

Rechartering Membership Inventory Tool

Instructions for the Scout Age Grouping spreadsheets

This Excel spreadsheet tool was created to help with an inventory analysis in preparation for rechartering. By entering the names and birthdates of all young men from the membership list, ages are computed by month over the coming year with color-coding to indicate the appropriate scouting family. Adding current registration information from the BSA charters will help to identify those young men who are not included.

When requesting a membership list from the chartering organization ask for all young men from age 7 to 18 sorted by birthdate. In the case of LDS sponsored units, a report can be generated by the stake clerk for each ward from the MLS system. Be sure the names are sorted by ward and by birthdate (oldest to youngest) to simplify the input process into the tool.

The tool has been divided into three input sections. The first section is for all young men from age 11 to 18. The second section contains the Cub Scout age boys and those preparing to become cub scouts (ages 7 to 10). The reason for these two sections is due to a limitation of the Excel spreadsheet. The ability to color-code the scouting groups is limited to three choices so the fourth choice (Cub Scouts) had to be separated. The third section is for those young men found on the BSA charter that do not appear on the membership list.

Typical units should fit on these worksheets without modifications. If there are more boys in one group than another, additional rows may need to be added to that section. Basic knowledge of spreadsheet functions will allow these modifications. Be sure to copy the age cells to the new rows so that automatic age calculations will be made. Unused rows can be deleted to reduce the length of the report if it extends beyond one page.

This tool is provided to help in this effort and can be expanded or enhanced to meet your specific needs. Some have developed their own membership tools and these can be just as effective. A manual process can also be used to compare the membership list with the BSA charters.

Good luck in your membership inventory efforts and the overall rechartering process.