

Leadership Card

Name: _____

Troop/Color Team Scribe

Patrol: _____

Deputy ASPL

Job Description: The scribe keeps the Color Team and 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:

- Distributes meeting/campout/activity attendance sheets to patrol leaders of color team
- Collects attendance sheets from patrol leaders of color team, verifies information with ASPL/AJSM, and turns record into Troop Attendance Coordinator
- Takes attendance of Color Team at each Court of Honor
- Secures account update report from Troop treasurer for Color Team and has each scout initial account balance
- Maintains a hard copy of Color Team's current Advancement History for the ASM and make it available at each meeting/outing
- Will serve as official note taker for respective Color Team recording meeting minutes, action items and directives
- Coordinates with other scribes to attend PLC meetings and keep log of meeting activities
- Records individual Scout attendance for assigned color team at all troop meetings and outings
- Responsible for assigning duties when unable to attend a troop function
- Works with troop committee member responsible for 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 to receive FULL Leadership credit, Otherwise only partial credit may be given. See the indicated adult leaders below to initial requirements.

Leadership Chairman	_____	
Date/Initials	_____	
_____	Attend 75% of troop meetings	Actual percentage _____
_____	Attend 55% of troop outings	Actual percentage _____
_____	Attend and keep a log of 55% of patrol leader council (PLC) meetings	Actual _____
_____	Complete Junior Leadership Training	
Advancement Chairman	_____	
_____	Briefed on duties and responsibilities	
_____	Ensure attendance sheets are collected at troop meetings and campouts	
_____	Assist Scoutmaster during troop elections	
Leadership Chairperson	_____	
_____	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 ____/____/____

Date: ____/____/____

Leadership Chairperson Signature

Leadership Chairperson Record

Name: _____ Position: **Troop Scribe**

Patrol: _____ Credit from ____/____/____ to ____/____/____