26 Aug 2016

Hi All,

It’s that time of the year again!

Attached please find the assessment form for 2016.  Please note the evaluation period is from 01/01 to 31/12/16.  As in the past, all Packs are to be assessed please – this must be undertaken by an Adult Support team member (aka DC/ ADC Cubs) in your District. If there is no-one then Pack Scouters within a District may assess each other. Please don’t assess yourself – for transparency and for Pack development it is best to have an external evaluator.

It is advisable to have the assessment visit within the last term and then the remaining details can be completed and sent to your evaluator to be signed and submitted before you go on holiday. No-one wants to spend the holidays completing forms I know, but the sooner they are in, the sooner the process is completed. Deadline for submitting the forms to me is 14.01.2017

There are a couple of changes: NB Please don’t change formulae or the form in any way (except for point 3 below). There are 3 worksheets to be completed –the evaluation sheet, Attendance sheet and Advancement sheet. If it is not documented it didn’t happen. The entire document must be sent to me – not just the evaluation form.

1. Section one has been changed from a Yes/No to a number.  As per the example below, the name of the Scouter/s is/are to be captured in the space provided and the number who have attained the training level captured in the ‘number’ column.  The number will generate the points.
2. The remaining questions that require a Yes /No – all you need to do is type in a Y or N – that will generate points.
3. On the attendance sheet, the formula for the ‘1st term ave’ will have to be changed according to the number of pack meetings held.  Currently the formula is divided by 15 (number of pack meetings per month – 5 in Jan; 5 in Feb and 5 in Mar).  This will apply to the 2nd, 3rd and 4th term averages as well.
4. The Advancement worksheet must contain each Cub’s date of birth (DoB) and date of Investiture as well as that which has been completed within this year. Dates are important. The number of Interest badges that the Cub has earned this year must also be recorded.
5. All Cubs that are registered as members (ie filled in an application form and submitted to HQ) in your Pack this year must be recorded on this list – even if they only stayed for a term.

All assessment forms are to reach me by 14/01/17 as I have to record and send on the National by no later than 28/01/17.  If you get your forms in earlier, send them through earlier as we can then get your certificates to you sooner.

If you have any queries, please don’t hesitate to ask.

Start completing the Advancement and attendance forms now, so that it is not so tedious in December.

Regards.

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