

January 17, 2017

RE: Southern Region - *Spirit of Excellence*

Greetings Arrowmen!

With a new year ahead, this is the prime time to take a look back at your past JTE data and plan ahead for the future. The purpose of the *Spirit of Excellence* is to assist lodge officers in reviewing and making sense of previous years' JTE data, to assist lodge leaders in their planning for JTE goals, and to provide encouragement and support throughout the year. During 2017, lodge leaders will receive helpful tools to better understand the various functions of OA LodgeMaster. In addition to this, our team will host various progress checks where your lodge will be encouraged to inspect certain reports. To best evaluate your progress, we highly encourage you to reach out to the neighboring lodges in your section and see with which items they find success and how your lodge may do things differently.

Requirement #1 - Fiscal Management

With this requirement in mind, now is the perfect time of the year to begin creating a lodge budget. Here are some helpful links for crafting your budget:

JTE Guidebook (see page 8)

<http://www.oa-bsa.org/uploads/publications/jteguide-2016.pdf>

Lodge Finance Guidebook:

<http://www.oa-bsa.org/uploads/publications/LFM-2008.pdf>

Guide for Staff Advisers:

<http://www.oa-bsa.org/uploads/publications/GSA-2013.pdf>

Best Practice for Lodge Budgets:

<http://www.oa-bsa.org/uploads/resources/bestpractices/BudgetsMadeSimple.pdf>

Requirement #13 - Council designated support

The beginning of the year is also the time for the Key 3 to meet with the Scout Executive to identify any specific projects for the future. This is a very valuable item which cannot be achieved without this advance meeting with the Scout Executive. Below are some helpful links so your Key 3 will be prepared with a list of suggested projects before heading to the Scout Executive's desk:

JTE Guidebook (see page 43):

<http://www.oa-bsa.org/uploads/publications/jteguide-2016.pdf>

Best Practice for Council Support:

<http://www.oa-bsa.org/uploads/resources/bestpractices/CouncilSupport.pdf>

Requirement #16 - Leadership Development

Many lodges start the new year with a new slate of officers. Be sure to schedule an LLD to train these new officers. To help plan this important event, check out these links:

JTE Guidebook (see page 49):

<http://www.oa-bsa.org/uploads/publications/jteguide-2016.pdf>

LLD Website:

<http://lld.oa-bsa.org/2012/>

LLD Planning Guide:

<http://www.oa-bsa.org/uploads/publications/LLD-Planning-Guide.pdf>

OA Training Database:

<http://training.oa-bsa.org>

Other JTE Ideas

We would also like to present officers practical and hands-on suggestions on topics not specific to a single requirement but that are pertinent to the beginning of year.

Lodge Officers take an active role in JTE planning

We recommend lodge officers in the Southern Region take an active role in the JTE planning process. Review the Journey to Excellence requirements from the perspective of your elected lodge office. As officers create their own unique goals for their term of office, ensure the goals line up with the lodge goals for JTE performance.

Create Journey to Excellence goals for 2017

One of the best things to do as an LEC is to create a list of goals for the year. Include your lodge's performance goals for some of the JTE requirements. Here is a link to a best practice regarding lodge goal setting:

<http://www.oa-bsa.org/uploads/resources/bestpractices/EstablishingLodgeGoals.pdf>

Review your lodge's recently-submitted JTE performance from 2016

Use the "JTE Wizard" in OALM to review and print your lodge's JTE performance from last year.

To access the "JTE Wizard" in OA LodgeMaster, select "Charter & JTE" from the home screen, then double-click on 2016 in the list. You can review three pages of membership data followed by a screen for each of the seventeen JTE requirements.

Identify areas you wish to improve and include these as you set lodge goals for 2017.

Identify a JTE requirement where no points were earned

As your LEC looks back on the previous JTE data, consider the following: Are there any requirements where your lodge earned no points? If so, why? What does it take to earn Bronze in these requirements? Some requirements include an option to earn Bronze by performing better than last year even though your score does not meet the Bronze benchmark. Can your lodge earn Bronze on this requirement this year?

Review the details of the selected requirements in the JTE Guidebook and gather ideas.

Lodge Officer Access to OA LodgeMaster

We recommend each lodge in the Southern Region create OA LodgeMaster login credentials for the lodge chief or his designated youth lodge officer. Lodge officers should be able to login to OA LodgeMaster anytime to see the lodge's current JTE progress.

If the lodge officer does not maintain or change OALM data, appropriate "read-only" credentials can be assigned to permit this user to view JTE data but not allow the user to change other data such as membership or event data.

Create a "read-only" user in OA LodgeMaster:

Step 1) From the OALM Home screen in the Admin section, click on "Users". This opens the "User Manager" program and displays a list of current OALM users.

Step 2) Choose "Add User".

Step 3) Complete the fields Username, Password, and confirm password. In the field "Member", select the officer's record from the OALM database.

Step 4) Check the box under Lodge View Access for "Lodge Charter & JTE". If this is the only box checked, the user will not be able to change membership or event data.

Step 5) Click the button "Save" and close the User Manager program.

It is with great excitement that we look forward to seeing a marked improvement for each lodge in the Southern Region as you prepare for Journey to Excellence throughout 2017. If your lodge leadership ever has any questions or concerns, please feel free to reach out to our team at jte@southern.aa-bsa.org.

In the Spirit of our Founders,

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