

## Instructional sheet for the

### District Journey to Excellence Spreadsheet

Using the Data Entry Sheet in the workbook, locate the green box in upper left hand corner:

Please fill in all information. Most all districts re-charter in December of 2011, so the current re-charter year is 2011 and your previous re-charter year is 2010. **This instructional form is assuming a district charter renewal of December.** If your district re-charters in a different month, substitute that month with December. The current # of members cell F11 will self populate once you enter the data below.

#### Criterion 1 Performance Achievements for Units

Line 1, G17 – “Number of units at the end of 2010” - enter the number of units that the district had as of 12/31/2010.

Line 2, G18 – “Number of units earning at least bronze in JTE in 2011” – enter the total number of units that earned bronze, silver or gold level of JTE during 2011. If you have units re-chartering after the first of January, count them if they earned the Centennial Quality Unit award in 2010. There is no report available to keep count of JTE achieving units in 2011, so you’ll have to keep track of this by hand on your own this year.

Line 3, G19 – “Number of units at the end of 2011” – enter the total number of units in the district as of December 31, 2011.

#### Criterion 2 Retention

Line 1, G21 – “Number of traditional members at end of 2010” – enter the total traditional members in the district as of December 31, 2010.

Line 2, G22 – “Number of traditional members at end of 2011” – enter the total traditional members in the district as of December 31, 2011.

Line 3, G23 – “Retention percentage from year 2010” – enter the district’s retention percentage from the end of last year. If it’s December 2011, what was the retention percentage in 2010. You can get this percentage from your council’s registration reports.

Line 4, G24 – “Retention percentage from year 2011” – enter the district’s retention percentage from the end of this year. You can get this percentage from your council’s registration reports.

Line 5, G25 – “Number of new traditional members during 2011” – enter the number of total new traditional youth members who joined at any time during the past charter year. You can get this number from your council’s registration reports.

#### Criterion 3 Membership (Including Exploring)

Line 1, G27 – “District has Membership Chairman” - click on the cell, and then click on the down arrow. Pick **yes** if the district has an active membership chairman, click **no** if it does not.

Line 2, G28 – “District developed membership growth plan” – click on the cell, and then click on the down arrow. Pick **yes** if the district has a written membership growth plan, click **no** if it does not.

Line 3, G29 – “Number of Explorers at the end of 2010” – enter the number of explorers registered in the district as of the end of the past charter year. You can get this number you’re your council’s registration reports.

Line 4, G30 – “Number of Explorers at the end of 2011” – enter the number of explorers registered in the district as of the end of the current charter year. You can get this number you’re your council’s registration reports.

Line 5, G31 – “Market share at the end of 2010” – enter the market share as of the end of last year. You can get this number from your council’s registration reports.

Line 6, G32 – “Market share at the end of 2011” - enter the market share as of the end of this year. You can get this number from your council’s registration reports.

#### Criterion 4 Finance

Line 1, G34 – “District finance goal for 2011” – enter the district’s finance goal as determined by the district and council management at the start of 2011.

Line 2, G35 – “District finance achieved during 2011” – enter the dollar amount of money raised towards the district’s 2011 finance goal.

#### Criterion 5 Training

Line 1, G37 – “Number of direct contact leaders at the end of 2011” - enter the total number of direct contact leaders registered as of the end of this charter year. You can get this number you’re your council’s registration reports.

Line 2, G38 – “Number of direct contact leaders trained at the end of 2011” – enter the total number of direct contact leaders trained as of the end of this charter year. You can get this number from your council’s registration reports.

Line 3, G39 – “Percent of direct contact leaders trained at the end of 2010” – enter the percentage of direct contact leaders trained at the end of last year. You can get this number you’re your council’s registration reports.

#### Criterion 6 Unit Service

Line 1, G41 – “Number of units which received 6 visits/contacts during 2011” – enter the number of units that were contacted by a commissioner at least 6 times during the past year.

Line 5, G42 – “Were all of these visits/contacts entered into UVTS 2.0?” - click on the cell, and then click on the down arrow. Pick **yes** if all of the visits/contacts were entered into the UVTS system, click **no** if they weren’t.

#### Criterion 7 Advancement

Line 1, G44 – “Number of Cub Scouts at the end of 2011” – enter the total number of cub scouts as of the end of this charter year.

Line 2, G45 – “Number of Cub Scouts advancing during 2011?” – enter the number of different cub scouts who advanced at least one rank during the past 12 months. This number is not available on any BSA reports. Go to [www.scouting.org/jte](http://www.scouting.org/jte) and use the ‘Advancement Spreadsheet’ found in the box towards the top on the right to find your district’s percentage.

Line 3, G46 – “Number of Boy Scouts at the end of 2011” – enter the total number of boy scouts as of the end of this charter year.

Line 4, G47 – “Number of Boy Scouts advancing during 2011?” – enter the number of different boy scouts who advanced at least one rank during the past 12 months. This number is not available on any BSA reports. Go to [www.scouting.org/jte](http://www.scouting.org/jte) and use the ‘Advancement Spreadsheet’ found in the box towards the top on the right to find your district’s percentage.

Line 5, G48 – “Number of youth advancing during 2010” – enter the total number of different youth who advanced at least one rank during 2010. This number is not available on any BSA reports. Go to [www.scouting.org/jte](http://www.scouting.org/jte) and use the ‘Advancement Spreadsheet’ found in the box towards the top on the right to find your district’s percentage.

### Criterion 8 Camping

Line 1, G50 – “Number of cub scouts at day camp or resident camp during 2010” – enter the number of different cub scouts who attended day camp or resident camp last year, 2010.

Line 2, G51 – “Number of cub scouts at day camp or resident camp during 2011” – enter the number of different cub scouts who attended day camp or resident camp this year, 2011.

Line 3, G52 – “Number of boy scouts at long term camp during 2010” - enter the number of different boy scouts who attended a long term (at least 3 days and 3 nights) summer camp last year, 2010. A high adventure camp, jamboree, or serving on summer camp staff applies.

Line 4, G53 – “Number of boy scouts at long term camp during 2011” - enter the number of different boy scouts who attended a long term (at least 3 days and 3 nights) summer camp this year, 2011. A high adventure camp, jamboree, or serving on summer camp staff applies.

Line 5, G54 – “Total number of Cub Scouts as of 6-30-2011” – enter the total number of cub scouts that were registered as of June 30, 2011 from a council registration report.

Line 6, G55 – “Total number of Boy Scouts as of 6-30-2011” - enter the total number of boy scouts that were registered as of June 30, 2011 from a council registration report.

### Criterion 9 District Leadership

Line 1, G57 – “District Key 3 and Committee completed YPT and orientation/training” - click on the cell, and then click on the down arrow. Pick **yes** if the district Key 3 and all the district committee members have completed YPT and had an orientation or had training for their positions. Pick **no** if they have not completed both sets of trainings.

Line 2, G58 – “New members completed YPT before joining and orientation/training within 6 months” - click on the cell, and then click on the down arrow. Pick **yes** if all new district committee members have completed YPT and had an orientation or had training for their position. Pick **no** if all new members have not been trained.

Line 3, G59 – “District committee members at end of 2011” – enter the total number of district committee members registered in your district as of December 31, 2011. You can get this number from your council’s registration reports.

Line 4, G60 – “New district committee members during 2011” – enter the total number of new district committee members recruited during the past year.

Line 5, G61 – “New district committee members trained at end of 2011” – enter the total number of the new district committee members recruited this year who have been trained.

### Criterion 10 Nominating Committee

Line 1, G63 – “District has a Nominating Committee” - click on the cell, and then click on the down arrow. Pick **yes** if the district has an active Nominating Committee. Pick **no** if it does not.

Line 2, G64 – “Nominating Committee meets year round” - click on the cell, and then click on the down arrow. Pick **yes** if the Nominating Committee meets throughout the year and not just the 3 – 4 months prior to the District’s Annual Meeting. Pick **no** if it does not.

Line 3, G65 – “Nominating Committee follows the publication *Selecting District People*” - click on the cell, and then click on the down arrow. Pick **yes** if the Nominating Committee follows the guidelines set forth in the publication *Selecting District People*. Pick **no** if it does not.

Line 4, G66 – “District has written Succession plan for leaders” - click on the cell, and then click on the down arrow. Pick **yes** if the district has a written plan explaining the succession sequence in the volunteer structure of the district. This could be, to be the District Chair, you must have first served at least \_\_\_ years on the district committee and been a vice chair at least once. Pick **no** if there is no written succession plan.

Line 5, G67 – “District Chair and Commissioner are not registered in any unit” - click on the cell, and then click on the down arrow. Pick **yes** if the district chair and the district commissioner have no registered positions in any unit in the district. This is meant to highlight the importance of these two

positions such that they have no other responsibilities in the district. Pick **no** if they have additional registrations.

Criterion 11 District Committee Meetings

Line 1, G69 – “How many meetings did the district committee have in 2011?” - enter the number of district committee meetings held during the past 12 months.

Line 2, G70 – “Did the district complete the *Self Evaluation Guide for Succession District Operation?*” - click on the cell, and then click on the down arrow. Pick **yes** if the district has reviewed and completed the *Self Evaluation Guide for Successful District Operation*. Pick **no** if it did not.

Criterion 12 Chartered Organization Relationships

Line 1, G72 – “Was the key person in each Chartered Organization visited at least once by a district representative?” - click on the cell, and then click on the down arrow. Pick **yes** if a commissioner, a district committee member, or the district executive has personally visited the head of each chartered organization or their designee during the past year. Pick **no** if all chartered organization did not receive a personal visit within the past year.