

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 ILST

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 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 75% of troop meetings
- Attend 75% of troop outings
- Earn two new merit badges

PERFORMANCE REQUIREMENTS: The below requirements are necessary to fulfill the responsibility's 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
- 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 Patrol Leader's 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 fulfill 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 scout is making. I promise to support them in attending training, Troop meetings and Troop activities as well as with encouragement at home. I realize that their 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: _____

When the term is completed, the Scoutmaster and Advancement Chair approve of the time served: Date ____/____/____

Scoutmaster: _____ Advancement Chair: _____