Position: Scribe

Date: April|October 201# – October|April 201# Leadership Credit: _____ months

Name:

- If you miss the date for a goal, you will have one time until the next meeting to complete otherwise the Scoutmaster can remove you from your position and you will receive no credit toward rank advancement.
- You must complete all goals within 30 days of the end of the 6-month term to receive credit toward rank advancement.
- For the rest of my term, my goals are:

	Frequency	06 12/##/201#	08 02/##/201#	10 04/##/201#
Attend JLT	04 10/##/201#			
Meet with Assistant Scoutmaster	04 10/##/201#			
and ASPL - Staff to discuss goals				
and responsibilities				
Return this signed form to	05 11/##/201#			
Scoutmaster by next PLC after JLT				
Meet with Troop Secretary to	Within one month			
discuss goals and duties	of JLT			
Learn to take meeting minutes from	Within one month			
Troop Secretary	of JLT			
Read previous month's minutes and	Publish within 3			
take minutes at the PLC meetings	days of PLC			
and distribute them via email				
Print out TM reports to keep Patrol	Twice per term: 3			
books up to date	month and last			
	month			
Pass out and collect Patrol books at	Each Troop			
each meeting and ensure attendance	meeting			
is being kept				
Help prepare/organize Court of	Each COH			
Honor awards with Advancement				
Chair				
Perform announcements for	As needed			
Advancement Chair at Troop				
meetings				
Participate in 2 Troop campouts	2 per term			
Attend minimum 80% of PLC	5/6 per term			
meetings on a monthly basis				
Attend 80% Troop meetings	Weekly			
Be a Scouting role model	Ongoing			•1 •1••

I understand my responsibilities as listed in the Troop 366 Scout Leadership Position Duties and responsibilities packet.

Scout Signature

Parent Signature

Asst Scoutmaster Signature

Troop Secretary Signature

ASPL - Staff Signature

Comments:

Advancement Chair Signature

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