

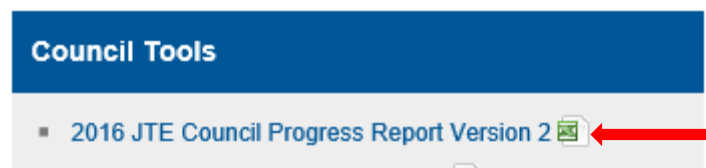


Council Progress Report Instructions

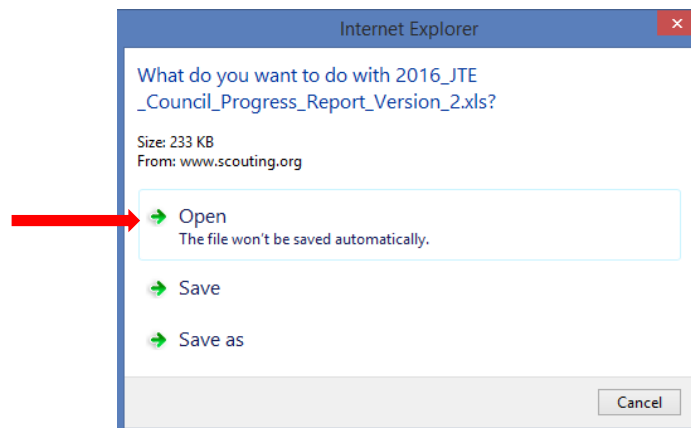
You will work with two Excel spreadsheets.

Spreadsheet 1 - from scouting.org/jte website

- **Step 1** – Go to the Journey to Excellence website at www.scouting.org/jte.
- **Step 2** – Scroll down to Council Tools and find the *2016 JTE Council Progress Report Version 2* link.



- **Step 3** – Click the link and choose to open the *Excel* report.



- **Step 4** – When opened, the report should be on the Instructions tab.
- **Step 5** – Be sure to click the *Enable Editing* button (if it appears) at the top of the form prior to using the worksheet.

Notice the other worksheets on the report.

- The data for the *December 2015* and *Current* worksheets will be retrieved from the JTE dashboard.
- *The data for the *Goals 2016* worksheet will need to be entered manually as follows: enter year-end goals for all eighteen criteria in the Goal Value column. Enter the point goals for each criterion in the Goal Points column.

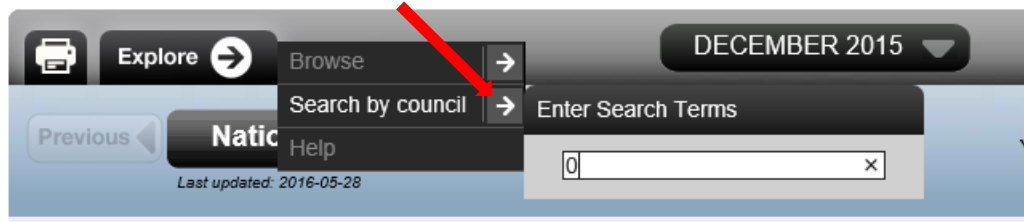
*You may want to do this step last.



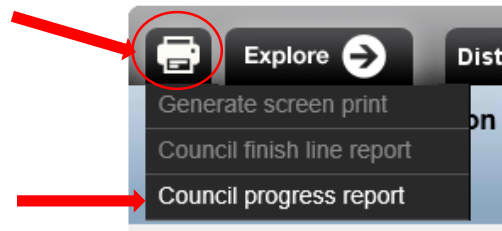
Spreadsheet 2 – from the JTE dashboard

Data for the December 2015 and Current worksheets.

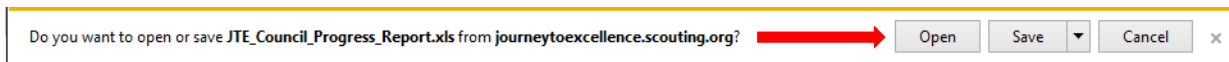
- **Step 6** – Log on to the JTE dashboard and select December 2015. *(Council level volunteers and staff – skip to Step 8.)*
- **Step 7** – Begin with the *Explore* tab to locate the council you wish to review. *(Area, regional, and national level volunteers and staff will be able to select any council. Others will have access to their council only and will not need to take any action at this step.)*



- **Step 8** – Once the council dashboard appears, click the reports icon (printer icon), and from the drop-down menu, click *Council Progress Report*.



- **Step 9** – A pop up box as below will appear at the bottom of the screen. Choose to Open the report.



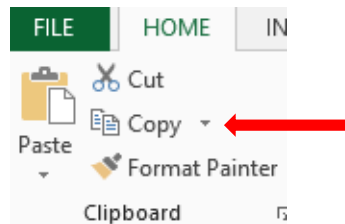
The dashboard will output the data in *Excel* format.

1	Criterion	Description	Year	Month	Effective Date	Council Number	Council Name	Determined Measure	Value	Performance Measure	Value	Points	Level
2	1	Fiscal Management	2016	4	April 30, 2016	010	Grand Canyon Council	Unrestricted net assets/ expense (ratio)	0.0	Forecasted surplus/ expense (percent)	-12.2	100	1
3	2	Fundraising	2016	4	April 30, 2016	010	Grand Canyon Council	Contributions % increase over 3 year average	-30.4	None	0.0	0	0
4	3	Endowment	2016	4	April 30, 2016	010	Grand Canyon Council	New endowment/ operating expense (percent)	1.4	Endowment net assets/ operating expense (ratio)	1.4	50	2
5	4	Market Share	2016	4	April 30, 2016	010	Grand Canyon Council	Total youth served TAY	6.8	Percent improved over last year	13.7	300	3
6	5	Membership Growth	2016	4	April 30, 2016	010	Grand Canyon Council	Membership % growth over prior year	14.9	None	0.0	300	3
7	6	Youth Retention	2016	4	April 30, 2016	010	Grand Canyon Council	Percent youth retained	83.1	Percentage points increase	11.0	200	3
8	7	Public Service Development	2016	4	April 30, 2016	010	Grand Canyon Council	Donorship dollars as % of total TAY	21.4	Donorship points increase	26.1	40	3



You will want to copy all of the cells (including header).

- **Step 10** – Click the *Enable Editing* button at the top of the Excel sheet.
- **Step 11** – Cell A1 should already be selected on the spreadsheet. If not, please select it.
- **Step 12** – Hold the *Ctrl+Shift+C* buttons and hit the right →arrow to select the first line (header line), then hit the down ↓arrow to select the remaining cells (data).
- **Step 13** – Release and select the Copy button at the top of the sheet (or by right clicking the mouse) to copy the data.



- **Step 14** – Go to the opened *2016 JTE Council Progress Report Version 2* and paste the data on the December 2015 worksheet beginning in Cell A3.
- **Step 15** – After pasting, return to the *Excel* sheet with the data and close it.
- **Step 16** – Go back to the JTE dashboard and select the current month.
- **Step 17** – Repeat Steps 8 through 13 (as applicable) but paste the data on the Current tab of the *2016 JTE Council Progress Report Version 2*.
- **Step 18** – Go to the 2016 Progress Chart worksheet (which is before the Instructions worksheet) to review the results.

This report may be updated throughout the year by replacing the data in the current month.

The export of data may be used by the council in designing its own custom reports without having to manually type it.