

Scribe Agreement

Name: _____ Signature: _____

Patrol: _____ Parent's Initials/Date: _____

Job Description: The Scribe keeps the Troop records. He records the activities of the Patrol Leaders' Council (PLC) and keeps a record of dues, advancement, and Scout attendance at Troop meetings and events.

Reports to: The Senior Patrol Leader (SPL) and/or Assistant Senior Patrol Leader (ASPL). He also works with the Historian, Scoutmaster (SM), Troop Committee Treasurer, Troop Committee Advancement Chair

Scribe Duties:

- Attends PLCs, keeps a log of all PLCs, and provides the log/notes to the SPL and SM immediately following the PLC.
 - Timely converts PLC logs into 1-page newsletter of upcoming events for the month ahead and provide a copy to the SM for email distribution to the Troop and the Webmaster for posting.
- Attends Troop meetings and events and keep attendance records for such events. The attendance records should be provided to (i) the Troop Historian for including in the Annual Report to the Chartering Organization; and (ii) the SM upon request.
 - If the Scribe does not attend a particular Troop meeting or event, he is responsible for designating another Scout to collect the attendance information in his absence and obtaining that information from the responsible Scout.
- Provide copies of Troop rosters to Scouts responsible for planning Troop events upon request.
- Work with the Troop Committee Treasurer to maintain lists of dues paid by Scouts and assist the Troop Committee Treasurer and Committee Chairman with respect to their efforts to collect dues.
- Work with the Troop Committee Advancement Chair to maintain lists of Scout Rank Advancements and Merit Badges earned and provide that information to (i) the Troop Historian for including in the Annual Report to the Chartering Organization; and (ii) the SM upon request.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show and help develop 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
- _____ Completed leadership training
- _____ Fulfilled attendance tracking and recordkeeping requirement
- _____ Attended PLCs, kept PLC logs, and provided PLC logs to SPL and SM
- _____ Timely provided newsletter to SM for distribution and web posting
- _____ Compiled membership and advancement records for Historian (re Annual Report)

_____ Yes / No / Partial
Leadership Coordinator Signature