

PROMOTION	STAR CHART	Starting	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Summer	Total	Last	
FirstName	LastName	Stars											Stars	Promotion	
John	Smith	0	1	1	1	1	1	1	1		1		7	03/28/23	
Ann	Garcia	0	1	1	1	1		2			1	1	8	02/28/23	
YEAR 2:															
John	Smith	7											7		
Ann	Garcia	8											8		

The Promotion Star Chart records each agent's attendance and progress toward Agent Promotion. You may opt to create this in a poster form to track manually or use this Excel document. Here's how to use it:

Year 1:

Rows 1-50 are ready for you to enter new agents. **If you have more than 50 kids**, COPY some of the previous rows and add them to the bottom of the chart. This will maintain the tracking formulas in the new rows.

- 1) Enter each new agent and add "0" into the Starting Stars column.
- 2) Add a "1" in each month the agent attends. If you offer extra credit (for example, for Bringing a First-Time Visitor with them or for going over and above the call of duty in their own collection drive that month), enter "2" (see Ann Garcia in Feb.) As you add attendance, the Total Stars column will automatically total the stars earned to date.
- 3) Whenever an agent's Total Stars reaches a multiple of **SIX**, they earn an Agent Promotion! Highlight the month when they earned it as a visual reminder when each agent is ready to promote. In the Last Promotion column, enter the date of the meeting they earned it (not the date you presented the certificate).
- 4) See the Promotion Ranks Chart to identify the rank each agent earns (i.e., 6 stars=Special Agent 1st Class) and complete a promotion certificate reflecting each newly earned rank and present them at each month's end with much fanfare!

Year 2 (and subsequent years):

To ready your chart for a new year, follow these steps CAREFULLY and in this order:

- 1) Duplicate last year's chart and begin with a copy of last year's data.
- 2) On the copy, manually for each returning agent, enter the number from last year's Total Star column in this year's Starting Stars Column.

(Continued)

- 3) **CAREFULLY highlight columns C-M on all the rows for returning agents** and use the "**Clear Contents**" option. Other options will erase the summary formulas. Notice that the Total Stars column recalculates and should be equal to the Starting Stars column. Now these agents can build on where they ended up last year.
- 4) Enter new agents in unused Rows 1-50, entering "0" in their Starting Stars column. Remember that **if your total number of agents hits 50, COPY** some of the previous rows and add them to the bottom of the chart before adding more agents. This will maintain the tracking formulas in the new rows.

The Promotion Star Chart (Excel), the Promotion Certificate (PowerPoint), and the Ranks Chart are all in your MPK Launch Kit.

GOOD LUCK ON YOUR MISSION!