

Instructional sheet for the

Troop 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 troop re-charters in December of 2011, your current re-charter year is 2011 and your previous re-charter year is 2010. If your troop 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 Advancement

Line 1, G17 – “Number of Scouts in Troop at the end of (month after rechartering month, last year)” - enter the number of youth members in the troop at the start of the charter year that is now ending. If you don't have the number, you can get it from the registrar at your council service center. It will be the number of youth in your troop in the first month of your charter year that is now ending. In other words, if you recharter in December, this will be the number of boys in the troop as of the January membership report assuming no new boys joined in January.

Line 2, G18 – “Number of individual Scouts who advanced in current recharter year” - enter the number of different boys who advanced one or more ranks. Ranks are Tenderfoot, Second Class, First Class, Star, Life, Eagle. You will have to determine this number from troop records because there is currently no report for it from your district or council.

Line 3, G19 – “Percent of Scouts who advanced in recharter year (last year)” - determine the percent of members who advanced in the previous year. This is needed for the comparison to see if you did better this year from last year. This number also must come from troop records. Divide the total number of boys who had at least one advancement in the past year, by the total number of boys who started the charter year plus all new boys who joined during the year.

Criterion 2 Retention

Line 1, G21 – “Number of new scout applications submitted with this recharter” - enter the number of new youth, with new youth applications, that you turn in to the council service center with your re-charter paperwork, if any.

Line 2, G22 – “Number of Scouts that recharter [rechartering month, current year]” - this is the number of youth that you are registering when you turn in your current recharter paperwork.

Line 3, G23 – “Retention percentage from recharter year [last year]” - get this number from the registrar at your council service center.

Line 4, G24 – “Number of Scouts that transfer/age out since last recharter” - enter the number of boys who left the troop because they became age 18 or have transferred to another troop or graduated to a team, crew or ship since your last re-charter.

Criterion 3 Building Boy Scouting

Line 1, G26 – “New Scouts that join, transfer or crossover” - enter the total new youth members who join during the year including those who transfer in from another troop.

Line 2, G27 – “Number of Scouts at previous recharter?” - this number will self populate and is the same number as Advancement line 1, G17 .

Criterion 4 Trained Leadership

Line 1, G29 – “Troop has registered Scoutmaster” - click on the cell, and then click on the down arrow. Pick **yes** if you have a registered scoutmaster, click **no** if you do not.

Line 2, G30 – “Troop has registered assistant Scoutmaster” - click on the cell, and then click on the down arrow. Pick **yes** if the troop has any registered assistant scoutmasters, click **no** if there are none.

Line 3, G31 – “Troop has at least three (3) registered Committee members including the Chairman” - click on the cell, and then click on the down arrow. Pick **yes** if you have 3 or more registered members on your troop committee, click **no** if you have less than three.

Line 4, G32 – “Number of total committee members including Scoutmaster and assistant Scoutmasters with 3 months or more tenure” - enter the number of registered adult volunteers you have in your troop that have been registered for 3 months or more. This will include all of the leaders counted for line 5, G33 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 3 listed electronic trainings.

Line 5, G33 – “Number of total committee members including Scoutmaster and assistant scoutmasters with 6 months or more tenure” - enter the number of registered adult volunteers you have in your troop 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, G34 – “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 troop held its youth elections before mid November. Since most troops begin their program year with the school year, the intent is to have youth elections early on. Some troops hold elections in the spring and this would qualify.

Criterion 5 Short-term Camping

Line 1, G36 – “Number of short term campouts held?” – enter the number of short term campouts with at least one overnight that the troop held during the past charter year.

Criterion 6 Long-term Camping

Line 1, G38 – “Does troop participate in long-term camps?” – click on the cell, and then click on the down arrow. Pick **yes** if the troop attended a long term camp (at least 3 days and 3 nights) as a troop. Pick **no** if the troop did not attend a long term camp.

Line 2, G39 – “Number Scouts on 6/30/[current re-charter year]” - enter the number of boys registered in your troop as of June 30th. You can get this number from the registrar at the council service center. You can leave this line blank if you answered no to line 1 above.

Line 3, G40 – “Number scouts participate in long-term camp” - enter the number of different boys who attended a long-term camp, a high adventure experience, jamboree, or served on summer camp staff. If the same boy attends more than one camp, he counts as one. You can leave this line blank if you answered no to line 1 above.

Criterion 7 Patrol Method

Line 1, G42 – “Number of Patrol Leader Council meetings” – enter the number of times the Patrol Leaders Council met during the past 12 months.

Line 2, G43 – “Does troop have patrols with patrol leaders?” – click on the cell, and then click on the down arrow. Pick **yes** if the troop has at least one patrol and all patrols have elected patrol leaders. Pick **no** if the troop doesn’t have one elected patrol leader for every patrol or the troop doesn’t have any patrols.

Line 3, G44 – “Does troop hold patrol leader training?” – click on the cell, and then click on the down arrow. Pick **yes** if the troop has organized training for patrol leaders. Pick **no** if there is no organized training for patrol leaders.

Line 4, G45 – “Does troop have a Senior Patrol Leader?” – click on the cell, and then click on the down arrow. Pick **yes** if the troop has a Senior Patrol leader. Pick **no** if there is no Senior Patrol leader. If troop only has one patrol (with patrol leader) pick yes.

Line 5, G46 – “Did troop have at least one (1) scout attend NYLT?” –click on the cell, and then click on the down arrow. Pick **yes** if the troop had at least one scout attend an NYLT course within the past 12 months. Pick **no** if no scout attended NYLT.

Criterion 8 Service Projects

Line 1, G48 – “Number of service projects held?” - enter the total number of service projects that the troop was involved in during the past year. One of these must be for the organization that charters your troop.

Line 2, G49 – “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 9 Webelos-to-Scout transition

Line 1, G51 – “Was Webelos parent orientation completed?” - click on the cell, and then click on the down arrow. Pick **yes** if the troop had a meeting with any Webelos den with the parents being oriented about that troop’s programs. Pick **no** if there hasn’t been an orientation meeting.

Line 2, G52 – “Was camp promotion completed?” - click on the cell, and then click on the down arrow. Pick **yes** if the troop has had a meeting with any Webelos den with the parents and scouts being oriented about going to Boy Scout summer camp. Pick **no** if there has not been a camp promotion meeting.

Line 3, G53 – “How many eligible Webelos Scouts recruited?” - enter the number of Webelos scouts (Webelos 2) who joined your troop.

Line 4, G54 – “Number of activities held with a Pack or Webelos den?” - enter the number of activities that the troop held with any Pack or Webelos Den(s) during the past year.

Criterion 10 Budget

Line 1, G56 – “Does Troop have a written budget?” - click on the cell, and then click on the down arrow. Pick **yes** if the troop has a written budget that was reviewed by the troop committee and that follows BSA policies. Pick **no** if the troop does not have a written budget, or the budget has not been shared with the committee.

Line 2, G57 – “Did Scout participate in budget planning?” - click on the cell, and then click on the down arrow. Pick **yes** if scouts were asked for their ideas and that information was used in formulating the budget. Pick **no** if the budget was created without input from your scouts.

Line 3, G58 – “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 troop completed the budget before August 31. Most troops 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 11 Courts of Honor/Parents meetings

Line 1, G60 – “Number of Courts of Honor in current re-charter year?” - enter the total number of troop Courts of Honor held during the past year.

Criterion 12 Reregister on-time

Line 1, G62 – “Did Troop re-register on time?” - click on the cell, and then click on the down arrow. Pick **yes** if the troop 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 13 Annual assessment

Line 1, G64 – “Did Troop complete and submit this form?” - click on the cell, and then click on the down arrow. Pick **yes** if the troop 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 troop’s expiration date.