

# Leadership Card

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

**Troop Scribe**

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

**Job Description:** The scribe keeps the troop records. He records the activities of the patrol leaders' council and keeps a record of dues, advancement and Scout attendance at troop meetings.

**Leadership Position Coordinator:** Advancement Chairman

**Duties of Troop Scribe:**

- Attends and keeps a log of patrol leaders' council meetings, recruiting a substitute if necessary
- Records individual Scout attendance
- Works with troop committee member responsible for attendance records
- Sets a good example
- Enthusiastically wears the Scout uniform correctly
- Lives the Scout Oath and Law
- Shows Scout Spirit

**Requirements:** All Requirements must be completed for each 6 month period to receive FULL Leadership credit, Otherwise only partial credit may be given. See the indicated adult leaders below to initial requirements.

Advancement Chairman \_\_\_\_\_  
Date/Initials \_\_\_\_\_  
\_\_\_\_\_ Briefed on duties and responsibilities  
\_\_\_\_\_ Ensure attendance is taken at troop meetings and campouts  
\_\_\_\_\_ Assist Scoutmaster during troop elections  
\_\_\_\_\_ Attend 75% of troop meetings Actual percentage \_\_\_\_\_  
\_\_\_\_\_ Attend 3 troop outings  
\_\_\_\_\_ Ensure a log is kept of all PLC meetings  
\_\_\_\_\_ Complete Leadership Training  
  
\_\_\_\_\_ Satisfied the above duties  
  
\_\_\_\_\_ Keep a log of your experience as a scribe  
\_\_\_\_\_ All Requirements initialed

This form is due within 60 days following current 6 month leadership period. If this form is completed mid term to satisfy a rank requirement, it MUST also be completed again at the end of the leadership period to receive credit for the remainder of the leadership period.

Credit from \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

\_\_\_\_\_  
Advancement Chairman Signature

Date: \_\_\_/\_\_\_/\_\_\_

Leadership Chairperson Record

Name: \_\_\_\_\_ Position: **Troop Scribe**

Patrol: \_\_\_\_\_ Credit from \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_