



Overview

This Document is intended to provide specific guidance for using the Unit Visit Tracking System. Please pay particular attention to items to include in the comment sections. Questions may be directed to John Cherry at jcherry628@aol.com

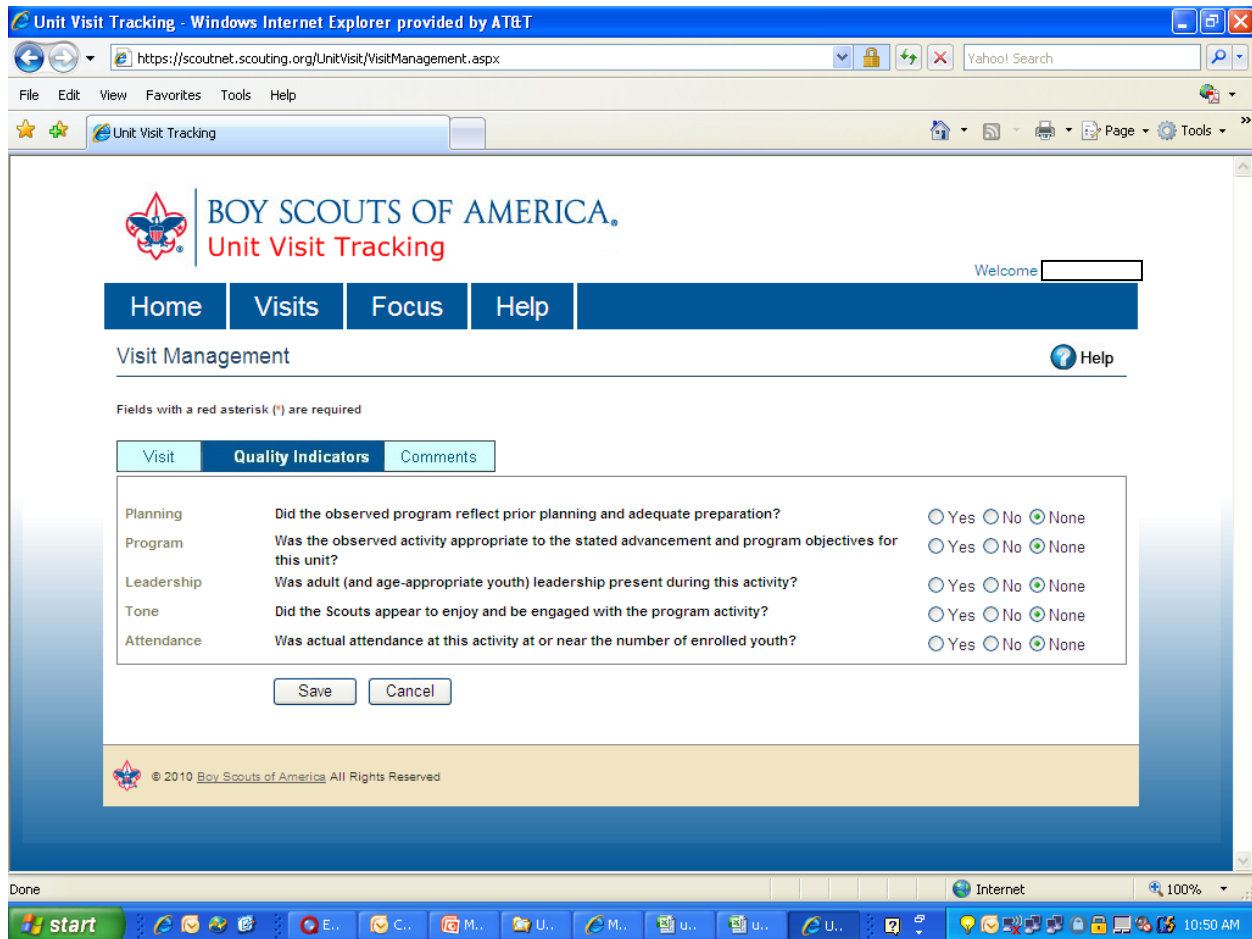
SCREEN 1 – Visit Information

A screenshot of a web browser window displaying the 'Unit Visit Tracking' application. The browser title is 'Unit Visit Tracking - Windows Internet Explorer provided by AT&T'. The address bar shows the URL 'https://scoutnet.scouting.org/UnitVisit/VisitManagement.aspx'. The page has a blue header and a main content area with a white background. The 'Visit' tab is selected, showing a form with the following fields: 'Role Selection' (Assistant Council Commissioner Atlanta Area Council), 'Region' (Southern Region ~ 902), 'Area' (Area 9 ~ 9029), 'Council' (Atlanta Area Council ~ 092), 'District' (empty), 'Unit' (empty), 'Type of Visit' (empty), 'Description' (empty text area with a character count of 255 / 255), 'Date of Visit' (empty), 'Number of Youth' (empty), and 'Number of Adults' (empty). There are 'Save' and 'Cancel' buttons at the bottom. The footer of the page reads '© 2010 Boy Scouts of America All Rights Reserved'. The Windows taskbar at the bottom shows the start button and several open applications.

1. Select information from drop down boxes
2. The description field should be used to add specific information that describes the visit. For example, Blue and Gold Banquet, Court of Honor, Unit leader discussion, etc.
3. Number of youth and adults should be you best estimate of those present.



SCREEN 2- Quality Indicators

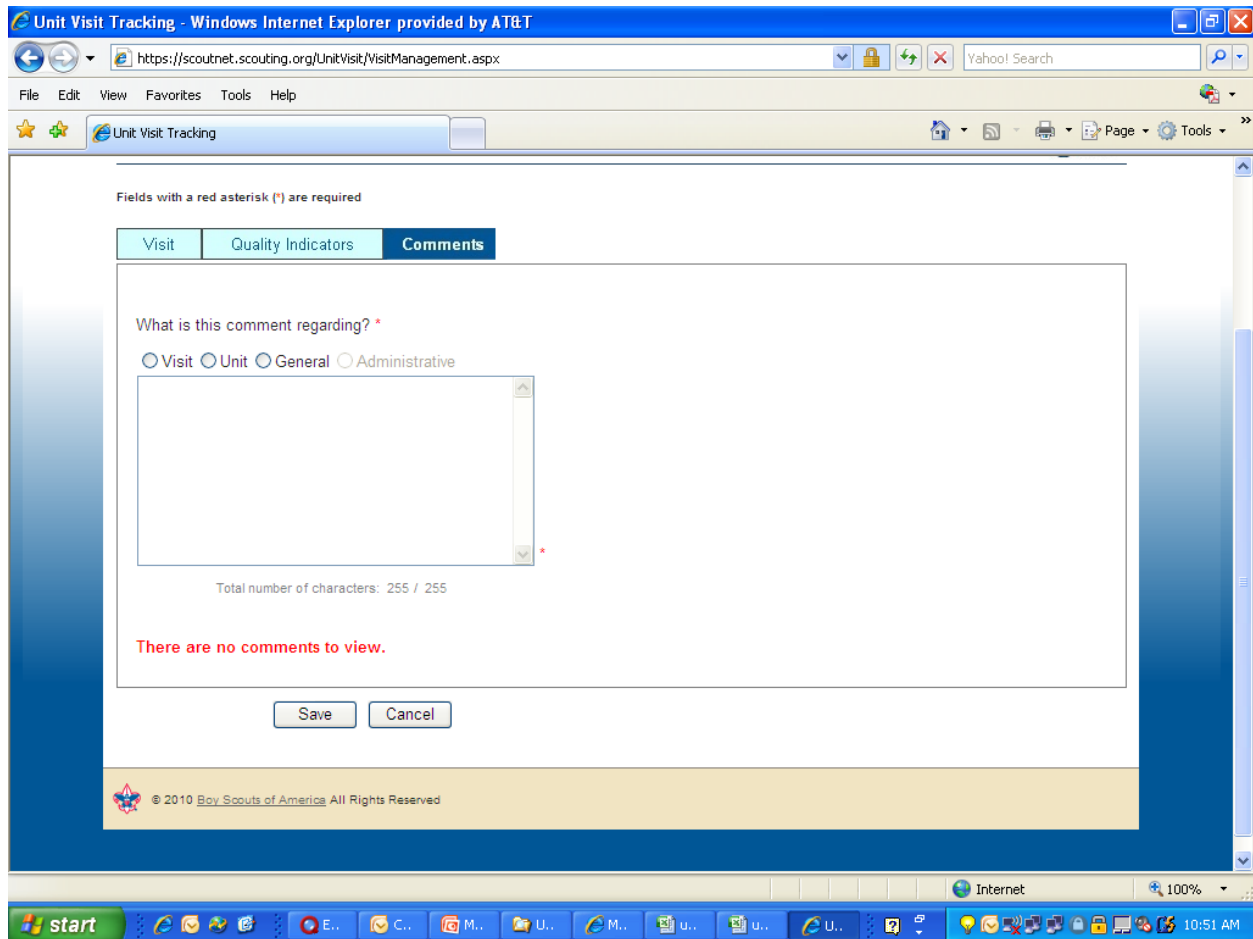


1. Answer each question. This table will give you information related to linking the Unit Visit Worksheet and these questions.

UVTS - Quality Indicator	Pack Worksheet	Troop Worksheet	Crew Worksheet
Planning	Meeting Operation	Meeting Operation Budget Plan	Planned Program Meeting Operation
Program	WEBELOS Dens Advancement Den Chiefs Tiger Cub Dens Den Participation	Skills Instruction Presentation Skills Instruction Levels Patrol Activity Outdoor Program	Service Projects Program capability Inventory
Leadership	Leadership	Boy Leadership Adult Assistance	Adult Advisors Elected Officers Adult Assistance
Tone			
Attendance	Youth Attendance Membership Family Attendance	Membership Attendance	Membership



SCREEN 3-Comments



For ALL comment sections... Be thoughtful about what you write. All comments should be accurate, professional and kind. These comments can be viewed by many people including commissioners in the District, Council, Region and National organizations. Always let the Oath and Law guide your comments!

What to include in the Comment Sections:

VISIT – Include observations about the Visit.

UNIT – include observations about the Unit

GENERAL – VERY Important. For each visit please provide an assessment of the Units overall health using the following Criteria:

- GREEN= Healthy unit, On track to earn Journey to Excellence Award
- YELLOW = Struggling with several elements of the Journey to Excellence Award
- RED = Unit future is in jeopardy

ADMINISTRATIVE – Should be used primarily by the DC or ADC. If you use this section please identify yourself with first initial and last name (example, J Smith)