

## Instructional sheet for the

### Pack 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 pack re-charters in December of 2011, your current re-charter year is 2011 and your previous re-charter year is 2010. If your pack 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, E17 – “Number of Cub Scouts in Pack at the end of (month after rechartering month, last year)” - enter the number of youth members in the pack 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 pack 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 pack as of the January membership report assuming no new boys joined in January.

Line 2, E18 – “Number of individual Cub Scouts who advanced in current recharter year” - enter the number of different boys who advanced one or more ranks. Ranks are Bobcat, Tiger, Wolf, Bear, Webelos, Arrow of Light. You will have to determine this number from pack records because there is currently no report for it from your district or council.

Line 3, E19 – “Percent of Cub 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 pack 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, E21 – “Number of Cub Scouts at previous recharter (rechartering month, last year)” - this number will self populate and is the same number as Advancement line 1.

Line 2, E22 – “Number of Cub 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, E23 – “Retention percentage from recharter year [last year]” - get this number from the registrar at your council service center.

Line 4, E24 – “Number of Cub Scouts that transfer/age out since last recharter” - enter the number of boys who left the pack because they became age 11 or have transferred to another pack or graduated to a troop since your last re-charter.

#### Criterion 3 Building Cub Scouting

Line 1, E26 – “New Cub Scouts that join or transfer” - enter the total new youth members who join during the year including those who transfer in from another pack.

Line 2, E27 – “New applications submitted with this recharter” - enter the number of brand new youth, with new youth applications, that you turn in to the council service center with your re-charter paperwork, if any.

Line 3, E28 – “Number of Cub Scouts at previous charter renewal?” - this number will self populate and is the same number as Advancement line 1.

#### Criterion 4 Outdoor Activities

Line 1, E30 – “Number of Pack outdoor activities?” - enter the number of activities, including hikes, activities, campouts and pack meetings, that were held out of doors. A list of ideas is on the back of the pack scorecard.

#### Criterion 5 Trained Leadership

Line 1, E32 – “Pack has registered Cubmaster” - click on the cell, and then click on the down arrow. Pick **yes** if you have a registered cubmaster, click **no** if you do not have a registered cubmaster.

Line 2, E33 – “Pack has registered Den leaders:” - click on the cell, and then click on the down arrow. Pick **yes** if all dens have registered den leaders, click **no** if all dens do not have registered den leaders.

Line 3, E34 – “Pack 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 pack committee, click **no** if you have less than three.

Line 4, E35 – “Number of total committee members including Cubmaster and Den Leaders with 3 months or more tenure” - enter the number of registered adult volunteers you have in your pack that have been registered for 3 months or more. This will include all of the leaders counted for line 5 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, E36 – “Number of total committee members including Cubmaster and Den Leaders with 6 months or more tenure” - enter the number of registered adult volunteers you have in your pack 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, E37 – “Den or pack meetings started by October 31?” - click on the cell, and then click on the down arrow. Pick **yes** if your first pack meeting and den meetings after the start of the new school year were before October 31, click **no** if your first pack meeting and den meetings of the new school year started after October 31.

Line 7, E38 – “Does pack participate in BALOO or OWLS training? - click on the cell, and then click on the down arrow. Pick **yes** if you have anyone from your pack who has taken either BALOO training or OWLS training. Pick **no** if no one from your pack has taken either of these two trainings.

#### Criterion 6 Day/Resident Camp

Line 1, E40 – “Does pack participate in day camp or resident camp?” - click on the cell, and then click on the down arrow. Pick **yes** if you had any boys from your pack attend Cub Scout day camp or Cub Scout resident camp. Pick **no** if you didn’t have any boys attend either of these camps.

Line 2, E41 – “Number Scouts on 6/30/[current re-charter year]” - enter the number of boys registered in your pack as of June 30<sup>th</sup>. 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, E42 – “Number Cub scouts participate in day camp or resident camp?” - enter the number of different boys who attended either camp. If the same boy attends both camps, he counts as one. You can leave this line blank if you answered no to line 1 above.

#### Criterion 7 Service Projects

Line 1, E44 – “Number of service projects held?” - enter the total number of service projects that the pack was involved in during the past year. One of these must be for the organization that charters your pack.

Line 2, E45 – “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 8 Leadership planning

Line 1, E47 – “Has pack recruited/confirmed pack & den leaders by May 31<sup>st</sup>?” - click on the cell, and then click on the down arrow. Pick **yes** if the pack has confirmed the pack leadership, Cubmaster, den leaders, and Webelos den leaders, by May 31 for the next program year. Pick **no** if these positions have not been filled by May 31 for the next program year.

Line 2, E48 – “Has pack held fall recruiting by September 30<sup>th</sup>” - click on the cell, and then click on the down arrow. Pick **yes** if the pack has held its fall recruitment event by September 30. Pick **no** if the recruitment event was after September 30.

Line 3, E49 – “Has pack filled every leadership position by October 15<sup>th</sup>?” - click on the cell, and then click on the down arrow. Pick **yes** if the pack has every leadership position, including committee members, filled by October 15. Pick **no** if any leadership positions are still vacant as of October 15.

### Criterion 9 Webelos-to-Scout transition

Line 1, E51 – “Was Webelos parent orientation completed?” - click on the cell, and then click on the down arrow. Pick **yes** if the Webelos den has had a meeting with any troop with the parents being oriented about that troop’s programs. Pick **no** if there hasn’t been an orientation meeting with a troop.

Line 2, E52 – “Was camp promotion completed?” - click on the cell, and then click on the down arrow. Pick **yes** if the Webelos den has had a meeting with any troop 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, E53 – “How many eligible Webelos Scouts registered with a troop?” - enter the number of Webelos scouts (Webelos 2) who joined a troop.

Line 4, E54 – “How many Webelos Scouts in pack?” - enter the number of eligible Webelos scouts (Webelos 2) that were in your pack before any Webelos moved on to a troop.

Line 5, E55 – “Number of activities held with a Troop?” - enter the number of activities that the Pack or the Pack’s Webelos Den(s) held with any troops during the past year.

### Criterion 10 Budget

Line 1, E57 – “Does Pack have a written budget?” - click on the cell, and then click on the down arrow. Pick **yes** if the pack has a written budget that was reviewed by the pack committee and that follows BSA policies. Pick **no** if the pack does not have a written budget, or the budget has not been shared with the committee.

Line 2, E58 – “Were Cub Scout ideas used in budget planning?” - click on the cell, and then click on the down arrow. Pick **yes** if cub 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 Cub scouts.

Line 3, E59 – “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 pack completed the budget before August 31. Most packs 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 Pack and den meetings

Line 1, E61 – “Number of pack meetings held this current recharter year?” - enter the total number of pack meeting that were held during the past year.

Line 2, E62 – “Were pack program plans reviewed at one pack meeting?” - click on the cell, and then click on the down arrow. Pick **yes** if the pack reviewed the pack’s program plans at a pack meeting so everyone was made aware of what has been planned. Pick **no** if the program plans have not been shared at a pack meeting.

Line 3, E63 – “Was parent involvement reviewed at one pack meeting?” - click on the cell, and then click on the down arrow. Pick **yes** if the pack asked for parental involvement for the pack’s program plans at a pack meeting. Pick **no** if at a pack meeting, the parents have not been asked to help.

Line 4, E64 – “Do dens meet at least twice per month?” - click on the cell, and then click on the down arrow. Pick **yes** if all dens have at least two den meetings each month during your program year. Pick **no** if the dens don’t meet at least twice each month during your program year.

Line 5, E65 – “How many pack committee meetings were held this current recharter year?” enter the number of pack committee meetings that were held this past year. The committee getting together to conduct business before or after a pack meeting qualifies.

#### Criterion 12 Reregister on-time

Line 1, E67 – “Did Pack re-register on time?” - click on the cell, and then click on the down arrow. Pick **yes** if the pack 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, E69 – “Did Pack complete and submit this form?” - click on the cell, and then click on the down arrow. Pick **yes** if the pack 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 pack’s expiration date.