Achievement Pathways Spreadsheet. Steps to take

Open the Sample file

There are no automatic transfers of names or dates deliberately as once the Section members are loaded there may only be 5-10 others loaded/deleted in the next 12 months. You can therefore make changes to your heart’s content.

**Step 1**.  Play around with the sample and add and delete names and dates etc

**Step 2.** From existing data make a list of your Section members with DOB & when they were invested & names of mum & dad (parents names helps in getting to know them on outings)

**Step 3.** Open up the blank sheet for your section ( joeys, cubs, scouts etc)

**Step 4**. Open the Achievement Progress tab & add the Names, Date invested, DOB etc across the top (select them for Milestone 1, 2 or 3 later.) You will need these dates to determine what milestone they should be up to, which one to start at & when they are linking.

**Step 5.**  Put the names into the Attendance sheet tab. This can be printed each week to note what was accomplished and who was there.  As we all know the program can change at the drop of a hat and this is a way to keep track of events & learn parents names, hobbies etc.

**Step 6.**   In the Achievement Progress tab agree with members what Milestone they are working on & note it in the heading. In the Term Activities tab agree with members what they have accomplished

**Step 7.**  Take the appropriate names and put them into **one**of the 3 Milestone tabs.

**Step 8.**  In Term Activities tab. From your last few Term programs enter all the dates and details of nightly and weekend activities.

               From this info you can then make educated guesses ? as to who has been doing what activities. **insert X, assist or lead**

              In future you will have all the details on hand and will update the record weekly. Probably takes less than 1 hour. Or maybe one of the parents could do this.

**Step 9.**  OAS  tabs.    Pick which stage you are doing and add the names across the top and put an X when completed.

**Step 10.** Every 3-4 weeks go to the various 3 Milestone tabs and put in the dates for Participations, Assists & Leads from the Term Activities tab.

**Step 11.**  Take the final dates from the various 3 Milestone tabs and put them in the Achievement Progress tab.

**Step 12.** Print a copy of the Achievement Progress page and discuss at the Unit Council

**Step 13**. Award Achievements that are completed

Happy Scouting