****

**Programme weekly record sheet**

Use this register to keep track of the badges that girls in your unit are working on each term and keep a register of who attends each meeting. Use it alongside your term plan so you know who was present for the activities you ran at each meeting. Then transfer this information into the recording section of GO, to track girls’ progress towards awards. The *blue italics* show an example of how this can be filled out and there’s a blank version on the next page.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Unit name: Plan period: *Autumn term 2018*  | *12/09/2018* | *19/09/2018* | *26/09/2018* | *03/10/2018* | *10/10/2018* | *17/10/2018* | *24/10/2018****Half term*** | *31/10/2018* | *07/11/2018* | *14/11/2018* | *21/11/2018* | *28/11/2018* | *05/12/2018* | Interest badges complete |
| First name | Skills builder | Stage |
| *Jane* | *Make change* | *3* | */* | */* | */* | */* | */* | */* | *O* | */* | */* | *O* | */* | */* | */* | *Space* |
|  |  |
| *Kat* | *Influence* | *2* | */* | */* | */* | *O* | */* | */* | *O* | */* | */* | */* | */* | */* | */* | *Dancing, Jobs* |
|  |
| *Emily* | *Influence* | *2* | */* | */* | */* | */* | */* | */* | *O* | */* | */* | */* | */* | */* | */* | *Mindfulness, My rights* |
|  |
| *Gemma* | *Make change* | *2* | */* | */* | */* | */* | */* | */* | *O* | */* | *O* | */* | */* | */* | */* | *Baking* |
|  |
| *Charlie* | *Make change* | *2**3* | */* | */* | */* | */* | *O* | */* | *O* | */* | */* | */* | */* | *O* | */* |  |
| *Influence* |
| *Lisa* | *Influence* | *3* | */* | *O* | */* | */* | */* | */* | *O* | */* | */* | */* | */* | */* | */* | *Baking, Charities* |
|  |
| *Tessa* | *Influence* | *3* | */* | */* | */* | */* | */* | */* | *O* | */* | *O* | */* | */* | */* | */* | *Painting* |
|  |
| *Cathy* | *Influence* | *2* | */* | */* | */* | */* | */* | */* | *O* | */* | */* | */* | */* | */* | */* | *Performing, Collecting* |
|  |
| *Amelia* | *Make change* | *2* | *O* | */* | */* | */* | */* | */* | *O* | */* | */* | */* | */* | */* | */* | *Space* |
|  |
| *Lucy* | *Make change* | *3**2* | */* | *O* | *O* | */* | */* | */* | *O* | */* | */* | *O* | */* | */* | */* |  |
| *Influence* |
| *Christina* | *Make change* | *3* | */* | */* | */* | */* | *O* | */* | *O* | */* | */* | *O* | */* | */* | */* | *Languages* |
|  |

Date transferred to digital recording: \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ ©Girlguiding 2018

****

**Programme weekly record sheet**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Unit name: Plan period:  |  |  |  |  |  |  |  |  |  |  |  |  |  | Interest badges complete |
| First name | Skills builder | Stage |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |

Date transferred to digital recording: \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ ©Girlguiding 2018