

MO-149 Attendance Scorecard

Month: _____ Year: _____

FLIGHT: A B C

	Cadet Name												
		1)	2)	3)	4)	5)	6)	7)	8)	9)	10)	11)	12)
WEEK 1													
Tuesday Meeting	*												
Outside Activity	*												
Outside Activity	*												
Outside Activity	*												
Outside Activity	*												
Total Points													
# of Cadets in flight													
Flight Average Points													
WEEK 2													
Tuesday Meeting	*												
Outside Activity	*												
Outside Activity	*												
Outside Activity	*												
Outside Activity	*												
Total Points													
# of Cadets in flight													
Flight Average Points													
WEEK 3													
Tuesday Meeting	*												
Outside Activity	*												
Outside Activity	*												
Outside Activity	*												
Outside Activity	*												
Total Points													
# of Cadets in flight													
Flight Average Points													
WEEK 4													
Tuesday Meeting	*												
Outside Activity	*												
Outside Activity	*												
Outside Activity	*												
Outside Activity	*												
Total Points													
# of Cadets in flight													
Flight Average Points													
WEEK 5													
Tuesday Meeting	*												
Outside Activity	*												
Outside Activity	*												
Outside Activity	*												
Outside Activity	*												
Total Points													
# of Cadets in flight													
Flight Average Points													
Meeting Attendance Award	P/F												
Total Cadets													

Step 1: At the Beginning of each Tuesday night Meeting take attendance and inquire about who was as the previous weeks activities and note their points based on the system below.

***Attendance Points:**

Meeting	Activity
Absent: 0	Absent: 0
Late: 2	1-4 Hrs: 1
Ontime: 4	5+ Hrs: 2

Step 2: Sum each cadets points to find the flights total flight points, then divide that by the number of cadets assigned to that flight to find the flights average total points.

Flight Average Points:

Step 3: Sum the Flights Average

- Week 1: _____
 Week 2: _____
 Week 3: _____
 Week 4: _____
 Week 5: _____
 Total: _____

Step 4: Divide the Flights Total Average Points earned for the Month by the number of weeks in that month to find the flights Attendance Average, use the chart below.

Flights Attendance Average:

- Total Points: _____
 Weeks: _____
 Flight Average: _____

Step 5: Determine which cadets earned the meeting attendance award. To receive the award the cadet is allowed to miss **only one** meeting per a month.

Step 6: Calculate the number of cadets that received the award this month.

Official Use Only:
 MONTHLY FLIGHT RANKING _____