

# Record Keeping Binder Instructions

Purchase a 2” binder and enough dividers to divide it into four sections.

## 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 members 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.

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

## Section Two: Badges, Awards, and Servant’s Hearts

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

**Badges/Awards/Servant’s Hearts Master Log:** When a member completes a badge or award, they should fill out the appropriate completion form and bring it to the meeting. After they have presented the form and any payment necessary to the treasurer, they will bring the form to the scribe. The scribe should then enter the member’s name, the badge/award/heart they earned and the date on the Master Log. They should double check to see if the treasurer as 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/Servant’s Heart 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 member’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 member’s Master Record in Section Four. As you file the completion form, don’t forget to log the badge, award, or servant’s heart on their level master record.

## Section Four: Level Master Records

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

**Level Master Records:** These forms are designed to help you keep track of what awards each member earns at each level. Print the master sheet on yellow cardstock for Level 1, blue for Level 2, green for Level 3, and grey for Level 4. Write the member’s name and level at the top. Place the member’s registration and health forms behind their master record. Whenever a member earns a badge, award, or Servant’s Heart, you should write it next to the appropriate section on their master record. For example, if they earned the Modesty badge, you would write “Modesty” in the Character section. This form will help you see at a glance if members 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 their Level Master Record.

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