

Leadership Card

Name: _____

Patrol: _____

SCRIBE

Leadership Position Coordinator: Attendance Chairman <http://bsatrop10.org/leader.htm#ALPC>

Duties of Patrol Scribe: 8 POSITIONS AVAILABLE (2 per Color Team)

- Distributes meeting/campout/activity attendance sheets to the Adult Color Team Leader and copies the Attendance Chairman
- Will serve as official note taker for respective Color Team, recording meeting minutes, action items and directives
- Coordinates with other scribes to attend **AT LEAST TWO PLC meetings** and keep log of meeting activities, and will email those logs to their Adult Color Team Leader and the Attendance Chairman within 2 days of PLC meeting
- Records individual Scout attendance for Color Team at all troop meetings and outings, including whether or not each Scout in attendance was in proper uniform
- Responsible for assigning duties when unable to attend a Troop function
- Works with Attendance Chairman responsible for records and assists during Troop elections
- Sets a good example
- Enthusiastically wears the Scout uniform correctly
- Lives the Scout Oath and Law
- Shows Scout Spirit
- At the end of the leadership period, submits a written report to the Attendance Chairman detailing his experiences as a Scribe. This written report must also be presented to the Scoutmaster during the Scout's Scoutmaster Conference.

Requirements: All requirements must be completed to receive FULL leadership credit. Otherwise, only partial credit MAY be given. Visit with your Position Coordinator first, then visit the Leadership Chairman

Position Coordinator _____

_____ Briefed on duties and responsibilities

_____ Attended and kept a log of at least 55% of Patrol Leader Council (PLC) meetings.

_____ Actual % _____

_____ Accurately kept attendance and meeting notes and turned in attendance reports as required

_____ Maintained required reports

_____ Submitted a written report of his experiences as a Scribe and bring a copy of that report to your next Scoutmaster Conference

Leadership Chairperson _____

_____ Attend at least 55% of troop outings Actual percentage _____

_____ Attend at least 55% of troop meetings Actual percentage _____

_____ Attend at least two PLC meetings during the leadership period Actual PLC attendance _____

_____ Complete Junior Leadership Training

_____ All Requirements initialed

This form is due within 60 days following current 6 month leadership period. If this form is completed midterm to satisfy a rank requirement, it MUST also be completed again at the end of the leadership period, during which time the Scout continues to serve as a Scribe, in order to receive credit for the remainder of the leadership period.

Credit from ___/___/___ to ___/___/___ Date: ___/___/___

Leadership Chairperson Signature

Leadership Chairperson Record

Name: _____ Position: **Scribe**

Patrol: _____ Credit from ___/___/___ to ___/___/___

Leadership Card Scribe: 5/22/14