

## Instructional sheet for the

### Crew 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 crew re-charters in December of 2011, your current re-charter year is 2011 and your previous re-charter year is 2010. If your crew 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 Crew activities (not including normal Crew meetings)” - enter the number of activities that the Crew had that were not normal Crew meetings.

#### Criterion 2 Building Venturing

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

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

#### Criterion 3 Retention

Line 1, G23 – “Number of Venturers in Crew 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 Venturers 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 Venturers that aged out since the last re-charter” – enter the number of youth who left the Crew because they became too old.

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

#### Criterion 4 Youth Leadership

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

Line 2, G29 – “Does Crew have an elected Vice-President?” - click on the cell, and then click on the down arrow. Pick **yes** if the Crew has an elected Vice-President, click **no** if you do not.

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

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

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

Line 6, G33 – “Number of Venturers who participated in Introduction to Leadership Skills for Crews” – enter the number of youth members who have taken the training course Introduction to Leadership Skills for Crews.

### Criterion 5 Service Projects

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

Line 2, G36 – “Are projects recorded online at [scouting.org/jte](http://scouting.org/jte)?” - click on the cell, and then click on the down arrow. Pick **yes** if you entered on [www.scouting.org/jte](http://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 – “Crew has registered Advisor” - click on the cell, and then click on the down arrow. Pick **yes** if you have a registered crew advisor, click **no** if you do not.

Line 2, G39 – “Crew has registered assistant Advisor” - click on the cell, and then click on the down arrow. Pick **yes** if the crew has any registered assistant advisors, click **no** if there are none.

Line 3, G40 – “Crew 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 crew committee, click **no** if you have less than three.

Line 4, G41 – “Number of adult leaders including Advisor, associate Advisors and all committee members with 3 months or more tenure?” - enter the number of registered adult volunteers you have in your crew 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 3 listed electronic trainings.

Line 5, G42 – “Number of total committee members including Advisor, Associate Advisor and all committee members with 6 months or more tenure” - enter the number of registered adult volunteers you have in your crew 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 crew held its youth elections before mid November. Since most crews begin their program year with the school year, the intent is to have youth elections early on. Some crews hold elections in the spring and this would qualify.

### Criterion 7 Super Activity

Line 1, G45 – “Crew participates in a super activity?” – click on the cell, and then click on the down arrow. Pick **yes** if the crew participated in a super activity as a crew, pick **no** if there was no crew Super Activity.

Line 2, G46 – “Number of Venturers attending super activity?” – enter the number of Venturers who attended a super activity within the past 12 months.

Line 3, G47 – “Number of Venturers on June 30, (current recharter year)?” – enter the number of Venturers who were registered in the Crew on June 30<sup>th</sup>. You can get this from the council service center.

Line 4, G48 – “Did the super activity 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 was 3 days and 3 nights or longer, pick **no** if it was not.

### Criterion 8 Parents meetings

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

Line 2, G51 – “Are the Crew’s activities and plans reviewed at the parent meetings?” - click on the cell, and then click on the down arrow. Pick **yes** if the crew 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 Crew have a written budget?” - click on the cell, and then click on the down arrow. Pick **yes** if the crew has a written budget that was reviewed by the crew committee and that follows BSA policies. Pick **no** if the crew 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 crew completed the budget before August 31. Most crews 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 Crew re-register on time?” - click on the cell, and then click on the down arrow. Pick **yes** if the crew 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 Crew complete and submit this form?” - click on the cell, and then click on the down arrow. Pick **yes** if the crew 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 crew’s expiration date.