

4-H Interstate Exchange Database

Issue/Opportunity: Responsibility for management of the national online 4-H Interstate Exchange Database (<http://exchanges.ces.ncsu.edu>) needs to return to the national level and function under the auspices of a national 4-H entity (or cease to exist).

Background: Some years back NAE4-HA annually published a written directory of interstate exchange opportunities. As a static document, it was out-of-date before it was even off the press.

The National 4-H Youth Technology Leadership Team took on the challenge to develop an online database that would allow counties to submit a digital exchange ad anytime throughout the year, and the ability to remove the ad when they found an exchange. The CYFERnet Technology Team supervised and hosted the work of the National 4-H Youth Technology Leadership Team. When the 4-H Tech Team was disbanded, CYFERnet Technology continued to support the Exchange site. The site is currently hosted at: <http://exchanges.ces.ncsu.edu/>

With the ending of the CYFERnet Technology project, maintenance of the database no longer has a national home. (The CYFAR PD & TA project goals do not include the youth technology goals that were written into the CYFERnet Technology grant.) The University of Minnesota Extension Center for Youth Development and North Carolina Cooperative Extension Information Technology agreed to temporarily support the Interstate Exchange database with the understanding that responsibility would be returned to a national 4-H entity such as NAE4-HA, National 4-H Council or NIFA Institute for Youth, Family & Community Division of Youth & 4-H.

Minnesota is managing the site: responding to ads submitted, confirming that the person submitting the ad is County 4-H Program staff or a screened adult volunteer authorized to coordinate a 4-H exchange program on behalf of the County 4-H program and that the ad as submitted is approved for posting. There are about 70 – 100 ads posted per year. Overall staff effort commitment is roughly .02 FTE.

North Carolina is hosting the site as a service to the national 4-H system, but it is a legacy database (the code is not being updated). At some point in the not too distant future it would make sense to transition the database to a site that will actively maintain it (or have conversations with NC about their ongoing maintenance of it; best NC IT contact would be Rhonda Conlon). The database is written in php and ideally would be hosted at an organization using php who could update the code as part of their usual site maintenance.

Timeline: Transition responsibility and management of the database by the end of July, 2015.

What This Would Involve:


- Identify entity and person to serve as Manager.
- Have new Manager establish eXtension account if do not have one.
- Ask NC IT to change the Admin rights on the site to the new Manager (rewrite code to list new email address, new login name).
- Ask NC IT to change website to indicate entity responsible for the project.

Current Ad Submission / Approval / Management Process

- 1) County 4-H staff or volunteer enter exchange ad information online (<http://exchanges.ces.ncsu.edu/>) and press submit. (The ad is not visible in the database by the public unless/until it is approved.)
- 2) New ad submissions are automatically forwarded to an email address for the database Manager to handle:

New Exchange Ad Awaiting Approval

Inbox x

 **4-H Exchange Site** <webmaster@ces.ncsu.edu>
to me ▾

Mar 8 (10 days ago)

The new Ad:


<http://exchanges.ces.ncsu.edu/adByID.php?id=776a771a69eca4675a4e577747be0a099a2a5c5e>

- 3) The Manager clicks on the link in the email to see the ad, identifying the individual, county and state submitting the ad. The Manager then goes online to locate the county 4-H website to (a) confirm that the individual & email address belong to a 4-H educator from that county, & emails that educator requesting confirmation that they submitted the ad OR (b) identify the 4-H educator and/or county director and email them a copy of the ad requesting confirmation:

4-H Interstate Exchange Ad

Inbox x



 **Trudy Dunham** <dunha003@umn.edu>
to Milan, Rebecca, Joshua ▾

Feb 19 ☆



Hi. A person has submitted an ad for a 4-H Interstate Exchange. The University of Minnesota Extension Center for Youth Development and North Carolina State University Extension IT maintain the 4-H Interstate Exchange database (<http://exchanges.ces.ncsu.edu/>) but we only post ads by the County 4-H staff or by screened adult volunteers who have explicit authority from their County 4-H Program to coordinate an exchange for the County 4-H program.

Please review the proposed ad below and let me know if the person is a screened adult volunteer, authorized to coordinate a 4-H exchange program in your behalf, and that you approve the ad as submitted:

State: Minnesota

County: Wilkin

Contact: Pam Hendrickson, rhendrickson@rothsay.us

Preferred Travel Date: June 05, 2015—August 10, 2016

Will Host: Yes

Preferred Host Date: June 03, 2016—August 22, 2016




Number of Participants: 10-15

Ages of Participants: 12-18

Additional Comments: Wilkin County is located on the border of Minnesota, North Dakota and South Dakota. We are situated on prairie land in the rich Red River Valley at the headwaters of the great Red River of the North. Most of our youth live in rural communities or on farms. Recently, we have enjoyed hosting and traveling to Missouri as well as, Pennsylvania, California and West Virginia. We keep our guests busy with canoeing, camping or a visit to the Mall of America and a tour of our State Capital. We also visit the headwaters of the mighty Mississippi River in Itasca, Minnesota's oldest state park, as well as plan a day of water activities on one of Minnesota's 10,000 lakes and a visit to a working farm. We plan our activities as a group and include a

There are several states that do not list 4-H staff on their websites. If it isn't clear who to ask for confirmation, the email request is sent to the state 4-H director.

- 4) Generally the ads are submitted with 4-H approval and when so notified the Manager will click to approve automatic posting of the ad in the online database and it will be visible to the public. If it is not approved, the Manager can delete the ad or make changes to it. (The most common requests for changes are the contact person, travel date or correction of a typo.) If a major rewrite is needed, the Manager can just delete the ad as submitted and have the County 4-H educator submit a new ad.
- 5) If the Manager has not heard back after about 3 weeks, the email is re-sent indicating that the ad will be deleted if the county does not approve it within the next week.
- 6) Throughout the year, the Manager will receive an email from a county indicating that a county has made an exchange match and requesting that the ad be removed. The Manager can access to the database (the Manager's eXtension login is set up with admin rights) which enables the Manager to see a listing of all ads, their current status, and to delete ads.

Status	Commands	State	County	Name	Email	Travel Start	Travel End	Will Host	Host Start	Host End	Participants	Age Range	Comments	Last Updated
✓	 	AZ	Mohave	Linda Olson	burf72@gmail.com	2015-07-01	2015-08-10	1	2016-07-01	2016-08-10	5-10	14-18	Do you want to come to Mo...	2014-10-13 11:07:35
✓	 	CA	Stanislaus	Jolene Thompson	joleneonthego@fire2wire.com	2015-06-04	2015-06-14	1	2016-06-01	2016-06-14	20-30	14-19	Stanislaus County is loca...	2014-11-05 15:44:55
✓	 	CO	ROUTT	SHARI YEAGER	SLYEAGER80@HOTMAIL.COM	2015-06-20	2015-08-02	1	2016-06-20	2016-08-02	10-20	13-18	WE ARE LOCATED IN THE NOR...	2013-11-15 16:21:24
✓	 	DE	Kent	Doug Crouse	dcrouse@udel.edu	2016-06-28	2016-08-14	1	2015-06-28	2015-08-14	18-18	14-18	Our 4-H group is always f...	2014-10-02 17:16:21

- 7) Around October 1, the contact persons listed in the ad are emailed and told that ads requesting to host or travel in the current year (e.g., 2015) will be deleted on December 1 and they should resubmit their ad with new dates if they want to schedule an exchange in the coming year. This gives them two months to copy their ad content and seek approval from their county office. If a new ad is submitted, the Manager re-contacts the County 4-H authority for confirmation of the ad even if it is the same person, contact information and ad text as the previous year.
- 8) The Manager receives the occasional email requesting information on how to structure a good exchange program or why no one accepted their exchange. We explain we only host the database and suggest they contact several of the posted ad contacts and ask them for advice.
- 9) CYFERnet Technology used to market the service via its website and the occasional email to listservs. This has not happened since 2013. Marketing to increase awareness of the service would be another task for the Manager or entity to take on.