

Instructional sheet for the

Ship 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. If your ship re-charters in December of 2011, your current re-charter year is 2011 and your previous re-charter year is 2010. If your ship re-charters in January of 2012, your current re-charter year is 2012 and your previous re-charter year is 2011. The current # of members cell will self populate once you enter the data below.

Criterion 1 Activities

Line 1, G18 – “Number of Ship activities (not including normal Ship meetings)” - enter the number of activities that the Ship had that were not normal Ship meetings.

Criterion 2 Building Sea Scouts

Line 1, G20 – “New Sea Scouts that joined and/or transferred in since your last re-charter” - enter the total new Sea Scouts who joined during the year including those who transfer in from another unit.

Line 2, G21 – “Number of Sea Scouts at previous re-charter?” - enter the number of Sea Scouts you started this re-charter year with.

Criterion 3 Retention

Line 1, G23 – “Number of Sea Scouts in the Ship as of this re-charter” - enter the number of youth that you have now and will be turning in to the council service center with your re-charter paperwork.

Line 2, G24 – “Number of new Sea Scouts submitted with this re-charter” – enter the number of new youth with applications that you are turning in with your charter renewal paperwork.

Line 3, G25 – “Number of Sea Scouts that aged out since the last re-charter” – enter the number of youth who left the Ship because they became too old.

Line 4, G26 – “Retention percentage from the last re-charter year” - enter the retention percentage that the Ship had at the time of your re-charter a year ago.

Criterion 4 Youth Leadership

Line 1, G28 – “Does Ship have an elected Boatswain?” - click on the cell, and then click on the down arrow. Pick **yes** if the Ship has an elected Boatswain, click **no** if you do not.

Line 2, G29 – “Does Ship have an elected Boatswain’s Mate?” - click on the cell, and then click on the down arrow. Pick **yes** if the Ship has an elected Boatswain’s Mate, click **no** if you do not.

Line 3, G30 – “Does Ship have an elected Yeoman?” - click on the cell, and then click on the down arrow. Pick **yes** if the Ship has an elected Yeoman, click **no** if you do not.

Line 4, G31 – “Does Ship have an elected Purser?” - click on the cell, and then click on the down arrow. Pick **yes** if the Ship has an elected Purser, click **no** if you do not.

Line 5, G32 – “Do the elected leaders lead the Ship activities?” - click on the cell, and then click on the down arrow. Pick **yes** if the elected youth leaders run the Ship, click **no** if they do not.

Line 6, G33 – “Number of Sea Scouts who participated in Sea Scouts Quarterdeck training” – enter the number of youth members who have taken the training course Sea Scouts Quarterdeck training.

Criterion 5 Service Projects

Line 1, G35 – “Number of service projects held during the year?” - enter the total number of service projects that the ship was involved in during the past year. One of these must be for the organization that charters your ship.

Line 2, G36 – “Are projects recorded online at scouting.org/jte?” - click on the cell, and then click on the down arrow. Pick **yes** if you entered on www.scouting.org/jte all the data from all your service projects. Pick **no** if you did not enter your service project data on the website above. You can go in now and enter the data and then you can pick **yes**.

Criterion 6 Trained Leadership

Line 1, G38 – “Ship has registered Skipper” - click on the cell, and then click on the down arrow. Pick **yes** if you have a registered Skipper, click **no** if you do not.

Line 2, G39 – “Ship has registered Mate” - click on the cell, and then click on the down arrow. Pick **yes** if the ship has any registered mates, click **no** if there are none.

Line 3, G40 – “Ship has at least three (3) registered Committee members” - click on the cell, and then click on the down arrow. Pick **yes** if you have 3 or more registered members on your ship committee, click **no** if you have less than three.

Line 4, G41 – “Number of adult leaders including Skipper, Mates and all committee members with 3 months or more tenure?” - enter the number of registered adult volunteers you have in your ship that have been registered for 3 months or more. This will include all of the leaders counted for line 5, G42 plus any others with tenure between 3 and 6 months. Then, go to the right and enter the number of those people who have completed the 2 listed electronic trainings.

Line 5, G42 – “Number of total committee members including Skipper, Mates and all committee members with 6 months or more tenure” - enter the number of registered adult volunteers you have in your ship that have been registered for 6 months or more. Then, go to the right and enter the number of those people who have completed “Leader Specific Training” for their position.

Line 6, G43 – “Youth election completed by November 15 (current re-charter year)?” - click on the cell, and then click on the down arrow. Pick **yes** if your ship held its youth elections before mid November. Since most ships begin their program year with the school year, the intent is to have youth elections early on. Some ships hold elections in the spring and this would qualify.

Criterion 7 Super Activity/ Long Cruise

Line 1, G45 – “Ship participates in a super activity or Long Cruise?” – click on the cell, and then click on the down arrow. Pick **yes** if the ship participated in a super activity or long cruise as a ship, pick **no** if there was no ship Super Activity or long cruise.

Line 2, G46 – “Number of Sea Scouts attending super activity or Long Cruise?” – enter the number of Sea Scouts who attended a super activity or long cruise within the past 12 months.

Line 3, G47 – “Number of Sea Scouts on June 30, (current re-charter year)?” – enter the number of Sea Scouts who were registered in the ship on June 30th. You can get this from the council service center.

Line 4, G48 – “Did the super activity or long cruise involve at least 3 days and 3 nights?” – click on the cell, and then click on the down arrow. Pick **yes** if the super activity or long cruise was 3 days and 3 nights or longer, pick **no** if it was not.

Criterion 8 Parents meetings

Line 1, G50 – “Does Ship hold at least two parent meetings?” - click on the cell, and then click on the down arrow. Pick **yes** if the ship had at least two meetings with parents in attendance. Pick **no** if there hasn't been parent meetings.

Line 2, G51 – “Are the Ship’s activities and plans reviewed at the parent meetings?” - click on the cell, and then click on the down arrow. Pick **yes** if the ship reviewed their activities and plans with the parents. Pick **no** if the activities and plans were not reviewed.

Line 3, G52 – “Number of families that attended parent meetings?” - enter the number of families that attended at least two of the parent meetings.

Criterion 9 Budget

Line 1, G54 – “Does Ship have a written budget?” - click on the cell, and then click on the down arrow. Pick **yes** if the ship has a written budget that was reviewed by the ship committee and that follows BSA policies. Pick **no** if the ship does not have a written budget, or the budget has not been shared with the committee.

Line 2, G55 – “Was budget complete by 8/31/[current re-charter year]” - click on the cell, and then click on the down arrow. Pick **yes** if the ship completed the budget before August 31. Most ships run on a program year which mirrors the school year which is why this date was picked. The point is that the budget was completed before your program year started. Pick **no** if there is no budget or if the budget was completed after the program year had already started.

Criterion 10 Reregister on-time

Line 1, G57 – “Did Ship re-register on time?” - click on the cell, and then click on the down arrow. Pick **yes** if the ship completed the charter renewal paperwork and turned it in to the council service center before the expiration date. Pick **no** if the charter renewal paperwork was turned in after the expiration date.

Criterion 11 Annual assessment

Line 1, G59 – “Did Ship complete and submit this form?” - click on the cell, and then click on the down arrow. Pick **yes** if the ship completed the JTE scorecard or spreadsheet and will turn it in with their charter renewal paperwork before their expiration date. Pick **no** if JTE scorecard or spreadsheet was not completed or not turned in before the ship’s expiration date.