

Scribe

The Scribe records the minutes of the Patrol Leaders' Council (PLC) and works with the Troop Committee Secretary and Advancement Chair

Qualifications:

- Appointed by Senior Patrol Leader and Assistant Senior Patrol Leader with Scoutmaster approval
- Tenderfoot Rank or higher
- May not serve three consecutive terms

Reports to: The Assistant Senior Patrol Leader

Trained by: Assistant Senior Patrol Leader with assistance from the Assistant Scoutmaster for Older Scouts

Troop Scribe duties:

- Attend and take minutes of Patrol Leaders' Council (PLC). Attendance expectation 80%
- Arrive 5 minutes before the start of troop and PLC meetings.
- Distribute copies of PLC minutes to PLC members and adult leaders in a timely manner.
- Record attendance at all troop meetings, outings, and other activities.
- Record advancement on troop advancement chart.
- Share records with the troop committee secretary and advancement chair.
- Participate in outings. Attendance expectation 50%
- Attend troop meetings. Attendance expectation 80%
- Set a good example.
- Wear the field uniform (class A) correctly to all regular troop meetings and religious services.
- Wear the activity uniform (class B t-shirt) to all outings and other troop activities.
- Live by the Scout Oath and Law.
- Show Scout spirit.

Scribe

Scout Name _____

I served in this position from _____ to _____
 (date) (date)

Mark how you think you performed in each duty	Not Applicable	Not So Good	OK	Good	Great
Took minutes at PLC meetings					
Attended 80% of the monthly Patrol Leaders' Council (PLC).					
Distributed copies of PLC minutes to PLC members and adult leaders in a timely manner.					
Recorded attendance at all troop meetings, outings, and other activities.					
Recorded advancement on troop advancement chart.					
Shared records with the troop committee secretary and advancement chair.					
Attended 50% of outings					
Attended 80% of troop meetings					
Set a good example.					
Wore the field uniform (class A) correctly to all regular troop meetings and religious services.					
Wore the activity uniform (class B t-shirt) on all outings and other troop activities					
Lived by the Scout Oath and Law.					
Showed Scout spirit					
My overall fulfillment of the responsibilities for this position					

I felt my strongest areas were _____

I could have done better at _____

Scout Signature _____ Date _____

Turn in this self-evaluation form to the Troop Advancement Chairperson