Record Keeping and Shared Files

Why OSG | Starting a Group | Group Organization | Record Keeping | Finances | Recruitment | Volunteers | Youth Protection | Inclusive Scouting

When you set up your group, you will want to have shared files to allow collaboration between your group council. Some of the most common solutions are below:

Google Drive/Workspace

Many groups use Google Drive for collaboration. This is a good solution, but under the standard user account, all files are owned by individuals, which can present potential access issues as leaders move on.

One benefit of obtaining 501c3 status is that it will allow you to apply for a free Google Workspace Account. This provides a number of benefits, including free website hosting, groups, email services, and shared drives that are owned by the group as opposed to an individual. This helps to preserve history and resources as turnover happens within your group.

File Structure

It's a good idea to have one folder that is limited to the auxiliary committee, which contains things such as financial records, your website files, and registration forms. Access can be added and removed as roles change. One idea is to have the access granted by group membership rather than by individual email, which allows you to control access just by removing or adding people to the appropriate group.

Your general group folder should contain planning documents, including spreadsheets for tracking badge requirements (if you are doing that through google drive). It's also the place to put sign ups for campouts or other rsvp-required meetings, group-specific resources, logo files, marketing/recruitment materials, etc.

Spreadsheet Badge Tracking

Several groups have developed spreadsheets for tracking badge requirements. OSG is working on creating an official badge tracker spreadsheet that can be used by all groups.

Troop Track

Troop Track is software that some groups use to track badge progress.

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