

## TROOP SCRIBE

Name: \_\_\_\_\_ Patrol: \_\_\_\_\_ Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

### GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader  
Term: 6 months  
Reports to: Assistant Senior Patrol Leader

### QUALIFICATIONS

Age: 13 yrs or older (Scoutmaster's discretion)  
Rank: First Class (Scoutmaster's discretion)  
Experience: None  
Training: After becoming a First Class Scout, has completed JLT

### SPECIFIC LEADERSHIP RESPONSIBILITIES

- Responsible for keeping Troop Meeting, Campout and Activity rosters
- Records individual Scout attendance at different meetings, activities and campouts
- Records meeting minutes at PLC then distributes copies to PLC and keeps a copy in a 3-ring notebook
- Types summary (2 paragraphs) of each camping trip for web page, newsletter, or scrapbook
- With input of complete troop (scouts and adults), rates each camping trip
- Responsible that all documentation is given to the SM
- Assist SM during troop elections and monitors candidate eligibility
- 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
- Attend and keep minutes of 90% PLC meetings
- Earn two new merit badges

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

- Briefed on duties and responsibilities
- Ensure that attendance sheets are collected at troop meetings, activities and campouts and then given to the SM when completed
- Types summary (about 500 words) of each camping trip and rates them, for web page, newsletter, or scrapbook
- Keeps a copy of the PLC's minutes in a 3-ring notebook
- Assist Scoutmaster during troop elections and monitors candidate eligibility

### 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 SPL or ASPL if you are not going to be at a meeting or if you suddenly have to miss an outing or activity.

### 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: \_\_\_\_\_