



TROOP 29 – SCRIBE

Date:	
Scout's Full Name:	
Your son has agreed to serve in the leadership position of :	SCRIBE
Position reports to:	Assistant Senior Patrol Leader (ASPL)
His date of service starts on:	

PARENTS AND SCOUTS: IMPORTANT, PLEASE READ !

When a scout accepts the position of a junior leader, he has agreed to provide services and leadership to our troop. These responsibilities should be fun, rewarding, challenging and should add to his overall scouting experience.

Below, please find your responsibilities during the term of service:

PARENTAL GUIDANCE/RESPONSIBILITIES:

- Monitor your scout's performance and encourage him to be active and assertive in his responsibilities
- Ensure that you work with your scout, to ensure he arrives to meetings, events and functions in a timely manner
- Understand that any scout in a leadership position **must attend monthly outings to receive credit for that month**, so encourage your son's attendance.

SCRIBE RESPONSIBILITIES:

1. Attend and keep a log of PLC meetings.
2. Publish monthly newsletter. (Work with Webmaster).
3. Publish the PLC minutes by next Troop meeting.
4. Be responsible for finding a substitute if you are not available. Ask Librarian first.
5. Take troop attendance at troop meetings, service projects and campouts and input information into troop computer.
6. Help instill a "No Harassment" culture with regards to how scouts treat each other.
7. Prepare a written report at the midpoint and at the end of your service that documents how you fulfilled these responsibilities.

YOUR EVALUATION FORM IS ATTACHED FOR YOUR USE

I have read, reviewed and agree with the information above:

	Signature	Date
Scoutmaster Signature:		
Patrol Advisor Signature:		
Parent Signature:		

I understand the information that is stated above and will perform my responsibilities to the best of my ability. If I have any problems in completing any of my assigned tasks, I will notify the individual I report to.

Scout	Signature:	Date:
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