

**Boy Scout Troop 555**  
**Adult Roles and Responsibilities**  
 June 2010 – May 2011

<u>Position</u>	<u>Responsibilities</u>	<u>Lead</u>	<u>Support</u>
<b>Executive Committee</b>			
Chartered Organization Representative	KofC holds the Charter, gives the troop a place for special meetings and Eagle Courts of Honor, and enters into mutually beneficial partnerships with the troop.	Greg Scherschel	N/A
Troop Committee Chairman	Facilitates Troop Committee meetings on a monthly basis. Accountable to the Chartered Organization for overall Troop Committee and Program functions. Manages Troop Business. Maintains the Troop Handbook. Conducts new parent orientation and annual parent meeting. Encourages leader training.	Mark Wilson	N/A
Scoutmaster	Overall responsibility in delivering the program to the Scouts. Provides Youth Leadership Opportunity and Training. Attends weekly Troop Meetings, PLC Meetings, District Round Table Meetings, Campouts, advises youth leaders in planning and carrying out troop meetings and activities. Approves Service Projects.	Mark Luehrmann	N/A
Troop Committee Secretary	Takes minutes of Troop Committee Meetings. Publishes a monthly newsletter for parents. Schedules facilities for Troop meetings and fundraisers. Secures approval from Parish Council and submits Unit Money-Making Application to District.	Matt Smith	
Advancement Chairman	Keeps track of each scout's advancement and activities and provides the adult patrol advisors and scouts with periodic advancement records. Manages Board of Review process. Completes Recharter Paperwork.	John Oliver Jose Burgos	Richard Chisholm
Troop Treasurer	Keeps an accounting of the Troop General Fund. Keeps an accounting of Scout and Scouter BINGO accounts and periodically reports balances. Periodically provides a report to the Troop Committee.	Paul Boyle	

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Assistant Scoutmasters - Patrol Advisors			
<b>Assistant Scoutmasters / Patrol Advisors</b>	Attends BSA ASM Training. Advises each Patrol Leader and Quartermaster. Supports each Patrol in campout planning; signs off on grub plans, etc. Attends as many outings as possible to support patrol. Signs off on Scout requirements. Attends some Roundtables		
	Cyclone Patrol	Art Hopkins	
	Monty Python Patrol	Jim Duke	
	Incinerator Patrol	Dan Villiger	
	Viper Patrol	Darren Green	
	Pine Tree Patrol	Leroy Brown	Dave Connor
	New Scout Patrol	(Pending Completion of Training)	Marissa Souza Scott Allman Randall Flueger John Heichelbeck

Scout Advisors			
Position of Responsibility Advisor	Updates the Position of Responsibility contracts prior to each Troop election.	Mark Wilson	
Chaplain Aide Advisor	Promotes spiritual tone for troop and committee meetings, provides guidance to scout chaplain aide, encourage religious award activities. Coordinates Scout Sunday Mass with Cub Scouts, Brownies and Girl Scouts.	Mark Luehrmann	Matt Smith
Quartermaster Advisor	Works with Youth Quartermaster. Keeps inventory of troop equipment; makes recommendations concerning new appropriations and upgrades or maintenance items. Manage repairs as necessary.	Art Hopkins	
Flodder Bucks Auction Advisor	Advises scout committee to organize the collection of donations for Flodder Buck Auction and coordinates auction, (reward program for scout participation)	Dave Connor	Anthony Smith

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<b>Adult Coordinators</b>			
Activities Coordinator	Assist Scoutmaster by making necessary reservations and completing tour permits for outings. Coordinates transportation as necessary.	Karen McMichael	
Eagle Court of Honor Coordinator	Coordinates Eagle Ceremony plans with troop, committee, Eagle Scout, and his parents.	Marissa Souza	
Activity Uniform Shirt Coordinator	Coordinates purchase and sales of troop's Activity Uniform shirts.	John Hughes	
Troop Neckerchief Coordinator	Manage the fabrication and embroidery of troop insignia on red neckerchiefs for Scout uniforms.	John Hughes	Monica Luehrmann
KofC Ethnic Expo Booth Coordinator	Coordinates scout and parent sign-ups for working the annual Ethnic Expo food booth sponsored by the KofC.	Scott DeDomenic	
Service Projects Coordinator	Investigates Service Project opportunities and shares them with the Troop Committee and Scouts. Organizes an annual troop service project. Serves as focal point for requests for service projects.	Randall Flueger	Jalene Hahn
Health / Safety Chairman	Assures that all scouts and scouters have required medical forms completed prior to summer camp and maintains up-to-date medical forms for each scout.	John Heichelbeck	
Webmaster	Establishes and maintains the Troop website. May assist scout webmaster to maintain troop website.	Paul Boyle	
Adult Training Coordinator	Encourages and facilitates adult leadership training. Helps Advancement maintain current adult leadership training records.	Marissa Souza	

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Fund Raising Coordinators			
	Each coordinator below is responsible for Pulpit and Church Bulletin Announcements for their respective fundraisers.		
BSA Popcorn Sales Coordinator	Coordinates BSA popcorn sales as a troop fundraiser	Dan Villiger	Mike Hahn
Fall Festival & Monkey Bridge Coordinator	Plans and coordinates with the troop the St Bartholomew Fall Festival Boy Scout Monkey Bridge. Provides security detail as requested.		Matt Smith
KofC Bingo Coordinator	Coordinates sign-up of Scouts for Friday night Bingo. Call scout each week prior to their Friday.	Monica Luehrmann	
Pancake Breakfast Coordinator	Plans and coordinates donations, sign-ups, etc for Sunday breakfasts at St Bartholomew parish hall. Events in Nov, Jan and Mar.	Joe Fuehne	Sandy Allman
Christmas Wreath Coordinator	Coordinates and plans Christmas Wreath Sales event for troop. Make bows for the wreaths from bulk ribbon for the wreaths.	Alonza Sloan Glory Kulczycki	Monica Luehrmann
Elsbury's Certificates Coordinator	Coordinate annual Elsbury's gift certificates sales.	John Hughes	