

RECORD KEEPING

INTRODUCTION

I. WHY KEEP RECORDS?

A. Accountability

1. *You need to be accountable before God.*
2. *You need to be accountable to others.*
3. *You need to be accountable to yourself.*

B. Accomplishment

C. Assessment

1. *For the student.*
2. *For CBLT.*
3. *Coach assessment.*
4. *To spot potential leaders.*

D. Accreditation

II. PROCEDURES OF RECORD KEEPING

A. The Individual Student Record

B. A Group Record

1. *All the courses a group has taken in a certain city and under which leader.*
2. *Each group record is listed and filed on a separate sheet.*
3. *Each record must show a) the course title; b) date.*
4. *The name of the city and the name of the group leader.*
5. *The names all the students that have taking this course.*
6. *This record indicates:*

C. A Multiple Group Record

III. EXAMS

A. During the exam

B. After the exam

1. *Have each student give his exam to the next person to be checked.*
2. *Collect and mark the exam results in the appropriate column for each student on the group record sheet.*
3. *Review the exam with the whole group.*
4. *Solicit a discussion.*

C. Missed exams

IV. STUDENT NUMBERS

CONCLUSION