

Intro:

Here we have spreadsheets for both Discovery and Adventure Rangers. These are designed to serve two purposes. They keep track of your attendance and also give a clear rotating teaching plan. I refer to it as a “Three Year Plan”. This is designed to give your boys all the Bible, Leadership, Required, and Elective merits they need to reach their Gold Eagle and/or Adventure Gold Award! You can start at any of the three years and once you finish all three years of teaching, you start over and do it all over again. This ensures that no boy will be taught the same merit more than once.

Set Up:

First of all, as you can see, there are two documents for each age group. The first is a document that is meant to be kept and worked on at a computer or tablet. The second (Paper Print Out) is a document meant to be printed and used as either a way to keep paper records or use as a teaching outline for your leaders. The paper versions do not include formulas and fit nicely on a standard piece of paper. If you plan to keep paper records just print these out for your outpost. The other document is where this spreadsheet design shines! This is the spreadsheet we will be discussing in depth.

These three year plans are designed to work as either a stand-alone file in Excel or as a sharable, “living” spreadsheet in Google Sheets. First thing you will need to do is determine which method will produce the best results for your outpost.

Excel: You can very easily download the file and open it in Excel to begin using it. If you choose this path it’s easiest to only have one computer or one flash drive with the current spreadsheet on it. This would be best for outposts that have a main record keeper or advancement coordinator since the records are locally stored on one computer or flash drive at a time. The biggest cons of this approach are that you have to pay to use Excel, and you can only work on the records from one computer or flash drive. Now of course you can use Microsoft’s OneDrive to share Excel Spreadsheets to your other leaders but that is up to you, and once again, everyone has to pay to use Excel.

Google Sheets: This is where these spreadsheets are designed to be! In Google Sheets, you can easily share files for others to view and/or edit. The advantage to Google Sheets is that it is 100% free, most people already have a Gmail account, and it is a fully functioning, cloud-based spreadsheet application. This would be best for an outpost that wishes to have one leader in each age group who takes attendance for his age group and has all that data instantly shared with anyone they want such as the advancement coordinator, Outpost Director, Pastor, Etc. This method will allow you to have multiple people accessing a spreadsheet and if one person edits it, everyone can see their changes.

How to use Google Sheets:

Step 1: In order to get the Excel spreadsheet into Google Sheets you will have to first download the Excel file onto your computer.

Step 2: Assuming you already have a Gmail account, (if not, create one!) log in to Google on your browser and click on the dotted square in the top right corner on your screen. This should

open up your Google applications. Select “docs”. Once in docs, click the three bars in the top left of your screen to open up the option of switching to sheets or slides. Select “sheets”.

Step 3: Now that you are in Google Sheets, open a blank spreadsheet.

Step 4: Click “file” near the top left corner then select “import...”

Step 5: Select “upload” then click on “select a file from your computer”.

Step 6: Find the Excel spreadsheet you just downloaded on your computer and select it.

Step 7: Select “replace spreadsheet” then click “import data”

Note: If after importing data is gives you a message that “some data can not be transferred do you wish to continue?” select “yes” and allow it to import anyway, it should be perfectly fine!

Step 8: The final step is to share this with others! Once you have decided who will have access to each spreadsheet go ahead and click on the blue “share” button in the top right corner. Add the email addresses of those you wish to share. Make sure you use the email attached to their Google account. You can add as many or little people as you wish just be careful and only add people you trust. Most importantly only allow those who need editing access to have it!!!

How to Use the Spreadsheet:

Now that you’ve imported your data into Google Sheets or have downloaded and opened up the spreadsheet in Excel it’s time to learn how to use it! First of all you’ll see that this is based on a 36 week timeline, if your outpost runs a different timeline please be ready to tweak this to fit your needs. There are five tabs. Year 1, 2, and 3 are the rotating schedule for teaching and attendance tracking. Summary is a tab that neatly shows what you teach in each year and what is required for the highest achievement in that age group. Lastly, you have a Master Achievement Record tab which serves as your template for each boy’s advancement record.

Years 1, 2, and 3:

First thing you need to know is that this three year plan is a copy of the three year plan my Outpost is using and it MUST be customized to fit your outpost’s needs. If your outpost only meets 30 weeks a year or if it meets 45 weeks a year, you must change this spreadsheet to make it fit your needs. Take some time and study the lesson plan. Find out what are some merits that you might have to change or take out entirely due to the leaders not wanting to teach them, the resources you may have available and the needs of the boys you have. Another thing you need to really be careful of is not repeating merits that boys already have. If you are just starting an Outpost, this may be a perfect plan! Just make sure each merit is something that you will be able to teach at your Outpost. If you are an existing Outpost it is imperative that you take the time to carefully make sure that the merits you choose to teach are merits that the boys in your age group don’t already have. Find the grades of the boys in each age group and cross reference the years they will be in the age group with the merits being taught to ensure they won’t waste 5 weeks by earning a merit they already have. Remember, if there is a conflict, switch the merits around, replace merits, switch years, etc. However, you must be aware of the amount of each type of merit per year. This means you ALWAYS have one required merit per year, 2 leadership per year (with exception of one year you only have one), and 4 elective skills (also with exception for the year you teach one leadership you will have 5 elective).

Once you’ve customized your plan...FOLLOW IT! Do not change it. It has been perfected and any change could be the deciding factor in a boy not achieving the best he can. Each time you meet, fill in the “Date” column with that days date and fill in your attendance marking the boys that are there with an “X” and those that are not there leave blank. You will see

at the bottom, it counts the weeks attended which should also be the number of Bible lessons they have earned. On the right, it counts how many boys attended each week. This can be used for attendance reports, etc. If at any time you need to add a column for more boy's names, right click on the column next to your desired new column and select insert column. The same goes if you need more rows for more weeks just right click on the row.

Advancement Records:

Finally, cloud-based records.... These still require manual input but are amazing compared to keeping paper records. The Master Advancement Record is your template. DO NOT change it in any way, right click on the tab and select "duplicate" this copy will be the tab you want to edit. Right click the tab name and then select "rename". Change it to the boy's name and then replace the top left cell to the boy's name as well. Now you can begin inputting their data. A completed Adventure Bronze Award (ABA) would look like this.

	A	B	C	D
1	Joe Shmoe	Merit	Date	Awarded
2	Year 1			
3	Bible	Bible 1	10/26/16	X
4	Elective	Leathercraft	5/17	X
5	Powder Horn		5/31/17	X
6				
7	Bible	Bible 2	12/21/16	X
8	Elective	Computer	12/21/17	X
9	Bowie Knife		12/21/17	X
10				
11	Bible	Bible 3	5/17	X
12	Elective	Adv. Marksmanship	8/19/18	X
13	Tomahawk		8/19/18	X
14				
15	Bible	Bible 4	5/17	X
16	Elective	Camp Safety	5/31/18	X
17	Leadership	201	10/5/16	X
18	Required	Global Missions	11/9/16	X
19	Long Rifle		5/31/18	X
20	Recitation		X	
21	ABA		5/31/18	X
22				
23				

Now That you see how the record system works let's take a look at that weird gray Bible Merit area. This is to easily track the amount of cumulative lessons each boy has between merits. I have had to the problem of keeping track of "rollover" lessons so this is a way to fix that. Everytime you input the boy's progress (at the end of the semester, every five weeks, etc.) if they have Bible 3 and 5 additional lessons, simply state it and put the date of the last earned bible lesson. If they earn the rest of the lessons for a merit, just remember to delete the "rollover" lessons before inputting the new Bible Merit. That would look something like this.

	E	F	G
1	Bible Merits	Total Lessons	Date
2			
3	Bible 1	8	10/26/16
4	Bible 2	8	12/21/16
5	Bible 3	8	5/17
6	Bible 4	8	5/17/19
7	Bible 5	8	10/18/17
8	Bible 6	8	12/20/17
9	Bible 7	8	1/31/18
10	Bible 8	8	4/4/18
11	Bible 9	8	10/17/18
12	Rollover	6	12/12/18
13			
14			

So, you should be set to rock and roll! The final things I would suggest are 1) Backing up your spreadsheet every so often in case someone changes things they shouldn't. You can backup every week, every other week, once a month, etc. Either download it as an Excel file onto your computer or onto a flash drive with a date on it so you know which backup is the most current. 2) After your 3 year rotation is over and you need to get a fresh Year 1 for attendance, print or download a copy of that year before deleting the data and save it as a backup, chances are you'll need that information at least a few times. And 3) When a boy graduates one group and moves to the next age group, print or download his records to keep for future applications. You WILL need this information going forward. Then you can delete his tab from his old age group. If you have any questions, comments, or concerns please contact me! Email would be best, followed by a text or a phone call. My goal is to help as many boys earn as much as they can and it is our responsibility as leaders to give them the opportunities to achieve awards such as Discovery Gold Eagle, Adventure Gold Award, E3, and the Gold Medal of Achievement (with Honor!)

TJ "BlackFeet" Kesteleyn
 Email: tjkesteleyn@gmail.com
 Phone: (815) 345-0307