

# TROOP SCRIBE

1. Keep Troop record book up-to-date. If not present at a meeting or outing, prearrange for another Scout to gather the information for recording later.
2. Work with Patrol Scribes in ensuring that each Patrol keeps an accurate Patrol Record Book each week. Records from these books will be the basis for the records in the Troop record book.
3. Write letters on behalf of the Troop — letters of inquiry, thank you letters to all who assist the Troop in any way, invitations to special guests to Troop events and to Webelos who visit the Troop. Some letters may be at the request of leaders, but most should be spontaneous when an outside individual has assisted the Troop. Letters should be brought to Troop meeting to be approved before mailing. Keep a file of all such correspondence.
4. Act as recording secretary for Patrol Leaders' Council meetings, in particular, noting action items and who is responsible for the action. Based on the discussions, prepare the final Troop meeting plans and distribute to the Patrol Leaders.
5. Keep the Camping Log and Advancement Charts posted and up-to-date.
6. Take advice and direction from adult leaders responsible for advancement and membership.
7. Set a good example, especially in behavior, attendance and leadership. Attend at least 75% of all meetings and 50% of all campouts during my term of office.
8. Enthusiastically wear the Scout uniform correctly as instructed.
9. Live by the Scout Oath and Law.

*As Troop Scribe, I promise to do my best to fulfill the requirements of this position throughout the coming period. I understand that my performance in this position will be evaluated by the ASPL and the adult leaders on the basis of my abilities and the job description given above, as well as the demonstration of Scout Spirit and leadership at Troop meetings and other events. As a parent, I will support my son in fulfilling these requirements for this leadership position.*

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Scout signature

date

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Parent signature

date