

**Texas State University Omega Leo Medical Explorer Post 4077,  
San Marcos, Texas: Capitol Area Council, Boy Scouts of America, and  
Lions Clubs International**

**Standard Operating Procedure 041.01.00 – Weekly Attendance Records  
(Draft 03/27/22)**

**Prepared or Last Modified**

Originally prepared by Charles Johnson, Ph.D., Senior Medical Explorer Advisor, Post 4077: March 27, 2022

Last modified by Charles Johnson, Ph.D., Senior Medical Explorer Advisor, Post 4077: March 27, 2022

**Review within the Medical Explorer Post 4077 Officers**

Reviewed by the Medical Explorer Secretary/Travel Officer, Asonte Portier: By Default without Changes on June 27, 2022.

Reviewed by the Medical Explorer Executive Officer Committee: By Default without Changes on June 27, 2022

**Review by Senior Medical Explorer Advisor for Consistency with Other Existing Policies**

Last Reviewed by Charles Johnson, Ph.D., Senior Medical Explorer Advisor: March 27, 2022

**Review and Approval by Agencies Outside of Medical Explorer Post 4077**

None

**Those with responsibilities in this SOP include:**

1. Medical Explorer Secretary/Travel Officer
2. Senior Medical Explorer Advisor

**Other Standard Operating Procedures Referenced In or Impacted by Changes in this SOP:**

SOP 300.06.00 Maintaining Your Status as a “Member in Good Standing”

The procedures and requirements related to reporting weekly attendance are as follow:

**I. Purpose**

1. Weekly attendance at regularly scheduled meetings is important to maximize the benefits of membership in our Medical Explorer Omega Leo organization. Our Medical Explorer program is a subculture within Texas State University. Working together in intensive hands-on patient volunteer activities builds close lifelong friendships. There is much important information that is passed to our members during our meetings.

2. There is much to learn at our weekly meetings, some may be from our speakers discussing their passion for what they do in healthcare. Or, a meeting may be directed toward skills that are important for the volunteer work we do. In any regard, missing Medical Explorer meetings will reduce your effectiveness as a Medical Explorer Omega Leo. There is value in every Medical Explorer meeting, whether you are a passive learner, an active learner, or broadening your understanding of the U.S. healthcare system and those who work in it.
3. We understand that college students sometimes have class related activities they must attend, and we can excuse the missing of an occasional meeting. Thus, our expectation and requirement is set at only 50 % of our regularly scheduled weekly meetings. Even if the speaker may not be related to your anticipated future healthcare career, you are expected to attend. All Medical Explorer meetings are designed to cover some aspect of healthcare. To become a valuable member of the healthcare team, you need to understand the roles and responsibilities of all other members of the healthcare team.

## **II. The Use of Attendance Records**

1. Attendance is a good substitute measure for your enthusiasm and passion for learning about our healthcare system. A member's measure of enthusiasm is an important consideration when selecting members to participate in advanced volunteer opportunities. Those members who have stronger attendance records will be more likely to be selected for advanced volunteer activities.
2. Attendance records also play a part in letters of recommendation written by Senior Medical Explorer Advisors. Advisors are less likely to write a letter of recommendation for anyone with less than a 50% attendance at our weekly meetings.
3. Attendance is an important part of a member's classification as a "Member in Good Standing". There is a monthly report that is shared among all officers and liaisons responsible for selection and placement of volunteers. The rule is that a member must be a "Member in Good Standing" to be placed in many of our volunteer opportunities. Each officer or liaison is to check this list of "Members in Good Standing" before making some assignments or placements.
4. The monthly report of the "Members in Good Standing" is just for the semester in which it is made, and it is accumulative to the beginning of the semester, so even if a member is not on this list, they can improve their attendance by being in almost "perfect" attendance so as to increase the percentage of meeting they have attended during the semester.

## **III. Excused Absences**

1. Those Medical Explorers who may be in recognized training on the same night as our regular meeting will be excused. The only training commonly accepted is either an EMT preparatory class or a CERT related training. Other types of medical or health related training may be acceptable, but must have approval of a Senior Medical Explorer advisor. It is the responsibility of the Medical Explorer to request and receive this approval in writing prior to the event. It is further the responsibility of the Medical Explorer to share this written approval for an excused absence with the Medical Explorer Secretary/Travel officer.

#### **IV. The Collection of Weekly Attendance Data**

1. Attendance information is to be collected by means of a system developed by our senior Medical Explorer officers. The mechanism is to be fully explained in this SOP, so that it can be posted on our website and further shared with all members. It is the responsibility of the Medical Explorer Secretary to expand this section of the SOP to show how we collect attendance information and the responsibility of each Medical Explorer member to ensure that they submit the required information and verify the accuracy of their weekly attendance.
2. Attendance records are to be collected at every regular weekly meeting. It is the responsibility of the Medical Explorer Secretary to ensure that this is accomplished.
3. To Be Written and added to an updated SOP.

#### **V. The Monthly Attendance Report**

1. The monthly attendance report is to be prepared and distributed to all officers and liaisons, as well as all Senior Medical Explorer Advisors, on the second Monday of the month.
2. The format of the report shared will be a spreadsheet as shown in Appendix A.
3. The report is for any given Semester, and will start over with the first meeting of each semester.

#### **Calendar Considerations:**

1. The individual Medical Explorer Omega Leo member is to ensure that they have completed all steps to record their weekly attendance during every weekly meeting.
2. The monthly attendance report is to be prepared and distributed on the second Monday of each month following a month in which we have weekly meetings. Thus, a report for September is to be distributed by the second Monday in October. The report for October is to be distributed by the second Monday in November, with all other months following the same pattern.
3. There will be no updated monthly attendance reports distributed in January, June, July, or August; since there are no regular weekly meetings in the preceding month.
4. There is a special case for the attendance report for the month of August. This month typically has only one, or two at the most meetings. However, a report for August is important to show which members have returned for the new fall semester. Any new members showing up for the August meetings will also be listed and useful for other purposes such as tracking their application submission status. The August attendance report will also be useful to the Medical Explorer Treasurer as they begin their process of tracking semester dues collection. The August Attendance report will also be useful to the Medical Explorer Training officer as they review the training status of both old and new members.

#### **Spreadsheet Format Notes:**

1. It is usually the case that there are 12 weeks in either the fall or spring semesters when Medical Explorers have regular scheduled weekly meetings. We don't count Thanksgiving or Spring Break weeks, and our last meeting of the semester is always one week before finals. In the fall semester, this means that we commonly have one week after the Thanksgiving break.

2. For a returning member, they are expected to attend the first scheduled meeting of the semester and all meeting during the semester, resulting in a denominator of 12 possible weeks in column “P”. For these returning members, column “P” would have a value of 12.
3. For a new member, the counter begins the first meeting of the semester they attend. If they miss the second week, that is counted as an absence. They are expected to attend every meeting after the first meeting they attend, even if they have not yet submitted an application or paid semester dues. For these new members, column “P” would have a value equal to the number of meetings possible for the remainder of the semester including their first meeting.
4. If in attendance, place a uppercase “X” in the column for that week.
5. If “Excused”, place a uppercase “E” in the column for that week.
6. The attendance percentage will be calculated automatically.
7. The Secretary will have to count and update the number of weeks in the semester for the member. Remember, new member weeks begin the first week they attend Medical Explorers.
8. As a last step, manually color the cells using a light green or red as selected for the color wheel under “More Colors”.
9. The Medical Explorer secretary should delete the first few rows of the example report. They are there only to demonstrate and test the logic behind the spreadsheet.
10. The spreadsheet is to be sorted by member names – last followed by first.
11. If confused, seek help and advice from an experienced spreadsheet user or a Senior Medical Explorer Advisor.

Appendix A. Example Spreadsheet for Monthly Attendance Report  
Excel spreadsheet is available on our website under the listing for this SOP.

Medical Explorer Omega Leo Club																	yymmdd: Report Date			
Monthly Attendance Report																				
New or Old	Member	Last Name	First Name	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Number of Weeks for Member SO FAR in Semester	Members' Attendance	Percent Attendance	Good Standing	Officer or Liaison?
				Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12					
Old		12345678901234	12345678901234	X		X	X	X	X	X	X	X	X	X	X	12	12	100%	GOOD	Officer
Old		23456789012345	23456789012345	X		X	X		X	X	X	X	X	X	X	12	8	67%	GOOD	Liaison
Old		34567890123456	34567890123456	X		X			X		X		X		X	12	5	42%	FALSE	
Old		45678901234567	45678901234567	X	E	E	E	E	E	E	E	E	E	E	E	12	12	100%	GOOD	
New		56789012345678	56789012345678			X	X	X	X	X	X	X	X	X	X	9	6	67%	GOOD	
New		67890123456789	67890123456789						X	X	X	X	X	X	X	6	6	100%	GOOD	
NEW		78901234567890	78901234567890			X				X						10	3	30%	FALSE	