

Sign Up Sheets for Scout Positions of Responsibility

All scouts in leadership positions are expected to: set a good example, wear the scout uniform correctly, live the scout oath and law, and show scout spirit. A scout must be an active participant to hold a position of responsibility and be First Class rank or higher. The exceptions to the rank requirement are for the Senior Patrol Leader and Patrol Leader positions.

The scout holding a position of responsibility must train his successor. Prior to a scout taking on his position of responsibility, he will “shadow” the scout currently holding that position. The scout in the position will go over the duties of the position and train the scout on how to effectively fulfill the position. The training course, *Introduction to Leadership Skills*, will be offered after each Troop election, prior to the scouts taking on their new positions of responsibility.

The matrix below lists the scout leadership positions that qualify for rank advancement.

Position of Responsibility	Rank		
	Star Rank	Life Rank	Eagle Rank
Junior Assistant Scoutmaster	●	●	●
Senior Patrol Leader	●	●	●
Assistant Senior Patrol Leader	●	●	●
Patrol Leader	●	●	●
Troop Guide	●	●	●
Den Chief	●	●	●
Scribe	●	●	●
Librarian	●	●	●
Historian	●	●	●
Quartermaster	●	●	●
Order of the Arrow Troop Representative	●	●	●
Chaplain Aide	●	●	●
Instructor	●	●	●
Webmaster	●	●	●
Leave No Trace Trainer	●	●	●
Venture Patrol Leader	●	●	
Bugler	●	●	

A. Junior Assistant Scoutmaster

The Junior Assistant Scoutmaster serves as an Assistant Scoutmaster, except where legal age and maturity are required. He has shown outstanding leadership skills and is appointed by the Scoutmaster. He must be at least 16 years old and not yet 18. The Junior Assistant Scoutmaster reports to the Scoutmaster. He is eligible to become an assistant Scoutmaster upon his 18th birthday.

Duties:

- Functions as an Assistant Scoutmaster
- Performs duties assigned by the Scoutmaster.
- Attends the Patrol Leader Council meetings.

Training:

- *National Youth Leadership Training* and *Youth Protection Training* are required. Must have basic outdoor skills or else *Introduction to Outdoor Leader Skills* must be taken.

Performance Requirements:

- Attendance – the scout is encouraged to attend most events, campouts, and outings.
- Successfully complete duties assigned by Scoutmaster.

Having read the description of this position, I would like to be appointed by the Scoutmaster.

Name of Scout(s): _____

B. Senior Patrol Leader

The Senior Patrol Leader is elected by the Scouts to represent them as the junior leader in the Troop. The Senior Patrol Leader reports to the Scoutmaster. The Senior Patrol Leader must be Star rank or higher. The Senior Patrol Leader should not serve more than one term, unless there are not any other eligible candidates.

Duties:

- Presides at all Troop meetings, events, and activities.
- Leads the Patrol Leaders' Council as chairman.
- Appoints at least 2 primary Assistant Senior Patrol Leaders with the Scoutmaster's counsel.
- Train and guide Patrol Leaders.
- Assigns duties and responsibilities to Assistant Senior Patrol Leaders and other Troop officers.
- Makes sure Assistant Senior Patrol Leader attends any meeting/functions he will not be able to attend.
- Oversees the planning effort of Scouts for all Troop campouts.

Training:

- *National Youth Leadership Training, Introduction to Leadership Skills, and Mentor* training are required.

Performance Requirements:

- Attendance – attend 2/3 of all Troop meetings, Patrol Leader Council meetings, outings, and service projects for the 6 month period of office. No more than 3 unexcused absences in a row are allowed.
- The spring/summer Senior Patrol Leader is required to attend summer camp.
- Successfully manage 3 campouts, Assistant Senior Patrol Leaders, Troop meetings, and Patrol Leader Council meetings.

Having read the description of this position, I would like to run for this office. (Please note that you will be required to give a give your fellow scouts a summary of your qualifications).

Name of Scout(s): _____

C. Assistant Senior Patrol Leader

The Assistant Senior Patrol Leaders are appointed by the Senior Patrol Leader with the approval of the Scoutmaster. The mentoring duties of the Assistant Senior Patrol Leaders will be distributed as the Scoutmaster sees fit. The Assistant Senior Patrol Leader reports to the Senior Patrol Leader.

Duties:

- Helps mentor scribe, quartermaster, instructor, librarian, historian, and chaplain's aid.
- Provides leadership for Troop meetings and outings.
- Takes over for Senior Patrol Leader in his absence.
- Assists in coordinating patrols in service and program responsibilities.
- Member of the Patrol Leader Council.

Training:

- *National Youth Leadership Training* is encouraged, *Introduction to Leadership Skills*, and *Mentor* training are required.

Performance Requirements:

- Attendance – attend 2/3 of all Troop meetings, Patrol Leader Council meetings, outings, and service projects for the 6 month period of office. No more than 3 unexcused absences in a row are allowed.
- Successfully mentor scribe, quartermaster, instructor, librarian, historian, and chaplain's aide.

Having read the description of this position, I would like to be appointed by the Scoutmaster and Senior Patrol Leader.

Name of Scout(s): _____

D. Patrol Leader

The Patrol Leader is elected by members of his patrol and leads the patrol. The Patrol Leader reports to the Senior Patrol Leader.

Duties:

- Prepares the patrol to take part in Troop activities. Assign patrol members jobs as needed and help them succeed.
- Leads the patrol in service and program responsibilities as assigned by Senior Patrol Leader.
- Facilitates communication within the Patrol.
- Represents Patrol at Patrol Leader Council.
- Brings Patrol ideas to the Patrol Leader Council.
- Develop patrol spirit.
- Plan at least one patrol social activity.

Training:

- *Introduction to Leadership Skills* and *Mentor* training are required.

Performance Requirements:

- Attendance – attend 2/3 of all Troop meetings, Patrol Leader Council meetings, and outings for the 6 month period of office. No more than 3 unexcused absences in a row are allowed.
- Serve as a Camping Patrol Leader on at least one campout (see section V.R).

Having read the description of this position, I would like to run for this office.

Patrol Name	Scout Name(s)
Angry Rams	
Crazy Cobras	
Darkwings	
Flaming Arrows	
Flaming Phoenix	
Happy Penguins	

Patrol Name	Scout Name(s)
Liberty	
Ravenous Wolverines	
Stealth Bombers	
Stealth Ninjas	
Vicious Vikings	

E. Troop Guide

The Troop guide introduces new Scouts to Troop operations and helps them feel comfortable. The Troop guide reports to the Scoutmaster or Assistant Scoutmaster responsible for the new scout patrol(s).

Duties:

- Helps new Scouts earn up through First Class rank by teaching them basic scouting skills and monitoring their advancement progress.
- Teach new scouts skills needed for successful camping such as: tent setup, stove usage, how to prepare for a campout, duties to be performed prior to a campout, and duties to be performed at a campout.
- Mentor the new scouts – keep in contact with new scouts and check on them if they are not attending meetings regularly.
- Prevent harassment of new Scouts by older Scouts (and vice versa).
- Assist in team building activities for the patrol to create a cohesive patrol.
- Coaches the Patrol Leader (and Assistant Patrol Leader) of the new Scout Patrol on their duties.
- Attends Patrol Leader Council meeting with new Scout Patrol Leader.

Training:

- *Introduction to Leadership Skills* and *Mentor* training are required. Work with the Assistant Scoutmaster and Instructors to train new scouts.

Performance Requirements:

- Attendance – attend 2/3 of all Troop meetings, Patrol Leader Council meetings, campouts, and outings for the 6 month period of office. No more than 3 unexcused absences in a row are allowed.
- Show that new scouts have advanced in rank during period of office.
- Be able to name the new scouts and give some details on their background.

Having read the description of this position, I would like to be appointed by the Scoutmaster.

Name of Scout(s): _____

F. Den Chief

The Den Chief works with Cub Scouts and den leaders in the Cub Scout pack. The den chief reports to the den leader in the Cub Scout pack and the Scoutmaster or Assistant Scoutmaster responsible for the new scout patrol(s) in the Troop.

Duties:

- Assists the den leader at den meetings.
- Meet regularly with the den leader to review the den and pack meeting plans.
- If serving as a Webelos Den Chief, prepare the boys to join Boy Scouts.
- If serving as a Tiger, Wolf, or Bear Den Chief help the scouts complete achievements.
- Project a positive image of Boy Scouting.
- Know the purposes of Cub Scouting.

Training:

- Den Chief training is required.

Performance Requirements:

- Attendance – attend 2/3 of all den meetings and pack meetings. No more than 3 unexcused absences in a row are allowed.
- Collect a recommendation from the den leader to show adequate performance.

Having read the description of this position, I would like the approval of the Scoutmaster.

Scout Name	School/Pack Number Scout Will Work With

G. Scribe

The Scribe assists in keeping the Troop records. The scribe reports to the Assistant Senior Patrol Leader.

Duties:

- Attend the Patrol Leader Council meetings and record the minutes.
- Records Scout's attendance at Troop meetings and functions.
- Keeps track of any Troop contest.
- Go over advancement records with Troop guides.
- Write at least one article for the Troop website, or blast, regarding upcoming events for his period of office.

Training:

- Work with the Advancement Chair Adult Leader on duties regarding updating advancement records.

Performance Requirements:

- Attendance – attend 2/3 of all Patrol Leader Council meetings. No more than 3 unexcused absences in a row are allowed.
- Produce article for website or blast, minutes for the Patrol Leader Council meetings, and advancement records.

Having read the description of this position, I would like to be appointed by the Scoutmaster and Senior Patrol Leader.

Name of Scout(s): _____

H. Librarian

The librarian is responsible for all Troop literature (books, pamphlets, magazines, and audiovisuals). The librarian reports to the Assistant Senior Patrol Leader.

Duties:

- Keeps records of Troop literature.
- Keep a list of material checked out.
- Add new or replacement items as needed with Troop Committee approval.
- Advises Assistant Senior Patrol Leader on late returns.
- Keep scouting magazines for one year.
- Search for interesting articles relevant to Scouts and send them to the Webmaster Adult Leader to include on the Troop website.
- Creates/Locates training materials for scout positions and new scouts as needed.
- Create binder for term in office which contains: minutes from Patrol Leader Council meetings (obtain from Scribe), scripts from Troop Court of Honor, scripts from Eagle Court of Honor, flyers from service projects.

Training:

- No training is required.

Performance Requirements:

- Attendance – the scout is encouraged to attend most events, campouts, and outings.
- Document new materials purchased, scouting articles, and training materials.
- Produce the binder created during the office term.

Having read the description of this position, I would like to be appointed by the Scoutmaster and Senior Patrol Leader.

Name of Scout(s): _____

I. Quartermaster

The Troop quartermaster keeps track of and ensures Troop equipment kept in good order. Refer to Attachment 4 for a more detailed description of the Quartermaster duties. The quartermaster reports to the Assistant Senior Patrol Leader.

Duties:

- Keeps inventory on Patrol and Troop equipment with the assistance of Adult Leaders.
- Keeps equipment in good working order.
- Checks out equipment and makes sure it is returned in good working order (even when not attending weekend activity).
- Track and inspect gear after a campout.
- Suggests new or replacement equipment when needed.

Training:

- Work with the previous Quartermaster on understanding the layout of the Troop trailer and Troop storage area.

Performance Requirements:

- Attendance – attend 2/3 of all campouts for the 6 month period of office. No more than 3 unexcused absences in a row are allowed.
- Produce inventory records for the length of his service.

Having read the description of this position, I would like to be appointed by the Scoutmaster and Senior Patrol Leader.

Name of Scout(s): _____

J. Order of the Arrow Troop Representative

The Order of the Arrow Troop Representative is a liaison between the local Order of the Arrow lodge and the Troop. The Order of the Arrow Troop Representative reports to the Assistant Senior Patrol Leader. The Order of the Arrow Troop Representative must be a Brotherhood member in good standing of the Order of the Arrow.

Duties:

- Serves as a communication link between lodge and the Troop.
- Arranges with the lodge to conduct annual Order of the Arrow election.
- Encourages camping in the Troop.
- Coordinates the Ordeal induction process for newly elected candidates by ensuring they know the time and location of ordeals, provide information on what to bring, and offering assistance to the lodge in the Ordeal process.
- Assists Ordeal members in becoming Brotherhood members by ensuring they know the time and location of Brotherhood opportunities and offering assistance to the lodge in the Brotherhood process.
- Leads one Troop service project (along with other Order of the Arrow Troop Representative) during the year.
- Attend at least 1 Thunderbird District Order of the Arrow Chapter meeting or 1 E-Board Meeting.
- Holds a meeting with Troop Order of the Arrow members after the district meeting to keep them informed of district activities.
- Puts Order of the Arrow information in the Troop blast.

Training:

- It is suggested to go through the *OA Troop/Team Representative Support Pak*. *Lodge Leadership Development* training is available but is not required

Performance Requirements:

- Attendance – the scout is encouraged to attend most events, campouts, and outings.
- Successfully led a Troop service project.
- Attended a district or E-Board Order of the Arrow meeting.

Having read the description of this position, I would like to be appointed by the Scoutmaster and Senior Patrol Leader.

Name of Scout(s): _____

K. Historian

The historian keeps a historical record of Troop activities. The historian reports to the Assistant Senior Patrol Leader.

Duties:

- Collects and preserves Troop photographs, news stories, trophies, flags, scrapbooks, awards and other memorabilia.
- Collects and maintains information on former Troop members.
- Creates a yearly scrapbook (may involve working with former historian) of Troop activities.

Training:

- Work with prior Historian to learn what has been collected for the Troop.

Performance Requirements:

- Attendance – the scout is encouraged to attend most events, campouts, and outings.
- Produce the yearly scrapbook.

Having read the description of this position, I would like to be appointed by the Scoutmaster and Senior Patrol Leader.

Name of Scout(s): _____

L. Chaplain Aide

The Chaplain Aide works with the Chaplain to meet the religious needs of the scouts in the Troop. The Chaplain Aide reports to the Chaplain or the Scoutmaster in the absence of a Chaplain.

Duties:

- Ensures that Patrols say “Grace” before all meals.
- Says “Grace” at all Troop Court of Honor dinners.
- Works with Troop chaplain to meet religious needs of the Scouts in the Troop.
- Works to promote the religious emblems program.
- Assists with planning of Scout Sunday.
- Assists with planning religious observance.

Training:

- Read *Duty to God* overview of the BSA religious emblems program.
- Work with the Chaplain on appropriate “blessings”.

Performance Requirements:

- Attendance – attend 2/3 of all Troop meetings and outings for the 6 month period of office. No more than 3 unexcused absences in a row are allowed.
- Show that scouts have taken advantage of the religious emblem programs.

Having read the description of this position, I would like to be appointed by the Scoutmaster and Senior Patrol Leader.

Name of Scout(s): _____

N. Webmaster

The Webmaster is responsible for maintaining the Troop's website. The Webmaster reports to the Troop Committee Chair or adult webmaster.

Duties:

- Update and keep active the Troop website at least on a monthly basis.
- Make sure information posted on the website is correct and up to date.
- Review and publish the posts of Troop campouts and activities from Historian and Scribe.
- Communicate with Troop using social media.

Training:

- Must be trained by the previous Webmaster or Troop committee member on content and format of the Troop website.
- Read the BSA *Social Media Guidelines* which can be found on the scouting.org website.

Performance Requirements:

- Attendance – the scout is encouraged to attend most events, campouts, and outings.
- Show a created or updated Troop web page.

Having read the description of this position, I would like to be appointed by the Scoutmaster and Senior Patrol Leader.

Name of Scout(s): _____

O. Leave No Trace Trainer

The Leave No Trace Trainer specializes in teaching Leave No Trace principles and ensures the Troop follows these principles on outings. The scout must be at least 14 years of age. The Leave No Trace trainer reports to the Assistant Senior Patrol Leader.

Duties:

- Help minimize the Troop's impact on the land by teaching Scouts the principles of Leave No Trace.
- Help ensure the Troop follows Leave No Trace principles on outings.
- Helps scouts earn Leave No Trace award

Training:

- Successfully complete a Leave No Trace Trainer training course.

Performance Requirements:

- Attendance – Attend at least one outing and teach Leave No Trace principles.

Having read the description of this position, I would like to be appointed by the Scoutmaster and Senior Patrol Leader.

Name of Scout(s): _____

P. Bugler

The bugler plays the bugle/trumpet/cornet, or approved instrument, at Troop ceremonies. The bugler reports to the Assistant Senior Patrol Leader.

Duties:

- Plays bugle as requested by Troop leadership.
- Plays taps at end of evening closing ceremony.
- Makes appropriate bugle calls at Troop activities.

Training:

- Must be able to play approved musical instrument and must be able to hit High E without cracking.

Performance Requirements:

- Attendance – the scout is encouraged to attend most events, campouts, and outings.
- Must play, as requested by Troop leadership, at one event.

Having read the description of this position, I would like to be appointed by the Scoutmaster and Senior Patrol Leader.

Scout Name	Instrument

Q. Venture Patrol Leader

The Venture Patrol Leader is elected by members of his Venture patrol and leads the patrol. The Patrol Leader reports to the assistant Scoutmaster. The Venture Patrol Leader must be at least 13 years old.

Duties:

- Prepares the patrol to take part in high adventure activities. Assign patrol members jobs as needed and help them succeed.
- Facilitates communication within the Patrol.
- Secures resources necessary for Venture patrol activities.
- Represents the Venture patrol at the Patrol Leader Council.

Training:

- *Introduction to Leadership Skills* and *Mentor* training are required.

Performance Requirements:

- Attendance – attend 2/3 of all Venture outings and Patrol Leader Council meetings for the 6 month period of office. No more than 3 unexcused absences in a row are allowed.
- Successfully manage the Venture patrol in one activity.

Having read the description of this position, I would like to run for this office.

Patrol Name	Scout Name(s)