

# How To Use The Event Recording Form

The Event Recording Form will help make sure that all events related to a Scout's advancement are recorded in the computer accurately, and in a timely fashion. This form covers all events except merit badges, rank advancement, and attendance that are recorded.

The form is broken into sections, each section surrounded by a box. Complete the information requested in the appropriate sections.

The top section, labeled "Always Complete" should be filled in each time the form is used. Always write today's date. If the event took place on a different date, enter that date too. Always include the Scout's first and last names. Check the box corresponding to the event you are reporting.

If you checked the Scoutmaster Conference or Board of Review event, complete the "SMC & BOR" section. Include the rank being pursued and the name of the Scoutmaster or Committee Member conducting the event.

If you checked the Service Hours event, report the number of hours, rounded to the closest quarter hour in the "Service Hours" section, and briefly describe the service project. For example: Troop Trash Pickup at Church, John Doe's Eagle Project, etc.

If you are an adult leader or a youth reporting training that has been completed, list the name of the course and where it was completed in the "Training" section.

If you are reporting a change to member information, describe the change to be made in the "Change Info or Other" section. For example, "New home phone number is (847) 555-1234"; "Father's name is misspelled – should be Jon, not John"

If you checked the "Other" event, please describe the type of entry to be made and at the bottom of the form fully describe the new information to be entered. Some possible examples include New Scouts – See attached application forms and Leadership position changes.

Once the form has been completed, place it in the mail slot labeled "COMPUTER" in the Troop room. It will be entered into TroopMaster as soon as possible thereafter.