

Unit Visit Tracking System Worksheet for 2009/2010

Unit: _____

Type of Visit (Circle one): Unit Activity / Unit Meeting / Leader Meeting

Description (Optional): _____

(This is an additional information box that pops up after entering Type of Visit)

Date of Visit: _____

Number of Youth: _____

Number of Adults: _____

Five Quality Indicators:

Planning	Did the observed program reflect prior planning and preparation?	Yes	No
Program	Was it appropriate to the advancement and program objectives?	Yes	No
Leadership	Was adult (and age-appropriate youth) leadership present?	Yes	No
Tone	Did the Scouts enjoy and be engaged with the program activity?	Yes	No
Attendance	Was attendance at activity at or near number of enrolled youth?	Yes	No

Comments Section: What is the comment regarding (Circle one): Visit / Unit / General

NOTE: The data entry in the general Comments Box will be narrative only. Please use a space to separate each code entered into the Visit and Unit Comments Section.

Visit Comments Section:

Adult Assistance (AA):

AA1	Pack: Each Den has a Den Leader and at least 1 Assistant Den Leader
AA2	Pack: Most Dens have at least a Den Leader and parental involvement
AA3	Pack: Few Dens have at least a Den Leader and parental involvement
AA4	Pack: Inadequate Den Leaders for all Dens
AA5	Troop: Scoutmaster, Asst. Scoutmaster and Troop Committee members present
AA6	Troop: Only Scoutmaster and Asst. Scoutmaster present
AA7	Troop: Only Scoutmaster present
AA8	Crew: Advisor, Associate Advisor, Crew Committee & consultants present
AA9	Crew: Only Advisor and Associate Advisor present
AA10	Crew: Adult leader present (not Advisor or Associate Advisor)

Advancement (ADV):

ADV1	Pack: Awards made with parent(s)/guardian(s) participating in impressive ceremony
ADV2	Pack: Awards made without parent(s)/guardian(s) participating and/or minimal ceremony
ADV3	Pack: No evidence of Advancement
ADV4	Troop: Skills were taught for all levels of Scouts (new, experienced and older)
ADV5	Troop: Skills were taught for only new and experienced Scouts
ADV6	Troop: Only one level of skills taught

Den Chiefs (DC):

DC1	All dens have an active Den Chief
DC2	Some Den Chiefs at meeting
DC3	No Den Chiefs present

Operations (OP):

	OP1	Pack: Dens meet separately, each with a trained leader who has a planned program
	OP2	Pack: Dens meet separately but with little preplanning
	OP3	Pack: Dens do not meet separately
	OP4	Troop: Orderly meeting ran without delays using planned program and good format
	OP5	Troop: Good Meeting with planning, but some confusion
	OP6	Troop: Disorderly or confusing meeting – no planning evident
	OP7	Crew: Meeting run by elected officers, business items handled quickly, and major portion of meeting devoted to well-planned activity
	OP8	Crew: Business items take much time and activity is weak
	OP9	Crew: Meeting lack planning and seem poorly run

Patrol Activity (PA):

	PA1	Effective patrol operation with strong patrol spirit and new Scout patrol
	PA2	Patrols organized with little patrol activity
	PA3	No patrol activity

Roundtable Attendance (RT):

	RT1	Unit Leader, Committee Chair and other leaders present
	RT2	Unit Leader or Committee Chair and other leaders present
	RT3	Some leaders present (No Unit Leader or Committee Chair)
	RT4	No leadership present

ScoutParents (SP):

	SP1	Unit has a ScoutParent Unit Coordinator
	SP2	Unit has no ScoutParent Unit Coordinator

Unit Comments Section:**Unit Health Analysis Rating:**

Green	Yellow	Red	Blue
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NOTE: Designation of Blue states a Unit is in need of Lifesaving

Centennial Quality Form (CQA):

	CQA1	Unit has turned in their CQA Form
	CQA2	Unit has not turned in their CQA Form

Leadership (LP):

	LP1	Pack: Meeting had several adults involved in a smooth operation
	LP2	Pack: Several people involved but lacked coordination
	LP3	Pack: Cubmaster ran entire meeting
	LP4	Troop: Boys ran the meeting with adults in advisory capacity
	LP5	Troop: Some boy leadership with most activities run by adults
	LP6	Troop: Meeting run entirely by adults
	LP7	Crew: Elected youth officers are involved in decision making & share planning program
	LP8	Crew: Youth officers have been elected but adults do much of the program planning
	LP9	Crew: No youth officers and/or adults run the program

Outdoor Program (OUT):

	OUT1	Pack attends Resident Camp, Webelos Weekends and has other outdoor activities
	OUT2	Pack attends one Summer Camping activity and has other outdoor activities
	OUT3	Pack has no Summer Camping and minimal outdoor activities
	OUT4	Troop has a monthly outdoor activity, including summer camp
	OUT5	Troop has an outdoor activity every other month
	OUT6	Troop has no outdoor activity is planned for 2 consecutive months
	OUT7	Troop has youth attend a High Adventure Camp

Planned Annual Program (PAP):

	PAP1	Unit has completed and submitted their Planned Annual Program
	PAP2	Unit has completed but has not submitted their Planned Annual Program
	PAP3	Unit has no Planned Annual Program

Program Capability Inventory (PCI):

	PCI1	Crew has a program capability inventory and uses it for planning meetings and activities
	PCI2	Crew has a PCI but seldom uses it
	PCI3	Crew does not have a PCI

Membership (MEM):

	MEM1	Systematic recruiting evident during Spring and Fall
	MEM2	Occasional recruiting evident during Spring or Fall
	MEM3	No or sporadic recruiting evident

Service Projects (SER):

	SER1	Crew has frequent service projects for Community, Chartered Organization, and/or a Pack/Troop
	SER2	Crew seldom carries out a service project
	SER3	Crew never has a service project

Tiger Cubs (TC):

	TC1	There are more than one Tiger Cub Den
	TC2	There is only 1 Tiger Cub Den
	TC3	There are no Tiger Cub Dens
	TC4	Tiger Cub Den(s) have little interaction with Pack
	TC5	Total number of Tiger Cubs _____

Unit Age (UA):

	UA1	Unit has Scouts at all age ranges
	UA2	Young unit (no older Scouts: Webelos, High School)
	UA3	They are a "bi-modal" unit (gap in age range)
	UA4	Scouts are "Aging Out" and there are no new Scouts coming into the unit

COMMISSIONER'S EVALUATION CODE FOR THE HEALTH ANALYSIS OF A UNIT

Each unit is evaluated each month using the following color code –blue, red, yellow, and green. Keeping an updated, accurate health analysis evaluation on all units is vital to an effective commissioner service plan. The district commissioners, through their assistant district commissioners and unit commissioners, are responsible for immediate action in assisting units with program skills. To accomplish this, a unit status will show healthy (**GREEN**), trouble (**YELLOW**), sick (**RED**), and life support (**BLUE**) conditions existing at unit level. Unit health analysis is made on the following items:

A unit will be carried as a **BLUE** unit, and will require lifesaving, if any of the following problems exists:

1. Any of the problems identified as a **RED** unit which goes beyond 6 months
2. Unit not meeting
3. No committee
4. No new members
5. Conflict with chartered organization and charter lapses
6. Weak leadership and/or new untrained direct contact leadership
7. Adult conflicts, no involvement of parents and poor communications

A unit will be carried as a **RED** unit if any of the following problems exists:

1. **NO** youth or adult leadership
2. **NOT** meeting on a regular basis
- * 3. **NO** additional enrollment for 6 months
4. Boys are leaving the unit
- ** 5. **NO** advancement for 6 months
6. **NO** camping or outing for 6 months
7. **NO** district participation for 6 months

A unit will be carried as a **YELLOW** unit if anyone of the following problems exists:

1. Leader **NOT** at least Fast Start trained (completed Basic within one year)
2. Committee **NOT** functioning
3. **NO** advancement for 3 months
- ** 4. Does **NOT** have two-deep leadership
5. Does **NOT** have a planned program
6. Does **NOT** participate in district and council activities for 3 months
7. **NO** camping or outing for 3 months
8. Does **NOT** utilize youth leadership

A unit will be carried as a **GREEN** unit, if **NONE** of the problems identified within the **BLUE**, **RED** or **YELLOW** health analysis sections exist.

Any unit shown as “**RED**” through the unit health analysis, is to be considered as a “**DEMAND SERVICE**” unit. The District Commissioner **MUST** assign a specific corrective action to the Unit Commissioner and Assistant District Commissioner for immediate follow-up on these units. If a unit appears on the health analysis as a “**RED**” for three consecutive months, the unit must then receive the **DIRECT** action of the District Commissioner. If a unit remains in a “**RED**” status for more than 6 months, this unit’s health analysis will become “**BLUE**”, which requires immediate “**FIRST and SECOND AID**” in order to save that unit. Any of these units may require special assistance from any district committee member.

* This does **NOT** apply to units with limited membership enrollment or to special (handicapped) units.

** This does **NOT** apply to special units.