

## HISTORIAN AGREEMENT

Name: \_\_\_\_\_ Parent Initials: \_\_\_\_\_  
 Patrol: \_\_\_\_\_ Parent Date: \_\_\_\_\_  
 Rank: \_\_\_\_\_ Contract Start Date: \_\_\_\_\_  
 \_\_\_\_\_ Contract End Date: \_\_\_\_\_  
 Signature \_\_\_\_\_ Months of Credit Received: \_\_\_\_\_  
 \_\_\_\_\_  
 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 and maintaining the Troop’s Facebook Page.

**Reports to:** Senior Patrol Leader or Assistant Senior Patrol Leader

**Requirements:** All requirements outlined below must be completed to receive full leadership credit, otherwise only partial credit will be given. The SPL or the Scoutmaster must initial completion of the requirements.

APPROVED	DUTIES / RESPONSIBILITIES
	Briefed on duties and responsibilities
	Complete leadership training (ILST)
	Prepare a summary of each Troop outing or activity and collect photos: <ul style="list-style-type: none"> <li>• 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.                             <ul style="list-style-type: none"> <li>○ You must collect the information regardless of whether you participate in the activity.</li> <li>○ 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.</li> <li>○ 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.)</li> </ul> </li> </ul>
	Prepare the Troop’s Annual Report <ul style="list-style-type: none"> <li>• Because the Annual Report covers the Scouting year from July 1 to June 30 (of the following year), you are responsible for:                             <ul style="list-style-type: none"> <li>○ obtaining information from your predecessor about activities that</li> </ul> </li> </ul>

	<p>occurred during his term as Historian that should be included in the Annual Report you are preparing; and</p> <ul style="list-style-type: none"> <li>○ hand off to your successor information he may require for the Annual Report he is preparing</li> </ul>
	Regularly (at least monthly) update the Troop's Facebook page.
	Compile records in a format to be given to your successor
	Attend at least three Troop activities while serving as Historian.
	Attend at least 70% of Troop PLCs
	Ensure a smooth transition to the next Historian by mentoring someone in the job during the time you are serving as Historian or attending a training meeting with the next Historian as arranged by the SPL.
	Set a good example.
	Wear the Scout uniform correctly.
	Live by the Scout Oath and Law.
	Show Scout spirit.

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Leadership Coordinator Signature