

Record Keeping Binder Instructions

Purchase a 2" binder and enough dividers to divide it into four sections. Keep this binder with you at all meetings and activities to ensure that you have proper health and emergency contact information available if necessary.

Section One: Attendance & Membership

Print out the following forms and place in the first section of your binder

Attendance Sheet: Write the names of each of your girls on the form with your meeting dates across the top. At each meeting have the scribe take attendance and check off who attended each meeting, or you can fill in this information from your Meeting Sign In sheet.

Membership Roster: Fill in the name, phone number, address, mother/guardians name, email, and level for each girl. Make sure to ask permission from parents before distributing this information to anyone within your troop. This information should NEVER be given to anyone outside the troop or published on the internet.

Section Two: Merit Badges, Awards, and Servant's Hearts

Print out the following form and place in the second section of your binder.

Master Award Log: When a girl completes a badge or award, she should fill out the appropriate completion form and bring it to the troop meeting. After she has presented the form and any payment necessary to the treasurer to pay for the award, she will bring the form to the scribe. The scribe should then enter the girl's name, the badge/award she earned, and the date on the Master Award Log. She should double check to see if the treasurer has signed it and put a check in the paid column if all is in order. Then the scribe should 3 hole punch the completion form and file it in the Pending section.

Section Three: Pending Items

This section will contain Badge/Award Completion Forms for items that have not yet been presented. After each meeting go through this section. Place an order for any pins if necessary and log the date you ordered them on the Master Log in Section Two. Once the pins have been received, pin them to cardstock or an index card with the girl's name on it and place it in your Awards Bag. Log the date of the next meeting as the Date Presented on both the Master Log and the Completion Form. Then file the completion form behind the girl's Level Record in Section Four. As you file the completion form, don't forget to log the badge, award, or servant's heart on her Level Record.

Section Four: Girls' Level Records

Print out the following form (one for each girl) and place in the last section of your binder.

Girl's Level Record: These forms are designed to help you keep track of what badges and awards each girl earns at each level. Print the form on pink cardstock for Penguins, yellow for Otters, blue for Dolphins, green for Butterflies, gray for Eagles, and red for Leaders and Volunteers. Write the girl's name and level at the top. Place the girl's proof of registration, and health/emergency contact forms behind her Level Record. Whenever a girl earns a badge, award, or Servant's Heart, you should write it next to the appropriate section on her Level Record. For example, if she earned the Modesty badge, you would right "Modesty" in the Character section and the date earned. This form will help you see at a glance if girls are close to earning some of the larger awards such as the Gem Awards or a Major in a Specific Area of Discovery. Place all completion forms behind her Level Record.

Keep the same Level Record sheet for the entire time a girl is at a certain level. Do not replace them every year. Level Records and all accompanying paperwork can be filed away when she graduates to the next level. At that time you should make a new Level Record for her in the appropriate color.