivalent Groupings, FY 1977*

Time of the Year Junior Members Enroll in 4-H	County Enrollment/F.S.E. Groupings**			
	Total (N=94)	High (N=31)	Medium (N=32)	Low (N=31)
	--percent--***			
Enrollment was done during:				
Fall	98	100	100	94
Winter	2	3	0	3
Spring	0	0	0	0
Summer	0	0	0	0
All Year	5	0	3	13

*One county, Lake, had no 4-H program during FY 1977.

**Enrollment/F.S.E. Groupings were determined as follows: High
1,003-2,143 members per F.S.E.; Medium 727-1,001 members per F.S.E.; and
Low 315-720 members per F.S.E.

***Percents do not add up to 100 since some counties reported more
than one time of the year used to enroll members.

Table XVII. Times of the Year Explorer 4-H Members were Enrolled in the 4-H Program in Tennessee Counties by Enrollment/Full-time Staff Equivalent Groupings, FY 1977*

Time of the Year Explorer Members Enroll in 4-H	County Enrollment/F.S.E. Groupings**			
	Total (N=94)	High (N=31)	Medium (N=32)	Low (N=31)
	--percent--***			
Enrollment was done during:				
Fall	94	97	91	94
Winter	2	3	0	3
Spring	2	0	6	0
Summer	0	0	0	0
All Year	4	0	3	10

*One county, Lake, had no 4-H program during FY 1977.

**Enrollment/F.S.E. Groupings were determined as follows: High 1,003-2,143 members per F.S.E.; Medium 727-1,001 members per F.S.E.; and Low 315-720 members per F.S.E.

***Percents do not add up to 100 since some counties reported more than one time of the year used to enroll members.

Table XVIII. Senior 4-H Members at Large and Ways of Enrolling Senior
Members at Large in Tennessee Counties Reported by
Enrollment/Full-time Staff Equivalent Groupings, FY 1977*

| Senior 4-H Members at Large and Ways of Enrolling Them | County Enrollment/F.S.E. Groupings** | | | |
	Total	High	Medium	Low
	(N=94)	--percent-- (N=31)	(N=32)	(N=31)
Members at Large:				
County had no Members at Large	54	52	53	58
County had Members at Large	36	38	38	32
No response	10	10	9	10
Total	100	100	100	100
Ways of Enrolling Senior 4-H Members at Large***	(N=34)	(N=12)	(N=13)	(N-10_
Personal Contact	82	75	77	90
Mail	32	42	31	20
Through Leaders	24	25	23	30
Through Parents	12	25	8	0

*One county, Lake, had no 4-H program during FY 1977.

**Enrollment/F.S.E. Groupings were determined as follows: High
1,003-2,143 members per F.S.E.; Medium 727-1,001 members per F.S.E.; and
Low 315-720 members per F.S.E.

***Percents do not add up to 100 since some some counties reported
several methods used to enroll Members at Large.

Low Staffs, none, than High County Staffs, 25 percent, enrolled Members at Large through Parents.

Ways of Enrolling Junior High 4-H Members at Large

A study of data in Table XIX reveals that a majority of staffs, 58 percent, had no Junior High Members at Large and an added 16 percent did not respond. Of those 25 counties having Junior High Members at Large, those in 76 percent were enrolled by Personal Contact, 20 percent by Mail, 12 percent through Leaders, 12 percent through Parents and 4 percent other (i.e., in school).

Of counties with Junior High Members at Large, consequentially fewer Low Enrollment Staffs, 63 percent, enrolled Junior High Members at Large by Personal Contact than for High Enrollment Staffs, 80 percent. Also, fewer Low Enrollment Staffs, none, than High Enrollment Staffs, 30 percent, enrolled members by Mail. However, consequentially higher percents of Low Enrollment Staffs, 13 percent, enrolled Members by other methods than High Enrollment Staffs, none.

Ways of Enrolling Junior 4-H Members at Large

A study of data in Table XX reveals that a majority of staffs, 62 percent, reportedly had no Junior Members at Large and an additional 23 percent did not respond. Of those counties having Junior Members at Large, 79 percent were enrolled by Personal Contact, 29 percent by Mail, 21 percent through Parents, 14 percent through Leaders and 7 percent through other means (i.e., in school).

Table XIX.   Junior High Members at Large and Ways of Enrolling Junior
High Members at Large in Tennessee Counties Reported by
County Enrollment/Full-time Staff Equivalent Groupings,
FY 1977*

Junior High 4-H Members at Large and Ways of Enrolling Them	County Enrollment/F.S.E. Groupings**			
	Total	High	Medium	Low
	--percent--			
	(N=94)	(N=31)	(N=32)	(N=31)
Members at Large:				
County had no Members at Large	58	52	63	58
County had Members at Large	26	32	21	26
No response	16	16	16	16
Total	100	100	100	100
Ways of Enrolling Junior High Members at Large***	(N=25)	(N=10)	(N=7)	(N=8)
Personal Contact	76	80	86	63
Mail	20	30	29	0
Through Parents	12	20	0	13
Through Leaders	12	10	14	13
Other (in school)	4	0	0	13

*One county, Lake, had no 4-H program during FY 1977.

**Enrollment/F.S.E. Groupings were determined as follows: High
1,003-2,143 members per F.S.E.; Medium 727-1,001 members per F.S.E.; and
Low 315-720 members per F.S.E.

***Percents do not add up to 100 since some counties reported
several methods used to enroll Members at Large.

Table XX. Junior Members at Large and Ways of Enrolling Junior Members
at Large in Tennessee Counties Reported by County Enrollment/
Full-time Staff Equivalent Groupings, FY 1977*

Junior 4-H Members at Large and Ways of Enrolling Them	County Enrollment/F.S.E. Groupings**			
	Total	High	Medium	Low
	--percent--			
	(N=94)	(N=31)	(N=32)	(N=31)
Members at Large:				
County had no Members at Large	62	55	65	65
County had Members at Large	15	16	19	9
No response	23	29	16	26
Total	100	100	100	100
Ways of Enrolling Junior Members at Large***	(N=14)	(N=5)	(N=6)	(N=3)
Personal Contact	79	80	83	67
Mail	29	20	50	0
Through Parents	21	40	0	34
Through Leaders	14	20	17	0
Other (in school)	7	0	0	33

*One county, Lake, had no 4-H program during FY 1977.

**Enrollment/F.S.E. Groupings were determined as follows: High
1,003-2,143 members per F.S.E.; Medium 727-1,001 members per F.S.E.; and
Low 315-720 members per F.S.E.

***Percents do not add up to 100 since some counties reported
several methods used to enroll Members at Large.

Consequentially fewer Low Enrollment Staffs, 67 percent enrolled Junior Members at Large through Personal Contact, versus High Enrollment Counties, 80 percent; by Mail, Low Counties, none, versus High, 20 percent; or through Leaders, Low Counties, none, versus High, 20 percent. One Low County Enrollment Staff reportedly enrolled Junior Members at Large in school versus none in the High Enrollment Grouping. Small numbers of counties represented tends to make these differences less meaningful.

Ways of Enrolling Explorer Members at Large

A study of data in Table XXI reveals that a majority of counties, 59 percent, had no Explorer Members at Large and 31 percent did not respond. Consequentially fewer Low Enrollment Staffs, 3 percent, reported having Explorer Members at Large than did High Enrollment Staffs, 16 percent. Of those counties with Explorer Members at Large, 70 percent were enrolled by Personal Contact, 40 percent by Mail, 20 percent through Parents, 10 percent by Leaders, and 10 percent by other means.

A consequentially higher percent of Low Enrollment Staffs reported no Members at Large, 65 percent, while 52 percent of High Staffs reported no Explorer Members at Large. Of counties with Explorer Members at Large, fewer Low Counties enrolled members by Personal Contact, none, than did High Counties, 80 percent.

Consequentially higher percents of High Enrollment Staffs, 20 percent each, enrolled members by Mail and through Parents, than did Low Enrollment Staffs, none. Only one Low Enrollment Staff reported having Explorer Members at Large and these were enrolled by Other methods, in

Table XXI. Explorer Members at Large and Ways of Enrolling Explorer
Members at Large in Tennessee Counties Reported by County
Enrolling/Full-time Staff Equivalent Groupings, FY 1977*

Explorer 4-H Members at Large and Ways of Enrolling Them	County Enrollment/F.S.E. Groupings**			
	Total	High	Medium	Low
		--percent--		
	(N=94)	(N=31)	(N=32)	(N=31)
Members at Large:				
County had no Members at Large	59	52	59	65
County had Members at Large	10	16	13	3
No response	31	32	28	32
Total	100	100	100	100
Ways of Enrolling Explorer Members at Large***	(N=10)	(N=5)	(N=4)	(N=1)
Personal Contact	70	80	75	0
Mail	40	20	75	0
Through Parents	20	20	0	0
Through Leaders	10	0	25	0
Other (in school)	10	0	0	100

*One county, Lake, had no 4-H program during FY 1977.

**Enrollment/F.S.E. Groupings were determined as follows: High 1,003-2,143 members per F.S.E.; Medium 727-1,001 members per F.S.E.; and Low 315-720 members per F.S.E.

***Percents do not add up to 100 since some counties reported several methods used to enroll Members at Large.

school. However, low numbers of counties represented tend to make these percents less meaningful.

Methods of Distributing Senior 4-H Enrollment Cards to Senior Members

A study of data in Table XXII reveals that a majority of counties, 90 percent, reportedly delivered 4-H Enrollment Cards to Senior Members at Club Meeting by Agent, Senior Members completing cards and returning these to the Agent during the club meeting. A few other methods were used to distribute Enrollment Cards to Senior Members; by Mail, 5 percent, through Leaders at club meetings and returned, 7 percent; Taken home by Member and returned to the Agent, 6 percent; and Other methods, 4 percent. There were no consequential differences in the methods used by Low versus High Enrollment Groupings. One Low County gave no response to the question.

Methods of Distributing Junior High 4-H Enrollment Cards to Members

A study of data in Table XXIII reveals that a majority of counties, 94 percent, reportedly delivered 4-H Enrollment Cards to Junior High Members at Club Meetings by Agents, Members then completing cards and returned these to the Agent. A few other methods were used to distribute Enrollment Cards to Members: Through Leaders at club meetings and returned, 8 percent; Enrollment Cards taken home by member and returned to Agents, 8 percent, and By mail, 4 percent. No consequential differences were noted.

Table XXII. Methods of Distributing Senior 4-H Enrollment Cards or
Forms by Enrollment/Full-time Staff Equivalent Groupings*

| Method of Distributing Senior Cards | County Enrollment/F.S.E. Groupings** | | | |
	Total (N=94)	High (N=31)	Medium (N=32)	Low (N=31)
	--percent--***			
Cards delivered by Agent at club and completed during club meeting	90	97	81	90
Cards distributed by Mail	5	3	6	9
Cards distributed through Leader at club	7	3	12	9
Cards taken home and returned by Member	6	3	6	6
Other	4	3	6	0
No response	1	0	0	3

*One county, Lake, had no 4-H program during FY 1977.

**Enrollment/F.S.E. Groupings were determined as follows: High 1,003-2,143 members per F.S.E.; Medium 727-1,001 members per F.S.E.; and Low 315-720 members per F.S.E.

***Percents do not add to 100 since some counties reported several methods used.

Table XXIII. Methods of Distributing Junior High 4-H Enrollment Cards or Forms in Tennessee Counties by County Enrollment/ Full-time Staff Equivalent Groupings, FY 1977*

Method of Distributing Junior High Cards	County Enrollment/F.S.E. Groupings**			
	Total (N=94)	High (N=31)	Medium (N=32)	Low (N=31)
	--percent--***			
Cards delivered by Agent at club and completed during club meeting	94	100	90	92
Cards distributed by Mail	4	6	3	3
Cards distributed through Leader at club	8	3	16	6
Cards taken home and returned by Member	8	3	12	9
Other	0	0	0	0
No response	1	0	0	3

*One county, Lake, had no 4-H program during FY 1977.

**Enrollment/F.S.E. Groupings were determined as follows: High 1,003-2,143 members per F.S.E.; Medium 727-1,001 members per F.S.E.; and Low 315-720 members per F.S.E.

***Percents do not add to 100 since some counties reported several methods used.

Methods of Distributing Junior 4-H Enrollment Cards to Junior Members

A study of data in Table XXIV reveals that a majority of counties, 91 percent, reportedly delivered 4-H Enrollment Cards to Junior Members at club meetings by Agents. Junior Members then completed Enrollment Cards during the club meeting and returned these to the Agents. A few other methods were used to distribute Enrollment Cards: by Mail, 4 percent; through Leaders at club and returned, 4 percent; Taken home by member and returned to the Agent, 4 percent, and Other, 1 percent.

A consequentially lower percent of Low Enrollment Staffs, 87 percent, reported Enrollment Cards delivered to Junior Members at club meetings and completed during club meetings, than High Enrollment Staffs, 100 percent. No other consequential differences in the methods used by Low versus High Counties were noted.

Methods of Distributing Explorer 4-H Enrollment Cards to Explorer Members

A study of data in Table XXV reveals that a majority of counties, 88 percent, reportedly delivered 4-H Enrollment Cards to Explorer Members at club meetings by Agents. Explorer Members completed cards during the club meeting and returned these to the Agent. A few other methods were used to distribute Enrollment Cards to Explorer Members; Cards were taken home by the member and returned, 9 percent; through Leader at club meeting, 3 percent; by Mail, 2 percent, and Other, 2 percent.

A consequentially lower percent of Low Enrollment Counties, 84 percent, than High Enrollment Counties, 97 percent, reportedly distributed cards during the club meeting and had them completed and returned during the club meeting. No other consequential differences in the methods were noted.

Table XXIV. Methods of Distributing Junior 4-H Enrollment Cards or
Forms in Tennessee Counties by County Enrollment/Full-
time Staff Equivalent Groupings, FY 1977*

| Method of Distributing Junior Cards | County Enrollment/F.S.E. Groupings** | | | |
	Total (N=94)	High (N=31)	Medium (N=32)	Low (N=31)
	--percent--***			
Cards delivered by Agent at club and completed during club meeting	91	100	87	87
Cards distributed by Mail	3	0	6	3
Cards distributed through Leader at club	4	0	6	6
Cards taken home and returned by Member	6	0	12	6
Other	1	0	0	3
No response	1	0	0	3

*One county, Lake, had no 4-H program during FY 1977.

**Enrollment/F.S.E. Groupings were determined as follows: High
1,003-2,143 members per F.S.E.; Medium 727-1,001 members per F.S.E.; and
Low 315-720 members per F.S.E.

***Percents do not add to 100 since some counties reported several
methods used.

Table XXV. Methods of Distributing Explorer 4-H Enrollment Cards or
Forms in Tennessee Counties by County Enrollment/Full-
time Staff Equivalent Groupings, FY 1977*

Method of Distributing Explorer Cards	County Enrollment/F.S.E. Groupings**			
	Total (N=94)	High (N=31)	Medium (N=32)	Low (N=31)
	--percent--***			
Cards delivered by Agent at club and completed during club meeting	88	97	78	84
Cards distributed by Mail	2	0	3	3
Cards distributed through Leader at club	3	0	12	3
Cards taken home and returned by Member	9	3	15	9
Other	2	0	6	0
No Response	2	3	0	3

*One county, Lake, had no 4-H program during FY 1977.

**Enrollment/F.S.E. Groupings were determined as follows: High 1,003-2,143 members per F.S.E.; Medium 727-1,001 members per F.S.E.; and Low 315-720 members per F.S.E.

***Percents do not add to 100 since some counties reported several methods used.

Individuals Punching Senior 4-H Enrollment Cards

A study of data in Table XXVI reveals that 41 percent of the county staffs did not use the Keysort Punch System. Thus, 59 percent reported they used the Punch System for Senior 4-H Enrollment Cards. In 70 percent of the counties using the punch system Secretaries punched the Cards. Agents punched the Cards in 30 percent of the counties and a few staffs used Others, 5 percent, and Junior/Teen Leaders, 2 percent. Several reported Agents and Secretaries both assisting (i.e., 9 percent).

A consequentially lower percent of Low Enrollment Staffs, 15 percent used Agents to punch cards in comparison to High Counties, 45 percent. A higher percent of Low Counties, 80 percent, used Secretaries to punch cards, in comparison to High Counties, 60 percent.

Individuals Punching Junior High Enrollment Cards

As seen in Table XXVII, 41 percent of the County Staffs did not use the Keysort Punch System. In counties using the punch system, 77 percent used Secretaries to punch Cards, 29 percent used Agents to punch Cards and 5 percent used Others to punch Cards. Consequentially fewer Low Enrollment Staffs, 20 percent, used Agents to punch Junior High Cards than was true in High Counties, 35 percent. Inversely, a higher percent in Low Counties, 90 percent, used Agents to punch Cards, than in High Counties, 70 percent.

Individuals Punching Junior Enrollment Cards

As seen in Table XXVIII, 42 percent of the County Staffs reportedly did not use the Keysort Punch System for Junior 4-H Enrollment Cards.

Table XXVI.   Use of the Punch System and Individuals Who Punched Senior
4-H Enrollment Cards by Enrollment/Full-time Staff
Equivalent Groupings, FY 1977*

System Used and Individuals Punching Senior 4-H Enrollment Cards	County Enrollment/F.S.E. Groupings**			
	Total	High	Medium	Low
	--percent--			
	(N=94)	(N=31)	(N=32)	(N=31)
Use of Punch System:				
County did not use Punch System	41	36	50	36
County did use the Punch System	59	64	50	64
Total	100	100	100	100
Person Punching Cards***	(N=56)	(N=20)	(N=16)	(N=20)
Secretaries	70	60	69	80
Agent	30	45	31	15
Other (Government Workers)	5	0	13	0
Junior/Teen Leader	2	0	0	5
Adult Leader	0	0	0	0

*One county, Lake, had no 4-H program during FY 1977.

**Enrollment/F.S.E. Groupings were determined as follows: High
1,003-2,143 members per F.S.E.; Medium 727-1,001 members per F.S.E.; and
Low 315-720 members per F.S.E.

***Percents do not add up to 100 since some counties reported
several persons assisting.

Table XXVII.   Use of the Punch System and Individuals Who Punched
Junior High 4-H Enrollment Cards by Enrollment/Full-
time Staff Equivalent Groupings, FY 1977*

System Used and Individuals Punching Junior High 4-H Enrollment Cards	County Enrollment/F.S.E. Groupings**			
	Total	High	Medium	Low
	--percent--			
Use of the Punch System:	(N=94)	(N=31)	(N=32)	(N=31)
County did not use Punch System	41	36	50	36
County did use the Punch System	59	64	50	64
Total	100	100	100	100
Person Punching Cards***	(N=56)	(N=20)	(N=16)	(N=20)
Secretaries	77	70	69	90
Agent	29	35	31	20
Other (Government Workers)	5	0	13	5
Junior/Teen Leader	0	0	0	0
Adult Leader	0	0	0	0

*One county, Lake, had no 4-H program during FY 1977.

**Enrollment/F.S.E. Groupings were determined as follows: High
1,003-2,143 members per F.S.E.; Medium 727-1,001 members per F.S.E.; and
Low 315-720 members per F.S.E.

***Percents do not add up to 100 since some counties reported
several persons assisting.

Table XXVIII. Use of the Punch System and Individuals Who Punched
              Junior 4-H Enrollment Cards by Enrollment/Full-time
              Equivalent Groupings, FY 1977*

System Used and Individuals Punching Junior 4-H Enrollment Cards	County Enrollment/F.S.E. Groupings**			
	Total	High	Medium	Low
	--percent--			
Use of the Punch System:	(N=94)	(N=31)	(N=32)	(N=31)
County did not use Punch System	42	39	50	36
County did use the Punch System	58	61	50	64
Total	100	100	100	100
Person Punching Cards***	(N=55)	(N=19)	(N=16)	(N=20)
Secretaries	76	74	69	85
Agent	29	36	31	20
Other (Government Workers)	5	0	12	5
Junior/Teen Leader	0	0	0	0
Adult Leader	0	0	0	0

*One county, Lake, had no 4-H program during FY 1977.

**Enrollment/F.S.E. Groupings were determined as follows: High
1,003-2,143 members per F.S.E.; Medium 727-1,001 members per F.S.E.; and
Low 315-720 members per F.S.E.

***Percents do not add up to 100 since some counties reported
several persons assisting.

In counties punching cards, 76 percent used Secretaries to punch cards, 29 percent used Agents to punch cards and 5 percent used Others to punch cards.

Consequentially fewer Low Enrollment Staffs, 20 percent, used Agents to punch Junior Cards in comparison to High Counties, 36 percent. A higher percent in the Low Enrollment Counties, 85 percent, used Secretaries to punch cards, in comparison to High Counties, 74 percent.

Individuals Punching Explorer Enrollment Cards

As seen in Table XXIX, 50 percent of the County Staffs did not use the Keysort Punch System for Explorer Enrollment Cards. Of those counties using the punch system 74 percent used Secretaries to punch Cards, 28 percent used Agents to punch Cards and 6 percent used Others. Consequentially fewer Low Enrollment Staffs, 12 percent, used Agents to punch Cards than for High County Staffs, 43 percent. Higher percents of Low Enrollment Staffs, 88 percent, reported use of Secretaries to punch Cards than did High Enrollment Staffs, 64 percent. None of the County Staffs for any audience reported using Adult Leaders or Junior/Teen Leaders.

Summary of Information Regarding Punching of 4-H Enrollment Cards and Numbers of Hours Devoted to Punching Cards

According to data in Table XXX, 50 percent of county staffs reported punching Explorer Cards, 58 percent punched Junior Cards, 59 percent each punched Junior High and Senior Cards. Fifty-nine percent of county staffs reported punching some cards. Consequentially higher percents

Table XXIX. Use of the Punch System and Individuals Who Punched
Explorer 4-H Enrollment Cards by Enrollment/Full-time
Staff Equivalent Groupings, FY 1977*

System Used and Individuals Punching Explorer Enrollment Cards	County Enrollment/F.S.E. Groupings**			
	Total	High	Medium	Low
	--percent--			
Use of the Punch System:	(N=94)	(N=31)	(N=32)	(N=31)
County did not use Punch System	50	55	50	45
County did use the Punch System	50	45	50	55
Total	100	100	100	100
Person Punching Cards***	(N=47)	(N=14)	(N=16)	(N=17)
Secretaries	74	64	69	88
Agents	28	43	31	12
Other (Government Workers)	6	0	12	6
Junior/Teen Leader	0	0	0	0
Adult Leader	0	0	0	0

*One county, Lake, had no 4-H program during FY 1977.

**Enrollment/F.S.E. Groupings were determined as follows: High
1,003-2,143 members per F.S.E.; Medium 727-1,001 members per F.S.E.; and
Low 315-720 members per F.S.E.

***Percents do not add up to 100 since some counties reported
several persons assisting.

Table XXX. Summary of Tennessee Staffs Punching Enrollment Cards by
Audiences and Totals and Numbers of Hours Devoted to
Punching Cards by Enrollment/Full-time Staff Equivalent
FY 1977*

| | County Enrollment/F.S.E. Groupings** | | | |
	Total (N=94)	High (N=31)	Medium (N=32)	Low (N=31)
	--percent--***			
Audience Areas				
Explorer	50	45	50	55
Junior	58	61	50	64
Junior High	59	64	50	64
Senior	59	64	50	64
Total Punching Any Card	59	64	50	64
	--Number--			
Number of Counties Punching Cards	56	20	16	20
	--Hours--			
Average number of Person Hours/County devoted to Punching Cards	32.4	39.1	28.1	29.1

*One county, Lake, had no 4-H program during FY 1977.

**Enrollment/F.S.E. Groupings were determined as follows: High
1,003-2,143 members per F.S.E.; Medium 727-1,001 members per F.S.E.; and
Low 315-720 members per F.S.E.

***Percents do not add up to 100 since some counties reported
several persons punching cards.

of staffs in Low Enrollment Counties, 55 percent, than in High Enrollment Counties, 45 percent, punched Explorer Enrollment Cards. No other consequential differences were noted between Low and High County Groupings, although consequentially fewer Medium County Staffs reported punching Junior, Junior High, and Senior Cards, 50 percent each, than did either Low or High Enrollment Staffs, 64 percent each.

Tennessee County Staffs spent an average of 32.4 hours per county in punching 4-H Enrollment Cards. Low Enrollment Staffs spent fewer hours, 29.1 hours per county, than did High County Staffs, 39.1 hours per county. Medium County Staffs used 28.1 hours per county, the lowest average, to punch Enrollment Cards.

Methods Used to Prepare Agents to Punch 4-H Enrollment Cards

According to data in Table XXXI, 41 percent of county staffs did not use the Card Punch System. Methods reportedly used by 59 percent of Counties using the punch system included Personal Experience, 14 percent; another Agent, 9 percent; Secretary, 7 percent; District Supervisor, 5 percent; instruction booklet, 5 percent; and Other, 2 percent (i.e., Keysort representative). While none of these in the Low Enrollment Group used another Agent to prepare Agents to punch Enrollment Cards, 15 percent of those in the the High Grouping did. While 90 percent of the Low Enrollment Staffs punching cards did not respond, only 55 percent of the High Enrollment Staffs punching cards did not respond on this item.

Training Methods Used to Prepare Secretaries to Punch 4-H Enrollment Cards

According to data in Table XXXII, Extension Secretaries in Tennessee Counties learned to punch 4-H Enrollment Cards from an

Table XXXI. Training Methods Used to Prepare Agents to Punch Enrollment
Cards by Enrollment/Full-time Staff Equivalent Groupings,
FY 1977*

Training Method Used to Prepare Agents to Punch Enrollment Cards	County Enrollment/F.S.E. Groupings**			
	Total	High	Medium	Low
	--percent--			
Use of Card Punch System	(N=94)	(N=31)	(N=32)	(N=31)
County did not use Card Punch System	41	36	50	36
County did use the Card Punch System	59	64	50	64
Total	100	100	100	100
Individual Method Used***	(N=56)	(N=20)	(N=16)	(N=20)
No response	75	55	75	90
Personal experience, hit or miss	14	20	6	15
Taught by Agent	9	15	6	0
Taught by Secretary	7	0	18	5
Taught by District Supervisor	5	6	12	0
Learned from instruction booklet	5	5	12	0
Other	2	5	0	0
Taught by Leader (Adult)	0	0	0	0

*One county, Lake, had no 4-H program during FY 1977.

**Enrollment/F.S.E. Groupings were determined as follows: High
1,003-2,143 members per F.S.E.; Medium 727-1,001 members per F.S.E.; and
Low 315-720 members per F.S.E.

***Percents do not add up to 100 since some counties did not use
Agents to punch cards and used several methods to train Agents.

Table XXXII. Training Methods Used to Prepare Secretaries to Punch
Enrollment Cards in Tennessee Counties by Enrollment/
Full-time Staff Equivalent Groupings, FY 1977*

Training Methods Used to Prepare Secretaries to Punch Cards	County Enrollment/F.S.E. Groupings**			
	Total	High	Medium	Low
	--percent--			
Use of Card Punch System	(N=94)	(N=31)	(N=32)	(N=31)
County did not use Punch System	41	36	50	36
County did use the Card Punch System	59	64	50	64
Total	100	100	100	100
Individual Method Used***	(N=56)	(N=20)	(N=16)	(N=10)
No response	36	45	44	20
Learned from instruction booklet	29	15	25	45
Taught by Agent	21	15	13	30
Taught by District Supervisor	21	20	25	25
Taught by Secretary	13	5	19	15
Personal experience, hit or miss	9	10	6	10
Other	2	5	0	0
Taught by Leader (Adult)	0	0	0	0

*One county, Lake, had no 4-H program during FY 1977.

**Enrollment/F.S.E. Groupings were determined as follows: High
1,003-2,143 members per F.S.E.; Medium 727-1,001 members per F.S.E.; and
Low 315-720 members per F.S.E.

***Percents do not add up to 100 since some counties did not use
Secretaries to punch cards and used several methods to train Secretaries.

instruction booklet, 29 percent; Agents, 21 percent; District Supervisor, 21 percent; another Secretary, 13 percent; Personal Experience, 9 percent; and Other, 2 percent.

A higher percent of Low Enrollment Staffs, 45 percent, trained Secretaries using the instruction booklet than did High Enrollment Staffs, 15 percent. Consequentially higher percents of the Low Enrollment Staffs, 30 percent, used Agents to train Secretaries than did High Enrollment Staffs; 15 percent; higher percents of Low Counties, 15 percent, also had Secretaries trained by another Secretary, than High Counties, 5 percent. Forty-five of the High Enrollment Group punching cards made no response, only 20 percent of the Low Enrollment Group punching cards made no response to this item.

Training Methods Used to Prepare Others to Punch 4-H Enrollment Cards

According to Table XXXIII of counties punching 4-H Enrollment Cards, others (i.e., than Agents and Secretaries) were trained to punch cards by the Agent, 4 percent; by Secretary, 2 percent; and by Personal Experience, 2 percent. No consequential differences were noted between High and Low Enrollment Groupings. Only four County Staffs reported using Others to punch cards and this included one county which used Junior/Teen Leaders to punch Cards.

Methods Used by County Staffs to File 4-H Enrollment Cards or Enrollment Forms

A study of data in Table XXXIV reveals that a majority of counties, 79 percent, filed 4-H Enrollment Cards and/or Enrollment Forms

Table XXXIII. Training Methods Used to Prepare Others to Punch Enrollment Cards in Tennessee Counties by Enrollment/Full-time Staff Equivalent Groupings, FY 1977*

Training Method Used of Prepare Other to Punch Cards	County Enrollment/F.S.E. Groupings**			
	Total	High	Medium	Low
	--percent--			
Use of Card Punch System	(N=94)	(N=31)	(N=32)	(N=31)
County did not use Card Punch System	41	36	50	36
County did use the Card Punch System	59	64	50	64
Total	100	100	100	100
Individual Method Used***	(N=56)	(N=20)	(N=16)	(N=20)
No response	95	100	88	95
Taught by Agent	4	0	12	0
Personal experience, hit or miss	2	0	0	5
Taught by Secretary	2	0	0	5
Other	0	0	0	0

*One county, Lake, had no 4-H program during FY 1977.

**Enrollment/F.S.E. Groupings were determined as follows: High 1,003-2,143 members per F.S.E.; Medium 727-1,001 members per F.S.E.; and Low 315-720 members per F.S.E.

***Percents do not add to 100 since some counties did not use Others to punch cards and used several methods to train Others.

Table XXXIV. Methods Used to File 4-H Enrollment Cards or Forms in
Tennessee Counties Reported by County Enrollment/Full-
time Staff Equivalent Groupings, FY 1977*

Method Used to File Enrollment Cards or Forms	County Enrollment/F.S.E. Groupings**			
	Total (N=94)	High (N=31)	Medium (N=32)	Low (N=31)
	--percent--			
Cards filed by club	79	68	84	74
Cards filed by school	38	44	25	45
Cards filed by alphabet	7	12	3	6
Cards filed by community	0	0	0	0
Other (grade, sex, audience area)	5	0	13	3

*One county, Lake, had no 4-H program during FY 1977.

**Enrollment/F.S.E. Groupings were determined as follows: High
1,003-2,143 members per F.S.E.; Medium 727-1,001 members per F.S.E.; and
Low 315-720 members per F.S.E.

***Percents do not add up to 100 since some counties reported

by Club. Thirty-eight percent filed cards by school. Seven percent filed Cards alphabetically, usually by club or school. Five percent of the counties used other methods (i.e., by grade, sex, or audience area). Consequential differences between Low and High Groupings were not noted, though Medium Counties were different than others on most items.

Methods Used by Senior 4-H Members to Select 4-H Projects and Activities

According to data in Table XXXV, nearly one-half, 44 percent, of the county staffs reported Senior Members chose their own projects and activities with no limitations. Forty percent of counties reported Senior Members choosing their own projects and activities but they were limited in the number of projects chosen. County staffs reported 15 percent allowed Senior Members to choose their own projects and activities; 6 percent chose projects and activities and the unit number. No county staffs reported the Agents selecting projects or activities for the Senior Members.

A consequentially smaller percent of staffs in Low Counties, 10 percent, reported Senior Members selecting their own projects and activities, than in High Counties, 19 percent. Also, a smaller percent in Low Counties, 3 percent, reported Senior Members selecting projects and activities and unit number than in High Counties, 16 percent. A consequentially higher percent of those in Low Enrollment Counties, 58 percent, limited Senior Members in the number of projects and activities than in High Counties, 26 percent. Inversely, consequentially fewer Low Enrollment Staffs, 32 percent, allowed Senior Members to select projects and activitives with no limitations than in High Counties, 52 percent.

Table XXXV. Ways Senior 4-H Members Selected Projects and Activities
in Tennessee Counties by Enrollment/Full-time Staff
Equivalent Groupings, FY 1977*

Method used to Select Projects and Activities by Senior 4-H Members	County Enrollment/F.S.E. Groupings**			
	Total (N=94)	High (N=31)	Medium (N=32)	Low (N=31)
	--percents--***			
Projects and activities were chosen by member with no limitations	44	52	47	32
Member chose project and activity but was limited in the number of projects chosen	40	26	37	58
Member chose project and activity	15	19	16	10
Member chose project and activity and unit number	6	16	0	3
County Agent selected project or activity	0	0	0	0
Other	0	0	0	0

*One county, Lake, had no 4-H program during FY 1977.

**Enrollment/F.S.E. Groupings were determined as follows: High
1,003-2,143 members per F.S.E.; Medium 727-1,001 members per F.S.E.; and
Low 315-720 members per F.S.E.

***Percents do not add up to 100 since some counties reported
several methods used.

Methods Used by Junior High 4-H Members to Select 4-H Projects and

Activities

According to data in Table XXXVI, a majority of Junior High

Members in Tennessee Counties, 77 percent, chose their own projects and

activities but were limited in the number of projects chosen. Fifteen

percent of county staffs reported Junior High Members chose projects and

activities with no limitations; while 7 percent reportedly chose their

own projects and activities and chose the unit number in which they were

enrolling. No county staff reported the Agent, or other county person,

selecting the projects and activities for Junior High Members.

A consequentially smaller percent of Junior High Members in the Low

Enrollment Counties chose their own projects and activities and unit

number compared to 16 percent for High Counties.

Methods Used by Junior 4-H Members to Select 4-H Projects and Activities

According to data in Table XXXVII, a majority of Junior 4-H

Members in Tennessee Counties, 92 percent, chose their own projects and

activities but they were limited in the number of projects chosen. County

staffs in 8 percent of the counties reported Junior Members choosing

project and activity and unit number, those in 5 percent of the counties

said members chose the project and activity, and 2 percent of the counties

indicated Junior Members had chosen projects and activities with no

limitations. No county staff reported the Agent selecting projects and

activities for Junior Members.

A consequentially smaller percent of those in Low Counties, 3

percent, allowed Junior Members to choose projects and activities and

Table XXXVI.   Ways Junior High 4-H Members Selected Projects and
               Activities in Tennessee Counties by Enrollment/Full-
               Time Staff Equivalent Groupings, FY 1977*

Method Used to Select Projects and Activities by Junior High 4-H Members	County Enrollment/F.S.E. Groupings**			
	Total (N=94)	High (N=31)	Medium (N=32)	Low (N=31)
	--percent--***			
Member chose project and activity but was limited in the number of projects chosen	77	81	75	74
Projects and activities were chosen by member with no limitations	15	9	19	16
Member chose project and activity	7	7	6	10
Member chose project and activity and unit number	7	16	3	3
County Agent selected project or activity	0	0	0	0
Other	0	0	0	0

*One county, Lake, had no 4-H program during FY 1977.

**Enrollment/F.S.E. Groupings were determined as follows: High
1,003-2,143 members per F.S.E.; Medium 727-1,001 members per F.S.E.; and
Low 315-720 members per F.S.E.

***Percents do not add up to 100 since some counties reported
several methods used.

Table XXXVII. Ways Junior 4-H Members Selected Projects and Activities
in Tennessee Counties by Enrollment/Full-time Staff
Equivalent Groupings, FY 1977*

| Method Used to Select Projects and Activities by Junior 4-H Members | County Enrollment/F.S.E. Groupings** | | | |
	Total (N=94)	High (N=31)	Medium (N=32)	Low (N=31)
	--percent--***			
Member chose project and activity but was limited in the number of projects chosen	92	91	94	90
Member chose project and activity and unit number	8	16	3	3
Member chose project and activity	5	3	3	10
Projects and activities were chosen by member with no limitations	2	3	3	0
County Agent selected project and activity	0	0	0	0

*One county, Lake, had no 4-H program during FY 1977.

**Enrollment/F.S.E. Groupings were determined as follows: High
1,003-2,143 members per F.S.E.; Medium 727-1,001 members per F.S.E.; and
Low 315-720 members per F.S.E.

***Percents do not add up to 100 since some counties reported
several methods used.

unit number compared to 16 percent of those in High Enrollment Counties. No other consequential differences were noted.

Methods Used With or Without 4-H Enrollment Cards to Distribute Project Materials to Senior 4-H Members

According to data in Table XXXVIII, 98 percent of Tennessee County Staffs used the 4-H Enrollment Card to distribute materials to Senior 4-H Members. One Medium County reported not using the Enrollment Card for distribution of materials. One Medium County made no response to the method used for project distribution. A majority of county staffs, 83 percent, distributed project materials to Senior Members at club meetings by Agents, 22 staffs mailed materials, 6 percent distributed materials at club meetings by Leaders, and 2 percent by other methods (i.e., member picked up material at office).

No consequential differences were noted in comparing Low and High Enrollment Groupings, although consequentially fewer Medium Staffs, 71 percent, distributed materials at club meetings by Agents than did those in Low, 84 percent, or High 90 percent, Enrollment Counties.

Methods Used With or Without 4-H Enrollment Cards to Distribute Project Materials to Junior High 4-H Members

According to data in Table XXXIX, 99 percent of Tennessee County Staffs used the 4-H Enrollment Card to distribute project materials to Junior High Members. One Medium County reported not using the 4-H Card to distribute materials. A majority of county staffs, 93 percent, reported distributing material at club meetings by Agents as the primary method

Table XXXVIII. Methods Used With or Without 4-H Enrollment Cards to Distribute Project Materials to Senior 4-H Members in Tennessee Counties by Enrollment/F.S.E. Groupings, FY 1977*

Method Used to Distribute Material to Senior Members	County Enrollment/F.S.E. Groupings**			
	Total (N=94)	High (N=31)	Medium (N=32)	Low (N=31)
	--percent--			
Use of Card to distribute material				
Cards were not used	1	0	3	0
Cards were used	98	100	94	100
No response	1	0	3	0
Total	100	100	100	100
Method used to distribute material***				
Material distributed at club meeting by Agent	83	90	71	84
Material mailed	22	20	22	23
Material distributed at club meeting by Leader	6	3	9	9
Other	2	0	3	3

*One county, Lake, had no 4-H program during FY 1977.

**Enrollment/F.S.E. Groupings were determined as follows: High 1,003-2,143 members per F.S.E.; Medium 727-1,001 members per F.S.E.; and Low 315-720 members per F.S.E.

***Percents do not add to 100 since some counties reported several methods used.

Table XXXIX.   Methods Used With or Without 4-H Enrollment Cards to
                Distribute Project Materials to Junior High 4-H Members
                in Tennessee Counties by Enrollment/F.S.E. Groupings,
                FY 1977*

Method Used to Distribute Material to Junior High Members	County Enrollment/F.S.E. Groupings**			
	Total (N=94)	High (N=31)	Medium (N=32)	Low (N=31)
	--percent--			
Use of Card to distribute material				
Cards were not used	1	0	3	0
Cards were used	9	100	97	100
Total	100	100	100	100
Method used to distribute material***				
Material distributed at club meeting by Agent	93	100	88	94
Material mailed	12	3	13	13
Material distributed at club meeting by Leader	4	7	3	9
Other	1	0	3	0

*One county, Lake, had no 4-H program during FY 1977.

**Enrollment/F.S.E. Groupings were determined as follows: High
1,003-2,143 members per F.S.E.; Medium 727-1,001 members per F.S.E.; and
Low 315-720 members per F.S.E.

***Some percents do not add to 100 since some counties reported
several methods used.

of project material distribution. Twelve percent reportedly mailed materials; 4 percent distributed materials at the club meeting by a Leader; and 1 percent reported other methods (i.e., having member pick up material at the office). A consequentially higher percent of Low Enrollment Counties, 13 percent, mailed materials as compared to 3 percent of the High Enrollment Counties.

Methods Used With or Without 4-H Enrollment Cards to Distribute Project Materials to Junior 4-H Members

As seen in Table XL, a majority of county staffs, 99 percent, used the 4-H Enrollment Card to distribute project materials to Junior 4-H Members. One Medium County Staff did not use the 4-H Enrollment Card to distribute materials. A majority of county staffs, 94 percent, distributed materials to Junior Members through Agents at club meetings. Nine percent mailed materials; 5 percent distributed project materials at club meetings through Leaders, and 1 percent used other methods.

No consequential differences were noted between High and Low Groupings in distribution of project materials to Junior Members.

Methods Used With or Without 4-H Enrollment Cards to Distribute Project Materials to Explorer Members

Explorer 4-H Members all receive the same (i.e., one) project booklet and thus do not choose projects on the 4-H Enrollment Card. Information on distribution of the Explorer project booklet was not obtained from the survey.

Table XL. Methods Used to Distribute Project Material to Junior 4-H
Members in Tennessee Counties by Enrollment/Full-time
Staff Equivalent Groupings, FY 1977*

Method Used to Distribute Material to Junior Members	County Enrollment/F.S.E. Groupings**			
	Total (N=94)	High (N=31)	Medium (N=32)	Low (N=31)
	--percent--			
Use of Card to distribute material				
Cards were not used	1	0	3	0
Cards were used	99	100	97	100
Total	100	100	100	100
Method used to distribute material***				
Material distributed at club meeting by Agent	94	100	88	94
Material mailed	9	3	3	10
Material distributed at club meeting by Leader	5	3	4	9
Other	1	3	0	9

*One county, Lake, had no 4-H program during FY 1977.

**Enrollment/F.S.E. Groupings were determined as follows: High
1,003-2,143 members per F.S.E.; Medium 727-1,001 members per F.S.E.; and
Low 315-720 members per F.S.E.

***Some percents do not add to 100 since some counties reported
several methods used.

Staff Time Used to Enroll 4-H Members in Tennessee Counties

According to data in Table XLI a majority of counties, 98 percent, indicated Agents spending an average of 122.7 hours per county on enrollment of 4-H Members. A majority of counties, 63 percent, also indicated Secretaries using time, 49.2 Average hours per county, to enroll 4-H Members. Leaders were used by 23 percent of county staffs for enrollment of 4-H Members with an average of 16.9 hours of Leader time being used per county. Program Assistants were used in 6 percent of the counties, with an average of 108.1 hours per county being used.

A much lower average of Agent's Time, used helping with 4-H enrollment, was reported by the Low Enrollment Grouping, 76.7 hours, than was used by High County Grouping, 202.2 hours, for enrollment by counties reporting.

Average hours per county reporting Secretarial Time used were lower for Low Counties, 50.9 average hours, than for High Counties, 84.3 average hours. A consequentially higher percent of Low Counties, 29 percent, indicated some time spent by Leaders on 4-H enrollment versus High Counties, 19 percent. A higher number of average hours was spent by Program Assistants in Low Enrollment Counties actually reporting Program Assistants, 110 average hours per county, than were used by those in the High Enrollment Grouping, 85 average hours. Medium Counties used several more than either the Low or High Enrollment Groupings, 157 average hours.

Table XLI. Average Staff Times Used for All Counties and for Those Reporting to Enroll 4-H Members in Tennessee Counties by Percents of Enrollment/Full-time Staff Equivalent Groupings, FY 1977*

County Worker Group Helping with 4-H Enrollment	County Total*** (N=94)		County Enrollment/F.S.E. Groupings** High (N=31)		Medium (N=32)		Low (N=31)	
	Counties %	Ave. Hours	Counties %	Ave. Hours	Counties %	Ave. Hours	Counties %	Ave. Hours
Extension Agent Time								
No response	2	--	3	--	0	--	3	--
Indicated Time Spent	98	122.7	97	202.2	100	89.3	97	76.7
Secretarial Time								
No response	37	--	52	--	28	--	32	--
Indicated Time Spent	63	49.2	48	84.3	72	33.3	68	50.9
Leader Time								
No response	77	--	81	--	78	--	71	--
Indicated Time Spent	23	16.9	19	23.2	22	12.7	29	18.0
Program Assistant Time								
No response	94	--	94	--	91	--	97	--
Indicated Time Spent	6	108.1	6	85.0	9	157.0	3	110.0

*One county, Lake, had no 4-H program in FY 1977.

**Enrollment/F.S.E. Groupings were determined as follows: High 1,003-2,143 members per F.S.E.; Medium 727-1,001 members per F.S.E.; and Low 315-720 members per F.S.E.

***Average Hours for those reporting time spent.

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Corrections Made in the 4-H Enrollment Cards, Persons Making Corrections
in Enrollment Card, and Types of Corrections Made

According to data in Table XLII, a majority of county staffs,
51 percent, made some corrections in Enrollment Cards. Forty-eight
percent of county staffs made no corrections in Enrollment Cards. Of
counties making corrections, 65 percent reported that Agents made the
corrections; 65 percent said Secretaries made them; 10 percent noted
Leaders made corrections and 2 percent indicated that Others made
corrections.

Of counties making corrections, nearly all, 90 percent, reportedly
made corrections in Addresses, 29 percent in Projects, 10 percent in
in Activities, 10 percent in Telephone numbers, and 2 percent in
Parents' name. A consequentially higher percent of staffs in Low
Enrollment Counties, 81 percent, reported corrections made by Agents
than staffs in High Enrollment Counties, 57 percent. Secretaries also
made corrections in a higher percent of Low Enrollment Counties, 81, than
in High Counties, 29 percent. Higher percents of Low Enrollment Staffs,
19, used Leaders to make corrections than did High Enrollment Staffs, 7
percent. Consequentially lower percents of Low Staffs, 88, made corrections
in Addresses than did High Staffs, 93 percent. A higher percent of Low
Enrollment Staffs, 50 percent, had made corrections in projects than
had High County Staffs, 7 percent. A consequentially higher percent of
Low County Staffs, 19 percent, reported correcting Telephone numbers
than High County Staffs, none.

Table XLII. Corrections Made in 4-H Enrollment Cards and Persons Making
Corrections in Tennessee Counties as Reported by Enrollment/
F.S.E. Groupings, FY 1977*

Whether Corrections were Made, Type of Correction Made and/or Person Making Corrections	County Enrollment/F.S.E. Groupings**			
	Total	High	Medium	Low
	--percents--			
	(N=94)	(N=31)	(N=32)	(N=31)
Corrections were not made on Cards	48	55	44	45
Corrections were made on on Cards	51	45	56	52
No response	1	0	0	3
Total	100	100	100	100
Those making corrections***	(N=48)	(N=14)	(N=18)	(N=16)
Agents	65	57	56	81
Secretaries	65	29	78	81
Leaders	10	7	6	19
Others	2	0	6	0
Type of Correction				
Address	90	93	89	88
Projects	29	7	28	50
Activities	10	7	11	13
Telephone Number	10	0	11	19
Parents'Name	2	0	0	7
Obvious Errors	2	0	0	7

*One county, Lake, had no 4-H program during FY 1977.

**Enrollment/F.S.E. Groupings were determined as follows: High
1,003-2,143 members per F.S.E.; Medium 727-1,001 members per F.S.E.; and
Low 315-720 members per F.S.E.

***Percents do not add to 100 since some counties reported several
different persons making several types of corrections.

Use of the Address Aperture by Tennessee Counties and Other Systems

Used in Addition to or in Place of the Address Aperture for Mailing

Purposes

According to data in Table XLIII, 64 percent of Tennessee County

Staffs did not use the Address Aperture. Thirty-five percent of the

counties did make use of the Address Aperture; while the remaining 1

percent made no response. Fifty percent of county staffs reportedly

not using the Address Aperture, Addressed mail from cards, 37 percent

used Mailing Lists, 8 percent used Addressographs, and 7 percent used

Other methods. Twenty-two percent of these county staffs made no

response as to how they addressed mail for members.

In counties not using the Address Aperture, the Addressograph

was used in 14 percent of the High Enrollment Grouping Counties but by

no staff in the Low Enrollment Grouping. Higher percents of the High

Enrollment Grouping not using the Aperture, 29 percent, made no response

to how they addressed mail versus 14 percent of the Low Enrollment

Grouping.

Data reveal that of counties reportedly using the Address Aperture

70 percent used only Address Apertures for mailing purposes. In addition

to using Address Apertures, 24 percent also reported using Mailing Lists

for mailing, 12 percent Addressed from Enrollment Cards, and 3 percent

each used an Addressograph and Other methods. Consequentially fewer

Low Enrollment Counties, none, Addressed from Cards or used an Addresso-

graph versus High Enrollment Counties, 10 percent each.

Table XLIII. Use of Address Aperture and Other Systems Used in Addition to or in Place of Address Aperture for Mailing Purposes in Tennessee Counties as Reported by Enrollment/Full-time Staff Equivalent Groupings, FY 1977*

Aperture Use and Other Systems Used for Mailing Purposes	County Enrollment/F.S.E. Groupings**			
	Total	High	Medium	Low
	--percents--			
	(N=94)	(N=31)	(N=32)	(N=31)
Aperture not used in county	64	68	56	68
Aperture used in county	35	32	44	29
No response	1	0	0	3
Total	100	100	100	100
Systems used instead of*** Aperture for those not using Aperture for mailing	(N=60)	(N=21)	(N=18)	(N=21)
Addressed from cards	50	48	50	52
Mailing lists	37	29	50	33
Addressograph	8	14	11	0
Other	7	5	6	10
No response	22	29	22	14
Aperture use and systems used in addition to Apertures for those using Apertures for mailing	(N=33)	(N=10)	(N=14)	(N=9)
Address Aperture only used	70	70	64	78
Mailing lists	24	30	21	22
Addressed from cards	12	10	22	0
Addressograph	3	10	0	0
Other	3	0	7	0
	--hours--			
Average Hours spent per county addressing Apertures for those reporting	(N=33)	(N=10)	(N=14)	(N=9)
	39.8	58.9	24.0	43.2

Table XLIII (Continued)

*One county, Lake, had no 4-H program during FY 1977.

**Enrollment/F.S.E. Groupings were determined as follows: High 1,003-2,143 members per F.S.E.; Medium 727-1,001 members per F.S.E.; and Low 315-720 members per F.S.E.

***Percents do not add to 100 since some counties indicated using several systems.

Time Spent Addressing Apertures for Counties Reporting

According to Table XLIII an average of 39.8 hours was used per county to address apertures in counties reporting their use. Lower numbers of average hours were spent by Low Counties, 43.2, than by High Counties, 58.9, for addressing apertures. Medium County Staffs used fewer average hours, 24, than did either Low or High County Staffs.

Strong Points of the State 4-H Enrollment Card as Reported by Tennessee County Staff

According to data in Table XLIV, 45 percent of the county staffs in Tennessee regarded the present 4-H Enrollment Card System as "good" or "adequate" with all information needed listed on the card. Fifteen percent made no comment as to strong points. Advantages mentioned by county staffs included: different cards for different audiences, 14 percent; simple, 14 percent; Keysort Feature, 8 percent; Address Aperture, 6 percent; listing of projects and activities, 6 percent; good size and easy to file, 4 percent; and club name listed at the top of the card, 1 percent. Only one county staff stated the present system had no strong points.

A consequentially higher percent of Low Enrollment Staffs, 19 percent, mentioned different cards for different audiences as a strong point than did those in High Counties, 6 percent. No other consequential differences were noted between Low and High Counties. A consequentailly higher percent of Medium Enrollment Staffs, 56 percent, felt cards were "good" or "adequate" compared to Low Counties, 32 percent, and High Counties, 38 percent.

Table XLIV. Strong Points of State 4-H Enrollment Cards as Reported by
County Staffs in Tennessee by Enrollment/Full-time Staff
Equivalent Groupings, FY 1977*

Strong Point Indicated by Extension Staff	County Enrollment/F.S.E. Groupings**			
	Total (N=94)	High (N=31)	Medium (N=32)	Low (N=31)
	--percents--***			
No comment made	15	16	16	13
No strong points	1	0	0	3
Present Card System contains all information needed and is good or adequate	45	38	56	32
Advantages of present card System				
Different cards for different audiences	14	6	6	19
Simple	14	19	6	16
Keysort Feature	8	10	0	16
Address Aperture	6	10	3	6
Listing of projects and activities; projects easily identified	6	10	0	10
Easy to file, good size	4	6	3	3
Club name listed at top of card	1	0	0	3

*One county, Lake, had no 4-H program during FY 1977.

**Enrollment/F.S.E. Groupings were determined as follows: High
1,003-2,143 members per F.S.E.; Medium 727-1,001 members per F.S.E.; and
Low 315-720 members per F.S.E.

***Percents do not add up to 100 since some reported several
responses.

Weak Points of State 4-H Enrollment Cards as Reported by Tennessee
County Staffs

According to data in Table XLV, 24 percent of the county staffs
made no comment as to any weak points in the 4-H Enrollment Card System.
Ten percent of the county staffs felt that there were no weak points in
the 4-H Enrollment Card System. Weaknesses noted in the current 4-H
Enrollment System as mentioned by county staffs were noted as follows:
new and repeat columns are confusing, 15 percent; projects and
activities with no project material should be listed separately, 12
percent; Address Apertures are messy, 9 percent; years or unit numbers
should be listed with projects, 6 percent; spaces and printing are too
small, 5 percent; too much time is needed to process cards, 5 percent;
Place of Residence should be deleted, 4 percent; projects need to be
numbered alike on all audience cards, 2 percent; need better project
distribution, 2 percent; address section is confusing, alpha name of
little value, and too long and complicated, delete punching system,
enrollment cards should not be changed each year, club code needed, race
code needed, date of birth needed, and Keysort edges are too weak, 1
percent each. Other weaknesses in the Enrollment System mentioned were:
members do not understand how to choose projects and agents do not
know how to use punch system.

Consequentially fewer Low Enrollment Staffs, 6 percent, felt
there were no weaknesses in the 4-H Enrollment System than in High
Counties, 16 percent. A consequentially higher percent of those in Low
Counties, 26 percent, made no comments on the weakness of the Enrollment
System as compared to 16 percent of High County Staffs.

Table XLV. Weak Points of State 4-H Enrollment Cards as Reported by County Staff in Tennessee by Enrollment/Full-time Staff Equivalent Groupings, FY 1977*

Weak Point Indicated by Extension Staff	County Enrollment/F.S.E. Groupings**			
	Total (N=94)	High (N=31)	Medium (N=32)	Low (N=31)
	--percent--***			
No comment made	24	16	31	26
No weak points	10	16	6	6
Weakness in Card System				
New and repeat columns are confusing, delete	15	9	23	13
Projects, activities, and projects with no project material should be listed separately	12	13	9	10
Address Aperture messy, delete	9	9	3	16
Years or unit numbers should be listed with projects	6	9	0	9
Spaces and printing are too small	5	3	6	6
Too much time is needed to process cards	5	9	0	6
Delete Place of Residence	4	3	6	3
Projects need to be numbered alike on all audience cards	2	3	3	0
Need better project distribution	2	0	3	3
Address section confusing	1	0	0	3
Alpha name of little value	1	0	3	0
Card too long and complicated	1	3	0	0

Table XLV (Continued)

Weak Point Indicated by Extension Staff	County Enrollment/F.S.E. Groupings**			
	Total (N=94)	High (N=31)	Medium (N=32)	Low (N=31)
Enrollment Cards change each year	1	0	3	0
Delete punching system	1	0	0	3
Keysort edges too weak	1	3	0	0
Need club code	1	0	3	0
Need race code	1	0	3	0
Need Date of Birth	1	3	0	0
Members do not understand how to choose projects	2	0	0	6
Agents do not know how to use Punch System	1	0	0	3

*One county, Lake, had no 4-H program during FY 1977.

**Enrollment/F.S.E. Groupings were determined as follows: High 1,003-2,143 members per F.S.E.; Medium 727-1,001 members per F.S.E.; and Low 315-720 members per F.S.E.

***Percents do not add to 100 since some counties gave several responses.

Comments or Suggestions Made by Tennessee Extension Staffs on 4-H
Enrollment Procedures

According to data in Table XLVI, 51 percent of county staffs made
no additional comment on the current 4-H Enrollment System. A few staffs
made suggestions related to the 4-H Enrollment Card. Fifteen percent
felt a need for project unit number instead of new and repeat columns,
12 percent suggested project and activity listings should be clearer,
4 percent felt a need to simplify the Card, and 2 percent felt a need
for larger write-in spaces for 4-H Members, 1 percent wanted to change
the term address to post office. A few staffs felt a need to add the
following to the 4-H Enrollment Card: code indicating race, 4 percent;
space of county write-in, 3 percent; date of enrollment, 2 percent;
printed material available, 2 percent; teacher's name on Explorer
and Junior Cards, 2 percent; leader's signature, 2 percent; club code
2 percent; parents' signature, date of birth, parents' occupation,
and Keysort area for other projects and activities, 1 percent each. Items
suggested by staffs to be deleted or improved were: Address Aperture,
4 percent, Place of Residence, 3 percent; and Keysort Feature; 1 percent.
A consequentially higher percent of High Enrollment County Staffs, 19
percent, felt the project and activity listings should be clearer than
did Low County Staffs, 10 percent. Consequential differences were noted
between Medium County Groupings and other groupings (i.e., 6 percent of
Medium County Staffs felt project and activity listings should be
clearer as compared to 10 percent of Low and 19 percent of the High
County Groupings; none in Low Counties felt a need to add code indicating
race while 10 percent in Medium Counties did).

Table XLVI. Comments or Suggestions Made by Tennessee Extension Staff
            on 4-H Enrollment Procedures by Enrollment/Full-time Staff
            Equivalent Groupings, FY 1977*

Comment or Suggestion Made by Extension Staff	County Enrollment/F.S.E. Groupings**			
	Total (N=94)	High (N=31)	Medium (N=32)	Low (N=31)
	--percents--***			
No comment made	51	52	50	51
Changes related to 4-H Enrollment Card				
Need area for project unit number instead of new and repeat columns	15	16	16	13
Project and activity listings should be clearer	12	19	6	10
Need to simplify card	4	6	0	6
Provide larger spaces for members to write in	2	3	3	0
Change Address to Post Office Office	1	3	0	0
Leaders help to enroll	1	3	0	0
Add to 4-H Enrollment Card				
Code indicating Race	4	3	10	0
Space for county write in	3	6	3	0
Date of enrollment--year	2	0	3	3
Printed material available	2	0	0	6
Teachers name on Explorer and Junior Cards	2	3	3	0
Leaders' Signature	2	3	3	0
Club Code	2	0	3	3

Table XLVI (Continued)

Comment or Suggestion Made by Extension Staff	County Enrollment/F.S.E. Groupings**			
	Total (N=94)	High (N=31)	Medium (N=32)	Low (N=31)
Parents' Signature	1	0	3	0
Date of Birth	1	3	0	0
Parents' Occupation	1	0	3	0
Keysort area for other projects and activities	1	3	0	0
Items to delete from 4-H Card or improve				
Address Aperture	6	10	3	6
Place of residence	3	0	6	3
Keysort Feature	1	0	3	0

*One county, Lake, had no 4-H program during FY 1977.

**Enrollment/F.S.E. Groupings were determined as follows: High 1,003-2,143 members per F.S.E.; Medium 727-1,001 members per F.S.E.; and Low 315-720 members per F.S.E.

***Percents do not add to 100 since some counties gave several responses.

CHAPTER V

SUMMARY OF MAJOR FINDINGS, IMPLICATIONS, AND RECOMMENDATIONS

This comparative study of 4-H Enrollment/Full-time Staff Equivalent

(F.S.E.) Groupings was undertaken to evaluate the State 4-H Enrollment

Cards and to determine the procedures used in Tennessee 4-H Enrollment as

perceived by 4-H Youth Agents. It was felt that a determination of the

relationship of use of the Enrollment Cards and the number of members per

F.S.E. should reveal whether or not counties with a larger membership

per F.S.E. made different and/or more efficient use of cards and certain

procedures than those with smaller enrollment per F.S.E. Specific

Objectives included:

1. To study the use of the 4-H Enrollment Cards for Senior, Junior

High, Junior, and Explorer 4-H members used at the county level by 4-H

Agents in High, Medium, and Low Enrollment/F.S.E. Groupings.

2. To analyze current enrollment procedures used by county 4-H

staffs for comparison of High versus Low Enrollment F.S.E. Groupings.

Data were collected from 94 Tennessee Counties via a mail

questionnaire for FY 1977 in February 1978. Counties were divided into

Enrollment/F.S.E. Groupings and main comparisons made between high and

low categories. High Enrollment/F.S.E. Grouping Counties had from 1,003

to 2,143 members; Medium Counties had 727 to 1,001 members per F.S.E.:

and Low Counties had from 315 to 720 members per F.S.E.

I. MAJOR FINDINGS

Major findings were classified and presented under headings related
to the specific objectives of the study.

Use of the 4-H Enrollment Cards for Senior, Junior High, Junior, and
Explorer 4-H Members by Agents in High, Medium, and Low Enrollment/F.S.E.
Groupings

Regarding Appropriate Items on 4-H Enrollment Cards.

1. Ninety-eight percent of Tennessee 4-H Youth Staffs made use of
the State 4-H Enrollment Card. Eighty percent of the staffs used "all"
portions of the cards; while 18 percent used only parts of the cards.
Use of various portions of the Enrollment Cards was related to the Enroll-
ment/F.S.E. Grouping; 26 percent of the Low Enrollment/F.S.E. Grouping
used "only portions" of the card while only 16 percent of the High
Enrollment/F.S.E. Grouping used "only portions."

2. Items found useful and/or needed by all county staffs included
Name, Address, Telephone Number, Age, School, Parents' Name, Projects,
Sex, Club Name, Activities, Number of Years in 4-H and Place of Residence.
Other items not termed useful by a majority of staffs, but found to be
useful by some, included Address Aperture, Senior opportunities listed
separately, Present 4-H office held, Parent's occupation, and Birthday.

3. Medium Enrollment/F.S.E. Staffs made more use of the Address
Aperture on Senior, Junior High, Junior, and Explorer Cards than did those
in either High or Low Counties. High Enrollment/F.S.E. Counties made more
use of the Address Aperture on Junior High and Junior Cards than did the
Low Enrollment/F.S.E. Grouping.

4. Those in the Low Enrollment/F.S.E. Grouping expressed a greater need for Place of Residence on Senior, Junior High, and Junior Enrollment Cards than those in the High Enrollment/F.S.E. Grouping.

Regarding use of the Keysort Coding Feature and Individuals Assisting with Punching of Enrollment Cards

1. Fifty-nine percent of county staffs reportedly used the Keysort Coding Feature on Senior, Junior High, and Junior Enrollment Cards; while 50 percent of staffs reportedly used this feature on Explorer Enrollment Cards. A higher percent of the staffs in the Low Enrollment/F.S.E. Grouping punched Explorer Cards than those in the High Enrollment/F.S.E. Grouping.

2. In counties using the punch system, Secretaries punched the Enrollment Cards in the largest percent of counties, an average of 74 percent for the four audience cards. A higher percent of counties in the Low Enrollment/F.S.E. Grouping, 86 percent, used Secretaries to punch cards than did counties in the High Grouping, 64 percent. Agents were next with 29 percent punching cards. A lower percent of the Agents, 17 percent, in the Low Enrollment/F.S.E. Grouping punched Enrollment Cards than in the High Enrollment/F.S.E. Grouping, 40 percent. (Averages were made for all four audiences.

3. Fifty-nine percent of the counties punched 4-H Enrollment Cards using an average of 32.4 hours per county to punch the cards. Fewer hours were used in the 64 percent of the Low Enrollment/F.S.E. Grouping Counties to punch cards, 29.1 average hours, than were used in 64 percent of the High Enrollment/F.S.E. Grouping Counties, an average of 3.91 hours per county.

4. Earlier it was assumed that the task of training personnel to punch Enrollment Cards was that of the District Supervisors. Data in this study reveal that only 5 percent of the Agents and 21 percent of Secretaries learned to punch cards from the District Supervisor in Counties using the punch system. More of the Agents and Secretaries in Counties learned to punch cards from (1) the instruction booklet, (2) another Agent, (3) personal experience, hit or miss method, (4) or from another Secretary.

Regarding Filing of 4-H Enrollment Cards. A majority of counties, 79 percent, filed cards by clud, and 38 percent by school. Seven percent filed cards alphabetically, which is the recommended procedure. Counties reportedly grouping cards by club or school to file may have used an alphabetical file system for the club or school but did not so state.

Regarding Distribution of Project Material to 4-H Members

1. Ninety-nine percent of Tennessee county staffs distributed 4-H material to Juniors, Junior Highs and Seniors by using information on the 4-H Enrollment Card.

2. Agents in vast majorities of counties reportedly distributed material at club meetings, an average of 90 percent. Twenty-two percent of counties mailed material to Senior Members; while only 12 percent of counties mailed material to Junior High Members, and only 9 percent mailed material to Junior Members. Explorers, of course, had no need for specific project materials.

Regarding Checking Cards for Accuracy and Marking Necessary
Corrections, Persons Making Corrections and Types of Corrections Made.

1. About one-half, 51 percent, of Tennessee county staffs made
corrections in Enrollment Cards. Higher percents of the High Enrollment
Counties made no corrections on Enrollment Cards than the Low Enrollment
Grouping.

2. In nearly two-thirds of counties making corrections, Agents
and Secretaries each made corrections on 4-H Cards. Agents in a higher
percent of the Low County Grouping, 81 percent, made corrections than in
the High County Grouping, 57 percent. Also, Secretaries in a higher
percent of the Low County Grouping, 81 percent, made corrections than in
the High County Grouping, 29 percent.

3. Corrections were made most often in Address, 90 percent, and
Projects, 29 percent. Also, Activities and Telephone Numbers were
corrected but to a smaller extent, 10 percent each. Higher percents of
staffs in the Low Enrollment/F.S.E. Grouping made corrections in Projects,
50 percent, and Telephone Numbers 19 percent, than in the High Enroll-
ment/F.S.E. Grouping, 7 percent and none, respectively.

Regarding Use of the Address Aperture by Tennessee Counties and
Other Systems used in Addition to or in Place of the Address Aperture
for Mailing Purposes.

1. A majority of Tennessee county staffs, 64 percent, did not use
the Address Aperture on the 4-H Enrollment Card. Thirty-five percent
of the counties did make use of the Address Aperture for mailing.

2. Of staffs not using Address Apertures, one-half addressed letters from the cards, and more than one-third had Mailing Lists. More than two-thirds of counties using the Address Aperture used the Aperture only, and about one-fourth of them also used Mailing Lists.

3. For those counties reportedly using the Address Aperture, 39.8 average hours per county were reportedly spent addressing apertures. Staffs in Low County Enrollment/F.S.E. Grouping Counties spent, on the average, fewer hours addressing cards, 43.2, than those in the High Enrollment/F.S.E. Grouping, 58.9 hours.

Regarding Strong Points of the 4-H Enrollment Card. According to data, 45 percent of county staffs regarded the present 4-H Enrollment Card System as "good" or "adequate." Higher percents of staffs in High, 38 percent, and Medium 56 percent, Enrollment Groupings felt that the Enrollment Card System was "good" or "adequate" than in the Low Grouping, 32 percent.

Regarding Weak Points of the State 4-H Enrollment Card. Several staffs felt there were no weak points in the Enrollment System. Items mentioned most frequently as being weak points were that "new" and "repeat" columns were confusing, projects and activities with no project material should be listed separately, and Address Apertures were messy.

Regarding Other Comments or Suggestions made by Tennessee Extension Staffs about Enrollment Cards. One half, 51 percent, of the staffs made no additional comments about the Enrollment Card. Comments made most often were that project and activity listings should be clearer and that a unit number for projects was needed instead of "new" and "repeat" columns.

Current Enrollment Procedures used by County 4-H Staffs and Comparison
of High versus Low Enrollment/F.S.E. Groupings

Regarding Persons Assisting Members with Enrollment. A majority of
Senior 4-H Members completed 4-H Enrollment Cards themselves; while Junior
High, Junior, and particularly Explorer Members received considerable
assistance in filling out membership cards. Agents gave assistance to
members in a majority of counties; some counties had Teachers also assist-
ing members, and a few also had Adult Leaders assisting. Teachers were
reported assisting more often often in the Low Enrollment/F.S.E. Grouping
than in the High County Enrollment/F.S.E. Grouping.

Regarding Times of the Year 4-H Enrollment was Conducted. A vast
majority of county staffs enrolled 4-H members during the Fall. Some
counties enrolled members All Year. Fewer county staffs in the Low
Enrollment/F.S.E. Grouping reported they enrolled members in the Fall than
staffs in the High Enrollment/F.S.E. Grouping. Inversely, more Low
Enrollment/F.S.E. Counties enrolled members All Year than did High Enroll-
ment Counties.

Regarding 4-H Members at Large and Ways of Enrolling Members at
Large.

1. More counties reported having Senior Members at Large, 36
percent, than Junior High Members at Large, 26 percent, Junior Members
at Large, 15 percent, or Explorer Members at Large, 10 percent. A
majority of counties did not report having Members at Large.

2. Members at Large were primarily enrolled by Personal Contact.
A few others were enrolled by Mail, through Parents or through Leaders.

More High Enrollment/F.S.E. Grouping Counties enrolled Members at Large

in all audience areas than Low Counties. High Counties also used several

more methods more frequently than did counties in the Low Grouping. Mail

and Personal Contact were used in more High Enrollment/F.S.E. Counties

than in Low Enrollment/F.S.E. Counties.

Regarding Methods of Distributing 4-H Enrollment Cards or Forms. In

a vast majority of counties Enrollment Cards or forms were distributed at

club meeting by the Agent and completed by the member during the club

meeting. A few counties also reported cards being distributed by a

Leader at the club meeting and returned to the Leader and/or taken home

by the member and later returned.

Lower percents of Low Enrollment/F.S.E. Counties had Agents delivering

cards or forms than did High Enrollment/F.S.E. Counties.

Regarding Methods Used by 4-H Members to Select Projects and

Activities. Senior 4-H Members were allowed more freedom in choosing

projects and activities than were Junior High and Junior 4-H Members.

Nearly one-half of county staffs allowed Senior Members to choose their own

projects and activities with no limitations as to number of projects

taken. Over three-fourths of counties with Junior High Members and a

vast majority, 92 percent, of counties with Junior Members limited the

number of projects and activities chosen by these members, although they

were allowed to choose their own projects and activities. More staffs in

High Enrollment/F.S.E. Counties allowed members to choose projects and

activities with no limitation than did those in Low Enrollment/F.S.E.

Counties. Inversely, more Low County Enrollment/F.S.E. Staffs limited

Senior in the number of projects taken. More High Grouping Counties had members indicating unit numbers than did Low Grouping Counties.

Regarding Staff Time Used to Enroll 4-H Members in Tennessee Counties. In 98 percent of Tennessee Counties, Agents spent an average of 122.7 hours per county enrolling 4-H members. A majority of counties, 63 percent, also indicated Secretaries spent an average of 49.2 hours per county on 4-H enrollment. Leaders were used by several county staffs, 23 percent, and they spent an average of 16.9 hours per county on enrollment. Program Assistants used an average of 108 hours in 10 percent of Tennessee Counties to enroll 4-H members.

Agents and Secretaries used much less time in Low Enrollment/F.S.E Counties on 4-H enrollment than did Agents and Secretaries in the High Enrollment/F.S.E. Counties.

II. IMPLICATIONS

Some of the implications drawn from the findings included the following: (1) Nearly all counties were using the current 4-H Enrollment Card System and most county staffs were pleased with the current Enrollment System, (2) Most counties were using all portions of the present 4-H State 4-H Enrollment Card, except the Address Aperture, and Higher percents of counties in the High Enrollment Grouping used all portions of the Enrollment Card than did Counties in the Low Enrollment Grouping and (3) Several counties noted confusion in the use of the "new" and "repeat" columns and suggested change of these to a single unit number column.

Also, since majorities of staffs used the Keysort Feature, filed the Enrollment Cards, distributed 4-H project material using the Enrollment Cards, and addressed correspondence either with use of the Address Aperture or typing addresses directly from cards, and corrected information on cards; it is implied that approved procedures, in the main, were being used.

III. RECOMMENDATIONS

For Use of Findings

Continuation of use of the 4-H Enrollment Cards as they are at present is recommended. Further training in the use of the Keysort Feature and the Address Aperture by District Staffs also is recommended. If training does not produce wider, more effective use of the Address Aperture it would seem desirable to consider dropping it.

Certain features which could be improved on the Enrollment Cards are spaces for and codes in Keysort System for county use, rearrangement of project and activity listings, and revision of the "new" and "repeat" columns.

No best procedures were discovered from staff members for enrollment of 4-H members since few differences were found between Low and High Enrollment Grouping Staffs. A staff conference with sharing of most popular ideas or recommendations from State Staff on best considered procedures may prove helpful.

For Further Study

1. A more thorough comparison of the Tennessee 4-H Enrollment System (Keysort) with other state 4-H Enrollment Systems should be made.

2. A more specific study on mailings being sent to 4-H members in terms of use of Address Aperture, mailing procedures, and time expended by Extension Staff members should be done.

3. A study of the relationship between enrollment methods and length of 4-H tenure could be undertaken to try to determine whether various procedures contribute to or deter 4-H membership and re-enrollment.

4. A study should be undertaken of actual cost comparison of the Address Aperture as related to actual use of the Aperture by staff members to see if use warrants additional cost, especially if a more effective use of the Address Aperture is not employed.

5. A study comparing the length of the 4-H Agent service and enrollment procedures might prove helpful for training of new Agents.

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APPENDIXES

TENNESSEE SENIOR 4-H ENROLLMENT CARD

NAME OF LOCAL 4-H CLUB &/OR SCHOOL:

MY NAME IS

MY ADDRESS IS: (STREET & NO OR ROUTE NO.) ZIP CODE NO.

TOWN:

PARENT'S NAME

MY TELEPHONE NUMBER (OR NO WHERE I CAN BE REACHED) IS

PLACE A CHECK IN THE BOX DESCRIBING WHERE YOU LIVE
- FARM
- SUBURBS OF CITY OVER 50,000
- TOWNS UNDER 10,000 & OPEN COUNTRY
- CENTRAL CITY OVER 50,000
- TOWNS & CITIES 10,000 TO 50,000

NO YEARS IN 4-H CLUB WORK? _____ YRS.

BOY   GIRL   AGE _____ YRS.

GRADE:

NO	PROJECT OR ACTIVITY	NO	PROJECT OR ACTIVITY
1	ANIMAL SCIENCE	34	PHOTOGRAPHY
2	BEEF	35	PLANT SCIENCE
3	BEEF SHOW	36	CONSERVATION
4	DAIRY	37	CORN
5	DAIRY SHOW	38	COTTON
6	DOG CARE	39	FORESTRY
7	HORSE	40	GARDEN
8	HORSE SHOW	41	HOME GROUNDS
9	POULTRY	42	SOYBEANS
10	POULTRY SHOW	43	TOBACCO
11	SHEEP	44	PUBLIC SPEAKING
12	LAMB SHOW	45	RECREATION
13	SWINE	46	SAFETY
14	SWINE SHOW	47	SMALL ENGINE
15	ART & CRAFTS	48	TRACTOR
16	AUTOMOTIVE	49	WILDLIFE
17	BEEKEEPING	50	WOODWORKING
18	BICYCLE (LEADER)		JUDGING TEAMS
19	BREAD	51	CLOTHING
20	CITIZENSHIP	52	CROP
21	CLOTHING	53	DAIRY
22	DRESS REVUE	54	DAIRY PRODUCTS
23	DAIRY FOODS	55	FOOD NUTRITION
24	ECONOMICS	56	FORESTRY
25	ELECTRIC	57	HOME IMPROV. & CRAFTS
26	ENTOMOLOGY	58	LAND
27	FOOD-NUTRITION	59	LIVESTOCK
28	FOOD PRESERVATION	60	POULTRY
29	HEALTH		OTHER ACTIVITIES
30	HOME IMPROVEMENT	61	CAMP
31	LEADERSHIP (TEEN)	63	SHARE-THE-FUN
32	MANAGEMENT		
33	PERSONAL DEVELOPMENT		

INSTRUCTIONS: CHECK EACH PROJECT OR ACTIVITY IN WHICH YOU ARE ENROLLING BY MAKING A CHECK "✓" IN THE SQUARE FOLLOWING IT. PUT A CHECK "✓" UNDER N (NEW) IF THIS IS THE FIRST TIME YOU HAVE ENROLLED IN THIS ITEM. PUT A CHECK "✓" UNDER R (REPEAT) IF YOU HAVE EVER TAKEN THIS ITEM BEFORE.

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TENNESSEE JUNIOR HIGH 4-H ENROLLMENT CARD

NO	PROJECT OR ACTIVITY	NO	PROJECT OR ACTIVITY
1	ANIMAL SCIENCE	35	PLANT SCIENCE
2	BEEF	36	CONSERVATION
3	BEEF SHOW	37	CORN
4	DAIRY	38	COTTON
5	DAIRY SHOW	39	FORESTRY
6	DOG CARE	40	GARDEN
7	HORSE	41	HOME GROUNDS
8	HORSE SHOW	42	SOYBEANS
9	POULTRY	43	TOBACCO
10	POULTRY SHOW	44	PUBLIC SPEAKING
11	SHEEP	46	SAFETY
12	LAMB SHOW	47	SMALL ENGINE
13	SWINE	48	TRACTOR
14	SWINE SHOW	49	WILDLIFE
15	ART & CRAFTS	50	WOODWORKING
17	BEEKEEPING		**JUDGING TEAMS**
18	BICYCLE (LEADER)	51	CLOTHING
19	BREAD	52	CROP
21	CLOTHING	53	DAIRY
22	DRESS REVUE	54	DAIRY PRODUCTS
23	DAIRY FOODS	55	FOOD NUTRITION
25	ELECTRIC	56	FORESTRY
26	ENTOMOLOGY	57	HOME IMPROV & CRAFTS
27	FOOD NUTRITION	58	LAND
28	FOOD PRESERVATION	59	LIVESTOCK
29	HEALTH	60	POULTRY
30	HOME IMPROVEMENT		**OTHER ACTIVITIES**
31	LEADERSHIP (JUNIOR)	61	CAMP
32	MANAGEMENT	62	OUTDOOR MEAT COOKERY
34	PHOTOGRAPHY	63	SHARE THE FUN

INSTRUCTIONS: CHECK EACH PROJECT OR ACTIVITY IN WHICH YOU ARE ENROLLING BY MAKING A CHECK "✓" IN THE SQUARE FOLLOWING IT PUT A CHECK "✓" UNDER N (NEW) IF THIS IS THE FIRST TIME YOU HAVE ENROLLED IN THIS ITEM PUT A CHECK "✓" UNDER R (REPEAT) IF YOU HAVE EVER TAKEN THIS ITEM BEFORE.

NAME OF LOCAL 4-H CLUB &/OR SCHOOL

MY NAME IS

MY ADDRESS IS (STREET & NO OR ROUTE NO) ZIP CODE NO.

TOWN

PARENT'S NAME

PLACE A CHECK IN THE BOX DESCRIBING WHERE YOU LIVE
FARM
SUBURBS OF CITY OVER 50,000
TOWNS UNDER 10,000 & OPEN COUNTRY
CENTRAL CITY, OVER 50,000
TOWNS & CITIES 10,000 TO 50,000

BOY
GIRL
NO YEARS IN 4-H CLUB WORK?
AGE ___ YRS
___ YRS

MY TELEPHONE NUMBER (OR NO WHERE I CAN BE REACHED) IS

TENNESSEE JUNIOR 4-H ENROLLMENT CARD

NAME OR LOCAL 4-H CLUB & /OR SCHOOL

GRADE

MY NAME IS

MY ADDRESS IS
(STREET & NO OR ROUTE NO)

ZIP CODE NO

TOWN

PARENT'S NAME

PLACE A CHECK IN THE BOX DESCRIBING WHERE YOU LIVE

FARM
TOWNS UNDER 10,000 & OPEN COUNTRY
TOWNS & CITIES 10,000 TO 50,000
SUBURBS OF CITY OVER 50,000
CENTRAL CITY OVER 50,000

BOY
GIRL

NO YEARS IN 4-H CLUB WORK?

AGE

MY TELEPHONE NUMBER (OR NO WHERE I CAN BE REACHED) IS:

YRS

YRS

NO	PROJECT OR ACTIVITY	CHECK N R	NO	PROJECT OR ACTIVITY	CHECK N R
1	ANIMAL SCIENCE		29	HEALTH	
2	BEEF		30	HOME IMPROVEMENT	
3	BEEF SHOW		32	MANAGEMENT	
4	DAIRY		34	PHOTOGRAPHY	
5	DAIRY SHOW		35	PLANT SCIENCE	
6	DOG CARE		36	CONSERVATION	
7	HORSE		37	CORN	
8	HORSE SHOW		38	COTTON	
9	POULTRY (CHICKENS)		39	FORESTRY	
10	POULTRY SHOW		40	GARDEN	
11	SHEEP		41	HOME GROUNDS	
12	LAMB SHOW		42	SOYBEANS	
13	SWINE (HOGS)		43	TOBACCO	
14	SWINE SHOW		44	PUBLIC SPEAKING	
15	ART & CRAFTS		46	SAFETY	
17	BEEKEEPING		47	SMALL ENGINE	
18	BICYCLE		48	TRACTOR	
19	BREAD		49	WILDLIFE	
21	CLOTHING (SEWING)		50	WOODWORKING	
22	DRESS REVUE			OTHER ACTIVITIES	
23	DAIRY FOODS		61	CAMP	
25	ELECTRIC		63	SHARE-THE-FUN	
26	ENTOMOLOGY (INSECTS)				
27	FOOD NUTRITION (COOKING)				
28	FOOD PRESERVATION				

INSTRUCTIONS: CHECK EACH PROJECT OR ACTIVITY IN WHICH YOU ARE ENROLLING BY MAKING A CHECK "✓" IN THE SQUARE FOLLOWING IT PUT A CHECK "✓" UNDER N (NEW) IF THIS IS THE FIRST TIME YOU HAVE ENROLLED IN THIS ITEM PUT A CHECK "✓" UNDER R (REPEAT) IF YOU HAVE EVER TAKEN THIS ITEM BEFORE

TENNESSEE 4-H EXPLORER ENROLLMENT CARD

NAME OF
LOCAL 4-H CLUB

MY NAME IS

SCHOOL

MY ADDRESS IS

(STREET & NO. OR ROUTE NO.)

(TOWN)

ZIP CODE
NO.

MY TELEPHONE NUMBER (OR NO.
WHERE I CAN BE REACHED) IS:

PARENT'S
NAME

BOY ☐
GIRL ☐
AGE _____ YRS.

PLACE A CHECK IN THE BOX
DESCRIBING WHERE YOU LIVE:

FARM ☐

TOWNS UNDER 10,000
& OPEN COUNTRY ☐

TOWN & CITIES
10,000 TO 50,000 ☐

SUBURBS OR
CITY OVER 50,000 ☐

CENTRAL CITY
OVER 50,000 ☐

SUB | TOWN | TOWN | FARM
10-50 OF CO

OFFICERS — 4 2 1 — BOY

GRADE LEVEL

ALPHA NAME

NO. OF YEARS IN 4-H

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APPENDIX E

Table A-I. Tennessee Counties Grouped by Total Enrollment per Full-
time Staff Equivalent, FY 1977

County	F.S.E. Program Assistants and Agents assigned	Total Enrollment 1977	4-H Members per F.S.E.
High Enrollment F.S.E.			
Cheatham	.9	1929	2143
Rutherford	2.5	4213	2106
Washington	2	3834	1917
Scott	1	1816	1816
Bradley	2	3290	1645
Hawkins	2	2912	1456
Wilson	2.5	2673	1336
Chester	.75	986	1315
Jefferson	1.5	1947	1298
Campbell	2	2519	1297
Gibson	2	1887	1258
Carter	2.	1951	1188
Claiborne	1.5	1769	1179
Dickson	1.65	1951	1188
McNairy	1.5	1769	1179
McMinn	2	2283	1141
Montgomery	2	3385	1128
Williamson	2.8	3159	1128
Blount	2	2229	1115
Anderson	2	2152	1076
Davidson	10	10706	1970
Unicoi	1	1068	1068
Marion	1.5	1598	1065
Monroe	2	2124	1062
Fayette	2	2071	1035
Morgan	1.4	1446	1033
Putnam	2	2049	1024
Lawrence	2	2030	1015
Robertson	2.2	2212	1005
Madison	2	2010	1005
Hardin	1.4	1404	1003

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Table A-I Cont'd

County	F.S.E. Program Assistants and Agents assigned	Total Enrollment 1977	4-H Members per F.S.E.
Medium Enrollment F.S.E.			
Sevier	1.5	1502	1001
Carroll	2	1998	999
Cocke	1.5	1493	995
Grainger	1.5	1480	987
Shelby	9.3	9147	983
Sumner	5	4892	978
Benton	1.25	1200	960
Cumberland	2	1918	959
Crockett	1.5	1427	951
Fentress	1.5	1422	948
Hardeman	2	1894	947
Greene	2	1827	936
Overton	1.5	1393	929
Loudon	1.5	1333	889
White	2	1767	883
Roane	2	1719	859
Franklin	2	1715	857
Lauderdale	1.5	1264	843
Houston	1.5	754	858
Wayne	1.5	1251	834
Marshall	1.5	1209	806
Henry	2	1604	802
Weakley	2	1588	794
Jackson	1	793	793
Warren	2	1571	785
Stewart	.9	706	784
Hancock	1	783	783
Hamilton	6	4683	784
Humphreys	2	1524	780
Dyer	2	1518	759
Obion	2	1478	739
Union	1	738	738
Bedford	1.8	1308	727
Low Enrollment F.S.E.			
Polk	1.5	1080	720
Henderson	2	1412	706
Macon	2	1408	704

Table A-I Cont'd

County	F.S.E. Program Assistants and Agents assigned	Total Enrollment 1977	4-H Members per F.S.E.
Meigs	1	655	655
Grundy	1.75	1132	647
Decatur	1.75	1104	631
Johnson	1.5	934	623
Rhea	2	1235	617
Sullivan	6	3645	607
Haywood	2	1200	600
Trousdale	1	596	596
Lincoln	2	1181	590
Giles	2	1168	584
Cannon	1.5	862	575
Lewis	1	574	574
Maury	2.5	1415	566
Smith	2	1111	555
Coffee	2	1083	541
DeKalb	2	1074	537
Knox	6	3201	533
Clay	1.5	774	516
Hickman	2	968	484
Van Buren	.9	434	482
Tipton	1.5	682	455
Hamblen	2.5	1119	448
Sequatchie	1	399	399
Bledsoe	1.75	683	390
Pickett	1	378	378
Moore	.8	296	370
Perry	1.5	473	315

County _____   District _____

UNIVERSITY OF TENNESSEE

AGRICULTURAL EXTENSION SERVICE

A STUDY OF 4-H ENROLLMENT CARDS AND ENROLLMENT
PROCEDURES USED IN TENNESSEE

Please take a few minutes of your time to answer the following questions concerning your county 4-H enrollment procedures.

This information is being gathered as a basis for determining future enrollment procedures in the State of Tennessee. Thank you in advance for your help in completing this survey. All agents doing 4-H work should contribute to completing this questionnaire.

Please select an answer which best represents your county situation in 1977.

1. Number of staff members assigned to youth program in your county in 1977. _____

2. Number of full time staff equivalents assigned to the youth program in your county. (F.S.E. in defined as the total percent of staff members assigned to youth work divided by 100.) _____

3. How was enrollment of 4-H members conducted in your county in 1977?

    _____ a. State 4-H cards were used, all areas of the card were used. (If this is checked move to question 5.)

    _____ b. State 4-H cards were used, but only a portion of the card was filled out. (If this is checked, please proceed to question 4.)

    _____ c. The state 4-H card was not used.
    If state enrollment cards were not used please indicate what method was used to enroll 4-H members.

    _____

    _____

    If you have your own form for enrollment please enclose a copy with this questionnaire.

    (If this is checked proceed to question 6.)

4. If portions of the state enrollment card were used, please check items used in 1977 on the various enrollment cards in your county.

Item listed on enrollment card	Senior	Jr. High	Junior	Explorer
Name				
Club Name				
School				
Address				
Parent's Name				
Age				
Place of Residence				
Number of years in 4-H work				
Projects				
Activities				
Address aperture				
Telephone Number				
Sex				

5. If all or portions of the enrollment cards were used in 1977, please check items on enrollment cards you feel are useful and needed.

Items listed on cards in 1977	Senior	Jr. High	Junior	Explorer
Name				
Club Name				
School				
Address				
Parent's Name				
Age				
Place of Residence				
Number of years in 4-H work				
Projects				
Activities				
Address Aperture				
Telephone Number				
Sex				
Items needed from former years				
Present 4-H Office Held				
Senior Opportunities Listed Separately				
Parent's Occupation				

Please answer the following questions in relation to the enrollment system you used in 1977. Please check for each audience.

6. Who helped members complete cards? (Please check once for each audience.)

	Exp.	Jr.	Jr. Hi.	Sr.
a. Members completed cards themselves.				
b. Members were assisted by parents.				
c. Members were assisted by teachers.				
d. Members were assisted by agents.				
e. Members were assisted by adult leaders.				
f. Members were assisted by junior or teen leaders.				
g. A combination of above was used. If so, who assisted members. _____				

_____

7. At what time(s) of the year was enrollment done?

	Exp.	Jr.	Jr. Hi.	Sr.
a. Fall (Sept., Oct., Nov.)				
b. Winter (Dec., Jan., Feb.)				
c. (March, April, May)				
d. Summer (June, July, Aug.)				
e. All year				
f. Other (Please specify) _____				

8. Did you have 4-H members at large? If so, how were they enrolled?

	Exp.	Jr.	Jr. Hi.	Sr.
a. No, we did not have 4-H members at large.				
b. Yes, we did have 4-H members at large.				
(1) Enrolled by mail				
(2) Personal contact, office or home visit				
(3) Through parents				
(4) Through leaders				
(5) Other (please specify) _____				

9. How were 4-H enrollment cards distributed?

	Exp.	Jr.	Jr. Hi.	Sr.
a. Delivered at club and filled out during a club meeting (through agents).				
b. By mail and member asked to return card.				
c. Through leaders to members at club meetings.				
d. Taken home by member and returned at the following club meeting.				
e. Other (please specify) _____				

10. Did you use the punch system (keysort code on 4-H enrollment cards? If so, who punches the cards? How were they trained? How much time is used to punch and address cards?

a. No, we did not use the punched system.
a. Yes, we did use the punch system.

	Exp.	Jr.	Jr. Hi.	Sr.

(1) If cards were punched, who punched them?
   (a) Adult leaders
   (b) Junior and teen leaders
   (c) Agents
   (d) Secretaries
   (e) Other (please specify) _____

	Exp.	Jr.	Jr. Hi.	Sr.

(2) How were people who punched cards trained? Check principle method by which each group of people was trained. Check for each group used in your county.

	Adult Leader	Teen Leader	Agent	Secretary	Other
a. Taught by District Supervisor					
b. By personal experience, hit or miss					
c. Taught by secretary					
d. Taught by agent					
e. Learned from instruction book					
f. Taught by leader (adult)					
g. Other (please specify)					

(3) About how many person hours (i.e., agent, leader, secretary, other) were devoted in 1977 to punching cards?

_____

(4) About how many person hours (i.e., agent, leader, secretary, other) were devoted in 1977 to typing addresses on card apertures?

_____

11. How were cards or enrollment forms filed in 1977? Check one.

_____ a. Cards were not used.
_____ b. Cards were not filed.
_____ c. Cards were filed alphabetically.
_____ d. Cards were filed by schools.
_____ e. Cards were filed by community.
_____ f. Cards were filed by club.
_____ g. Other (please specify)

_____

12. How were <u>projects</u> and <u>activities</u> selected in 1977? (More than one answer may be designated.)

	Jr.	Jr. Hi.	Sr.

   a. Members chose and checked projects and activities.
   b. Member selected the project/activity in which he enrolled and the unit number.
   c. Member did not choose the project--a county or club project was selected by agent or leader.
   d. Projects and activities were chosen by member but he was limited in the number of projects and activities he could choose.
   e. Projects and activities were chosen by member and he was not limited in his choice.
   f. Other (please specify) _____

13. Did you <u>use</u> enrollment cards or forms as a general basis <u>for distrib-uting project</u> and other <u>material</u>? If so, <u>how</u>?

	Jr.	Jr. Hi.	Sr.

   a. No, we did not use cards to distribute material.
   b. Yes, we used cards as a basis for distributing material as follows:
      (1) Project material was distributed at club meetings by agent.
      (2) Project material was distributed at club meeting by leader.
      (3) Project material was mailed out.
      (4) Other (please specify) _____

14. Please estimate approximately how much <u>staff time</u> was required to enroll members during 1977? (i.e., Time used to fill out cards, distribute project materials, fill project orders, etc.)

   _____ Hours of Extension Agent's time
   _____ Hours of Secretarial time
   _____ Hours of Leader's time
   _____ Hours of Program Assistant's time

15. How many different <u>pieces of mail</u> would you estimate went to 4-H members during 1977?

   _____

16. Were <u>corrections</u> made in information on enrollment cards or forms in 1977? If so, <u>what corrections</u> were made? <u>Who</u> made them?

    a. No corrections were made   _____
    b. Yes, corrections were made   _____
        (1) What corrections were made? _____
        (2) Who made them?
            (a) Agents   _____
            (b) Secretaries   _____
            (c) Leaders   _____
            (d) All of the above   _____
            (e) Other (please specify)   _____

17. Were apertures ever (i.e., address windows) used for mailing purposes?

    a. Yes, apertures were used
    b. No, apertures were not used
        The following system was used in addition to or instead of apertures.
        (1) Secretary addressed letters from mailing lists.   _____
        (2) Addresses were typed from cards.   _____
        (3) Addressograph was used.   _____
        (4) Other (please specify)   _____

18. What are the strong points about the present enrollment system you feel should be continued?

19. What are the weak points about the present enrollment system you feel should be changed?

20. What other comments or suggestions do you have regarding ways to improve enrollment cards and/or procedures?

Agent Completing Survey _____ Date _____

VITA

Wanda Hollon Helvey Erwin, daugher of Mr. and Mrs. Alfred Warren Helvey, was born in Johnson City, Tennessee, November 12, 1946. She attended Carter County Schools and was graduated from Happy Valley High School in 1964. She graduated from East Tennessee State University in 1968 with a major in Home Economics.

She was employed as Extension Agent, 4-H in Washington County, Virginia, in January 1969. In 1970 she was married to Charles William Erwin and returned to Johnson City, Tennessee. After brief employment with the Carter County Education System she accepted the position of Assistant Extension Agent with the Tennessee Agricultural Extension Service in Washington County, Tennessee, October 1970 and has been a staff member of the Extension Service since that date. She became Associate Extension Agent in July 1977.