

# SỔ ĐIỂM DANH - CHUYÊN CẦN

## (ATTENDANCE NOTEBOOK - ROLL SHEET BOOK)

A "Cluster" is the basic foundation/family of a Unit. If the Cluster (Đàn) is disorganized and lacking in spirit during their activities, then this weakness also ends up affecting their Unit (Đoàn). Therefore, the Leader and Vice-Leader of a Cluster have to be aware when a member in their Cluster is absent and to find ways to get close and communicate with that member, to find out the reason why he/she was absent. Leader and Vice-Leader of a Cluster have to report to their Unit Leaders, if the Cluster Leader is not able to resolve a difficult situation.

In order to keep track of his/her Cluster, each Cluster Leader needs to create an Attendance Notebook or a Roll-Sheet Book. The first page of this notebook should have the date that the Cluster was formed, the Buddhist names of all the leaders in the Unit, and the full names of the Leader and Vice-Leader of the Cluster.

On the next page, make an attendance sheet that contains the following information :

No.	Full Name	Buddhist Name	Position	Starting Date	Dates Attended
01	Nguyễn Tuấn	Minh Tuấn	Cluster Leader 5/20/95	5/20/95	3, 5, etc.

Each week, the Cluster Leader or Cluster Vice-Leader (if the Cluster Leader is absent) has the responsibilities to document which members are present, which are absent with a reasonable excuse and has permission, which are absent without permission, etc. and to report this information to the Unit Leader at the end of each day. This Attendance Notebook will help you to remember the number of members that attended each week and to keep track of the attendance and regular participation of each member. Having a member who does not go regularly means that there must be things happening in the daily lives of this particular member.

For example: On a particular Sunday, Member "A" is absent without having told the Unit Leader his/her reason for being absent. Afterward, the Cluster Leader stops by Member "A" 's house to find out the reason why he/she was absent from the Youth Group that day. If Member "A" had sneaked off to go play instead of attending the Youth Group, then the Cluster Leader has to find ways to meet with him/her to explain why this is wrong. If Member "A" was absent because he/she was sick, then the Cluster Leader has to report this to the Unit Leader so that a trip can be plan to go visit him/her. By doing it in these manners, you can help the Unit in these ways:

- Benefits the Cluster Leader when the attendance and participation of every member in the Cluster is known
- Helps the leaders in the Unit to know the strength of the Unit's participation
- Develop love and understanding among the members when someone is sick, in danger, etc.

Example of a Roll-Sheet Book:

No	Full Name	Buddhist Name	Position	Month 1				Month 2				
				1	2	3	4	1	2	3	4	
1	Lê Ngọc Lan	Diệu Lan	Cluster Leader									
2	Thạch Hiền	Viên Lành	Cluster Member									
3												
4	Nguyễn Linh	Viên Quý	Cluster Vice-Leader									

**Guidelines:**

First Column:

Write the numbers of each member in order

Second Column:

Write the full names of the Cluster Leader, then all the Cluster members, and finally the Cluster Vice-Leader

Third Column:

Write their Buddhist names (if they have them)

Remaining Columns:

Write the numbers of week in each month

**Things to Note:**

If present, mark an "X"

If absent with a reasonable excuse and has written permission slip, mark a "P"

If absent without permission, mark an "O"