

TROOP 555 LEADERSHIP CONTRACT: SCRIBE

Name, Patrol: _____ Term: _____ to _____, 2____.

Job Description: The Scribe records the activities of the Patrol Leader’s Council, keeps a record of Scout attendance and Flodder Bucks and publishes the Troop Newsletter. He reports to the Assistant Senior Patrol Leader.

Qualifications: Active Troop member.

GENERAL EXPECTATIONS:

1. Attendance: You are expected to attend all PLC meetings and Troop Meetings. If you cannot attend a meeting call the Assistant Senior Patrol Leader to let him know and find a substitute to fulfill your responsibilities.
2. Effort: You are expected to give this job your best effort. Do your advance work, to always Be Prepared.
3. Uniform: Set the example by wearing your uniform correctly and with pride. This means to wear the Class ‘A’ shirt and as many more uniform parts as possible, shirttail tucked in, with all required badges in correct locations. Wear your Merit Badge sash to all Courts of Honor, to Scout Mass, and other formal occasions.
4. Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.
5. Troop Growth: Welcome new Scouts into the Troop. Help them to fit in, and encourage their advancement.

SPECIFIC RESPONSIBILITIES (all requirements must be completed to receive full leadership credit; Scoutmaster, or designated Ass’t Scoutmaster must initial; ASPL may initial designated requirements):

	Date/Initial
Attend Troop Leader Training during Term of service:	_____
Publish email minutes of all PLC meetings. If you cannot attend, you must identify an alternate to fulfill your responsibilities. (ASPL)	_____
Publish a Troop Newsletter monthly and email it to the Webmaster	_____
Maintain a record of Flodder Bucks accounting for each Scout, including a weekly uniform inspection.	_____
Check off other Troop Junior Leaders’ for writing their required Newsletter articles.	_____
Obtain a least one Adult-written Newsletter item each month.	_____
At end of your term, write 3 things you think you did well as scribe, and 3 lessons you learned. Review this with Scoutmaster and with your successor in office:	_____

Scout’s contract-acceptance signature

date (start of term)

Leadership Coordinator Signature

date (end of term)