

## TROOP 555 LEADERSHIP CONTRACT: MEDIA SCRIBE

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

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

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

**Job Description:** The Media Scribe is responsible for communications media within the Troop and publishes the Troop Newsletter. He reports to a designated ASPL.

Designated ASPL: \_\_\_\_\_

### **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; shirrtail 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, or where designated, ASM or Junior Leader may sign. Keep a folder with this contract and the required items listed below.

If you think you are unable to meet any of these expectations or responsibilities, it is your responsibility to talk to the Scoutmaster.

- |  | Date/Initial |
|--|--------------|
| > Within three weeks from 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.  | _____        |
| > Enthusiastically wear the Scout uniform as described above.  | _____        |
| > Attend Introduction to Leadership Skills for Troops (ILST) training during Term of service:                | _____        |

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> Attend at least 4 PLC's \_\_\_\_\_

Dates: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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
_____	_____	_____
_____	_____	_____

> Collect Scout rosters (with contact information) from SPL and Patrol Leaders and make available to all Troop youth leaders. \_\_\_\_\_  
Provide a copy to Scoutmaster and keep a copy in your folder.

> Publish and email minutes of all PLC meetings taken by Records Scribe \_\_\_\_\_  
to all the Troop youth leaders. Keep copies of all minutes in your folder.

> Compile a Troop Newsletter monthly and email it to the Scoutmaster & \_\_\_\_\_  
webmaster for the Troop website. Keep copies of the newsletters in your folder. Newsletter is to contain: Patrol reports, PoR reports, PLC meeting planner/minutes, adult articles, upcoming events, Scribe reports, etc.

> Write one quality article per month about Scouting news, Scout skills, \_\_\_\_\_  
or another item of interest.

> Publish Troop newsletter in paper form for all who want it. Be \_\_\_\_\_  
conscious of cost and demonstrate "A Scout is Thrifty". One page front and back is suggested.

> Sign off other Troop Junior Leaders' contracts for writing their required  
newsletter articles. \_\_\_\_\_

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

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

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

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)