

Historian Agreement

Name: _____ Signature: _____

Patrol: _____ Parent's Initials/Date: _____

Job description: Keeps a historical record of Troop activities, including pictures and written reports of Troop events to be used in completing the Troop's Annual Report.

Reports to: Assistant Senior Patrol Leader.

Historian duties:

- Gather pictures and facts about Troop activities that occur while you are serving as Historian and prepare a short write-up of each activity to be used in the Troop's Annual Report.
 - You must collect the information regardless of whether you participate in the activity.
 - If you do not participate in the activity, you must make arrangements to get the information from a Scout or Adult Leader who participated in the activity and you may ask them to prepare a write-up of the activity.
 - You must keep the information in a format that can be used to prepare the Annual Report and/or recruiting materials, such as flyers, videos, or slide shows. (Photos may be stored as JPGs and write-ups can be in Word and may be stored on a Flash Drive.)
- Prepare the Troop's Annual Report – because the Annual Report covers the Scouting year from July 1 to June 30 (of the following year), you are responsible for:
 - obtaining information from your predecessor about activities that occurred during his term as Historian that should be included in the Annual Report you are preparing; and
 - passing off to your successor information he may require for the Annual Report he is preparing
- Take care of Troop trophies and keepsakes.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.

Requirements: All requirements must be completed to receive full leadership credit, otherwise only partial credit will be given. A registered adult leader or the SPL must initial requirements.

Date/Initials (When completed/NC if not completed)

_____ Briefed on duties and responsibilities
_____ Complete leadership training
_____ Write a summary for each Troop outing or activity and collect photos
_____ Complete Troop Annual Report
_____ Compile your records in a format to be given to your successor

Leadership Coordinator Signature

Yes / No / Partial