

TROOP 555 LEADERSHIP CONTRACT: RECORDS SCRIBE

Scout Name: _____

Patrol Name: _____

Term Start: _____ Term End: _____

Job Description: The Records Scribe is responsible for Troop attendance and other record keeping within the Troop as described below. 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
_____	_____	_____
_____	_____	_____

> Take quality minutes at all PLC meetings. This includes: _____

- PLC Troop meeting planner sheet with detailed description of skills instruction, interpatrol activity, patrol meeting, and other meeting plans along with who is responsible.
- Providing a copy of the meeting planner to Media Scribe to publish.
- Record unused ideas for games, skills instructions, interpatrol activities, outing themes, etc. for future use by PLC.
- Maintain copies of past PLC meeting plans to assist PLC in assuring all Patrols share in tasks such as Leave-No-Trace and skills instruction on a rotating basis.
- Keep copies of all records in your folder.

> Take weekly uniform inspection for Flodder Bucks accounting for each Scout, and turning it in to the Scoutmaster or designated Flodder Bucks coordinator. Weekly uniform inspection means physically inspecting Scout for the following items: parent attendance, Scout attendance, overall appearance, BSA head gear, neckerchief & slide, BSA shirt & insignia, BSA pants/shorts, BSA belt, BSA socks, and BSA registration card.

> Poll Scouts on topics, decided on by PLC, during uniform inspection. _____
Keep record of the poll results in your folder for PLC use.

Topic: _____ Date: _____
Topic: _____ Date: _____

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Topic: _____ Date: _____

Topic: _____ Date: _____

Topic: _____ Date: _____

Topic: _____ 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)