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## Scribe

The SPL appoints a Scribe, subject to the Scoutmaster’s approval. The Scribe serves at the pleasure of the SPL, based on performance and active service. The term of office is typically four- or six- months.

The Scribe may be any interested Scout (preference to Scouts First Class and higher, who need leadership credit to advance). He should have:

* Good attendance
* Good attention to detail and follow-through.

The Scribe is responsible for taking notes at PLC meetings and, within 72 hours of the meeting, distributing copies of the notes to the troop. It is especially important that all action items and calendar changes be accurately included in these notes.

The Scribe is also responsible for recording Scout and adult leader attendance at Troop meetings and PLC meetings. At the end of each of these meetings, the attendance record should be approved by the SPL and then given by the Scribe to the Scoutmaster (or his designee) who will forward it to the Advancement Chair for entry in TroopMaster.

Note that the Scribe is not necessarily responsible for recording attendance on outings; the Scout leading the outing is responsible for recording attendance at the outing and providing the list to the Scoutmaster (or his designee) who will forward it to the Advancement Chair.

Troop 2 **Scribe** Contract \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(neatly printed name) (months served)

As a **Scribe** of Boy Scout Troop 2 in Colorado Springs, I agree to lead by example, and I make these commitments to my fellow Scouts, the adult leaders, and myself. I will:

|  |  |
| --- | --- |
| EXPECTATION | VERIFICATION |
| Attend Introduction to Leadership Skills for Troops (ILST) at the beginning of my term, or complete training as specified by Scoutmaster. | Date attended: |
| Report my activities and progress to the Assistant Senior Patrol Leader (ASPL) at least once per month.  *(date & initial each)* | \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ |
| Attend at least 80% of troop meetings | \_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_ attended = \_\_\_\_\_\_\_\_\_% |
| Attend at least 80% of PLC meetings | \_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_ attended = \_\_\_\_\_\_\_\_\_% |
| Take notes at PLC meetings and, within 72 hours of the meeting, distribute copies of the notes to the troop. All action items and calendar changes will be accurately included in these notes. | \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ |
| Record Scout and adult leader attendance at Troop meetings and PLC meetings. At the end of each of these meetings, I will have the attendance record approved by the SPL and then give (or email) the attendance record to the Scoutmaster (or his designee). | \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ |
| Make sure that someone will assume my responsibilities if I am unable to attend a meeting. |  |

In addition, I will be on time and ready for meetings and Troop activities, tell the ASPL as soon as I know that I can’t make a meeting or event, conduct myself by the Scout Oath, Scout Law, Scout Motto and Scout Slogan, wear the proper uniform at Troop meetings and events, help other scouts whenever possible, be especially supportive of younger and less experienced scouts, and have fun and help other scouts have fun too!

I understand that I will receive FULL leadership credit if I follow the above stated commitments. I may not receive credit if the above commitments are not met.

Start Date:\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_ Expected End Date:\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_

**Scout’s Agreement**

I have read the job requirements for this position. I understand the duties and responsibilities of this position, and I agree to carry them out to the best of my ability. If I find that I am unable to meet this commitment, I will promptly ask to be removed from this position.

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

(Signature) (date)

**Approval**

This scout has served in this leadership position through (Actual End Date)\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_

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

(Scoutmaster’s Signature) (date) Rev. 2012/09/09