

PATROL SCRIBE

Name: _____ Patrol: _____ Starting Date: _____ Ending Date: _____

GENERAL INFORMATION

Type: Elected by members of the patrol
Term: 6 months
Reports to: Patrol Leader

QUALIFICATIONS

Age: None
Rank: None
Experience: None
Training: After becoming a First Class Scout, has completed JLT

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Attend and keeps a log of the patrol meetings
- Distributes Beginning and Ending Patrol Box Inventory, Duty Roster, Menu Planner, Campfire Program Planner, and Patrol Program Evaluation Forms
- Keeps track of individual Patrol member's dues using the Patrol Dues Form
- Collect patrol member's dues and submits them to the Troop Treasure via the Patrol Dues Envelopes
- Keeps the records of the Patrol Minutes, Duty Roster, Menu Planner and Individual Patrol member's dues in a 3-ring notebook
- Works with the Troop Scribe as necessary
- Sets the example by wearing the uniform correctly
- Lives the Scout Oath and Law
- Shows Scout Spirit

PERFORMANCE GOALS: These are expectations. A scout should always strive to do their best.

- Attend 90% of troop meetings
- Attend 90% of troop outings
- Earn two new merit badges

PERFORMANCE REQUIREMENTS: The below requirements are necessary to full fill the responsibilities position.

- Briefed on duties and responsibilities
- Has blank copies of the Beginning and Ending Patrol Box Inventory, Duty Roster, Menu Planner, Campfire Program Planner, and Patrol Program Evaluation Forms available for Patrol meetings
- Ensure that patrol member dues are paid up to date before campouts and BOR
- Using the Patrol Dues Envelopes, submits paid individual dues to Troop Treasure
- Keeps a log of the Beginning and Ending Patrol Box Inventory, Duty Roster, Menu Planner, Campfire Program Planner, and Patrol Program Evaluation Forms and Patrol Dues in a 3-ring notebook

ATTENDANCE:

Set the example by being an active Scout. Be at least 15 minutes early for meetings and activities. Need to be 30 minutes early to meetings when service patrol. You MUST call the Patrol Leader if you are not going to be at a meeting or if you suddenly have to miss an outing or activity. You also need to make sure, with the PL approval, that you have a patrol member ready to assume your responsibilities.

SCOUT AGREEMENT:

I have read the job descriptions for this position. I understand the duties, goals, and responsibilities and will carry them out to the best of my ability. I further understand that if I do not full fill the responsibilities and requirements of this job then I can be removed.

Scout's signature: _____ Date: _____

PARENT SUPPORT AGREEMENT:

I agree with the commitment my son is making. I promise to support him in attending training, Troop meetings and Troop activities as well as with encouragement at home. I realize that his presence is necessary for the smooth operation of the Troop.

Parent's signature: _____ Date: _____

SCOUTMASTER'S AGREEMENT:

The Scoutmaster (or designee) will provide feedback on scout's leadership performance.

Scoutmaster's signature: _____ Date: _____