

BASIC RECORD BOOKS FOR A G P T UNIT:

- 1. ARCHIVE OF MEMBERSHIP APPLICATIONS:** Organize membership applications of Youth Members within the Gia ình (Family) and store them in chronological order (based on membership status). Create separate records for each Unit to facilitate easy management and tracking, as well as for reference or duplication when needed. These records can be organized annually or continuously, with clear distinctions between each year.
- 2. FAMILY DIRECTORY BOOK:** This book is maintained continuously but with annual markers for tracking and duplication purposes. The Family Directory assigns a unique membership number to each Youth Member (recorded with their application). The Family Secretary must regularly update information related to the status, activities, and changes in positions of Youth Members, noting them in their dedicated sections within the Family Directory. This directory should be established from the inception of the Family.
- 3. LIST OF HEAD COORDINATORS:** In addition to the Family Directory, there should be a list of Head Coordinators (HT) to monitor their status regularly. This list is maintained continuously but divided into sections by year for ease of tracking and summarizing.

SAMPLE LIST OF HEAD COORDINATORS

No.	Full Name	Dharma Name	Date of Birth	Camps Attended	Rank	Position	Notes
1	John Smith	Dharma Name 1	01/15/1990	Camp A, Camp B	Rank A	Coordinator	-
2	Jane Doe	Dharma Name 2	03/20/1992	Camp B, Camp C	Rank B	Assistant	-

The Family Secretary is responsible for monitoring and recording information in the Head Coordinators list (daily updates). Whenever there are changes in the Head Coordinator positions, it should be promptly reported to the Family Leadership for updates in the personnel files at the Family Office/Management Team.

Note: The Family Leader (Gia Tr  ng) is, of course, listed in the Head Coordinators list.

4. **LIST OF YOUTH MEMBERS:** This list is continuously updated, with a new list created each year for tracking and summarizing purposes. Create separate lists for each Unit and divide them into sections for Teams, Groups, and Chapters within the Family. This list should also be diligently updated whenever there are changes or additions to Youth Members.

SAMPLE LIST OF YOUTH MEMBERS

No.	Full Name	Dharma Name	Date of Birth	Camps Attended	Education Level	Position	Notes
1	Mary Johnson	Dharma Name 1	05/10/2000	Camp A	High School	Group Leader	-
2	David Lee	Dharma Name 2	09/25/2002	Camp B	College	Member	-

5. DEPARTURE RECORD BOOK: This book accurately records the departure of Youth Members from the Family, and it can also be used for tracking, summarizing, or referencing within the Family Directory when needed.

SAMPLE DEPARTURE RECORD BOOK

No.	Full Name	Membership Number	Page	Belongs to Unit	Departure Date	Reason for Departure
1	Sarah Brown	012	5	Group A	07/15/2023	Moved to another city

No.	Full Name	Membership Number	Page	Belongs to Unit	Departure Date	Reason for Departure
2	Michael Wang	025	6	Group B	08/20/2023	Completed Youth Membership

6. **MEETING MINUTES BOOK:** Used to record the proceedings of Family or Unit meetings. A meeting report must include the following essential points:

1. Title.
2. Heading.
3. Sequence of meeting sessions (BB number for easy reference).
4. Opening ceremony details.
5. Attendance check.
6. Chairperson and Secretary.
7. Agenda items.
8. Resolutions and meeting end time.

The reading of the meeting minutes, signed by the Chairperson and Secretary (Chairperson on the right, Secretary on the left), and concluding remarks, adjournment.

SAMPLE MEETING MINUTES

GUIDANCE COMMITTEE OF REGIONAL...

VIETNAMESE BUDDHIST YOUTH UNION

Bi – Tri – Dung

G PT.....

MINUTES OF MEETING No:

SPECIAL MEETING OF THE YOUTH COORDINATING
COMMITTEE OF G PT

Purpose: Discussion of plans for organizing the annual
anniversary event...

Opened at ... o'clock ... on ... date ... at the G PT chapter
headquarters ...

I. OPENING SESSION:

1/ Buddhist Ritual.

2/ Youth Ceremony.

3/ Moment of remembrance (if applicable).

4/ Attendance check: a) Present....

b) Absent (with reasons...; without reasons...).

5/ Selection of Chairperson and Secretary: - Chairperson:
..... Family Leader.

- Secretary: Family Secretary

II. AGENDA:

1/ Plans for organizing the anniversary event:

2/ Assignment of responsibilities:

3/ Event program:

4/

5/ Miscellaneous:

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III. CLOSING SESSION:

At this point, there is nothing further to discuss. The Chairperson declares the end of the meeting at 6:00 PM on the same day. The Secretary reads the minutes, the meeting concludes with a closing ceremony.

SECRETARY

CHAIRPERSON

(Signed)

(Signed)

Note: There are two ways to record meeting minutes as follows:

1/ Analytical style: Record the complete verbatim statements and attitudes of the speakers. This recording style is only suitable for very important meetings.

2/ Summarized style: The usual recording style where the Secretary takes note of the key points made, without repeating verbatim statements, and records the Chairperson's summarization of decisions made during the meeting accurately, arranged in a clear and concise manner.

7. ****REPORT BOOK****: Detailed narration of any special events or main ceremonies organized by the Family for documentation purposes. The report should include:

A/ Complete event details such as location, date, time, participants, etc.

B/ Rotational responsibilities assigned to each Team, Group, or Chapter.

The report book is compiled annually and serves as historical documentation for the Family.

8. ****DIARY BOOK****: Used to record regular or special activities of the Family throughout the year. This is for easy end-of-year activity summaries. The Family Secretary is responsible for maintaining this diary book.

****SAMPLE DIARY BOOK****

Date & Time	Activity	Location	Responsible Person	Task	Notes
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01/15/2023, 8:00 AM	New Year Ceremony	Temple A	Family Leader	Deliver Opening Speech	Successful event, great turnout.
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03/05/2023, 10:00 AM	Charity Event	Local Community Center	Team A	Coordinate Volunteers	Raised \$5,000 for charity.
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Thank you for sharing information about the basic record books for a G PT unit. These records are essential for maintaining order and managing information within the organization. Below are some notes and recommendations:

- **Careful Document Management****: Ensure that all records and related documents are stored and managed carefully and securely. Use appropriate storage systems for easy access and retrieval of information.

2. **Compliance with Procedures**: Ensure that all procedures and regulations related to record-keeping, notation, and financial reporting are followed correctly. This includes record-keeping, signature, and regular financial reporting.
3. **Regular Backups and Data Protection**: Conduct regular backups for all record books and important data. This is especially important to prevent loss or damage to important information.
4. **Frequent Updates**: Regularly update record books and related information. This ensures that you have the most up-to-date and accurate information about the unit's activities.
5. **Building Responsibility Awareness**: Encourage all members of the unit, especially those responsible for record-keeping, to understand the importance of maintaining and managing information carefully.
6. **Training and Guidance**: Ensure that all individuals involved in the record-keeping process receive training and guidance on how to perform their tasks correctly.
7. **Information Security**: Protect the information in the record books and related documents. Ensure that information is not leaked or accessed unauthorized.
8. **Auditing and Evaluation**: Perform regular audits to ensure that record-keeping is being done correctly and that financial status is accurately reported.

9. ****Long-term Storage****: Consider methods for long-term storage of record books and important documents, especially the history of the unit.

These notes will help you efficiently maintain and manage the record books of your G PT unit, ensuring the accuracy and security of the information.