

# TROOP 555 LEADERSHIP CONTRACT: SCRIBE

Scout Name: \_\_\_\_\_

Patrol: \_\_\_\_\_

Term Start: \_\_\_\_\_ Term End: \_\_\_\_\_

**Job Description:** The Scribe records the activities of the Patrol Leader's Council, keeps a record of Scout attendance for Flodder Bucks and publishes the Troop Newsletter. He reports to a designated ASPL.

Designated SPL: \_\_\_\_\_

## **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 at Scout activities. This means to wear the Class 'A' shirt, neckerchief with slide, BSA belt, and as many more uniform parts as possible; shirttail tucked in, with all required insignia in the correct locations. Wear Class 'B' shirt when Class 'A' is not appropriate. 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, ASM, or where designated, another Junior Leader may sign. Keep a folder with this contract and the required items listed below.

- |  | Date/Initial |
|--|--------------|
| > Within three weeks of the beginning of your term, update your uniform with the appropriate POR insignia. | _____        |
| > At the end of your term, remove the POR insignia from your uniform.                                      | _____        |
| > Attend Troop Leader Training during Term of service:   | _____        |
| > Enthusiastically wear the Scout uniform as described above.  | _____        |
| > Attend at least 4 PLC's  | _____        |
| Dates: _____   | _____        |
| _____  | _____        |
| _____  | _____        |

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Substitutes if you were unable to make the meeting:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

> Attend at least 4 overnight outings: \_\_\_\_\_

Outing	Date
_____	_____
_____	_____
_____	_____
_____	_____

> If you are unable to attend an overnight outing, delegate your responsibilities: \_\_\_\_\_

Outing	Date	Delegate
_____	_____	_____
_____	_____	_____

> Publish and email minutes of all PLC meetings to all the troop youth leaders. If you cannot attend, you must identify an alternate to fulfill your responsibilities. Keep copies of all minutes in your folder. \_\_\_\_\_

> Publish a Troop Newsletter monthly and email it to the Webmaster. Keep copies of the newsletters in your folder. Newsletter to contain a calendar of upcoming events, list of bingo workers or open slots, articles from adults, and articles from scouts or patrols. \_\_\_\_\_

> Maintain a record of Flodder Bucks accounting for each Scout, including a weekly uniform inspection. Turn it in to the Scoutmaster. \_\_\_\_\_

> Check off other Troop Junior Leaders' for writing their required Newsletter articles. \_\_\_\_\_

> Obtain at least one Adult-written Newsletter item each month. \_\_\_\_\_

Adult: \_\_\_\_\_ Date: \_\_\_\_\_

Adult: \_\_\_\_\_ Date: \_\_\_\_\_

Adult: \_\_\_\_\_ Date: \_\_\_\_\_

Adult: \_\_\_\_\_ Date: \_\_\_\_\_

Adult: \_\_\_\_\_ Date: \_\_\_\_\_

Adult: \_\_\_\_\_ Date: \_\_\_\_\_

> At end of your term, write 3 things you think you did well and 3 lessons you learned. Review this with Scoutmaster and with your successor in office: \_\_\_\_\_

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Three things I did well:

- 1. \_\_\_\_\_  
\_\_\_\_\_
- 2. \_\_\_\_\_  
\_\_\_\_\_
- 3. \_\_\_\_\_  
\_\_\_\_\_

Three things I learned:

- 1. \_\_\_\_\_  
\_\_\_\_\_
- 2. \_\_\_\_\_  
\_\_\_\_\_
- 3. \_\_\_\_\_  
\_\_\_\_\_

Reviewed with successor:

Date: \_\_\_\_\_ Scout: \_\_\_\_\_

What suggestions do you have to make this contract better?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPROVALS**

\_\_\_\_\_  
Scout's contract-acceptance signature

\_\_\_\_\_  
date (start of term)

\_\_\_\_\_  
Scoutmaster Signature

\_\_\_\_\_  
date (end of term)