151 Chadburn Squadron

Cadet Activity Attendance Procedure

CI Don Biffin

2022-03-27

151 Chadburn Squadron
Cadet Activity Attendance Procedure

The capturing of accurate attendance data for every cadet activity is a must. This data is used both to update the Cadet Information System (Fortress) and the Achievement Points system. Without your input both of these systems will be inaccurate.

This procedure covers the following steps:

1. Taking Attendance at a Cadet Activity
2. Retrieving the latest copy of the standard attendance spreadsheet.
3. Entering the Attendance on the Standard Attendance Spreadsheet (both one-time and ongoing)
   a. Helpful Hints
4. Sending to the Attendance/Achievement Points Coordinator
5. Importing Standard Spreadsheet to Google Sheets (if you don't have Microsoft Office)

<u>Terms of Reference</u>

1. NCOIC – NCO in charge of the activity
2. OIC – Officer in charge of the activity
3. CO – Commanding Officer
4. DCO – Deputy Commanding Officer
5. ADMINO – Administration Officer

1) Taking Cadet Attendance

At the start of every activity, the NCO in charge (NCOIC) is responsible to ensure that attendance is accurately taken. They should note who is Present, who is Excused (if applicable, with a valid excuse) and who is Absent. I would strongly suggest the NCOIC print a copy of the Nominal Role spreadsheet and mark it up and then enter that data into the standard attendance spreadsheet which resides on the squadron's website.

The attendance codes are as follows:

1. P = Present
2. E = Excused
3. A = Absent
4. Q = Quit (use this if a cadet no longer attends an ongoing activity e.g. Band, Drill)
5. SOS – Cadet has left the Squadron

Valid excuses for missing a cadet event (if applicable) are:

1. Sick
2. School Work
3. Couldn't get a ride (this should only happen once, the NCOIC or OIC should try to arrange rides for cadets who have this issue on an ongoing basis.)
4. Exams
5. CO, DCO or OIC has approved the cadet not attending

2) Entering the Attendance on the Standard Spreadsheet

Retrieving the Most Current Version of the Standard Attendance Spreadsheet

This can be found on the squadron's website. https://www.chadburn.org/resources/cadet-resources/
You will see both the procedure and the current version of the spreadsheet at the top of this page. The spreadsheet is in XLXS format, however if you are using an earlier version of Microsoft Excel and having problems entering the data, please see Mr. Biffin for assistance. If you wish to use Google Sheets please see the procedure on page 7.

When downloading the spreadsheet, save the file to your hard-drive and rename it to the activity name. The Naming Convention for the file should be as follows: Activity Name – Date (e.g. Band Practice – Feb 25 2019)

Entering the Data

When entering data into the spreadsheet you must complete the following:

1. Enter the Activity Name and Date

2. Enter the NCOIC/OIC Name

5. On Both types of spreadsheets you must enter one of the following attendance codes
a. P = Present

b. E = Excused

c. A = Absent

d. Q = Quit use this if a cadet no longer attends an ongoing activity e.g. Band, Drill)
e. SOS – never mark a cadet SOS, this can only be done by the squadrons Administration Officer

151 Chadburn Squadron
Cadet Activity Attendance Procedure
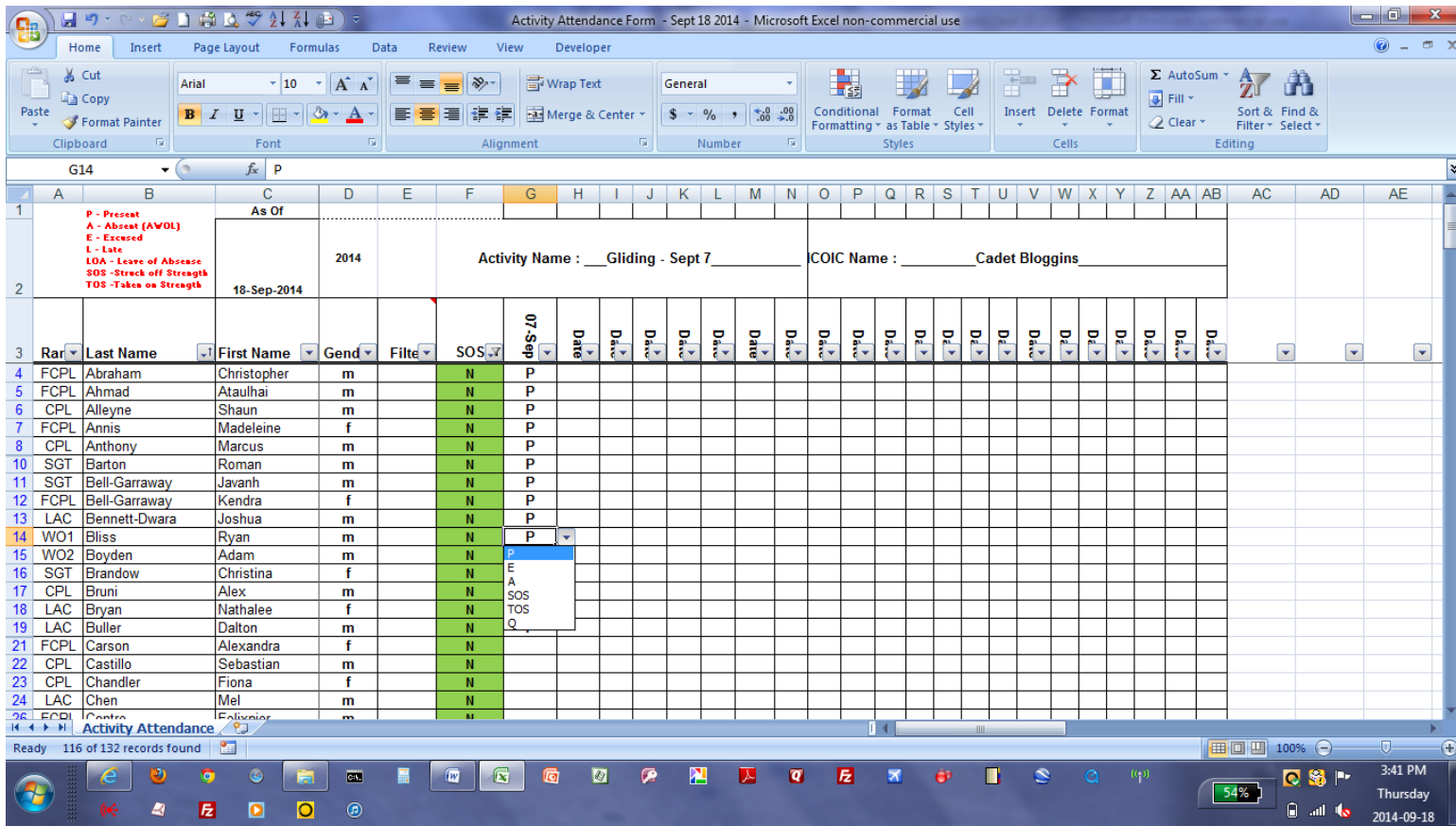
Some Helpful Hints:

1. The spreadsheet has a drop down list on the attendance column.
2. If you capturing attendance for an ongoing activity (e.g. Band) you can use the same spreadsheet.
   a. Enter the date of the activity into the Date Column that goes horizontally across the top and update the attendance data.
   b. To make this easier, you can use the filter column to mark a Y and filter on this field. It will remove the unwanted names.
3. If you are capturing attendance for an ongoing activity and you see cadet that has not attended for a few weeks please bring this to the attention of the Officer in Charge (OIC).
4. REMEMBER, if you add a new name to this spreadsheet, you should first insert a new row and then copy an existing row in order to maintain the codes. You can then change the name and info applicable to the new entry.

Please see Mr. Espe or Mr. Biffin if you have any problems.

3) Sending Activity Attendance to the Squadron's E-mail account.

It is imperative that attendance for any activity is sent within 48-72 hours of an activity. Mr. Biffin is the squadrons Attendance and Achievement Points Coordinator and is responsible to ensure all attendance records are entered into the Fortress (our cadet system) and Achievement Points systems.

To facilitate this, attendance records should be sent to the Squadrons central e-mail address:

 attendance@chadburn.org

When sending your note, please enter the Activity Name and Date in the Subject Line. In the body of the note, attach the spreadsheet and make any comments applicable to the event (e.g. this cadet has quit). Make sure that you either send the attendance in Microsoft Excel or Google Sheets format only. *PLEASE DONOT SEND THE ATTENDANCE IN PDF FORMAT.*

PLEASE NOTE

It is not acceptable to send attendance data just in note format. In the past attendance records have been sent not in alphabetic order and didn't indicate who was present/excused or absent. This practice is no longer acceptable. Any cadet sending data in this format will be asked to resend the data following the above procedure.

If you don't have access to a computer please see one of the admin staff, they will print out some of these forms for you to manually mark up.

151 Chadburn Squadron
Cadet Activity Attendance Procedure

Using Google Spreadsheets

For cadets that don't have access to Microsoft Office, Google Spreadsheets will work just as well. Below are the instructions to Import, Use and Send these spreadsheets to the central e-mail address.

Steps:

1. Open Google Spreadsheets, this can be found under the more APPS symbol at the top right.
2. Click on "more" at the bottom
3. Click on "Even more from Google"
4. Scroll down to "Home & Office"
5. Click on "Sheets" on the right hand side.
6. Once a Google spreadsheet has launched, you have two options
   a. go to the Circle and + sign at the bottom right to add a new file.
   b. Or select the spreadsheet from a list of existing. Go to Point 11.
7. If you are choosing Option A , a new spreadsheet appears, go to File and Import.
8. Click on Upload on the right side.
9. Select the Activity Attendance Spreadsheet that you have downloaded from the Squadrons website to you personal computer.
10. The Activity spreadsheet will now appear under the Google Spreadsheet.
11. Complete the spreadsheet with the Required Information.
    a. NCO In Charge
    b. Activity Name and Date
    c. Officer In Charge
    d. Update the Date Column
    e. Update the Attendance data
12. Now you are ready to send this to the squadrons e-mail address.
13. Click on File and E-mail as an attachment. (it will default to Excel XLXS format)
14. Enter the Squadrons E-Mail address in the Too Column
15. Update the Subject with the Activity Name and Date
16. Add any comments in the message section (e.g. this cadet has quit, this name missing ETC)
17. Hit the send button
18. You are done…..

I would suggest setting up a g-mail account if you don't have one, that way it will save this spreadsheet for future use.