

SENIOR PATROL LEADER (SPL)

Job Description: The Senior Patrol Leader is elected by the Scouts to represent them as the top Scout leader in the Troop. This is a good position for a Scout seeking Life or higher ranks.

Reports To: The Scoutmaster.

In order for the leadership position of SENIOR PATROL LEADER to be signed off, by the SCOUTMASTER, ALL of the following requirements must be met during the SCOUT'S term in office.

Wear a Field Uniform (Class "A") at all times. Consisting of, but not limited to:

A khaki Scout shirt with all the correct rank patches, emblems and red epaulets in the correct places.

A Troop or Scoutmaster approved neckerchief (neatly rolled) with slide (preferred) or Bolo tie. All of Leadership should agree on which they would like to wear and everyone in leadership wears the same thing.

A pair of Scout pants.

A Scout hat and/or Scout socks are optional.

Participate in Scout Leader Training at the beginning of the leadership period.

Attend 5/6th or more of all Troop meetings (usually 1st, 2nd, 3rd Wednesday's of the month). (The Scout should keep their own attendance records for all requirements and have the Scoutmaster initial them at least monthly.)

Attend 5/6th of all PLC meetings (3rd Monday of the month).

Attend 5/6th or more of all Senior Leadership meetings with Scoutmaster (1st Monday of the month).

Attend 2/3rds or more of all campouts. Stay at the campout until the last roll call is made and make sure all Scouts have a ride home. Do not leave the campout early. For example: if your ride to the campout is leaving early, find another ride home with someone that is leaving at the end of the campout.

Take Leadership Role in at least 1/2 of all major Troop Service Projects (such as We Remember, Bethany Mulching, Fireworks Cleanup).

Serve as Role Model for Scouts in Troop (examples include personally obeying camping rules such as nighttime curfew, fire & ax yard safety, taking merit badges at summer camp, getting up on time, promoting campfires programs on all camping events possible).

The Senior Patrol Leader is responsible for using his resources. For example, but not limited to, ASPLs to cover Troop operating functions (Service Projects, Merit Badge & Programs, Camping Trips), Bugler for gatherings/closings, Scribe for Troop records.

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SENIOR PATROL LEADER (SPL) p2

Sit at the leadership table at Troop meetings.

SENIOR PATROL DUTIES:

Preside at all Troop meetings, events, activities, and the Troop Annual Planning Program (TAPP).

The SPL will establish functional areas for himself and the ASPLs. For example: Troop programs, merit badge counselor availability at meetings, camping, new Scouts coordination, fundraising, games, etc. (The Senior Leadership group, SPL & ASPL, are looked as a team, not individuals with narrow responsibilities.)

Make sure the Troop flag and the American flag are brought to all meetings, events and activities.

Chair the Patrol Leaders Council (PLC) meeting once a month.

Appoint other youth leaders with the advice and consent of the Scoutmaster.

Assign duties and responsibilities to other Scout leaders.

Delegates tasks to the ASPL'S. Makes sure an ASPL attends any meeting/ function he will not be able to attend (Troop, PLC, Committee Meeting, etc.)

Oversees the planning efforts of Scouts for all Troop campouts (whether he attends these campouts or not).

The SPL has his own e-mail address and must maintain an address list for both Scouts and parents.

Set a good example.

Lives by the Scout Oath and Law.

Show Scout Spirit.

At the end of the term, report ONLY to the SCOUTMASTER to have your leadership time requirement signed off in your Scout book.

ASSISTANT SENIOR PATROL LEADER (ASPL)

Job Description: The ASPL is the second highest-ranking Scout leader in the Troop. He is appointed by the Senior Patrol Leader with the approval of the Scoutmaster. The ASPL acts as the Senior Patrol Leader in the absence of the Senior Patrol Leader or when called upon. He also provides leadership to other Scout leaders in the Troop. This is a good position for a Scout seeking Life or higher ranks.

Reports To: Senior Patrol Leader.

In order for the leadership position of ASSISTANT SENIOR PATROL LEADER to be signed off, by the SCOUTMASTER, ALL of the following requirements must be met during the SCOUT'S term in office.

Wear a Field Uniform (Class "A") at all times. Consisting of, but not limited to:

A khaki Scout shirt with all the correct rank patches, emblems and red epaulets in the correct places.

A Troop or Scoutmaster approved neckerchief (neatly rolled) with slide (preferred) or Bolo tie. All of Leadership should agree on which they would like to wear and everyone in leadership wears the same thing.

A pair of Scout pants.

A Scout hat and/or Scout socks are optional.

Participate in Scout Leader Training at the beginning of the leadership period.

Attend 2/3rds or more of all Troop meetings (usually 1st, 2nd, 3rd Wednesday's of the month). (The Scout should keep their own attendance records for all requirements and have the SPL or Scoutmaster initial them at least monthly.)

Attend 5/6st of all PLC meetings (3rd Monday of the month).

Attend 2/3rds or more of all Senior Leadership meetings with Scoutmaster (1st Monday of the month).

Attend 2/3rds or more of all campouts. Stay at the campout until the last roll call is made and help the SPL make sure all Scouts have a ride home. Do not leave the campout early. For example: if your ride to the campout is leaving early, find another ride home with someone that is leaving at the end of the campout.

Assist in at least 1/2 of all major Troop Service Projects (such as We Remember, Bethany Mulching, Fireworks Cleanup).

Serve as Role Model for Scouts in Troop (examples include personally obeying camping rules such as nighttime curfew, fire & ax yard safety, taking merit badges at summer camp, getting up on time, promoting campfire programs on all campfire events possible).

Sit at the leadership table at Troop meetings.

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ASSISTANT SENIOR PATROL LEADER (ASPL) p2

ASSISTANT SENIOR PATROL LEADER DUTIES:

ASPLs are normally assigned functional areas by the SPL as a primary area of contribution to the Troop. (The Senior Leadership group, SPL & ASPL, are looked as a team, not individuals with narrow responsibilities.)

Help with leading meetings and activities as called upon by the SPL.

Take over Troop leadership in the absence of the SPL.

Be responsible for training and giving direct leadership to the following appointed Scout Leaders: Scribe, Librarian, Troop Historian, Instructor, Quartermaster, and Chaplin Aide, or as requested by the SPL or Scoutmaster.

Perform tasks assigned by the SPL.

Set a good example.

Live by the Scout Oath and Law.

Show Scout Spirit.

At the end of the term, report ONLY to the SCOUTMASTER to have your leadership time requirement signed off in your Scout book.

TROOP QUARtermaster (TQM)

Job Description: The Troop Quartermaster keeps track of Troop equipment and sees that it is in good working order. He is appointed by the Senior Patrol Leader with the approval of the Scoutmaster. This is a good position for a Scout seeking Star or Life ranks.

Reports to: The Assistant Senior Patrol Leader.

In order for the leadership position of TROOP QUARtermaster (TQM) to be signed off, by the ADULT TROOP QUARtermaster (ATQM), ALL of the following requirements must be met during the SCOUT'S term in office.

Wear a Field Uniform (Class "A") at all times. Consisting of, but not limited to:

A khaki Scout shirt with all the correct rank patches, emblems and red epaulets in the correct places.

A Troop or Scoutmaster approved neckerchief (neatly rolled) with slide (preferred) or Bolo tie. All of Leadership should agree on which they would like to wear and everyone in leadership wears the same thing.

A pair of Scout pants.

A Scout hat and/or Scout socks are optional.

Participate in Scout Leader Training at the beginning of the leadership period.

Attend 2/3rds or more of all Troop meetings (usually 1st, 2nd, 3rd Wednesday's of the month). (The Scout should keep their own attendance records for all requirements and have the SPL or Scoutmaster initial them at least monthly.)

Attend 2/3 or more of all campouts, helping to set up, take down, maintain and pack Troop Gear.

Troop Quartermaster Duties:

Be at the Quartermaster's shed (15 minutes prior to the scheduled time for a sign-out period) to distribute and sign out Troop gear to Patrols, as presented, on a signed CAMPOUT REQUISITION FORM. (The QM Shed will only be open for a period of 15-30 minutes for the purpose of distributing gear.)

For example: Scheduled time is 7:00 PM before a Troop meeting. The QM reports at 6:45 and sets up. The shed is open from 7 until 7:30 PM when the meeting starts.

If necessary, immediately after a campout, the TQMs return to the church to check in gear from the campout.

Issue, and take inventory of chuck boxes and tents with the Patrol Quartermaster (PQM) of the new Scout Patrols at the 2nd Troop meeting in April.

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TROOP QUARTERMASTER (TQM) p2

Before the new Scouts 1st campout, teach and give a demonstration of: The proper way to set up, take down, make sure all of the tent parts are there, fold, and properly pack the tent in the tent bag. Correct order of pole placement is CRITICAL to avoid bending aluminum poles.

If it is NOT necessary to check in gear immediately after the campout, then the TQMs will call the Scouts (that checked out the gear for the campout) the weekend prior to the first Troop meeting after the campout to remind them to bring the Troop gear to the meeting, return it to the QM shed and sign off the CAMPOUT REQUISITION FORM.

Quartermasters should review trip gear after every trip to assure it is checked back in. If not, it MUST BE ANNOUNCED at the next meeting that the responsible parties return it. In some cases, the Patrol may not be allowed to receive additional gear until equipment is accounted for.

Collect ALL chuck boxes and tents from ALL the Patrols twice a year. They will be collected once, at the first Troop meeting after the last campout (that the gear and tents are needed) before the Feast. And again, at the first Troop meeting after the Feast campout in June. They will be stored in the QM shed until after inventory. Then returned to and signed out by the newly elected/appointed PQM of the respective Patrols.

The TQMs will set up a time to meet with the PQMs and the ATQM to take inventory of the chuck boxes and tents to make sure ALL the parts are accounted for, and are in good working order. The inventory will be completed before the first Troop meeting after the Feast and before the first Troop meeting in September.

Take/ check inventory of QM shed as directed by the ATQM.

Have access to a computer (either at home or at the library) and enter data into the Troop/Patrol inventory data base as directed by the ATQM.

Keep records on Patrol and Troop equipment.

Keep equipment in good repair.

Suggest new or replacement items.

Set a good example.

Live by the Scout Oath and Law.

Show Scout Spirit

Check in with the ATQM for attendance purposes

At the end of the term, report ONLY to the ADULT TROOP QUARTERMASTER to have your leadership time requirement signed off in your Scout book.

TROOP SCRIBE

Job Description: The Troop Scribe keeps the records. He records the activities of the Patrol Leaders' Council (PLC) and keeps a record of Scout attendance at Troop meetings and pass out two Job Description sheets to each Scout that is filling that position at the beginning of each term. He is appointed by the Senior Patrol Leader with the approval of the Scoutmaster. This is a good position for a First Class Scout seeking the Star rank.

Reports to: The Assistant Senior Patrol Leader.

In order for the leadership position of TROOP SCRIBE to be signed off, by the AST. SCOUTMASTER responsible for the Scribe, ALL of the following requirements must be met during the SCOUT'S term in office.

Wear a Field Uniform (Class "A") at all times. Consisting of, but not limited to:

A khaki Scout shirt with all the correct rank patches, emblems and red epaulets in the correct places.

A Troop or Scoutmaster approved neckerchief (neatly rolled) with slide (preferred) or Bolo tie. All of Leadership should agree on which they would like to wear and everyone in leadership wears the same thing.

A pair of Scout pants.

A Scout hat and/or Scout socks are optional.

Participate in Scout Leader Training at the beginning of the leadership period.

Attend 2/3rds or more of all Troop meetings (usually 1st, 2nd, 3rd Wednesday's of the month). (The Scout should keep their own attendance records for all requirements and have the SPL or Scoutmaster initial them at least monthly.)

Attend 2/3rds or more of all PLC meetings (3rd Monday of the month). Take notes of what is discussed. If you are unable to attend, you must find another person to take your place at the meeting, and do your duties.

Sit at the leadership table at Troop meetings.

Troop Scribe Duties:

The Scribe has his own e-mail address and must maintain an address list for both Scouts and parents.

E-mail a summary of each Troop meeting and PLC meeting to all active members of the Troop. The summary must contain results, decisions, announcements of events, and plans for future meetings.

The meetings summary should consist of;

Brief summary of meeting

All information as to what Scouts & adults need to know for upcoming trips, meetings, events, material turn-in dates, money turn-in dates, etc.

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TROOP SCRIBE p2

If a Scout or adult missing a meeting, they need the information that they would have heard at the meeting.

For example "The Troop played a game" is not acceptable. An acceptable statement would be "The Troop had an inter-Patrol knot contest. The Bear Patrol won demonstrating six knots.'

Assist the ASPL responsible for trip or event paperwork.

Send out correspondence as requested by Senior Leadership or adults for the Troop.

The Troop Scribe is responsible for the Information Table for the Troop. Make sure to set up the table at the beginning of the meeting and collect the remaining papers off the table at the end of the meeting. If the papers run low, ask the person responsible for more copies.

At the end of the term, report ONLY to the AST. SCOUTMASTER responsible for the Scribe to have your leadership time requirement signed off in your Scout book.

TROOP WEBMASTER

Job Description: The Troop Webmaster keeps the Troop webpage up to date and accurate. He ensures that only appropriate content is posted to the webpage. He is appointed by the Senior Patrol Leader with the approval of the Scoutmaster. This is a good position for Scouts seeking the Star or Life rank (and cannot be used for Eagle).

Reports to: The Scoutmaster or his designee

In order for the leadership position of TROOP WEBMASTER to be signed off, by the SCOUTMASTER (or his designee), ALL of the following requirements must be met during the SCOUT'S term in office.

Wear a Field Uniform (Class "A") at all times. Consisting of, but not limited to:

- A khaki Scout shirt with all the correct rank patches, emblems and green epaulets in the correct places.
- A Troop or Scoutmaster approved neckerchief (neatly rolled) with slide (preferred) or Bolo tie. All of Leadership should agree on which they would like to wear and everyone in leadership wears the same thing.
- A pair of Scout pants.
- A Scout hat and/or Scout socks are optional.

Participate in Scout Leader Training at the beginning of the leadership period.

Attend 2/3rds or more of all Troop meetings (usually 1st, 2nd, 3rd Wednesday's of the month). (The Scout should keep their own attendance records for all requirements and have the SPL or Scoutmaster initial them at least monthly.)

Sets a good example; lives by the Scout Oath and Law and shows Scout Spirit.

Troop Webmaster Duties:

The Webmaster has his own e-mail address.

Update the Troop website weekly. Include upcoming events and remove information on past events.

Content restrictions:

- Last names of Scouts, email addresses and phone numbers are never to be published. The Webmaster must carefully check all fliers and other information generated by others in the Troop before posting.
- Inappropriate content must never be published. All content must follow the Scout Oath and Law principles.

Ensure that posts requested by the Scoutmaster or Committee are posted promptly.

At the end of the term, report ONLY to the SCOUTMASTER (or his designee) to have your leadership time requirement signed off in your Scout book.

TROOP BUGLER

Job Description: The Troop Bugler plays at Troop Ceremonies. He is appointed by the Senior Patrol Leader with the approval of the Scoutmaster. This is a good position for a First Class Scout seeking the Star rank.

Reports to: The Assistant Senior Patrol Leader.

In order for the leadership position of TROOP BUGLER (TBGLR) to be signed off, by the ADULT TROOP BUGLER (ATBGLR), ALL of the following requirements must be met during the SCOUT'S term in office.

Wear a Field Uniform (Class "A") at all times. Consisting of, but not limited to:

A khaki Scout shirt with all the correct rank patches, emblems and red epaulets in the correct places.

A Troop or Scoutmaster approved neckerchief (neatly rolled) with slide (preferred) or Bolo tie. All of Leadership should agree on which they would like to wear and everyone in leadership wears the same thing.

A pair of Scout pants.

A Scout hat and/or Scout socks are optional.

Participate in Scout Leader Training at the beginning of the leadership period.

Attend 2/3rds or more of all Troop meetings (usually 1st, 2nd, 3rd Wednesday's of the month). (The Scout should keep their own attendance records for all requirements and have the SPL or Scoutmaster initial them at least monthly.)

Attend half or more of all campouts, using the bugle for announcing events.

May sit at the leadership table at Troop meetings.

Troop Bugler Duties:

Independently selects and plays appropriate Bugle calls at appropriate times.

At a minimum, the Bugler **MUST** be able to satisfactorily play First Call, Assembly, To-The-Colors, and Taps, from memory.

Plays First Call for calling the Troop together

Plays Assembly to call the Scouts to order.

Plays Taps during evening closing ceremony.

Plays Bugle calls as requested by Troop Leadership.

Check in with the ATBGLR and TSCRIBE for attendance purposes.

At the end of the term, report **ONLY** to the ADULT TROOP BUGLER to have your leadership time requirement signed off in your Scout book.

TROOP LIBRARIAN

Job description: The Librarian takes care of Troop literature. He is appointed by the Senior Patrol Leader with the approval of the Scoutmaster. This is a good position for a First Class Scout seeking the Star rank.

Reports to: The Assistant Senior Patrol Leader.

In order for the leadership position of TROOP LIBRARIAN to be signed off, by the ADULT TROOP LIBRARIAN, ALL of the following requirements must be met during the SCOUT'S term in office.

Wear a Field Uniform (Class "A") at all times. Consisting of, but not limited to:

A khaki Scout shirt with all the correct rank patches, emblems and red epaulets in the correct places.

A Troop or Scoutmaster approved neckerchief (neatly rolled) with slide (preferred) or Bolo tie. All of Leadership should agree on which they would like to wear and everyone in leadership wears the same thing.

A pair of Scout pants.

A Scout hat and/or Scout socks are optional.

Participate in Scout Leader Training at the beginning of the leadership period.

Attend 2/3rds or more of all Troop meetings (usually 1st, 2nd, 3rd Wednesday's of the month). (The Scout should keep their own attendance records for all requirements and have the SPL or Scoutmaster initial them at least monthly.)

Attend half or more of all campouts.

Troop Librarian Duties:

Establish and take care of the TROOP LIBRARY.

Keep records on literature owned by the Troop.

Check each Merit Badge book to make sure the requirements match the criteria of the "Boy Scout Requirements" book latest edition. Out of date books should be marked "For Reference Only".

Add new or replacement item as needed. (Check with the Adult Troop Librarian)

Keep books and pamphlets available for borrowing at Troop meetings.

Keep a system for checking books and pamphlets in and out.

Follow up on late returns. Normal borrowing period is two months with a one time renewal period of one month.

ALL Merit Badge (MB) books and Troop literature is to be turned in to the Troop Librarian twice a year. Once, during the month of January. (MB books can be reissued for the Feast.) Also, during the month of June. (MB books can be reissued for summer camp.)

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TROOP LIBRARIAN p2

Sign out Scout Leadership Handbooks to newly elected SPL, ASPL, and to each Patrol Leader at the first Troop Meeting after the election. Collect the handbooks one month prior to the next Troop election.

Have access to a computer (either at home or at the library) and enter data into the Troop Library inventory database as directed by the Scoutmaster or his designee.

At the end of the term, report ONLY to the Scoutmaster or his designee to have your leadership time requirement signed off in your Scout book.

TROOP HISTORIAN

Job Description: The Historian keeps a historical record or scrapbook of Troop activities. He is appointed by the Senior Patrol Leader with the approval of the Scoutmaster. This is a good position for a First Class Scout seeking the Star rank.

Reports to: The Assistant Senior Patrol Leader.

In order for the leadership position of TROOP HISTORIAN to be signed off, by the SCOUTMASTER, ALL of the following requirements must be met during the SCOUT'S term in office.

Wear a Field Uniform (Class "A") at all times. Consisting of, but not limited to:

A khaki Scout shirt with all the correct rank patches, emblems and red epaulets in the correct places.

A Troop or Scoutmaster approved neckerchief (neatly rolled) with slide (preferred) or Bolo tie. All of Leadership should agree on which they would like to wear and everyone in leadership wears the same thing.

A pair of Scout pants.

A Scout hat and/or Scout socks are optional.

Participate in Scout Leader Training at the beginning of the leadership period.

Attend 2/3rds or more of all Troop meetings (usually 1st, 2nd, 3rd Wednesday's of the month). (The Scout should keep their own attendance records for all requirements and have the SPL or Scoutmaster initial them at least monthly.)

Attend all Open Houses of the Troop.

Attend 2/3 or more of all campouts and service projects and document the activities for the Troop.

Troop Historian Duties:

Gather pictures and facts about past Troop activities and keeps them in scrapbooks, wall displays or informational (historical) files.

Take care of Troop trophies, ribbons, and souvenirs of Troop activities.

Keep information about former members of the Troop.

Without prompting, furnishes Troop Activity exhibits for recruiting (Webelos-O-Rees, Klondike Derbies, Mall shows, etc.).

Assure that all Open Houses have exciting displays of Troop activities from recent years to encourage both parents and Cub Scouts to have a positive image of the Troop.

Sets a good example; lives by the Scout Oath and Law.

Show Scout Spirit

At the end of the term, report ONLY to the SCOUTMASTER to have your leadership time requirement signed off in your Scout book.

OA REPRESENTATIVE

Job Description: An Order of the Arrow Troop Representative is a youth liaison serving between the local OA lodge or chapter and his Troop. In his Troop, he serves as a communication and program link to the Arrowman and adult leaders and Scouts who are not presently members of the Order. He does this in a fashion that strengthens the mission of the Lodge and purpose of the Order. By setting a good example, he enhances the image of the Order as a service arm to his Troop. He is appointed by the Senior Patrol Leader with the approval of the Scoutmaster. This is a good position for a Scout seeking Life or higher ranks.

Reports To: The Assistant Patrol Leader

In order for the leadership position of OA REPRESENTATIVE to be signed off, by the SCOUTMASTER, ALL of the following requirements must be met during the SCOUT'S term in office.

Wear a Field Uniform (Class "A") at all times. Consisting of, but not limited to:

A khaki Scout shirt with all the correct rank patches, emblems and red epaulets in the correct places.

A Troop or Scoutmaster approved neckerchief (neatly rolled) with slide (preferred) or Bolo tie. All of Leadership should agree on which they would like to wear and everyone in leadership wears the same thing.

A pair of Scout pants.

A Scout hat and/or Scout socks are optional.

Participate in Scout Leader Training at the beginning of the leadership period.

Attend 2/3rds or more of all Troop meetings (usually 1st, 2nd, 3rd Wednesday's of the month). (The Scout should keep their own attendance records for all requirements and have the SPL or Scoutmaster initial them at least monthly.)

Assist in at least 1/2 of all major Troop Service Projects (such as We Remember, Bethany Mulching, Fireworks Cleanup).

Should attend PLCs before OA events to assure OA matters are in program.

Attend half or more of all campouts.

OQ Representative Duties:

Must attend 5/6 of District OA meetings (during District Roundtable).

Serve as a communications link between the lodge or the chapter and the Troop. This includes reporting back to the Troop after each District OA Meeting, Spring Fellowship, and other OA events.

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OA REPRESENTATIVE p2

Encourages year round and resident camping in the Troop.
Encourages older Scout participation in high adventure programs.
Encourages Scouts to actively participate in community service projects.
Encourages Arrowmen to assume leadership positions in the Troop.
Encourages Arrowmen in the Troop to be active participants in the lodge and/or chapter activities and to seal their membership in the Order by becoming Brotherhood members.
Set a good example.

With the adult OA leader:

****MAKE A LEATHER MEDALLION FOR EACH ELECTED OA CANDIDATE. TO BE RECEIVED BY THE CANDIDATE AT HIS TAP OUT CEREMONY. ****

Assist the OA Adult with the annual OA election and the annual OA callout ceremony for the Troop. This includes gathering a team of OA Scouts to help.

Lives by the Scout Oath, Scout Law, and OA Obligations.

At the end of the term, report ONLY to the SCOUTMASTER to have your leadership time requirement signed off in your Scout book.

TROOP GUIDE (TG)

Job Description: To work actively with the new Scouts in the Baden-Powell program. The Troop Guides introduce new Scouts to Troop operations and helps them feel comfortable in the Troop. He is appointed by the Senior Patrol Leader with the approval of the Scoutmaster. This is a good position for Scouts seeking Life or higher ranks (Star with the approval of the Scoutmaster).

Reports To: The Scoutmaster or Assistant Scoutmaster of the New Scout Patrols.

In order for the leadership position of TROOP GUIDE to be signed off, by the SCOUTMASTER OR ASSISTANT SCOUTMASTER OF THE NEW SCOUT PATROL, ALL of the following requirements must be met during the SCOUT'S term in office.

Wear a Field Uniform (Class "A") at all times. Consisting of, but not limited to:

A khaki Scout shirt with all the correct rank patches, emblems and red epaulets in the correct places.

A Troop or Scoutmaster approved neckerchief (neatly rolled) with slide (preferred) or Bolo tie. All of Leadership should agree on which they would like to wear and everyone in leadership wears the same thing.

A pair of Scout pants.

A Scout hat and/or Scout socks are optional.

Participate in Scout Leader Training at the beginning of the leadership period.

Attend 2/3rds or more of all Troop meetings (usually 1st, 2nd, 3rd Wednesday's of the month). (The Scout should keep their own attendance records for all requirements and have the SPL or Scoutmaster initial them at least monthly.)

Attend 2/3rds or more of all campouts with your New Scout Patrol . (The Troop Guide may camp & eat with his regular Patrol.)

Troop Guide Duties:

Help new Scouts earn advancement requirements through First Class.

Advise Patrol Leader of his duties and responsibilities at Patrol Leaders' Council (PLC) meetings. Attend PLC meetings with the New Scout Patrol Leader as needed.

Prevent Harassment of new Scouts by older Scouts.

Help Assistant Scoutmaster train new Scouts using older Scouts.

Guide new Scouts through early Troop experiences to help them become comfortable in the Troop and the outdoors.

Teach basic Scout Skills.

Set a good example.

Live by the Scout Oath and Law.

Show Scout Spirit

At the end of the term, report ONLY to the ASSISTANT SCOUTMASTER (or Scoutmaster) OF THE NEW SCOUT PATROLS to have your leadership time requirement signed off in your Scout book.

INSTRUCTOR

Job Description: The Instructor teaches Scouting skills. Instructors are appointed by the Scoutmaster upon satisfactory demonstration of skills.

Reports To: The Scoutmaster or Assistant Scoutmaster of the New Scout Patrols.

In order for the leadership position of INSTRUCTOR to be signed off, by the SCOUTMASTER, ALL of the following requirements must be met during the SCOUT'S term in office.

Wear a Field Uniform (Class "A") at all times. Consisting of, but not limited to:

A khaki Scout shirt with all the correct rank patches, emblems and red epaulets in the correct places.

A Troop or Scoutmaster approved neckerchief (neatly rolled) with slide (preferred) or Bolo tie. All of Leadership should agree on which they would like to wear and everyone in leadership wears the same thing.

A pair of Scout pants.

A Scout hat and/or Scout socks are optional.

Participate in Scout Leader Training at the beginning of the leadership period.

Attend 2/3rds or more of all Troop meetings (usually 1st, 2nd, 3rd Wednesday's of the month). (The Scout should keep their own attendance records for all requirements and have the SPL or Scoutmaster initial them at least monthly.)

Attend half or more of all campouts.

Instructor Duties:

Instruct Scouting skills as needed within the Troop or Patrols.

Prepare well in advance for each teaching assignment.

The Instructor must complete an assignment for each month to receive credit for that month.

Set a good example.

Live by the Scout Oath and Law.

Show Scout Spirit.

At the end of the term, report ONLY to the SCOUTMASTER to have your leadership time requirement signed off in your Scout book.

CHAPLAIN AIDE

Job Description: The Chaplain Aide works with the Troop Chaplain to meet the Religious needs of the Scouts in the Troop. He also works to promote the religious emblems program. He is appointed by the Senior Patrol Leader with the approval of the Scoutmaster. This is a good position for Scouts seeking Life or higher ranks (Star with the approval of the Scoutmaster).

Reports To: The Assistant Senior Patrol Leader (and works with the Chaplain).

In order for the leadership position of CHAPLAIN AIDE to be signed off, by the TROOP CHAPLAIN, ALL of the following requirements must be met during the SCOUT'S term in office.

Wear a Field Uniform (Class "A") at all times. Consisting of, but not limited to:

A khaki Scout shirt with all the correct rank patches, emblems and red epaulets in the correct places.

A Troop or Scoutmaster approved neckerchief (neatly rolled) with slide (preferred) or Bolo tie. All of Leadership should agree on which they would like to wear and everyone in leadership wears the same thing.

A pair of Scout pants.

A Scout hat and/or Scout socks are optional.

Participate in Scout Leader Training at the beginning of the leadership period.

Attend 2/3rds or more of all Troop meetings (usually 1st, 2nd, 3rd Wednesday's of the month). (The Scout should keep their own attendance records for all requirements and have the SPL or Scoutmaster initial them at least monthly.)

Attend 2/3rds or more of all campouts, and present a "Scouts' Interfaith Service" on those campouts.

Chaplain Aide Duties:

Keep Troop leader apprised of religious holidays when planning activities.

Assist Chaplain or religious coordinator in meeting the religious needs of Troop members while on activities.

Provide "Words Of Wisdom" at Troop meetings.

Encourage saying grace at meals while camping or on activities.

Tell Scouts about the religious emblem program of their faith.

Help plan for religious observance in Troop activities.

With the help of the Troop Chaplain make a "Scouts' Interfaith Service" program for each campout, and lead the service. If the Chaplain Aide is not going on that campout, then make a "Scouts' Interfaith Service" Program for that campout and find a Scout that is going on the campout to lead the service in your absence.

Set a good example.

Live by the Scout Oath and Law.

Show Scout Spirit.

At the end of the term, report ONLY to the CHAPLAIN (or Scoutmaster) to have your leadership time requirement signed off in your Scout book.

TROOP LEAVE NO TRACE TRAINER

Job Description: The Troop Leave No Trace Trainer. This is a good position for Scouts that have been a Troop Guide and are seeking the Star or Life rank (LNTT cannot be used for Eagle).

Reports to: The Scoutmaster or Assistant Scoutmaster of the New Scout Patrols

In order for the leadership position of TROOP LEAVE NO TRACE TRAINER to be signed off, by the SCOUTMASTER (or his designee), ALL of the following requirements must be met during the SCOUT'S term in office.

Wear a Field Uniform (Class "A") at all times. Consisting of, but not limited to:

A khaki Scout shirt with all the correct rank patches, emblems and green epaulets in the correct places.

A Troop or Scoutmaster approved neckerchief (neatly rolled) with slide (preferred) or Bolo tie. All of Leadership should agree on which they would like to wear and everyone in leadership wears the same thing.

A pair of Scout pants.

A Scout hat and/or Scout socks are optional.

Participate in Scout Leader Training at the beginning of the leadership period.

Attend 2/3rds or more of all Troop meetings (usually 1st, 2nd, 3rd Wednesday's of the month). (The Scout should keep their own attendance records for all requirements and have the SPL or Scoutmaster initial them at least monthly.)

Sets a good example; lives by the Scout Oath and Law and shows Scout Spirit.

Troop Leave No Trace Trainer Duties:

The Scout must be trained in the EDGE method of training similar to that required in the Life Rank.

The Scout will work with ALL new Scouts teach them the basic Outdoor Code "4 C" principles.

Attend 2/3rds or more of all campouts, and review each for the principles of Leave No Trace.

The Scout, on a camping trip including at least 33% of the Troop, must conduct a session demonstrating the 7 principles of Leave No Trace.

The Scout, at a Troop meeting, will conduct a training session similar to that on the camping trip, emphasizing planning, proper disposal of waste, and utmost respect for wildlife and its habitat.

Encourage members of the Troop to earn the Leave No Trace Awareness Award.

At the end of the term, report ONLY to the SCOUTMASTER (or his designee) to have your leadership time requirement signed off in your Scout book.

DEN CHIEF

Job Description: The Den Chief work with the Cub Scouts, Webelos Scouts, and Den Leaders in the Cub Scout Pack. A Den Chief must be at least a First Class Scout. Den Chiefs are appointed by the Scoutmaster after consultation with the Pack Leaders.

Reports To: The Den Leader in the Pack and the Scoutmaster.

Term: The Den Chief term must correspond to the Cub Scout Den he is assigned to. Typically this would be late-September to early-June. There is no credit for summer.

In order for the leadership position of DEN CHIEF to be signed off, by the SCOUTMASTER, ALL of the following requirements must be met during the SCOUT'S term in office.

Wear a Field Uniform (Class "A") at all times. Consisting of, but not limited to:

A khaki Scout shirt with all the correct rank patches, emblems and red epaulets in the correct places.

A Troop or Scoutmaster approved neckerchief (neatly rolled) with slide (preferred) or Bolo tie. All of Leadership should agree on which they would like to wear and everyone in leadership wears the same thing.

A pair of Scout pants.

A Scout hat and/or Scout socks are optional.

Participate in Scout Leader Training at the beginning of the leadership period.

Attend 2/3rds or more of all Troop meetings (usually 1st, 2nd, 3rd Wednesday's of the month). (The Scout should keep their own attendance records for all requirements and have the Scoutmaster initial them at least monthly.)

Attend 5/6ths or more of the PLC meetings with the Patrol leader or representative.

Attend 2/3rds or more of all campouts.

Boy Scout Meeting attendance may be relaxed with Scoutmaster prior approval when conflicting with Cub Scout Activities that are attended.

Attend 5/6ths or more of all Cub Scout activities (including but not limited to Den meetings and Pack meetings). The Scout should keep their own attendance records for all requirements and have the Scoutmaster initial them at least monthly.

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DEN CHIEF p2

Den Chief Duties:

Serve as the activities assistant at Den meetings.

Meet regularly with the Den Leader to review the Den and Pack meeting plans.

If serving as Webelos Den Chief, prepare boys to join Boy Scouting.

Project a positive image of Boy Scouting.

Know the purposes of Cub Scouting.

Encourage Cub Scouts to join a Boy Scout Troop upon graduation.

Help out at weekly Den meetings and monthly Pack meetings.

Be a friend to the boys in the Den.

Set a good example.

Live by the Scout oath and Law.

Show Scout Spirit.

At the end of the term, report ONLY to the SCOUTMASTER to have your leadership time requirement signed off in your Scout book.

Typically for Scoutmaster approval of the leadership period, a letter from either the principal Den Leader (or Cubmaster) will be required stating attendance at Den Meetings, Pack Meetings, and other Cub Scout activities. Brief comments of the Den Chief's performance should be included.

JUNIOR ASSISTANT SCOUTMASTER (JASM)

Job Description: The Junior Assistant Scoutmaster (JASM) assist the Scoutmaster with the program. JASMs are older Eagle Scouts, typically demonstrating their leadership to the Troop for some period after receiving Eagle. They are appointed by the Scoutmaster.

Reports To: The Scoutmaster.

In order for the leadership position of JASM to be signed off, by the SCOUTMASTER, ALL of the following requirements must be met during the SCOUT'S term in office.

Wear a Field Uniform (Class "A") at all times. Consisting of, but not limited to:

A khaki Scout shirt with all the correct rank patches, emblems and red epaulets in the correct places.

A Troop or Scoutmaster approved neckerchief (neatly rolled) with slide (preferred) or Bolo tie. All of Leadership should agree on which they would like to wear and everyone in leadership wears the same thing.

A pair of Scout pants.

A Scout hat and/or Scout socks are optional.

Participate in Scout Leader Training at the beginning of the leadership period.

Attend 1/2rds or more of all Troop meetings (usually 1st, 2nd, 3rd Wednesday's of the month). (The Scout should keep their own attendance records for all requirements and have the SPL or Scoutmaster initial them at least monthly.)

Attend half or more of all campouts and service projects.

Serve as Role Model for Scouts in Troop (examples include personally obeying camping rules such as nighttime curfew, fire & ax yard safety, taking merit badges at summer camp, getting up on time, promoting campfires programs on all camping events possible).

Junior Assistant Scoutmaster Duties:

Instruct Scouting skills as needed within the Troop or Patrols.

Assist the Scoutmaster as requested in program activities.

After training by the Scoutmaster, the JASM may conduct Scout, Tenderfoot, and Second Class Scoutmaster Conferences.

Set a good example.

Live by the Scout Oath and Law.

Show Scout Spirit.

At the end of the term, report ONLY to the SCOUTMASTER to have your leadership time requirement signed off in your Scout book.

PATROL LEADER (PL)

Job Description: The Patrol Leader is elected by the Patrol and leads the Patrol.

Reports To: The Senior Patrol leader.

In order for the leadership position of PATROL LEADER to be signed off, by the SCOUTMASTER, ALL of the following requirements must be met during the SCOUT'S term in office.

Wear a Field Uniform (Class "A") at all times. Consisting of, but not limited to:

- A khaki Scout shirt with all the correct rank patches, emblems and red epaulets in the correct places.
- A Troop or Scoutmaster approved neckerchief (neatly rolled) with slide (preferred) or Bolo tie. All of Leadership should agree on which they would like to wear and everyone in leadership wears the same thing.
- A pair of Scout pants.
- A Scout hat and/or Scout socks are optional.

Participate in Scout Leader Training at the beginning of the leadership period.

Attend 2/3rds or more of all Troop meetings (usually 1st, 2nd, 3rd Wednesday's of the month). (The Scout should keep their own attendance records for all requirements and have the SPL or Scoutmaster initial them at least monthly.)

Attend 5/6th of all PLC meetings (3rd Monday of the month).

Attend 2/3rds or more of all campouts.

Assist in at least 1/2 of all major Troop Service Projects (such as We Remember, Bethany Mulching, Fireworks Cleanup).

Serve as Role Model for Scouts in Patrol (examples include personally obeying camping rules such as nighttime curfew, fire & ax yard safety, taking merit badges at summer camp, getting up on time, participating in campfire programs on all camping events possible).

Patrol Leader Duties:

Plan and lead Patrol meetings and activities; must have written agenda.

Keep Patrol members informed.

Assign each Patrol member a job and help them succeed.

Represent the Patrol at all Patrol Leaders Council (PLC) meetings and at the Troop Annual Planning Program (TAPP). If the Patrol leader can't make it to any of the required meetings, he must make sure he finds a representative to go in his place.

Prepares the Patrol to take part in all Troop activities.

Develop Patrol spirit.

Work with other Troop leaders to make the Troop run well.

Set the example.

Live by the Scout Oath and Law.

Show Scout Spirit.

At the end of the term, report ONLY to the SCOUTMASTER to have your leadership time requirement signed off in your Scout book.

ASSISTANT PATROL LEADER (APL)

Job Description: The Assistant Patrol Leader is appointed by the Patrol Leader and leads the Patrol in his absence.

Reports To: The Patrol Leader

Wear a Field Uniform (Class "A") at all times. Consisting of, but not limited to:

A khaki Scout shirt with all the correct rank patches, emblems and red epaulets in the correct places.

A Troop or Scoutmaster approved neckerchief (neatly rolled) with slide (preferred) or Bolo tie. All of Leadership should agree on which they would like to wear and everyone in leadership wears the same thing.

A pair of Scout pants.

A Scout hat and/or Scout socks are optional.

Should attend 2/3rds or more of all Troop meetings (usually 1st, 2nd, 3rd Wednesday's of the month).

Should attend 2/3rds or more of all campouts.

Should attend 2/3rds or more of all campouts.

Should assist in at least 1/2 of all major Troop Service Projects (such as We Remember, Bethany Mulching, Fireworks Cleanup).

Assistant Patrol Leader Duties:

Assists the Patrol Leader in:

Planning and leading Patrol meetings and activities.

Keeping the Patrol members informed.

Preparing your Patrol to take part in all Troop activities.

Take charge of the Patrol in the absence of the Patrol Leader.

Represent the Patrol at Patrol Leaders Council (PLC) meetings in the absence of the Patrol Leader.

Work with the other Troop leaders to make the Troop run well.

Help develop Patrol Spirit.

Set a good example.

Live by the Scout Oath and Law.

Show Scout Spirit

PATROL QUARTERMASTER (PQM)

Job Description: The Patrol Quartermaster is appointed by the Patrol Leader and checks out and in required equipment from the Troop Quartermaster. He also makes sure that everyone in his Patrol has required equipment for each event. He makes sure the Patrol gear is organized and clean.

Reports To: Both the Patrol Leader and the Troop Quartermaster.

Wear a Field Uniform (Class "A") at all times. Consisting of, but not limited to:

A khaki Scout shirt with all the correct rank patches, emblems and red epaulets in the correct places.

A Troop or Scoutmaster approved neckerchief (neatly rolled) with slide (preferred) or Bolo tie. All of Leadership should agree on which they would like to wear and everyone in leadership wears the same thing.

A pair of Scout pants.

A Scout hat and/or Scout socks are optional.

Should attend 2/3rds or more of all Troop meetings (usually 1st, 2nd, 3rd Wednesday's of the month).

Should attend 2/3rds or more of all campouts.

Should assist in at least 1/2 of all major Troop Service Projects (such as We Remember, Bethany Mulching, Fireworks Cleanup).

Patrol Quartermaster Duties:

Inventory, inspect, and sign out chuck box full of gear and three Patrol tents from the Quartermaster Shed at the beginning of the term.

Inventory and check the gear and tents to make sure it is clean and in proper working condition and log the results on the Patrol Inventory Sheet.

1) At the time of sign out. 2) After each time the gear is used. 3) At the time of sign in at the end of the term. Check out tents to other Patrol members for campouts.

After campouts have Patrols members clean, dry, and return tents to the Patrol QM.

After campouts, inspect the returning tents to make sure they are clean, DRY, in working order, and all the parts are there. If not, return the gear/tents to the previous users and have them clean and dry them properly before signing the gear/tents back in to the Patrol.

Keeps Patrol Gear/Tent Inventory sheet up to date.

Can always find his inventory sheet quickly and knows where he put it.

Attends chuck box inspection day at the end of his term along with the new Patrol QM inventories, inspects, accounts for or replaces missing parts (with the approval of the Troop QM) and turns in Patrol gear/tents to the Troop QM.

Sets the example.

Lives by the Scout Oath and Law.

Shows Scout Spirit.

PATROL SCRIBE

Job Description: The Patrol Scribe is appointed by the Patrol Leader and keeps Patrol records.

Reports To: The Patrol Leader

Wear a Field Uniform (Class "A") at all times. Consisting of, but not limited to:

A khaki Scout shirt with all the correct rank patches, emblems and red epaulets in the correct places.

A Troop or Scoutmaster approved neckerchief (neatly rolled) with slide (preferred) or Bolo tie. All of Leadership should agree on which they would like to wear and everyone in leadership wears the same thing.

A pair of Scout pants.

A Scout hat and/or Scout socks are optional.

Should attend 2/3rds or more of all Troop meetings (usually 1st, 2nd, 3rd Wednesday's of the month).

Should attend 2/3rds or more of all campouts.

Should assist in at least 1/2 of all major Troop Service Projects (such as We Remember, Bethany Mulching, Fireworks Cleanup).

Patrol Scribe Duties:

Keep the Patrol log that contains minutes of last Patrol meeting, duty roster, etc.

Read the minutes of the last Patrol meeting.

Keep attendance records

Collect money for buying food.

Give the Grubmaster a receipt for his records.

Set a good example.

Live by the Scout Oath and Law.

Show Scout Spirit.

GRUBMASTER

Job Description: The Grubmaster is appointed by the Patrol Leader and shops for food. Duties rotate each outing.

Reports To: The Patrol Leader

Wear a Field Uniform (Class "A") at all times. Consisting of, but not limited to:

A khaki Scout shirt with all the correct rank patches, emblems and red epaulets in the correct places.

A Troop or Scoutmaster approved neckerchief (neatly rolled) with slide (preferred) or Bolo tie. All of Leadership should agree on which they would like to wear and everyone in leadership wears the same thing.

A pair of Scout pants.

A Scout hat and/or Scout socks are optional.

Should attend 2/3rds or more of all Troop meetings (usually 1st, 2nd, 3rd Wednesday's of the month).

Should attend 2/3rds or more of all campouts.

Should assist in at least 1/2 of all major Troop Service Projects (such as We Remember, Bethany Mulching, Fireworks Cleanup).

Grubmaster duties:

See that the Patrol eats proper, nutritional food.

Sets a good example.

Live by the Scout Oath and Law.

Show Scout Spirit.

CHIEF COOK

Job Description: The Chief Cook is appointed by the Patrol Leader and prepares eatable food for the Patrol. Duties rotate each outing.

Reports To: The Patrol Leader

Wear a Field Uniform (Class "A") at all times. Consisting of, but not limited to:

A khaki Scout shirt with all the correct rank patches, emblems and red epaulets in the correct places.

A Troop or Scoutmaster approved neckerchief (neatly rolled) with slide (preferred) or Bolo tie. All of Leadership should agree on which they would like to wear and everyone in leadership wears the same thing.

A pair of Scout pants.

A Scout hat and/or Scout socks are optional.

Should attend 2/3rds or more of all Troop meetings (usually 1st, 2nd, 3rd Wednesday's of the month).

Should attend 2/3rds or more of all campouts.

Should assist in at least 1/2 of all major Troop Service Projects (such as We Remember, Bethany Mulching, Fireworks Cleanup).

Chief Cook Duties:

Gather food from the chow box.

Organize the meal.

Supervise helpers (if any).

Make sure the meal is prepared well and on time.

Assign cleaning up jobs for the pots, and pans, and Patrol cooking utensils.

Set a good example.

Live by the Scout Oath and Law.

Show Scout Spirit.

CHEERMASTER

Job Description: The Cheermaster is appointed by the Patrol Leader and is responsible for keeping moral high in the Patrol.

Reports To: The Patrol Leader.

Wear a Field Uniform (Class "A") at all times. Consisting of, but not limited to:

A khaki Scout shirt with all the correct rank patches, emblems and red epaulets in the correct places.

A Troop or Scoutmaster approved neckerchief (neatly rolled) with slide (preferred) or Bolo tie. All of Leadership should agree on which they would like to wear and everyone in leadership wears the same thing.

A pair of Scout pants.

A Scout hat and/or Scout socks are optional.

Should attend 2/3rds or more of all Troop meetings (usually 1st, 2nd, 3rd Wednesday's of the month).

Should attend 2/3rds or more of all campouts.

Should assist in at least 1/2 of all major Troop Service Projects (such as We Remember, Bethany Mulching, Fireworks Cleanup).

Cheermaster Duties:

Keep Morale high.

Learn songs, yells, stunts, and campfire programs.

Set a good example.

Live by the Scout Oath and Law.

Show Scout Spirit.