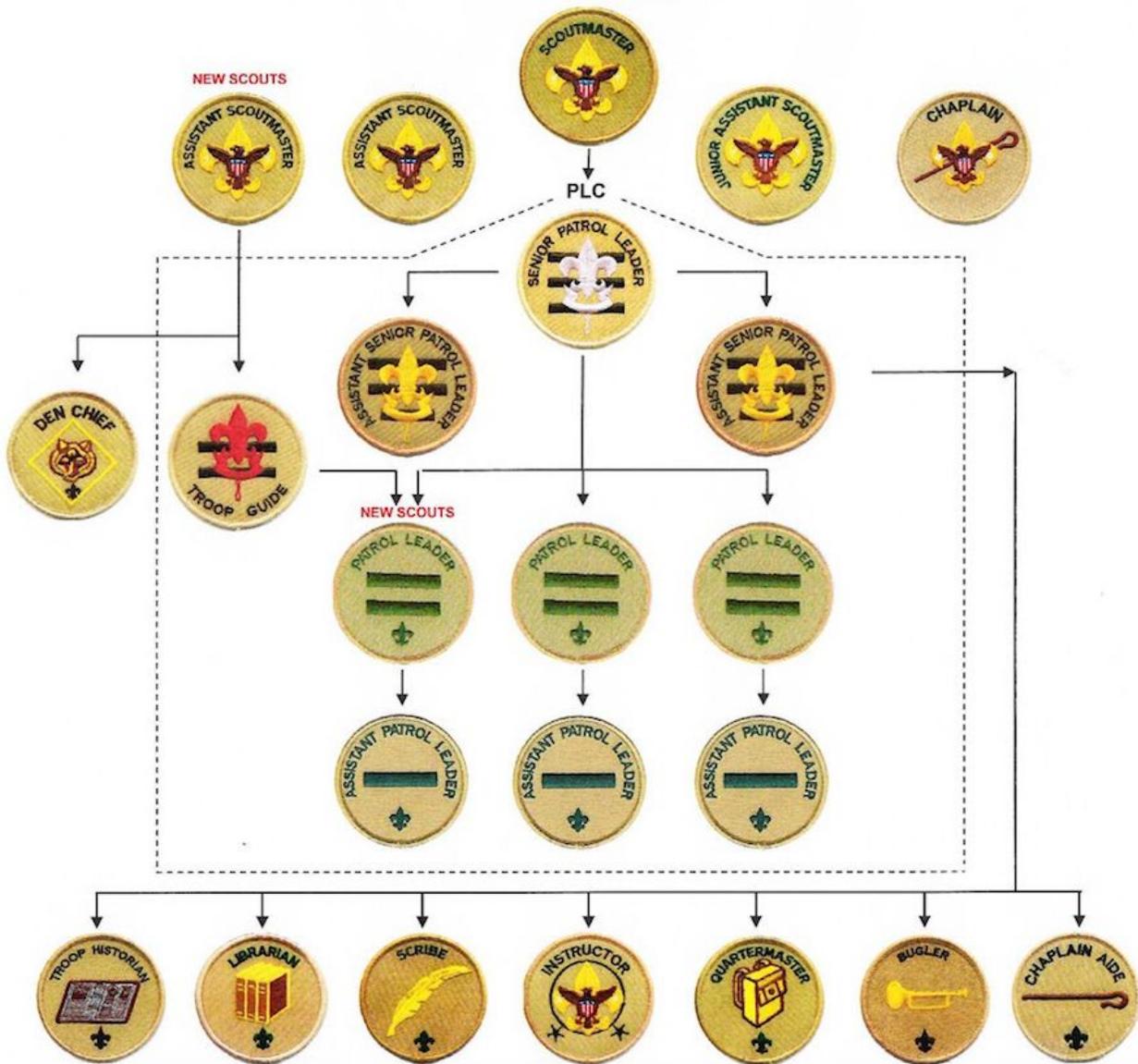




SCOUT ME IN™

Troop 555

Scout Leadership Positions Duties and Responsibilities



Scout Me In means Leading the way...

You came to do lots of different and fun things. Camping, hiking, water activities, hang out with girls who want to be outdoors, are community minded, and you want to be Prepared for Life.

There is one thing that makes Scouting different from all other youth groups. Do you know what it is?

Well, it is not the uniform. Every soccer, basketball, and baseball team has a uniform.

It is not the fun activities. There are a lot of other things that are fun.

And it certainly isn't cleaning dirty pots and pans on a campout.!!

What makes Scouting special is that YOU make the decisions!

That's right! YOU run the troop. Baden-Powell made it very plain in Aids to Scoutmastership when he wrote,

“The best progress is made in those Troops where power and responsibility are really put into the hands of the Patrol Leaders.”

This is real decision making power. And it's not just Patrol Leaders. All of the troop leadership positions have a hand in making the Troop run. As a troop leader you will be directly involved with the following activities::

Plan and run troop meetings,

Pick troop outings, where to camp, what to do,

Plan advancement opportunities for all troop members

Select High-Adventure programs

Determine troop policy

Help other Scouts along the trail to Eagle.

Sound cool? It really is!

Because being a leader is more than just telling people what to do, being a leader involves both leading, serving, and following. The troop leadership positions are described below.. They will give you a good idea of what each job is all about and what you will be required to do.

Here's how to be considered for a position. First read the job descriptions, qualifications, and job responsibilities. Then decide what you want to do and talk it over with your parents. You can also talk it over with other Scouts who have knowledge of the position you are thinking of or ask an adult leader.

Next, get a troop job application form if considering SPL or ASPL, fill it out, have your parent(s) read and sign it and turn it in. If you want to be considered for a position within the Patrol Leadership Council, then place your name on the signup sheet, and turn in an application form stating which positions you are interested in and sign it along with your parents and turn into at the designated election meeting. Don't worry if you think you don't have all the qualification, you will have others to support and guide you.

So, are you ready to jump in and help lead your troop on exciting adventures and new opportunities?

TROOP LEADERSHIP POSITIONS

Senior Patrol Positions

Senior Patrol Leader (SPL) page 8

The SPL is the top scout leader in the troop and is the focal point of the troop. The SPL is responsible for the troop's overall operation for six months but she will be conscious of the full scouting year. With guidance from the Scoutmaster, she takes charge of troop activities. The scouts in the troop elect the SPL. SPL's should have exceptional attendance at meetings, campouts & events, have a desire to lead girls, and have a passion for scouting. She must be at least age 13, and it is recommended that she has attended National Youth Leadership Training and served as ASPL, PL, or APL and/or another office within Venture Crews or Sea Scout Ships. She can serve as SPL for consecutive terms. The SPL will nominate approximately two to three Assistant Senior Patrol Leaders depending on the number of scouts in the troop.

Assistant Senior Patrol Leader (ASPL) page 9

The ASPL helps the SPL lead the troop. ASPL can be assigned to certain groups of the troops (all Patrol Leaders or any combinations of Troop Leaders). ASPL may also be designated by the SPL to lead a skill at troop meetings. The ASPL leads the troop when the SPL can not. The ASPL is chosen by the SPL. It is recommended the SPL should look for candidates that are rank of 1st Class or higher, have proven leadership experience, attended NYLT, have a readiness and maturity to learn, and a desire to lead the girls. Not every girl will possess all these attributes so if you feel your ready for the position talk to the SPL. Every leader started somewhere.

Other Troop Positions

Troop Guide page 10

The Troop Guide works with new Scouts. He helps them feel comfortable in the troop, aids in teaching basic scouting skills & rapid advancement and is a friend to the new Scouts to make the first six months fun and successful. The Troop Guide may be integrated with the new scout's patrol and should attend many campouts and meeting with the new scouts. The Troop guide represents the troop at Webelos bridging ceremonies and helps with new member activities. Currently, we need the Troop Guide to help the incoming scouts that are 10 years old or in 5th grade to transition into a patrol. The new scout patrol maynot be formed until 2020.

Quartermaster (Troop) page 11

The Troop Quartermaster works with the adult Quartermaster to be responsible for troop supplies and equipment. She also directs the Patrol Quartermasters to insure patrol equipment is maintained. This includes keeping track of troop equipment and sees that it is in good working order.

Librarian page 12

The Troop Librarian takes care of troop literature including merit badge books, training material, books (cookbooks, skits, etc), pamphlets, magazines, audiovisuals for the troop. She keeps track of this material and insures it is maintained and up-to-date.

Scribe (Troop) page 13

The Scribe keeps the troop records, records activities of the Patrol Leaders' Council and may help keep records of dues, advancement, and Scout attendance at troop meetings. She may be asked to serve as the Troop Newsletter Editor and work on troop publications.

Webmaster page 14

The Troop Webmaster(s) helps the adult Webmaster keep the troop web site up to date. (May be included with Scribes responsibilities)

Chaplain Aide (Troop) Page 15

The Chaplain Aide works with the adult Chaplain to meet the religious needs of Scouts in the troop including preparing short religious observations for campouts and other functions. She also works to promote the religious awards program.

Historian page 16

The troop historian collects and preserves troop photographs, news stories, trophies, flags, scrapbooks, awards, and other memorabilia. She may also gather and organizes information about the troop's former members and leaders. If there is not an historian this task may go to webmaster.

Order of the Arrow Representative

14

The OA Representative is a youth liaison between the local OA lodge or chapter and his troop. She enhances the image of the Order as a service arm to the troop, promotes the OA and aids in the troop OA elections. This position is currently not available. In 2020 perhaps.

Den Chief

15

The Den Chief works with the Cub Scouts, Webelos Scouts, and Den Leaders in the Cub Scout pack. The Den Chief is a positive role model of Scouting and provides knowledge of games and Scout skills to aid the Den Leaders. The Den Chief also helps with the bridging ceremonies and recruitment for the troop.

Bugler

16

The Troop Bugler is responsible for waking up the troop and putting us to bed on campouts and outings. She should have good attendance at campouts and maybe called on to help with the music part of events.

Junior Assistant Scoutmaster

17

The Junior Assistant Scoutmaster serves in the capacity of an Assistant Scoutmaster except where legal age and maturity are required. In many cases the JASM has the same responsibilities as an Assistant Scoutmaster.

Instructor

18

The Instructor teaches Scouting skills. Each instructor is an older troop member who is proficient in scouting skills and has the ability to teach those skills to others.

Patrol Positions

Patrol Leader

19

The PL is the senior scout leader in the patrol and is the focal point of the patrol. The PL is responsible for the patrol's overall operation for six months. With guidance from the SPL and ASPL, she takes charge of patrol functions. The scouts in each Patrol will elect their Patrol Leader. Patrol Leaders should have exceptional attendance, have a desire to guide girls, and have a love of scouting. There is not age or rank

requirement. The PL will elect all of the Patrol positions. The PL should choose these positions wisely because she will ultimately be the one accountable for all patrol functions.

Assistant Patrol Leader

21

The Assistant Patrol Leader is appointed by the Patrol Leader and aids the Patrol Leader in performing her job. The APL leads the patrol in the PL absence. The APL actively helps run the patrol.

Patrol Quartermaster

22

Works with the Quartermaster (Troop) to be responsible for patrol supplies and equipment. This includes keeping track of patrol equipment and sees that it is in good working order before, during and after campouts. She reports broken and missing equipment to the Quartermaster.

Patrol Scribe

23

Is mainly the secretary for the Patrol. she keeps the patrol records, records activities of the Patrol and keeps maintain a record of advancement, and Scout attendance at patrol meetings.

Patrol Chaplain Aide

Works with the Chaplain (Troop) to meet the religious needs of Scouts in the patrol including leading meal prayers and helping in religious observations for campouts and other functions. She also works to promote the religious awards program.

Patrol Grubmaster

Takes the lead in planning menus for campouts, itemizes ingredients, and leads the shops for food. She is responsible for brining the food to the campout.

GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.
- Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.
- Attendance: Sets the example by being an active Scout. Be on time for meetings and activities. You must call or email the SPL or youth in charge of the activity if you are not going to be at a meeting and have a job at that meeting or if you suddenly have to miss an outing you said you were going to attend. **If you are the Senior Patrol Leader or Patrol Leader and will be missing a meeting, you also need to make sure that the Assistant Leader is ready to assume your responsibilities.**

Patrols

The Scout troop is made up of patrols. A patrol is a grouping of six to ten girls who work together. Each patrol elects its own leader, the patrol leader.

- The **New Scout patrol** is composed of new members who have not entered the sixth grade. This patrol will begin in 2020.
- The **Scout patrol** is for those girls grade six and above or for 2019 who are eligible to be in scouting.

THE TROOP MEETING: GENERALLY SEVEN PARTS NOT ALWAYS

Pre Opening Activity

- Occurs as Scouts begin arriving.
- Begins 15 minutes before the meeting starts.
- Activity that allows girls to join in as they arrive and promotes cooperation & scouting principles.
- Facilitated by the senior patrol leader and the assigned patrol.

Opening Ceremony

- Five minutes in length
- Senior patrol leader calls the troop to fall into patrols.
- Senior patrol leader calls on a Scout to lead the troop in the Pledge of Allegiance, the Scout Oath, the Scout Law, and outdoor code.

Skills Instruction or Group meeting

- Skills Instruction - May be 15 to 20 minutes in length - depends on the activity

Patrol Meetings

- Patrol Meetings - 0 to 20 minutes in length depends on the activity
- Plan for upcoming outdoor activities--menus, equipment, etc.
- Conduct routine weekly meeting business such as attendance, dues.
- Prepare patrol's assignment for the next troop meeting.

Interpatrol Activity or Game

- Interpatrol Activity - 0 to 20 minutes in length- depends on the activity
- Fun, Hands-on, Reinforces a Scouting skill
- Suggestions are available in the Scoutmaster Handbook and Troop Program Resources.

Closing

- Closing - The Scoutmaster's Minute.
- Scoutmaster gives a closing message.
- The message reinforces the values expressed in the opening ceremony.
- Quiet, serious time.

After the Meeting

- Review the current troop meeting.
- Offer praise for things that went well.
- Offer encouragement and suggestions to handle things that did not go well.
- Review assignments for the next troop meeting.



SENIOR PATROL LEADER

GENERAL INFORMATION

Chosen by: Elected by members of the troop to represent them as the top junior leader in the troop.

Term: 6 Months

Reports to: Scoutmaster

Description: The Senior Patrol Leader is the top scout leader in the troop and is the focal point of the troop. The SPL is responsible for the troop's overall operation. With guidance from the Scoutmaster, he takes charge of troop activities. One of the major parts of the SPL's job is to appoint other troop leaders. He must choose leaders who are able, not just his friends or other popular Scouts.

QUALIFICATIONS

Age: 13

Rank: Star Scout or higher

Experience: Previous service as ASPL, PL, or APL nice to have. Can not serve SPL for consecutive terms.

Attendance: Excellent attendance at Troop functions.

PERFORMANCE REQUIREMENTS

Training: You should attend the troop Junior Leader Training even if you have attended in the past.

Attendance: You are expected to attend at least **80%** of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office. Note that not having a replacement person at an event that is acting on your behalf counts as an unexcused absence.

Effort: You are expected to give this job your best effort.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Run all troop meetings, events, activities, and the annual program planning conference.
- Runs the Patrol Leaders Council meeting.
- Appoints other troop leaders except patrol leaders with the advice and counsel of the Scoutmaster.
- Assigns duties and responsibilities to junior leaders.
- Assists with Junior Leader Training.
- He does everything he can to help each patrol be successful.
- During a Scout's time as senior patrol leader, he is not officially a member of any patrol but may participate informally with another patrol or formally with a Venture patrol.
- Sets a good example.



ASSISTANT SENIOR PATROL LEADER

GENERAL INFORMATION

Chosen by: Appointed by the Senior Patrol Leader

Term: 6 Months

Reports to: Senior Patrol Leader

Description: The ASPL helps the SPL lead the troop. ASPL can be assigned to certain groups of the troops (all Patrol Leaders or any combinations of Troop Leaders).

QUALIFICATIONS

Age: none

Rank: 1st Class or higher starting in 2020

Experience: none

Attendance: Good attendance at Troop functions.

PERFORMANCE REQUIREMENTS

Training: You should attend the troop Junior Leader Training even if you have attended in the past.

Attendance: You are expected to attend at least 80% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Helps the Senior Patrol Leader lead meetings and activities. May lead a skill at troop meetings.
- Runs the troop in the absence of the Senior Patrol Leader.
- Helps train and supervise the other Troop roles
- Serves as a member of the Patrol Leader's Council.
- Helps build Patrol spirit
- The assistant senior patrol leader is not officially a member of any patrol but may participate informally with another patrol or formally with a Venture patrol.
- Large troops may have more than one assistant senior patrol leader.
- Sets a good example



TROOP GUIDE

GENERAL INFORMATION

Chosen by: Appointed by the Scoutmaster

Term: 6 Months

Reports to: Assistant Scoutmaster for New Scouts

Description: The Troop Guide works with new Scouts. He helps them feel comfortable in the troop and is a friend to the new Scouts to make the first year fun and successful.

QUALIFICATIONS

Age: 12 or older

Rank: 1st Class or higher starting in 2020

Experience: Strong teaching skills

Attendance: Good attendance at Troop functions.

PERFORMANCE REQUIREMENTS

Training: You should attend the troop Junior Leader Training even if you have attended in the past.

Attendance: You are expected to attend at least 80% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Introduces new Scouts to troop operations.
- Guides new Scouts through scouting activities including all campouts.
- Helps new Scouts earn First Class in their first full year.
- Helps prepare for the first few Scoutmaster conferences and Board of Reviews.
- Teaches basic Scout skills.
- Coaches the patrol leader of the new Scout patrol on his duties.
- Attends Patrol Leaders' Council meetings with the patrol leader of the new Scout patrol.
- Assists with Junior Leader training.
- Counsels individual Scouts on scouting challenges.
- Is available to assist the new Scouts as they learn fundamental Scouting skills.
- For at least the first months, he may join the new Scout Patrol.
- Big brother to new Scouts, shields them from potential harassment from older Scouts
- Works with the Assistant Scoutmaster for New Scouts and Instructors to plan program for the New Scouts.
- Troop guide represents the troop at Webelos bridging ceremonies and helps with new member activities.



QUARTERMASTER (Troop)

GENERAL INFORMATION

Chosen by: Appointed by the Senior Patrol Leader

Term: 6 Months

Reports to: Assistant Senior Patrol Leader

Description: The Troop Quartermaster works with the adult Quartermaster to be responsible for troop supplies and equipment. She also directs the Patrol Quartermasters to insure patrol equipment is maintained. This includes keeping track of troop equipment and sees that it is in good working order.

Comments: The Quartermaster does most of his work around campouts. There are times when the Quartermaster has to be available to check equipment in and out.

QUALIFICATIONS

Age: none

Rank: none

Experience: none

Attendance: Good attendance at Troop functions.

PERFORMANCE REQUIREMENTS

Training: You should attend the troop Junior Leader Training even if you have attended in the past.

Attendance: You are expected to attend at least 60% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Keeps records on patrol and troop equipment
- Makes sure equipment is in good working condition and reports broken missing equipment to Quartermaster.
- Issues equipment and makes sure it is returned in good condition
- Makes suggestions for new or replacement items
- Works directly with the Adult Quartermaster and Camping Coordinator.
- Gets the US, troop, and patrol flags for meetings and ceremonies and make sure they are properly put away afterwards.



LIBRARIAN

GENERAL INFORMATION

Chosen by: Appointed by the Senior Patrol Leader

Term: 6 Months

Reports to: Assistant Senior Patrol Leader

Description: The Troop Librarian takes care of troop literature including merit badge books, training material, books (cookbooks, skits, etc), pamphlets, magazines, audiovisuals for the troop.

Comments: The library contains books of historical value as well as current materials. All together, the library is a troop resource worth hundreds of dollars. The Librarian manages this resource for the troop.

QUALIFICATIONS

Age: none

Rank: none

Experience: none

Attendance: Good attendance at Troop functions.

PERFORMANCE REQUIREMENTS

Training: You should attend the troop Junior Leader Training even if you have attended in the past.

Attendance: You are expected to attend at least 75% of all troop meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Sets up and takes care of a troop library
- Keeps records of books and pamphlets owned by the troop.
- Adds new or replacement items as needed. (ie when merit badge books have updates)
- Keeps books and pamphlets available for borrowing.
- Keeps a system for checking books and pamphlets in and out.
- Follows up on late returns.



SCRIBE (Troop) **(TROOP WEBMASTER, TROOP NEWSLETTER EDITOR)**

GENERAL INFORMATION

Chosen by: Multiple positions appointed by the Senior Patrol Leader

Term: 6 Months

Reports to: Assistant Senior Patrol Leader

Description: There can be many different types of Scribes in the troop:

- The Scribe keeps the troop records. She records the activities of the Patrol Leaders' Council and keeps a record of dues, advancement, and Scout attendance at troop meetings.
- The Troop Webmaster(s) keep the troop web site up to date
- The Troop Newsletter Editor(s) keep the troop newsletter coming out each month

Comments: To be a good Scribe you need to attend nearly all troop and Patrol Leaders' Council meetings. If possible bring a computer to the SPL meetings to take notes, the notes must be sent to SPL and Scoutmaster within three days of Patrol Leaders' Council. You will be trained.

QUALIFICATIONS

Age: none

Rank: none

Experience: none

Attendance: Good attendance at Troop functions.

PERFORMANCE REQUIREMENTS

Training: You should attend the troop Junior Leader Training even if you have attended in the past.

Attendance: You are expected to attend at least 60% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Attends and keeps a log of Patrol Leaders' Council meetings.

Records individual Scout attendance at PLC activities.

Or Works on troop web site adding pictures of activities, interesting information and links to interesting sites. (Work can count towards Journalism, Computers and Communication Merit Badges)

Or works on the troop newsletter, adding pictures of activities and interesting articles of past and future activities. (Work can count towards Journalism and Communication Merit Badges)



CHAPLAIN AIDE

GENERAL INFORMATION

Chosen by: Appointed by the Senior Patrol Leader

Term: 6 Months

Reports to: Assistant Senior Patrol Leader / Chaplain

Description: The Chaplain Aide works with the Troop Chaplain to meet the religious needs of Scouts in the troop. He also works to promote the religious awards program.

Comments: "Duty to God" is one of the core beliefs of Scouting. The Chaplain Aide helps everyone in the troop by preparing short religious observations for campouts and other functions. The Chaplain Aide does not always lead the observation himself and can have other troop member's help.

QUALIFICATIONS

Age: none

Rank: none

Experience: none

Attendance: Good attendance at Troop functions.

PERFORMANCE REQUIREMENTS

Training: You should attend the troop Junior Leader Training even if you have attended in the past.

Attendance: You are expected to attend at least 50% of all troop meetings, and service projects. You are expected to attend at least 75% of all campouts and Courts of Honors. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Assists the Troop Chaplain with religious services at troop activities.
- Encourages scouts to earn religious emblems.
- Makes sure religious holidays are considered during troop program planning.
- Helps plan for religious observance in troop activities, especially He encourages Troop members to strengthen their own relationship with God through personal prayer and devotions and participation in religious activities.
- She is sensitive to the various theological and religious positions embraced by the faiths represented in the Troop, and acts accordingly.



HISTORIAN

GENERAL INFORMATION

Chosen by: Appointed by the Senior Patrol Leader

Term: 6 Months

Reports to: Assistant Senior Patrol Leader

Description: The troop historian collects and preserves troop photographs, news stories, trophies, flags, scrapbooks, awards, and other memorabilia. She may also gather and organize information about the troop's former members and leaders, and make those materials available for Scouting activities, media contacts, and troop history projects.

QUALIFICATIONS

Age: none

Rank: none

Experience: none, but interest in photography is helpful

Attendance: Good attendance at Troop functions.

PERFORMANCE REQUIREMENTS

Training: You should attend the troop Junior Leader Training even if you have attended in the past.

Attendance: You are expected to attend at least 60% of all troop meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Gathers pictures and facts about past troop activities and keeps them in a historical file or scrapbook.
- Takes care of troop trophies, ribbons, and souvenirs of troop activities.
- Keeps information about former members of the troop.
- Maintains the Troop Bulletin Board.
- May take pictures at campouts and events.



OA TROOP REPRESENTATIVE

GENERAL INFORMATION

Chosen by: Elected by members of the troop to represent them

Term: Full Year

Reports to: Assistant Senior Patrol Leader

Description: The Order of the Arrow Troop Representative is a youth liaison serving between the local OA lodge or chapter and his troop. She enhances the image of the Order as a service arm to the troop and promotes the OA . This position not available until 2020.

QUALIFICATIONS

Age: Under 18 years old

Rank: none

Experience: OA Member in good standing

Attendance: Good attendance at Troop functions.

PERFORMANCE REQUIREMENTS

Training: You should attend the troop Junior Leader Training even if you have attended in the past.

Attendance: You are expected to attend at least 70% of all troop meetings, a majority of the Chapter's meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to given this job your best effort.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Serves as a communication link between the lodge or chapter and the troop including dues reminders.
- Encourages year round and resident camping in the troop.
- Encourages older Scout participation in high adventure programs.
- Encourages Scouts to actively participate in community service projects.
- Assists with leadership skills training in the troop.
- Encourages Arrowmen to assume leadership positions in the troop.
- Encourages Arrowmen in the troop to be active participants in the lodge and/or chapter activities and to seal their membership in the Order by becoming Brotherhood members.
- Sets a good example
- Assists with OA elections.



DEN CHIEF

GENERAL INFORMATION

Chosen by: Appointed by the Scoutmaster

Term: Full Year

Reports to: Scoutmaster and Den Leader

Description: The Den Chief works with the Cub Scouts, Weblogs Scouts, and Den Leaders in the Cub Scout pack. The Den Chief provides knowledge of games and Scout skills that many Den Leaders lack. The Den Chief is also a recruiter for the troop. This function is important because no troop can thrive without new members and most new members will come from Cub Scouting.

QUALIFICATIONS

Age: Usually about 3 years older than the Cubs Scout Den.

Rank: Star or higher starting in 2020

Experience: none

Attendance: Good attendance at Troop and Den functions.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

Attendance: Set the example by being an active Scout. Be on time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Knows the purposes of Cub Scouting
- Helps Cub Scouts advance through Cub Scout ranks.
- Encourages Cub Scouts to join a Boy Scout troop upon graduation.
- Assists with activities in the den meetings.
- Is a friend to the boys in the den.
- Helps out at weekly den meetings and monthly pack meetings.
- Meets with adult members of the den, pack, and troop as necessary.
- Serves as a role model for younger girls.
- Helps the troop with Bridging ceremonies.



Bugler

GENERAL INFORMATION

Chosen by: Appointed by the Senior Patrol Leader

Term: 6 Months

Reports to: Assistant Senior Patrol Leader

Description: To sound bugle calls or other music as required at campouts and troop functions.

QUALIFICATIONS

Age: none

Rank: none

Experience: The Bugler should be able to play a bugle or trumpet, or have other musical talents

Attendance: Good attendance at Troop functions.

PERFORMANCE REQUIREMENTS

Training: You should attend the troop Junior Leader Training even if you have attended in the past.

Attendance: You are expected to attend at least 60% of all troop meetings, Patrol, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Plays at campouts and troop functions including Court of Honors.
- Can play some of the standard Troop songs such as First Call, Reveille, Mess, To the Colors, Officers, Drill, Assembly, Recall, Fatigue, Church, Fire, Swimming, Retreat, Call to Quarters, Taps



JUNIOR ASSISTANT SCOUTMASTER

GENERAL INFORMATION

- Chosen by:** Appointed by the Scoutmaster, this is a special circumstance situation and case by case
- Term:** Full Year
- Reports to:** Scoutmaster
- Description:** The Junior Assistant Scoutmaster serves in the capacity of an Assistant Scoutmaster except where legal age and maturity are required. In many cases the JASM has the same responsibilities as an Assistant Scoutmaster.

QUALIFICATIONS

- Age:** Between 16 and 18 years old. At 18 the scout may joint the adult leadership as Assistant Scoutmaster
- Rank:** Star this position not available until 2021
- Experience:** Previous leadership positions. Demonstrates outstanding leadership skills.
- Attendance:** Good attendance at Troop functions.

PERFORMANCE REQUIREMENTS

- Training:** You should attend the troop Junior Leader Training even if you have attended in the past.
- Attendance:** You are expected to attend at least 80% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.
- Effort:** You are expected to given this job your best effort.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Functions as an Assistant Scoutmaster.
- Performs duties as assigned by the Scoutmaster.
- Provide support and supervision to the troop's other boy leaders.
- Sets a good example
- Generally is assigned a specific position to mentor.



Instructor, Coordinator, or Senior Patrol Leader for Summer Camp

GENERAL INFORMATION

- Chosen by:** Appointed by the Scoutmaster or if scoutmaster deems appropriate elected by members of the troop to represent them as the Senior Patrol Leader for Camp where that situation arises
- Term:** 6 Months or for for a Specific Activity
- Reports to:** Scoutmaster or Assistant Scoutmaster for the Activity
- Description:** The Instructor teaches Scouting skills. Each instructor is an older troop member who is proficient in scouting skills and has the ability to teach those skills to others. The Instructor does not have to be an expert but should be able to teach the Scoutcraft skills needed for Tenderfoot, Second Class, and First Class ranks. The troop can have more than one instructor. If the youth is acting as the Camp Senior Patrol Leader, the scout will report to the adult leading the camp.

QUALIFICATIONS

- Age:** 14 or older or as the scoutmaster deems appropriate
- Rank:** 1st Class or higher or as the scoutmaster deems appropriate
- Experience:** Ability and willingness to teach and/or has leadership qualification to lead camp
- Attendance:** Good attendance at Troop functions.

PERFORMANCE REQUIREMENTS

- Training:** You should attend the troop Junior Leader Training even if you have attended in the past. You must attend if you are the Senior Patrol leader for summer camp.
- Attendance:** You are expected to attend at least 75% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.
- Effort:** You are expected to given this job your best effort.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Teaches basic Scouting skills in troop and patrols.
 - Work with the ASPL to make meeting plans for the skills instruction time.
 - Make a list of needed supplies for the experienced scouts.
 - On occasion work with Merit Badge Counselors to come in and teach merit badges as well as assist the Merit Badge counselor if needed.
 - When there is no merit badge being offered teach a skill that coincides with the monthly theme.
 - Have the ability to teach the following skills;
- | | |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| Camping Instructor | Tenderfoot Requirements #1, #2, #11
Second Class Requirements #2b, #2c, #2d, #2e, #2f |
| Cooking Instructor | Tenderfoot Requirement #3
Second Class Requirement #2g
First Class Requirements #4a, #4b, #4c, #4d, #4e |
| First Aid Instructor | Tenderfoot Requirements #12a, #12b
Second Class Requirements #6a, #6b, #6c
First Class Requirements #8b, #8c, #8d |
| Hiking & Orienteering Instr | Tenderfoot Requirements #5, #9, #11
Second Class Requirements #1a, #1b, #5
First Class Requirements #1, #2, #6 |
| Knots & Lashings Instructor | Tenderfoot Requirements #4a, #4b
First Class Requirements #7a, #7b, #7c, #8a |
| Swimming and Lifesaving Instr | Tenderfoot Requirement #9
Second Class Requirements #7a, #7c |



PATROL LEADER

GENERAL INFORMATION

Chosen by: Elected by members of the patrol

Term: Six months

Reports to: Senior Patrol Leader

Description: The Patrol Leader has the closest contact with the patrol members and is in the perfect position to help and guide them. She prepares the patrol to participate in all troop activities and works with other troop leaders to make the troop run well.

QUALIFICATIONS

Age: none

Rank: none

Experience: Can serve PL for consecutive terms.

Attendance: Good attendance at Troop functions.

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training even if you have attended in the past.

Attendance: You are expected to attend at least 75% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office. Note that not having a replacement person at an event that is acting on your behalf counts as an unexcused absence.

Effort: You are expected to give this job your best effort.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Appoints the Assistant Patrol Leader.
- Represents the patrol and is one of the Primary members on the Patrol Leader's Council
- Helps Scouts advance
- Keeps patrol members informed
- Plan and lead patrol meetings and activities.
- Prepare the patrol to participate in all troop activities.
- Work with other troop leaders to make the troop run well.
- Know the abilities of each patrol member.
- Set a good example.

Ten Tips for Being a Good Patrol Leader

1. Keep Your Word. Don't make promises you can't keep.
2. Be Fair to All. A good leader shows no favorites. Don't allow friendships to keep you from being fair to all members of your patrol. Know who likes to do what, and assign duties to patrol members by what they like to do.
3. Be a Good Communicator. You don't need a commanding voice to be a good leader, but you must be willing to step out front with an effective "Let's go." A good leader knows how to get and give information so that everyone understands what's going on.

4. Be Flexible. Everything doesn't always go as planned. Be prepared to shift to "plan B" when "plan A" doesn't work.
5. Be Organized. The time you spend planning will be repaid many times over. At patrol meetings, record who agrees to do each task, and fill out the duty roster before going camping.
6. Delegate. Some leaders assume that the job will not get done unless they do it themselves. Most people like to be challenged with a task. Empower your patrol members to do things they have never tried.
7. Set an Example. The most important thing you can do is lead by example. Whatever you do, your patrol members are likely to do the same. A cheerful attitude can keep everyone's spirits up.
8. Be Consistent. Nothing is more confusing than a leader who is one way one moment and another way a short time later. If your patrol knows what to expect from you, they will more likely respond positively to your leadership.
9. Give Praise. The best way to get credit is to give it away. Often a "Nice job" is all the praise necessary to make a Scout feel he is contributing to the efforts of the patrol.
10. Ask for Help. Don't be embarrassed to ask for help. You have many resources at your disposal. When confronted with a situation you don't know how to handle, ask someone with more experience for some advice and direction.

The right kind of Patrol Leader:

- Is a leader in Scout Spirit. The Patrol Leader sets the tone. He's an example to the other Patrol members. If he isn't trustworthy, they won't be trustworthy either.
- Stays ahead of his Patrol. The patrol leader knows most people prefer to hear the words "come on," rather than "go on."
- Understands. You can't lead a Patrol if you don't know where and who they are. Getting to know the Scouts in your Patrol is vitally important.
- Keeps his Patrol active. The Patrol needs to remain active to stay alive. It must have plenty of things to do, and a plan for getting them done. The job of making sure that happens falls to the Patrol Leader.
- Shares his leadership. Your Patrol looks to you for leadership, but that doesn't mean they stand around watching you. They should be right by your side, as much involved in the Patrol as you are.
- Represents his Patrol and his troop. The Patrol Leader has responsibilities beyond his Patrol as well. He's a leader in the troop, along with all of the other Patrol Leaders.

PATROLS

- Spirit:** Patrol spirit is the glue that holds the patrol together and keeps it going. Building patrol spirit takes time, because it is shaped by a patrol's experiences—good and bad. Often misadventures such as enduring a thunderstorm or getting lost in the woods will contribute much in pulling a patrol together. Many other elements also will help build patrol spirit. Creating a patrol identity and traditions will help build each patrol member's sense of belonging.
- Name:** Every patrol needs a good name. Usually, the patrol chooses its name from nature, a plant or animal, or something that makes the patrol unique. A patrol might choose an object for its outstanding quality. For example, sharks are strong swimmers and buffaloes love to roam. The patrol may want to add an adjective to spice up the patrol name, such as the Soaring Hawks or the Rambunctious Raccoons.
- Flag:** A patrol flag is the patrol's trademark, and it should be a good one. Have a competition to see who comes up with the best design and who the best artist is. Make the flag out of a heavy canvas and use permanent markers to decorate it. In addition to the patrol name, the patrol flag should have the troop number on it as well as the names of all the patrol members. Mount the flag on a pole, which also can be decorated. Remember, the patrol flag should go wherever the patrol goes.
- Yell:** Every patrol has a patrol yell, which should be short and snappy. Choose words that fit the patrol's goals. Use the yell to announce to other patrols that your patrol is ready to eat or has won a patrol competition. Some patrols also have a patrol song.

Many troops designate patrol corners somewhere in the troop meeting room; patrols may decorate their corner in their own special way. Some patrols like to specialize in doing something extremely well, such as cooking peach cobbler or hobo stew. You get to decide and bring your ideas to the Senior Patrol Leader.



ASSISTANT PATROL LEADER

GENERAL INFORMATION

Chosen by: Appointed by the Patrol Leader

Term: 6 Months

Reports to: Patrol Leader

Description: The Assistant Patrol Leader is appointed by the Patrol Leader and leads the patrol in his absence. The APL actively helps run the patrol.

QUALIFICATIONS

Age: none

Rank: none

Experience: none

Attendance: Good attendance at Troop functions.

PERFORMANCE REQUIREMENTS

Training: You should attend the troop Junior Leader Training even if you have attended in the past.

Attendance: You are expected to attend at least 75% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Helps the Patrol Leader plan and steer patrol meetings and activities.
- Helps the Patrol Leader keep patrol members informed.
- Helps the patrol get ready for all troop activities.
- Represents his patrol at Patrol Leader's Council meetings when the Patrol Leader cannot attend.
- Lends a hand controlling the patrol and building patrol spirit.
- Helps build Patrol spirit
- Sets a good example



PATROL QUARTERMASTER

GENERAL INFORMATION

Chosen by: Appointed by the Patrol Leader

Term: 6 Months

Reports to: Assistant Senior Patrol Leader

Description: The Patrol Quartermaster works with the Troop Quartermaster to be responsible for patrol supplies and equipment. This includes keeping track of patrol equipment and sees that it is in good working order. This position may or may not be ready until 2020. So the first patrol quartermaster will work in securing supplies and equipment.

QUALIFICATIONS

Age: none

Rank: none

Experience: none

Attendance: Good attendance at Troop functions.

PERFORMANCE REQUIREMENTS

Training: You should attend the troop Junior Leader Training even if you have attended in the past.

Attendance: You are expected to attend at least 60% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Keeps records on patrol troop equipment
- Makes sure equipment is in good working condition
- Issues equipment and makes sure it is returned in good condition
- Makes suggestions for new or replacement items
- Works directly with the Troop Quartermaster.
- May get the US, troop, and patrol flags for meetings and ceremonies and make sure they are properly put away afterwards.



PATROL SCRIBE

GENERAL INFORMATION

Chosen by: Appointed by the Senior Patrol Leader

Term: 6 Months

Reports to: Assistant Senior Patrol Leader

Description: The Patrol Scribe is mainly the secretary for the Patrol. He keeps the patrol records, records activities of the Patrol and keeps maintain a record of advancement, and Scout attendance at patrol meetings.

QUALIFICATIONS

Age: none

Rank: none

Experience: none

Attendance: Good attendance at Troop functions.

PERFORMANCE REQUIREMENTS

Training: You should attend the troop Junior Leader Training even if you have attended in the past.

Attendance: You are expected to attend at least 60% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to given this job your best effort.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Attends and keeps a log of Patrol Leaders' Council meetings.
- Records individual Scout attendance at different activities.

Troop 555 Leadership Position Application

Your Name:

Age:

Current Rank or Experience:

Current Position or prior outside experience:

I am running for Patrol leader Yes _____ No ____

I would like to be considered for the following leadership positions:

1st Choice	2nd Choice	3rd Choice
------------	------------	------------

For your choices, use the space below to tell why you want this job, how you would do the job, and why you are the best choice for this position. You will learn the job so you don't necessarily have to have held positions that were similar to the one you want. We want to hear why you want this job and why you think you are the girl for the job.

You can run for Patrol leader and also submit your name for other leadership positions. If chosen as Patrol leader your name will be taken out of the nomination for the other choices.

Scout's Agreement

I have read the job descriptions for these positions. I understand the duties and responsibilities and if selected will carry them out to the best of my ability.

(Signature) (Date)

Parent's Support Agreement

I agree with the commitment my son is making. I promise to support him in attending training, troop meetings, and troop activities as well as with encouragement at home. I realize that once selected, his presence is necessary for the smooth functioning of the troop.

(signature) (date)

Application for

Troop 555 Senior Patrol Leader

Your Name:

Current Rank or
Experience: _____

Attended NYLT _____

Attended NAYLE _____

If you would like to be considered for the position of Senior Patrol Leader tell why you want this job, how you would do the job, and why you are the best choice for this position. You will learn the job so you don't necessarily have to have held positions that were similar to the one you want. We want to hear why you want this job and why you think you are the girl for the job.

Scout's Agreement

I have read the job descriptions for these positions. I understand the duties and responsibilities and if selected will carry them out to the best of my ability.

(Signature) (Date)

Parent's Support Agreement

I agree with the commitment my son is making. I promise to support him in attending training, troop meetings, and troop activities as well as with encouragement at home. I realize that once selected, his presence is necessary for the smooth functioning of the troop.

(signature) (date)

Scoutmaster

I have discussed the position of Senior Patrol leader with the scout and find the candidate qualified to run.

(Signature) (date)

More to Come

