



## **Committee Chairman Leadership Smart Book**

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# Introduction

Following this page is a complete copy of the *Troop 216 Leadership Smart Book*. It contains all the information, job descriptions, and forms that the Junior Leader books have in them.

# Preface To This Book

Many times adult leaders hear this phrase from boy leaders: "I didn't know I was supposed to do that." This book is designed to help prevent that phrase from being spoken too often. We hope that it will help you in the performance of your duties and that it is organized so that you can quickly find help. We believe that if you follow the responsibilities listed in this book that you will find your job much easier and more enjoyable, but most of all, that you will be a better leader.

It took about six months to write and produce the original versions of these Smart Books and they are continually updated. We would like your input on what can be done to make this book better for the next Scout that holds this position. Please put your comments on the Feedback Sheet found elsewhere in this book.

You are responsible for the maintenance of this book while you are in possession of it. There will be periodic updates of various documents that you should promptly place in the book in the correct location. If additional materials or document protectors are needed, please see the Scoutmaster. The monetary value of this book is \$30.00. If you lose, destroy, or damage this book beyond use you are responsible for its replacement cost. We do expect these books to be used and not left at home gathering dust, so you will not be charged for normal wear and tear.

And this book *should* be used. We want to see it with you on every Troop activity - meetings, campouts, and other events. It can help to answer the question, "What do I do now?" In addition, there are other resources you can, and should, use: the Handbook, Fieldbook, Merit Badge Books, Junior Leader Handbook, and others. Many of these are found in the Troop library and can be checked out when you need them.

Good luck in your tenure!

# Letter To Parents

Dear Parents,

We're proud to announce that your son was recently (s)elected as \_\_\_\_\_!

This is an important leadership position within our Troop that, if performed properly, will provide your son with experience and credit toward his next rank. We have a number of things we expect from our boys while serving in a leadership position.

We've attached an outline of the responsibilities your son now has and need your help as he learns his new position. Please review the attached sheet **with your son** and discuss how he can accomplish his new duties. We believe by doing so, you will provide one of the single most important aspects toward your son's success your support. We will also be working with your son to ensure he understands his responsibilities. We ask that you sign the *Parent's Agreement* below to signify you have done this.

In addition, we'll provide him assistance as required and feedback on a continual basis. Our goal is to make him a success, so that the Troop can be a success.

During his term in this new position, we also ask that you help him jot down any lessons learned on the enclosed "lessons learned" worksheet. We've developed this worksheet to have the Scouts provide us feedback on what works, doesn't work, could be done better or maybe in another way, to continue to improve our programs. We believe your son's honest feedback will enable us to fine tune our programs to ensure we provide quality programs for the boys. We plan to withhold assigning credit to the boys for performing these duties until the feedback sheet is provided to us. Your help in ensuring these sheets are filled out and provided to us is essential.

We look forward to working with you and your son as he assumes his new duties. If you have any questions, please feel free to contact one of the Assistant Scoutmasters, the Committee Chairman, or me.

Sincerely,



Mark Faerber  
Scoutmaster

**Parent's Agreement**

I have reviewed the job description for the leadership position to which my son has been (s)elected with my son and understand the commitment he is making. I agree to support him by helping to make him available for meetings and activities, and by providing encouragement at home. He and I both realize that his **active** involvement in this position is necessary for the smooth operation of Troop 216.

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Parent signature

# Letter Of Commitment

Congratulations on attaining this leadership position. While performing the duties in this position, we hope you will learn and grow in your abilities as a leader. In order to do so, we challenge you to set goals for yourself so that you can be successful in this position.

Success does not come easily it takes personal commitment and hard work. However, we believe you have what it takes to succeed and plan to work with you to make your term in this position a rewarding experience for you as well as for the other members of your Troop.

Your Troop adult leadership stands committed to provide you the necessary tools (training, guidance, and resources) for success. However, none of these will work without personal commitment on your part.

In order to receive credit for performing in this position, you must use the tools we provide and apply them to your duties. You must fulfill all requirements of the position in order for us to grant you credit toward rank advancement. ***Failure to show commitment and willingness to perform all duties will result in you not receiving credit during your tenure in this position.***

By signing below, you are stating that you have read this letter and accept the terms stated herein.

Printed Name	Signature	Date Started	Date Completed	Approved By
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
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# Junior Leader Job Descriptions

Following are all the job descriptions for Troop Junior Leaders. They describe all the duties and responsibilities of each position.

## Senior Patrol Leader (SPL) Job Description



**INTRODUCTION:** Upon accepting the position of Troop Senior Patrol Leader (SPL), you have agreed to provide a **service** to your Troop. The responsibility should be fun and rewarding. This job description will provide you with some of the things for which you are responsible while serving in this position. If you have any questions, difficulties or suggestions, bring them to the attention of the Scoutmaster or an adult leader.

**RESPONSIBLE TO:** The Scoutmaster (SM)

### **GENERAL DUTIES:**

- Primary responsibility of the SPL is to lead the Scout Troop.
- SPL makes sure the Scouts enjoy a well scheduled and thought out activities program.
- SPL works directly with the Scoutmaster (SM), Troop Committee, other adult leaders, and Scouts, as required to make sure Troop 216 provides a well rounded Scout educational program.
- SPL is invited to attend the monthly Committee meeting every month (noted on Troop Monthly and Yearly Calendars).
- Set a positive example for all other Scouts by following the Scout oath, law, motto, and proudly wearing the correct uniform to all meetings and activities.
- Appoint, with Scoutmaster approval, Scouts to the following positions: ASPL(2), Bugler, Chaplain Aide, Historian, Librarian, Order of the Arrow Troop Representative, Quartermaster, Scribe (2 if needed).

### **SPECIFIC DUTIES:**

#### ***One to two nights prior to each weekly Troop meeting:***

- Review the month's schedule to ensure you're prepared for the meeting.
- Call each Patrol leader and scheduled adult Merit Badge counselor and/or other program leaders to ensure they are aware of the duty (s), that they are scheduled to do during the upcoming meeting.

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- If the SPL cannot make the meeting, make sure you call the ASPL and let him know he is in charge of the meeting. Also the SPL will review, with the ASPL, the schedule of events to make sure the ASPL is prepared for the upcoming meeting.

### ***The night of the weekly Troop meetings:***

1. Show up at least 10 minutes prior to the meeting's start time of 7:00pm to get the meeting area set up.
2. Assign PL to get other Scouts to help get the opening ceremony area prepared (flags out, chairs and tables moved, etc.).
3. Get with the Scoutmaster and other adult leaders prior to the meeting to see if they have any items that need to be brought up to the Scouts during the opening or closing.
4. Have the PLs form Patrol lines when calling the meeting to order.
5. Call the meeting to order promptly at 7:00pm and assign opening responsibilities to PL or other Scouts.
6. During the opening, review the schedule for that night to make sure all Scouts are aware of what's planned for the night.
7. Ensure that the meeting is organized, that the rules of the Troop are followed by all Scouts during the meeting, and that the Scouts do not play with the pool table or ping pong table.
8. If a campout is planned the following weekend, check with all PLs to make sure they have planned a menu and made up a duty roster for the weekend. Make sure to review these to be sure duties are spread out between all campers and that the menu is acceptable (not all junk food).
9. Remain in the main meeting room area when possible.
10. Be sure to check with the Patrol Leaders during the meetings and make sure that you or the ASPL help them if needed.
11. If you or any of the Patrol Leaders have trouble with any of the Scouts, be sure to help the Patrol Leader resolve the problems. If the problem(s) continue, report to the Scoutmaster for help if needed.
12. Make sure the meeting ends promptly at 8:30pm.
13. Ensure that the meeting area(s) are clean and returned to the same or better condition they were in prior to the Scout meeting.

### ***One to two nights prior to the monthly Patrol Leaders Council (PLC):***

- Call all Patrol Leaders, Venture Crew Leader, Troop Guide(s), Scribe(s) and Scoutmaster to remind them of the upcoming PLC.
- Spend a few minutes reviewing past month's schedule and jot down any ideas you may have for the upcoming month's schedule.
- Make sure you have all information required for the PLC ready and organized for the meeting.

### ***The night of the monthly PLC meeting:***

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- Make sure you have a copy of last month's schedule as well as the yearly schedule.
- Work with all PLs and other meeting attendees to put together a schedule for the upcoming month.
- Make sure the proposed schedule includes the month's theme, camping plans, and other special activities that are listed on the annual calendar or, are received from the SM.
- Make sure the Scribe records all needed information.

### ***Friday nights when preparing for campouts:***

- Get the sheet of people signed up for the campout from the SM, and have one of your ASPLs check the people off as they arrive. Make sure everyone is there and let the SM know if they are or aren't.
- Get PLs to assign Scouts to help load the Troop trailer campout.

***During the campout:***

- Make sure that upon arriving to the camping area that all Patrols pick a safe camping area (free from broken glass, away from washout area, as flat as possible, etc.).
- Have the ASPL make sure the Quartermaster (QM) fills out the equipment list to show who has what equipment (tents, etc.) is checked out.
- Work with the PLs to make sure all camp sites are set up, to include cooking area, duty roster posted, tents up, personal gear stowed and water collected, before the Scouts have their cracker barrel or other program.
- Make sure that if there are scheduled activities during the campout, that all PLs make sure their members arrive at the activity on time.
- Make sure that all campers act responsibly, safely, and follow the rules of Scouting during the campout.
- Make sure that the Scouts heat water for cleaning the dishes at every meal.
- Make sure the Patrols clean up their area after each meal to include, cleaning all dishes, wiping down the table, return all items to the Patrol box, and close the Patrol box.

***At the end of campouts:***

- Make sure the QM checks off all equipment returned.
- You are in charge of policing the camping area to pick up all trash, ours or someone else's, and dispose of it properly.
- Make a campout report of lessons learned and give a copy to the SM.

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***At the end of your tenure in this position:***

1. Make sure you read the *Lessons Learned Feedback Sheet* contained in this book and provide the Scoutmaster any comments you may have at least 2 weeks before the new elections.
2. Plan to spend some time during the next Troop meeting with the Scout who was elected to replace you. We want you to review with him what you did during your tenure and what worked, didn't work, and could have been done better. Give him a good turnover to make sure there's a smooth transfer of duties from you to him.

## Assistant Senior Patrol Leader (ASPL) Job Description



**INTRODUCTION:** Upon accepting the position of Assistant Senior Patrol Leader, you have agreed to provide a **service** to your Troop. The responsibility should be fun and rewarding. This job description will provide you with some of the things for which you are responsible while serving in this position. The ASPL is appointed by the Senior Patrol Leader with the approval of the Scoutmaster. If you have any questions, difficulties or suggestions, bring them to the attention of the Senior Patrol Leader (SPL) or an adult leader.

**RESPONSIBLE TO:** The Senior Patrol Leader

### **GENERAL DUTIES:**

- Primary responsibility is to assist the SPL in leading the Scout Troop.
- Make sure the Scouts enjoy a well scheduled and thought out activities program.
- Work directly with the SPL, Scoutmaster (SM), Troop Committee, other adult leaders, and Scouts, as required to make sure Troop 216 provides a well rounded Scout educational program.
- Provide leadership, guidance, and assistance as required to the Troop Quartermaster, Scribe, Librarian, Historian, Chaplain Aide, and Bugler.
- Set a positive example for all other Scouts by following the Scout Oath, Law, Motto, and proudly wearing the correct uniform to all meetings and activities.

### **SPECIFIC DUTIES:**

#### ***One to two days prior to each weekly Troop meeting:***

- Review the month's schedule to ensure you're prepared for the meeting.
- Assist the SPL in calling each Patrol Leader and scheduled adult Merit Badge Counselor or other program leader to ensure they are aware of the duty(s), that they are scheduled to do during the upcoming meeting.

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- If the SPL cannot make the meeting, you are in charge of the meeting. Also the ASPL will review, with the SPL, the schedule of events to make sure the ASPL is prepared for the upcoming meeting.

### ***The night of weekly Troop meetings:***

1. Show up at least 10 minutes prior to the meeting's start time of 7:00pm to help the SPL and PLs get the meeting area set up.
2. Assist SPL and PL in assigning other Scouts to help get the opening ceremony area prepared (flags out, chairs removed, etc.).
3. Get with the SPL, Scoutmaster, and other adult leaders prior to the meeting to see if they have any items that need to be brought up to the Scouts during the opening or closing.
4. Make sure the Scouts are in patrol lines when calling the meeting to order.
5. Ensure the meeting is called to order promptly at 7:00pm.
6. Ensure that the meeting is organized and that the rules of the Troop are followed by all Scouts during the meeting.
7. If a campout is planned for the following weekend, check with all PLs to make sure they have planned a menu and made up a duty roster for the weekend. Make sure to review these to be sure duties are spread out between all campers and that the menu is acceptable (not all junk food).
8. Remain in the main meeting room area when possible.
9. Be sure to check with the Patrol Leaders during the meeting and make sure that you or the SPL help them if needed.
10. If you or any of the Patrol Leaders have trouble with any of the Scouts, be sure to help the SPL and Patrol Leader resolve the problems. If the problem(s) continue, report to SM for help if needed.
11. Make sure the meeting ends promptly at 8:30pm.
12. Ensure that the meeting area(s) are clean and returned to the same or better condition than they were in prior to the Scout meeting.

### ***One to two nights prior to the monthly Patrol Leaders Council (PLC):***

- Help the SPL call all Patrol Leaders, Venture Crew Leader, Troop Guide(s), Scoutmaster and other leaders as needed, to remind them of the date, time and location for PLC.
- Spend a few minutes reviewing past month's schedules and present month's themes and jot down any ideas you may have for the upcoming month's schedule.
- If the SPL can't make the meeting, you are in charge.

### ***The night of the monthly PLC:***

- Make sure you have a copy of last month's schedule as well as the yearly schedule. Also, bring a sheet for the upcoming month that

outlines the items that make up a nightly list of meeting activities.

- Work with all PLs and other meeting attendees to put together a schedule for the upcoming month.
- Make sure the proposed schedule includes the month's theme, camping plans, and other special activities that are listed on the annual calendar or, are received from the SM.
- Ensure the upcoming month's schedule is typed up, copies are made, and passed out during the last meeting of the month.

***Friday nights when preparing to depart for the campouts:***

- Make sure all Scouts arrive in uniform for the campout.
- Get the sheet of people signed up for the campout from the SPL, and check the people off as they arrive.
- Help the Quartermaster get some Scouts to help load the Troop trailer.

***During the campouts:***

- Make sure that upon arriving to the camping area that all Patrols pick a safe camping area (free from broken glass, away from washout area, as flat as possible, etc.).
- Work with the PLs to make sure all camp sites are set up, to include cooking area, duty roster posted, tents up, personal gear stowed and water collected, before the Scouts have their cracker barrel.
- Make sure that if there are scheduled activities during the campout, that all PLs make sure their members arrive at the activity on time.
- Make sure that all campers act responsibly, safely, and follow the rules of Scouting during the campout.
- Make sure that the Scouts build a fire to heat water for cleaning the dishes.
- Make sure the Patrols clean up their area after each meal to include, cleaning all dishes, wiping down the table, return all items to the patrol box, and close the patrol box.

***At the end of a campout:***

- Let the Quartermaster (QM) know if any equipment is missing, broken, or needs to be taken home by a Scout to be dried out or repacked.
- Make sure Patrol boxes and other equipment is clean and packed properly.
- Help the QM load the trailer.
- Help the SPL with policing the camping area.

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***At the end of your tenure in this position:***

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1. Make sure you read the *Lessons Learned Feedback Sheet* contained in this book and provide the Scoutmaster any comments you may have at least 2 weeks before the new elections.
2. Plan to spend some time during the next Troop meeting with the Scout who was appointed to replace you. We want you to review with him what you did during your tenure and what worked, didn't work, and could have been done better. Give him a good turnover to make sure there's a smooth transfer of duties from you to him.

## Patrol Leader (PL) Job Description



**INTRODUCTION:** Upon accepting the position of Patrol Leader, you have agreed to provide a **service** to your Patrol and Troop. The responsibility should be fun and rewarding. This job description will provide you with some of the things for which you are responsible while serving in this position. The Patrol Leader is elected by the members of the Patrol. If you have any questions, difficulties or suggestions, bring them to the attention of the Senior Patrol Leader or an adult leader.

**RESPONSIBLE TO:** The Senior Patrol Leader (SPL)

### **GENERAL DUTIES:**

- Help the Senior Patrol Leader (SPL) run the Troop by being responsible for your Patrol.
- Take the initiative to lead your Patrol by setting an example for other Scouts and ensuring the members of your Patrol follow the rules of Scouting as well as the specific rules of Troop 216.
- Set a positive example for all other Scouts by following the Scout Oath, Law, Motto, and proudly wearing the correct uniform to all meetings and activities.

### **SPECIFIC DUTIES:**

#### ***One or two nights prior to each weekly Troop meeting:***

- Review the monthly schedule to ensure you're prepared for the meeting.
- Plan skills instruction for Patrol corners.
- Be sure to call any of your Patrol members to remind them to bring anything special they have to bring to the meeting. Especially important to remind them if they have a skit or ceremony to perform, or campout information.

#### ***At the weekly Troop meeting:***

- Be sure to show up to the meetings at least 10 minutes early to help get the room ready.

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- During the meeting, make sure Patrol members follow all Scouting and Troop 216 rules.
- After the opening remarks and when told to go to Patrol corners, do the following:
  1. Get dues envelopes from the Troop Scribe and collect dues from each Scout.
  2. Be sure to count the money received from each Scout.
  3. Write down how much you collected from each Scout in the correct block on the dues envelope.
  4. Write a mark in the attendance block of the dues envelope for all Scouts attending the meeting.
  5. Do a uniform inspection of each Scout and record whether they are wearing the right uniform. If so, mark that down on the uniform block on the dues envelope.
  6. Once the dues, attendance, and uniform inspections are complete, be sure that the amount of money in the envelope is the same as the amount written on the outside. Close the dues envelope and return the envelope to the Troop Scribe or Scoutmaster if the Scribe isn't there.
- Review the advancement status of each Patrol member and select items to work on for advancement.

### ***At the monthly Patrol Leaders Conference (PLC):***

- Write down and bring ideas, action items, concerns, or problems, you or any member of your Patrol have.
- If you are unable to attend be sure you call the Assistant Patrol Leader (APL) to make sure he will attend for you. Also, give the APL any information you have that will be needed at the PLC.
- Help the other Patrol Leaders and Senior Patrol Leader develop a well planned schedule for the next month.

### ***Monday night before a campout:***

1. Find out which of your Patrol members are planning to attend the campout, and make a list of them.
2. With your Patrol members, make a menu, food and shopping list, collect food money, and appoint food shoppers.
3. Make a duty roster (see sample form) for the campout and assign duties to the members in your Patrol.
4. If you aren't going on the campout, make sure your APL has all the information he needs to make the campout successful.
5. Remind your Patrol members to wear their Scout uniform to the church on Friday night.

### ***One or two nights before the campout:***

- Make sure you have the food required for the campout.

- Be sure to review the month's schedule to make sure you have any special things your Patrol needs for the campout.
- Check to be sure you have everything needed for the campout.

***During the campout:***

- Make sure that upon arrival at the camping area that you and your Patrol members pick a safe camping area (free from broken glass, away from washout area, as flat as possible, etc.).
- Work with your Patrol members to make sure your camp site is set up, to include cooking area, duty roster posted, tents up, dining fly or shelter up, personal gear stowed, and water collected, before you begin your Cracker Barrel or other activities.
- Make sure that if there are scheduled activities during the campout, that your Patrol members arrive at the activity on time with any needed equipment.
- Make sure that all campers act responsibly, safely, and follow the rules of Scouting during the campout.
- Make sure that the Scouts have prepared hot water for cleaning the dishes. (sanitizing tablets and soap used).
- Make sure your Patrol members clean up their area after each meal to include: cleaning all dishes, wiping down the table, return all items to the Patrol box, and close the Patrol box.

***At the end of a campout:***

1. Make sure your Patrol box, pots and pans, and utensils are clean.
2. Remove any items in the Patrol box that will go bad before it's used again.
3. Inventory your Patrol box to be sure you have an accurate record of what's in it.
4. Report any missing or damaged Patrol box items to the Troop Quartermaster.
5. Check to make sure the tents are swept out, and the tents and ground cloths are dry before they are folded up. If wet weather prevents this, tents and ground cloths will need to be taken home for drying.
6. Help put the Troop gear and your Patrol equipment in the trailer.
7. Make sure your Patrol cleans up their camping area to remove all trash and debris they may have left behind.
8. Take your Patrol Box Inventory with you to the Troop meetings. Do this to help decide what you need to buy for the next campout.

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***At the end of your tenure in this position:***

1. Make sure you read the *Lessons Learned Feedback Sheet* contained in this book and provide the Scoutmaster any comments you may have at least 2 weeks before the new elections.

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2. Plan to spend some time during the next Troop meeting with the Scout who was elected to replace you. We want you to review with him what you did during your tenure and what worked, didn't work, and could have been done better. Give him a good turnover to make sure there's a smooth transfer of duties from you to him.

## Assistant Patrol Leader (APL) Job Description



**INTRODUCTION:** Upon accepting the position of Assistant Patrol Leader, you have agreed to provide a **service** to your Patrol and Troop. The responsibility should be fun and rewarding. This job description will provide you with some of the things for which you are responsible while serving in this position. The APL is a position appointed by the Patrol Leader. If you have any questions, difficulties or suggestions, bring them to the attention of the Patrol Leader or an adult leader.

**RESPONSIBLE TO:** The Patrol Leader (PL)

### **GENERAL DUTIES:**

- Help the Patrol Leader (PL) lead your Patrol.
- Act as Patrol Leader when he is absent.
- Take the initiative to help the PL lead your Patrol by setting an example for other Scouts and ensuring the members of his Patrol follow the rules of Scouting as well as the specific rules of Troop 216.
- Set a positive example for all other Scouts by following the Scout Oath, Law, Motto, and proudly wearing the correct uniform to all meetings and activities.

### **SPECIFIC DUTIES:**

#### ***One or two nights prior to each weekly Troop meeting:***

- Review the monthly schedule to ensure you're prepared for the meeting.
- Be sure to help your PL call Patrol members to remind them to bring anything special they have to bring to the meeting. Especially important to remind them if they have a skit or ceremony to perform, or campout information.

#### ***At the weekly Troop meeting:***

- Show up at least 10 minutes early to help set up the meeting room.

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- During the meeting, help the PL make sure Patrol members follow all Scouting and Troop 216 rules.
- After the opening remarks and when told to go to Patrol corners, help the PL do the following:
  1. Get dues envelopes from the Troop Scribe and collect dues from each Scout.
  2. Be sure to count the money received from each Scout.
  3. Write down how much you collected from each Scout in the correct block on the dues envelope.
  4. Write a mark in the attendance block of the dues envelope for all Scouts attending the meeting.
  5. Do a uniform inspection of each Scout and record whether they are wearing the right uniform. If so, mark that down on the uniform block on the dues envelope.
  6. Once the dues, attendance, and uniform inspections are complete, be sure that the amount of money in the envelope is the same as the amount written on the outside. Close the dues envelope and return the envelope to the Troop Scribe or Scoutmaster if the Scribe isn't there.
- Help the PL review the advancement status of each Patrol member and select items to work on for advancement.

### ***At the monthly Patrol Leaders Conference (PLC):***

- Be sure either you or your PL plan to attend. You should always attend if possible. If you are unable to attend be sure you call the Patrol Leader (PL) to make sure he will be there or can assign someone to fill in for both of you. Also, give the PL any information you have that will be needed at the PLC.
- Write down and bring ideas you or any member of your Patrol have.
- Help the other APL, PL and senior Patrol Leader develop a well planned schedule for the next month.

### ***Monday night before a campout:***

1. Help your PL find out which of your Patrol members are planning to attend the campout, and make a list of them.
2. With your Patrol members, make a menu, food and shopping list, collect food money, and appoint food shoppers.
3. Make a duty roster for the campout and assign duties to the members in your Patrol (see sample forms).
4. Remind your Patrol members to wear their Scout uniform to the church on Friday night.

### ***One or two nights before the campout:***

- Make sure you have the food required for the campout.
- Be sure to review the month's schedule to make sure you have any

special things your Patrol needs for the campout.

- Check to be sure you have everything needed for the campout.

***During the campout:***

- Make sure that upon arrival at the camping area that you and your Patrol members pick a safe camping area (free from broken glass, away from washout area, as flat as possible, etc.).
- Work with your Patrol Leader and Patrol members to make sure your camp site is set up, to include cooking area, duty roster posted, tents up, dining fly or shelter up, personal gear stowed, and water collected, before you begin your Cracker Barrel or other activities.
- Make sure that if there are scheduled activities during the campout, that your Patrol members arrive at the activity on time with any needed equipment.
- Make sure that all campers act responsibly, safely, and follow the rules of Scouting during the campout.
- Make sure that the Scouts have prepared hot water for cleaning the dishes.
- Make sure your Patrol members clean up their area after each meal to include: cleaning all dishes, wiping down the table, return all items to the Patrol box, and close the Patrol box.

***At the end of a campout:***

1. Make sure your Patrol box, pots and pans, and utensils are clean.
2. Remove any items in the Patrol box that will go bad before it's used again.
3. Inventory your Patrol box to be sure you have an accurate record of what's in it.
4. Report any missing or damaged Patrol box items to the Troop Quartermaster.
5. Check to make sure the tents are swept out, and the tents and ground cloths are dry before they are folded up. If wet weather prevents this, tents and ground cloths will need to be taken home for drying.
6. Help put the Troop gear and your Patrol equipment in the trailer.
7. Make sure your Patrol cleans up their camping area to remove all trash and debris they may have left behind.
8. Take your Patrol Box Inventory with you to the Troop meetings. Do this to help decide what you need to buy for the next campout.

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***At the end of your tenure in this position:***

1. Make sure you read the *Lessons Learned Feedback Sheet* contained in this book and provide the Scoutmaster any comments you may have at least 2 weeks before the new elections.
2. Plan to spend some time during the next Troop meeting with the Scout who was appointed to replace you. We want you to review with him

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what you did during your tenure and what worked, didn't work, and could have been done better. Give him a good turnover to make sure there's a smooth transfer of duties from you to him.

## Bugler Job Description



**INTRODUCTION:** Upon accepting the position of Troop Bugler, you have agreed to provide a **service** to your Troop. The responsibility should be fun and rewarding. This job description will provide you with some of the things for which you are responsible while serving in this position. The Troop Bugler is appointed by the Senior Patrol Leader with the approval of the Scoutmaster. If you have any questions, difficulties or suggestions, bring them to the attention of the Assistant Senior Patrol Leader or an adult leader.

**RESPONSIBLE TO:** The Assistant Senior Patrol Leader (ASPL)

### GENERAL DUTIES:

- Attend campouts and other scheduled Troop activities.
- Play appropriate bugle calls as required at these events.
- Offer your services at District, Council, or other Scouting events.
- Set a positive example for all other Scouts by following the Scout Oath, Law, Motto, and proudly wearing the correct uniform to all meetings and activities.

### SPECIFIC DUTIES:

- To be the Troop Bugler, you must have earned or be in the process of earning the Bugling Merit Badge.
- Practice the bugling calls such as Assembly, Call to Quarters, Church, Mess, Drill, First Call, Officers, Fire, Recall, To the Colors, Retreat, Reveille, and Taps.
- Bring bugle to all outdoor Troop activities in preparation to perform calls that are required.
- Be aware of the background, history, and proper playing technique when using the bugle.
- Properly take care of the Troop bugle and mouthpiece.
- Contact Quartermaster if there are any problems with the Troop bugle.

### RESOURCES:

- *Music and Bugling* Merit Badge pamphlet.

- Boy Scout Handbook
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***At the end of your tenure in this position:***

1. Make sure you read the *Lessons Learned Feedback Sheet* contained in this book and provide the Scoutmaster any comments you may have at least 2 weeks before the new elections.
2. Plan to spend some time during the next Troop meeting with the Scout who was appointed to replace you. We want you to review with him what you did during your tenure and what worked, didn't work, and could have been done better. Give him a good turnover to make sure there's a smooth transfer of duties from you to him.

## Chaplain Aide Job Description



**INTRODUCTION:** When you accepted the position of Chaplain Aide, you agreed to provide **service** in Troop 216. This responsibility should be fun and rewarding. This job description will provide you with some of the things for which you are responsible while serving in this position. The Chaplain Aide is appointed by the Senior Patrol Leader with the approval of the Scoutmaster. If you have any questions, difficulties or suggestions, bring them to the attention of the Assistant Senior Patrol Leader (ASPL), Junior Assistant Scoutmaster (JASM) or an adult leader.

**RESPONSIBLE TO:** Assistant Senior Patrol Leader, Junior Assistant Scoutmaster (and works with the Troop Committee Religious Awards coordinator).

### **SPECIFIC DUTIES:**

- Keep Troop leaders apprised of religious holidays that Troop members observe when planning the yearly and monthly calendars.
- Assist the Religious Awards Coordinator in promoting the earning of religious awards by Troop members.
- Encourage saying grace at meals while camping or on other activities.
- Coordinate a non-denominational religious service on each campout. You may assign duties to other Scouts, such as readings, etc.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath, Law, Motto and Slogan.

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### ***At the end of your tenure in this position:***

1. Make sure you read the *Lessons Learned Feedback Sheet* contained in this book and provide the Scoutmaster any comments you may have at least 2 weeks before the new elections.
2. Plan to spend some time during the next Troop meeting with the Scout who was appointed to replace you. We want you to review with him what you did during your tenure and what worked, didn't work, and could have been done better. Give him a good turnover to make sure there's a smooth transfer of duties from you to him.

## Den Chief Job Description



**INTRODUCTION:** Upon accepting the position of Den Chief, you have agreed to provide a **service** to a Cub Scout Pack as well as being a representative of Troop 216. The responsibility should be fun and rewarding. This job description will provide you with some of the things for which you are responsible while serving in this position. The Den Chief is appointed by the Scoutmaster with the approval of the Pack Cubmaster, Pack Committee, and Den Leader. If you have any questions, difficulties or suggestions, bring them to the attention of the Scoutmaster or an adult leader.

### **REQUIREMENTS:**

Cub Scout Den Chief

At least First Class rank.

Webelos Den Chief

At least 13 years of age and at least First Class rank.

**RESPONSIBLE TO:** The Den Leader, Cubmaster, and Scoutmaster.

### **GUIDELINES:**

- Den Chief is a volunteer position even though you must be approved by the Den Leader, Cubmaster, and Scoutmaster.
- You must be able to enjoy working with younger boys.
- Remember that you are a recruiter for Troop 216; act and behave accordingly. Your behavior will determine, to a great extent, whether the boys in your Den will eventually join Troop 216.
- Being a Den Chief does not prevent you from holding other positions within the Troop.

### **GENERAL DUTIES:**

- Know the purposes of Cub Scouting.
- Help the boys in your Den achieve the purposes of Cub Scouting.
- Receive training from the Den Leader (and Cubmaster or Assistant Cubmaster). Attend Den Chief training.
- Attend all Den and Pack meetings.

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- Help the Den Leader plan and conduct quality Den meetings and activities. Meet regularly with the Den Leader to review Den and Pack meeting plans. Meet as needed with adult members of the Den, Pack, and Troop.
- Serve as the activities assistant at Den meetings.
- Be available to help in Pack meetings. Assist the Den in its part of that meeting.
- Provide leadership, guidance, and assistance as required to the members of your Den.
- Help the Denner and Assistant Denner to be leaders.
- Be a friend to the boys in the your Den.
- Set a positive example for all other Scouts (Cub and Boy) by following the Scout Oath, Law, and Motto, keeping a positive attitude and proudly wearing the correct uniform to all Troop, Den and Pack meetings and activities.

### **SPECIFIC DUTIES:**

#### *Cub Scout Den Chief*

- Know the importance of the monthly theme and Pack meeting plans.
- Encourage Cub Scouts to become Webelos Scouts when they are eligible.

#### *Webelos Den Chief*

- Help Webelos Scouts in their work with activity badge counselors.
- Encourage Webelos Scouts to become Boy Scouts when they are eligible.
- Help with Webelos overnight campouts and other outdoor experiences.
- Help with joint Webelos/Boy Scout activities.
- Keep in contact with the Assistant Scoutmaster in the Troop responsible for Webelos to Boy Scout Transition.
- Assist the Assistant Scoutmaster and Cubmaster in planning graduation ceremonies for Webelos Scouts.

Other duties will be explained/assigned to you by your Den Leader.

### **RESOURCES:**

- Boy Scout Handbook
- Den Chief Handbook
- Boy Scout Fieldbook
- The handbook for the rank that the Den to which you are assigned is working on (Bear, Wolf, Webelos, etc.).

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***At the end of your tenure in this position:***

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1. Make sure you read the *Lessons Learned Feedback Sheet* contained in this book and provide the Scoutmaster any comments you may have at least 2 weeks before the new elections.
2. Plan to spend some time during the next Troop meeting with the Scout who was appointed to replace you. We want you to review with him what you did during your tenure and what worked, didn't work, and could have been done better. Give him a good turnover to make sure there's a smooth transfer of duties from you to him.

## Troop Guide Job Description



**INTRODUCTION:** The position of Troop Guide is a combination of the jobs of Patrol Leader and Den Chief. You should have the skills and leadership abilities of a PL and the ability to work with younger boys and the patience that a Den Chief has. In this guide you will find some of the specific things you should do to make your tenure as a Troop Guide easier and more rewarding. The Troop Guide is appointed by the Scoutmaster.

**RESPONSIBLE TO:** Assistant Scoutmaster - New Scout Patrol.

**TENURE:** One year or when all new Scouts achieve First Class.

### **GENERAL DUTIES:**

- Help Scouts meet advancement requirements through First Class.
- Advise Patrol Leader on his duties and his responsibilities at Patrol Leaders Council meetings.
- Attend PLC meetings with the New Scout PL.
- Prevent harassment of new Scouts by older Scouts.
- Help Assistant Scoutmaster train new PL when he is elected.
- Guide new Scouts through early Troop experiences to help them become comfortable in the Troop and the outdoors.
- Help the Assistant Scoutmaster in planning and conducting a quality program.
  - ◆ Use the **First Year Scout Training Program** contained in this book as a guide for planning and conducting the meeting and campout programs.
  - ◆ Work through the Venture President (or Patrol Leader) to obtain older Scout instructors for various skills.
- Set a positive example for all other Scouts by following the Scout Oath, Law, Motto, and proudly wearing the correct uniform to all meetings and activities.

### **HELPFUL HINTS:**

- When planning Patrol events remember that you are NOT the Patrol Leader, you are his Guide. As much as possible work through the Patrol Leader and not around him.

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- Be patient try to remember what it was like when you were a brand new Scout and how hard it was to remember how to tie new knots, remember first aid, etc.
  - Know your stuff. The worst thing you can do when teaching is act like you know something when you really don't. These new Scouts are smarter than you think, they'll know when you're faking.
  - Be Prepared!
  - The following are the Job Description Guides for Patrol Leader and Den Chief. Both will help you do your job better and the first will help you train your Patrol Leaders.
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### ***At the end of your tenure in this position:***

1. Make sure you read the *Lessons Learned Feedback Sheet* contained in this book and provide the Scoutmaster any comments you may have at least 2 weeks before the new elections.
2. Plan to spend some time during the next Troop meeting with the Scout who was appointed to replace you. We want you to review with him what you did during your tenure and what worked, didn't work, and could have been done better. Give him a good turnover to make sure there's a smooth transfer of duties from you to him.

## Troop Historian Job Description



**INTRODUCTION:** Upon accepting the position of Troop Historian, you have agreed to provide a **service** to our Troop. This responsibility should be fun and rewarding. This job description will provide you with some of the things for which you are responsible while serving this position. The Troop Historian is appointed by the Senior Patrol Leader with the approval of the Scoutmaster. If you have any questions, difficulties or suggestions, bring them to the attention of an adult leader.

**RESPONSIBLE TO:** Assistant Senior Patrol Leader

### **GENERAL DUTIES:**

- Maintain the historical information of Troop activities.
- Using the Troop camera, take pictures of Troop activities and place them in order in the Troop photo albums.
- Set a positive example for all other Scouts by following the Scout Oath, Law, Motto, and proudly wearing the correct uniform to all meetings and activities.

### **SPECIFIC DUTIES:**

- Gather pictures and facts about present and past activities of the Troop and keep them in scrapbooks, wall displays, photo albums, or information files.
- Be responsible for maintaining and bringing the Troop camera on Troop outings (fund-raisers, campouts, courts of honor, etc.) and Troop special events.
- You are the Troop photographer. When you need more film for the Troop camera get with the Scoutmaster or Assistant Scoutmaster. When you need to have film developed you must give the film to the Scoutmaster or Assistant Scoutmaster who will have the film developed and return the pictures to you.
- Take care of Troop trophies and keepsakes.
- Keep and maintain information about Troop alumni.

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***At the end of your tenure in this position:***

## Committee Chairman Leadership Smart Book

1. Make sure you read the *Lessons Learned Feedback Sheet* contained in this book and provide the Scoutmaster any comments you may have at least 2 weeks before the new elections.
2. Plan to spend some time during the next Troop meeting with the Scout who was appointed to replace you. We want you to review with him what you did during your tenure and what worked, didn't work, and could have been done better. Give him a good turnover to make sure there's a smooth transfer of duties from you to him.

## Instructor Job Description



**INTRODUCTION:** When you accepted the position of Instructor, you agreed to provide *service and leadership* in Troop 216. This responsibility should be fun and rewarding. This guide provides some of the things you are expected to do while serving as an Instructor. Instructors are appointed by the Senior Patrol Leader with Scoutmaster approval.

**RESPONSIBLE TO:** Senior Patrol Leader, Troop Guide(s), Assistant Scoutmaster(s) for New Scout Patrol(s).

### **SPECIFIC DUTIES:**

- Help the Troop Guide(s) and Assistant Scoutmaster(s) for New Scout Patrol(s) plan and conduct quality meetings, campouts and activities.
- Teach specific Scout skills as required.
- Provide leadership, guidance, and assistance to the Troop as required.
- Set a positive example for all other Scouts by following the Scout Oath, Law, Motto, and proudly wearing the correct uniform to all Troop meetings and activities.

### **GUIDELINES:**

- You must be able to enjoy working with younger boys.
- Be patient try to remember what it was like when you were a brand new Scout and how hard it was to remember how to tie new knots, remember first aid, etc.
- Know your stuff. The worst thing you can do when teaching is act like you know something when you really don't. These new Scouts are smarter than you think, they'll know when you're faking.
- Be Prepared!

### **RESOURCES:**

- Boy Scout Handbook
- Junior Leader Handbook
- Boy Scout Fieldbook

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- Various Merit Badge books (Pioneering, First Aid, Camping, Cooking, Hiking, and Backpacking to name a few. All available in the Troop Library.)
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***At the end of your tenure in this position:***

1. Make sure you read the *Lessons Learned Feedback Sheet* contained in this book and provide the Scoutmaster any comments you may have at least 2 weeks before the new elections.
2. Plan to spend some time during the next Troop meeting with the Scout who was appointed to replace you. We want you to review with him what you did during your tenure and what worked, didn't work, and could have been done better. Give him a good turnover to make sure there's a smooth transfer of duties from you to him.

## Junior Assistant Scoutmaster (JASM) Job Description



**INTRODUCTION:** When you accepted the position of Junior Assistant Scoutmaster, you agreed to provide **service and leadership** in Troop 216. This responsibility should be fun and rewarding. This guide provides some of the things you are expected to do while serving as a JASM. You must be at least 16 years old, but not yet 18 to serve in this position. On your 18th birthday, you are eligible to become an Assistant Scoutmaster. The JASM is appointed by the Scoutmaster.

**RESPONSIBLE TO:** Scoutmaster and Troop Committee.

### **SPECIFIC DUTIES:**

- Function as an Assistant Scoutmaster (except for leadership responsibilities reserved for adults 18 and 21 years of age and older). Remember that as an "almost adult" you are expected to act responsibly.
- Accomplish any duties assigned by the Scoutmaster. These may include: supervise and help the support staff of the Troop (Scribe, Quartermaster, Librarian, Troop Historian, Instructors, Guides, Chaplain Aides, etc.). Work with Cub Scout and Webelos Den Chiefs to train and help them do their jobs better. You may also be asked to do a special job once in a while.
- Set a positive example for all other Scouts by following the Scout Oath, Law, Motto, and proudly wearing the correct uniform to all meetings and activities.

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### ***At the end of your tenure in this position:***

1. Make sure you read the *Lessons Learned Feedback Sheet* contained in this book and provide the Scoutmaster any comments you may have at least 2 weeks before the new elections.
2. Plan to spend some time during the next Troop meeting with the Scout who was appointed to replace you. We want you to review with him what you did during your tenure and what worked, didn't work, and could have been done better. Give him a good turnover to make sure there's a smooth transfer of duties from you to him.

## Librarian Job Description



**INTRODUCTION:** Upon accepting the position of Troop Librarian, you have agreed to provide a **service** to your Troop. The responsibility should be fun and rewarding. This job description will provide you with some of the things which we hold you responsible for, while serving in this position. The Librarian is appointed by the Senior Patrol Leader with the approval of the Scoutmaster. If you have any questions, difficulties or suggestions, bring them to the attention of the Assistant Senior Patrol Leader, Scoutmaster or another adult leader.

**RESPONSIBLE TO:** The Assistant Senior Patrol Leader

### GENERAL DUTIES:

- Establish and maintain a Troop library.
- Keep records on literature owned by the Troop.
- Add new or replace items needed.
- Have library information available for checking out at Troop meetings.
- Keep a system to check literature in and out.
- Follow up on late returns.
- Set a positive example for all other Scouts by following the Scout Oath, Law, Motto, and proudly wearing the correct uniform to all meetings and activities.

### SPECIFIC DUTIES:

- The Troop library is maintained together in a large wooden box, and kept at the Troop meeting place. Every piece of literature in the Troop library should be labeled with black marker "Troop 216", or use the "Property of BSA Troop 216" rubber stamp.
- Every piece of literature needs to be catalogued if it has not already been done. To make sure all Troop literature is catalogued, you, as the Librarian, should contact all Scouts and ask to see what Troop literature they have checked out at the present time.

### *Weekly:*

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- Be available to check in/out materials during allotted time of the Troop meeting. This is your Troop job.
- Using the check out card method, you, as the Librarian, should be able to locate any piece of Troop library information at any time. Using the Library Checkout/Checkin Sheets also will back up the check out card system. Every time a Scout or adult checks out literature from the library, do the following:
  1. List the literature being checked out, the date, and the Scout's name on your Checkout/Checkin Sheet.
  2. Be sure to file the check out card in the box.
- When the Scout returns said material, do the following:
  1. Mark the date returned on your Checkout/Checkin Sheet and on the check out card.
  2. Place the check out card back in the literature and refile in the library.
- By keeping the Checkout/Checkin Sheet, you can easily glance through to see if any Scout is delinquent in returning borrowed literature. This will make it easier to keep tabs on checked out materials.

### ***Monthly:***

- Encourage Scouts to return any literature they have with which they are finished. A 4 week check out time should be sufficient. At that time if a Scout needs additional time he should bring the literature in and recheck it out again. This is to assist in keeping current check out logs and the library intact.
- Each piece of literature in the Troop library is to have a "Check out card". In the piece of literature, it will be kept in a pocket holder inside the cover. When the literature is "checked out", the "Check out card" will be maintained in a file box specifically for checked out literature. Thus the librarian should be able to locate any piece of literature of the Troop library at any time.
- When new literature is added to the library it must be catalogued and check out card and pocket holders put in each piece of new literature. If this new literature has been donated to the Troop, be sure to thank the giver/givers on behalf of the Troop. If materials have been donated by someone or some organization be sure that a written Thank You is sent on behalf of the Troop.
- When literature has been damaged, bring it to the attention of the Troop leaders. It can then be determined if such items can be repaired or if the items need to be replaced. If a Scout is responsible for the damage he should be held accountable for the replacement of the damaged materials.

### ***Once during your term:***

- Conduct a complete inventory of the Troop Library using the Library Inventory sheets or similar.

- Report this inventory to the ASPL, Scoutmaster, and Troop Committee for possible purchases of new items.

**RESOURCES:**

As a Troop junior leader, there are many resources available to you to help you do your job. These resources include people such as your Scoutmaster, Assistant Scoutmasters, Troop Committee members and fellow Troop junior leaders.

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***At the end of your tenure in this position:***

1. Make sure you read the *Lessons Learned Feedback Sheet* contained in this book and provide the Scoutmaster any comments you may have at least 2 weeks before the new elections.
2. Plan to spend some time during the next Troop meeting with the Scout who was appointed to replace you. We want you to review with him what you did during your tenure and what worked, didn't work, and could have been done better. Give him a good turnover to make sure there's a smooth transfer of duties from you to him.

## Order of the Arrow Troop Representative Job Description



**INTRODUCTION:** When you accepted the position of Order of the Arrow Troop Representative, you agreed to provide **service and leadership** in Troop 216 and Kishkakon Lodge. This responsibility should be fun and rewarding. This guide provides some of the things you are expected to do while serving in this position.

The Order of the Arrow Troop Representative is a youth liaison serving between the local OA lodge or chapter and his Troop. In his Troop, he will serve as a communication and programmatic link to and from Arrowmen, adult leaders and Scouts who are not presently members of the Order. He will do this in a fashion that strengthens the mission of the lodge, purpose of the Order and the mission of the Boy Scouts of America. By setting a good example, he will enhance the image of the Order as a service arm to his Troop.

The OA Troop Representative is appointed by the Senior Patrol Leader with Scoutmaster approval, and will be a member of the Patrol Leaders' Council and attend lodge and chapter meetings.

The OA Representative should have an adult as his Adviser. This adult needs to be 21 years of age or older, a dues-paid member of the Order of the Arrow, and be appointed by the Scoutmaster.

### **QUALIFICATIONS:**

- Under 18 years old
- Appointed by SPL with SM approval
- OA Member in good standing

**RESPONSIBLE TO:** Assistant Senior Patrol Leader and adult Troop OA Adviser

### **SPECIFIC DUTIES:**

- Serves as a communication link between the lodge or chapter and the Troop.
- Encourages year round and resident camping in the Troop.
- Encourages older Scout participation in high adventure programs.

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- Encourages Scouts to actively participate in community service projects.
- Assists with leadership skills training in the Troop.
- Encourages Arrowmen to assume leadership positions in the Troop.
- Encourages Arrowmen in the Troop to be active participants in the lodge and/or chapter activities and to seal their membership in the Order by becoming Brotherhood members.
- Attends the monthly Chapter meetings to learn of Chapter, Lodge and other OA activities.
- Attends the monthly PLC meetings to apprise the Troop leadership of the above activities and to make sure they are included on monthly and yearly calendars.
- If holding this position during the period Troop 216 attends summer camp:
  - ◆ Participate in, and represent the Troop at, all OA meetings during the week.
  - ◆ Participate in, and represent the Troop at, the OA Call-out Ceremony.
- Set a positive example for all other Scouts and show Scout Spirit by following the Scout Oath, Law, Motto, and OA Obligation, and proudly wearing the correct uniform to all meetings and activities.

### RESOURCES:

#### BSA Program

- Boy Scout Handbook
- Scout Fieldbook
- Junior Leader Handbook
- Junior Leader Training Conference Staff Guide
- Scoutmaster Fundamentals, for training advisers
- Boys' Life
- Scouting Magazine
- Troop Program Features
- World Wide Web
- Merit Badge Books
- Passport to High Adventure

#### OA Program

- Order of the Arrow Handbook
- Guide for Officers and Advisers
- Field Operations Guide
- Newsletters (National Bulletin; Region, Lodge, Section, and Chapter newsletters)
- Lodge Planbooks
- Lodge Leadership Development syllabus
- People
- Membership rosters with name, address, phone, and E-MAIL
- National OA Web Site ([www.oe-bsa.org](http://www.oe-bsa.org))

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### ***At the end of your tenure in this position:***

1. Make sure you read the *Lessons Learned Feedback Sheet* contained in this book and provide the Scoutmaster any comments you may have at least 2 weeks before the new elections.

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2. Plan to spend some time during the next Troop meeting with the Scout who was appointed to replace you. We want you to review with him what you did during your tenure and what worked, didn't work, and could have been done better. Give him a good turnover to make sure there's a smooth transfer of duties from you to him.

## Quartermaster (QM) Job Description



**INTRODUCTION:** Upon accepting the position of Troop Quartermaster, you have agreed to provide a **service** to your Troop. The responsibility should be fun and rewarding. This job description will provide you with some of the things for which you are responsible while serving in this position. The QM is appointed by the Senior Patrol Leader with the approval of the Scoutmaster. If you have any questions, difficulties or suggestions, bring them to the attention of the Assistant Senior Patrol Leader or an adult leader.

**RESPONSIBLE TO:** The Assistant Senior Patrol Leader (ASPL) and the adult Quartermaster.

### GENERAL DUTIES:

- Ensure all Troop equipment is in serviceable shape and properly stored.
- Maintain a complete list of Troop equipment.
- Maintain a check-out and check-in list for all equipment.
- Update equipment list with notes as to loss, damage, repairs done, additions, and possible equipment to be added.
- Set a positive example for all other Scouts by following the Scout Oath, Law, Motto, and proudly wearing the correct uniform to all meetings and activities.

### SPECIFIC DUTIES:

#### *Twice a year:*

1. With the adult QM, schedule an inventory of all Troop equipment.
2. Give a description and condition of each item.
3. Make list of items that need to be repaired or replaced for presentation to the Troop Committee.
4. Make sure all equipment is clean and dry before storage.

#### *Monday before campouts:*

If you are not attending the campout, get with the ASPL to make sure he takes care of, or has someone take care of, your duties. Make sure you instruct that Scout on the things he will need to do.

***On campout departure date:***

1. Arrive on time, preferably 20 minutes early, to help load the trailer.
2. Upon arrival at the camping area, have each PL come to check out equipment that his Patrol needs. (Examples: tents, stakes, shelters, Dutch ovens, etc.)
3. Consult Scoutmaster and SPL about Troop equipment needed (propane, wash buckets, lanterns, stakes, rope, etc.).

***On campouts:***

- Take note of any damage found and separate those items so they can be repaired/replaced.
- Be sure to tell the Scouts that if the tents aren't dry when folded up, that they need to take them home to dry out and return at the next meeting.
- Be sure that Troop equipment is used and cared for properly. (Examples: no stepping on tents while setting up/taking down, zippers opened fully when entering/exiting tents, all items clean and dry before storing, etc.)

***At the end of each campout:***

1. Remind the PLs or acting PLs that they need to inventory their Patrol box before closing it for the last time.
2. Have each PL return his Patrol's equipment. Write the date each tent was returned on the tent checkout forms.
3. Be sure all returned items are stored properly for transportation. All cargo netting, tie-downs, and bungee cords need to be in place before closing up the trailer for the trip home.
4. Make sure that wet or dirty items are taken home by the scouts to be cleaned out, dried, and repacked. Make sure they know what needs to be done and how to do it, e.g. don't put tents or rain flies in the washer or dryer.
5. Remind Scouts that the equipment is to be returned no later than 2 Mondays after the campout.
6. Inform the adult QM and/or the Scoutmaster of damaged, destroyed or missing equipment.

***First and second Monday after campouts:***

1. During closing comments, remind Scouts of the equipment they need to

- return and date by which it must be returned.
2. When equipment is returned, inspect it to make sure it's clean, dry, and rolled/folded/packed correctly. Mark the date of return on the tent checkout forms.
  3. If returned equipment is not satisfactory, show the Scout what's wrong and send it back with the Scout to be corrected. Report any problems to the ASPL, adult QM, or SM.
  4. Make sure the returned equipment is returned to the trailer and stored properly.
  5. When all equipment is returned, hand over campout equipment checklist to the adult QM or the SM.
- 

***At the end of your tenure in this position:***

1. Make sure you read the *Lessons Learned Feedback Sheet* contained in this book and provide the Scoutmaster any comments you may have at least 2 weeks before the new Quartermaster take over.
2. Plan to spend some time during the next Troop meeting with the Scout who was appointed to replace you. We want you to review with him what you did during your tenure and what worked, didn't work, and could have been done better. Give him a good turnover to make sure there's a smooth transfer of duties from you to him.

## Scribe Job Description



**INTRODUCTION:** When you accepted this position, you agreed to provide **service** in Troop 216. This responsibility should be fun and rewarding. This guide provides some of the things you are expected to do while serving as Scribe. As Scribe, you are the record keeper of the Troop and there are more responsibilities than you might think. The Scribe is appointed by the Senior Patrol Leader with approval of the Scoutmaster.

**RESPONSIBLE TO:** Assistant Senior Patrol Leader (ASPL) and Troop Committee Treasurer.

**SPECIFIC DUTIES:** (Note: these duties may be split between two Scribes. If so, you will be advised which of these duties you are responsible for.)

- Attend and keep a log (record) of Patrol Leaders Council (PLC) meetings.
  1. Make a monthly planning outline before the PLC. Bring it with you to the meeting.
  2. Record all needed information on this outline.
  3. Ensure the upcoming month's schedule is typed up, copies are made for each Scout, Committee chairman, Committee members, SM, Assistant SM, and a few spare copies. Ensure all these copies are passed out during the last meeting of the month.
  4. If you cannot attend the PLC, make sure the SPL gets the planning outline before the meeting and returns it to you after the PLC.
- Record dues payments. This entails a number of things:
  1. At Troop meetings, hand out dues envelopes to Patrol Leaders (PLs) to be filled out correctly (attendance and dues recorded in the right places).
  2. When dues envelopes are returned to you, check that the attendance is correct, and that the amount of money in the envelope matches the amount of dues written down.
  3. Once all of the envelopes are checked, put the money in a separate envelope, write the total amount on it and turn it in to the Troop Treasurer. If the Treasurer is not at the meeting, give the envelope to the Scoutmaster.
  4. There is a cash box in one of the filing cabinets, put the dues envelopes in the box, and return the box to the cabinet.

**DO NOT TAKE THE ENVELOPES HOME WITH YOU!**

5. At the last meeting of each month, you must fill out new envelopes for the next month's meetings (you may want to work with the Treasurer or Scoutmaster on this). These steps must be performed:
    1. For each Scout add up the amount of dues he paid during the last month.
    2. Subtract from that number the amount of dues he should have paid in that month (number of weeks times the amount of dues per week).
    3. To that number you will either add or subtract the number in the second column of the past month's envelope. Add if the number is positive (the Scout was ahead in dues), subtract if the number is negative (the Scout was behind in dues).
    4. The number you get in "3" is the number you write in the second column of the new envelope. Remember to keep the + and - signs as you calculated them.
    5. When you are done with all of the envelopes, put the new ones in the cash box and the old ones in the bottom drawer of the brown cabinet.
  - Keep the Scribe Record Book up to date and in good order. Periodically the Scoutmaster will give you material to put in the book. You enter it in chronological (by calendar date) order. You may need to get a three hole punch to do this.
  - Set a positive example for all other Scouts by following the Scout Oath, Law, Motto, and proudly wearing the correct uniform to all meetings and activities.
- 

***At the end of your tenure in this position:***

1. Make sure you read the *Lessons Learned Feedback Sheet* contained in this book and provide the Scoutmaster any comments you may have at least 2 weeks before the new elections.
2. Plan to spend some time during the next Troop meeting with the Scout who was appointed to replace you. We want you to review with him what you did during your tenure and what worked, didn't work, and could have been done better. Give him a good turnover to make sure there's a smooth transfer of duties from you to him.

## Venture President Job Description



**INTRODUCTION:** Upon accepting the position of Venture President you have agreed to provide a **service** to your Troop. This responsibility should be fun and rewarding. The duties of the Venture President are essentially the same as that of Patrol Leader with some additions. This job description will provide you with some of the things which we hold you responsible for, while serving in this position. Remember that how you do your job will greatly determine how well the Venture program functions. The Venture President is elected by the Venture Crew. If you have any questions, difficulties or suggestions, bring them to the attention of the Assistant Scoutmaster for the Venture Crew, the Scoutmaster or another adult leader.

**RESPONSIBLE TO:** Assistant Scoutmaster - Venture, and whoever is conducting the current program.

### **SPECIFIC DUTIES:**

(Note: If there is only one Venture Patrol, you will act as that Patrol's Patrol Leader with the added duties listed below. If there is more than one Venture Patrol, you will coordinate the activities of the Patrols, working through the PLs, using the following guidelines; you will not be a PL.

- With the Assistant Scoutmaster, plan, develop, and give leadership to an active program for your Crew, using Venture Activity pamphlets or other approved resources.
- Provide leadership to a selected Crew high-adventure activity.
- Represent the Crew at all Patrol Leaders Council meetings.
- Encourage Crew members to take part in **ALL** Troop Activities.
- Help the Assistant Scoutmaster locate and secure resources necessary for Crew activities.
- Develop Crew spirit.
- Work with Troop leaders (youth and adult) to make the Troop run well.
- Obtain instructors to teach specific skills to the New Scout Patrol(s) as required by the Troop Guide(s).
- Be responsible for making sure that all Venture Scouts abide by the Troop 216 Venture Group By-Laws.

## Committee Chairman Leadership Smart Book

- Set a positive example for all other Scouts by following the Scout Oath, Law, Motto, and proudly wearing the correct uniform to all meetings and activities.

The following guide for Patrol Leader will help you in doing all of the above duties.

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***At the end of your tenure in this position:***

1. Make sure you read the *Lessons Learned Feedback Sheet* contained in this book and provide the Scoutmaster any comments you may have at least 2 weeks before the new elections.
2. Plan to spend some time during the next Troop meeting with the Scout who was elected to replace you. We want you to review with him what you did during your tenure and what worked, didn't work, and could have been done better. Give him a good turnover to make sure there's a smooth transfer of duties from you to him.

# Lessons Learned

## Feedback Sheet

Position: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

The purpose of this sheet is to provide you a place to jot down any lessons that you learned while serving in this position. What we ask that you do is during the time that you are in the position, that you keep a record of things that worked, did not work, and any other comments that you may have that could help us improve this package for the next person.

You have assumed a great deal of responsibility by agreeing to perform these duties. A Scouting program can only be a success if we get effective feedback from our members on what works and what could be improved upon.

Please jot down any thoughts you may have and pass them to the Scoutmaster or other adult leader. Thank You.

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# Troop 216

## Scout Responsibilities

**INTRODUCTION:** In this section are a number of items that discuss what Troop 216 expects of a Scout in terms of his behavior, uniform and participation. These items provide a clear set of expectations for each Scout.

**RESPONSIBLE TO:** Each Scout is responsible to any, or all, of the following - his Patrol, Patrol Leader, Assistant Patrol Leader, Senior Patrol Leader, Assistant Senior Patrol Leader, other boy leaders, Assistant Scoutmasters, Scoutmaster, and all members of the Troop Committee.

**BEHAVIOR:** Every Scout is expected to behave appropriately at all Scout functions.

**GENERAL:** Behavior problems can be either discipline or attitude related. We try to handle most behavior problems within the Troop structure, but there are times when we will contact parents about a problem. These times may include incidents that we feel are too serious to deal with on a Troop level, or repeated occurrences of the same problem. At those times we will contact the Scout's parents to have them discuss the problem with us. On campouts or other non-meeting events the parents will be called and told to come and take their son home. At Troop meetings the Scout will be given a letter requesting that he not attend any more meetings unless he brings at least one of his parents to discuss the problem with the Scoutmaster. This letter will be followed up by a phone call to the parents. If the problem is deemed serious enough (a fight, for example), the parents will be called immediately to come and get their son. In the most extreme instances, actions will be taken to remove a Scout from Troop 216. The general rules of the Troop are the Scout Law and the Scout Oath. The Scout Oath is: "On my honor, I will do my best: to do my duty to God and my country, to obey the Scout Law, to help other people at all times, to keep myself physically strong, mentally awake, and morally straight." The Scout Law is: "A Scout is: Trustworthy, Loyal, Helpful, Friendly, Courteous, Kind, Obedient, Cheerful, Thrifty, Brave, Clean, and Reverent." (For full explanations of the parts of the Scout Oath and Law, see pages 45-54 in the *Boy Scout Handbook*.) Beyond that, we also have some behavior guidelines for both meetings and campouts.

**AT TROOP MEETINGS:** The leadership of Troop 216 tries to provide safe, fun, and educational Troop meetings every week. Every Scout is asked to observe the following for the good of all members:

1. Be on time: Troop meetings start promptly at 7:00 PM which means that you are in your patrol line, quiet, and ready to start at that

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time.

2. Participate in every activity offered to you. If you don't like an activity, you need to contact your Patrol Leader (PL) and let him know so your voice will be heard in the Patrol Leader Council (PLC).
3. Be attentive, which means pay attention to the Senior Patrol Leader (SPL), your Patrol Leader, program instructors, and adult leaders.
4. Be cooperative. If asked to do something (within reason), do it. If asked not to do something, don't do it.
5. Don't harass or hassle other Scouts, adult leaders, or instructors.
6. Unless you have specific permission, do not touch, use, or take anything that does not belong to you (other people's stuff).
7. Bring only Scout or meeting program related items with you to Troop meetings. Trading cards, toys, games, radios, and other non-Scout related items are not allowed and may be confiscated until the end of the meeting, if they pose a problem

We also must remember that we are guests in the church building and are only permitted in, and allowed to use, certain parts of it. Troop 216 is responsible for the building and any damage to that building and its contents while we are using it/them. All Scouts are expected to adhere to the following rules concerning the church building:

1. If you arrive when no adult leaders are present and the building happens to be unlocked, **DO NOT ENTER!**
2. At no time will you be allowed to go around the outside of the building.
3. No food or drinks are allowed, they will be taken from you and thrown away.
4. If you track mud/dirt into the building please let an adult leader know so that it is cleaned up.
5. Horseplay will not be tolerated.
6. After each meeting or event make sure to clean/straighten up the room(s) that we used, picking up all trash (ours or not ours) and putting furniture back in its place. No one is allowed to leave the room until the area is policed to the satisfaction of the Senior Patrol Leader and/or the adult leader in charge

**ON CAMPING EVENTS:** All of the above rules and guidelines apply on camping events with some changes and additions that are camping specific. These include:

1. Arrive on time. Help is always needed to load the equipment prior to our departure. Departure times are established in order for the troop to travel safely and arrive at the campsite in a reasonable amount of time. If you are unable to make the departure time please discuss your problem with the Scoutmaster. If we are loaded and ready to go and you are not there at the established time we will leave without you.

2. You *WILL* wear a seat belt at all times while traveling no matter what seat you are in.
3. No one is allowed to ride in the back of pickup trucks at any time, in any place, under any circumstances, whatsoever. (Is that clear enough?)
4. The driver of the vehicle you are riding in is the dictator of that vehicle. You are a guest in their vehicle and proper behavior is expected. Consumption of food or beverages in someone's vehicle is at the discretion of the driver, not the son of the driver. Please respect their wishes.
5. You *WILL* be in full uniform (see UNIFORM below) while traveling. If you don't have one on you will be asked to do so. If you don't have it with you, you will be asked to go home and get it. If you don't get back in time see #1. When we are coming home the same procedure applies.
6. You will do as you are told by your PL, SPL, other youth leaders, and all adult leaders.
7. Troop 216 uses the buddy system. A Scout is not allowed to wander around camp without a buddy. During most campouts your buddy is also your tent-mate. If you need to go somewhere and you don't have a buddy please see your Patrol Leader, Senior Patrol Leader or an adult leader. ***DO NOT GO ANYWHERE WITHOUT A BUDDY!***
8. Each Patrol has a duty roster for campouts. You will do your assigned duties promptly; not at the next meal, or the next day, but at the time that you are assigned. You will not do anything else until your duties are completed.
9. Along with #8, you will not get in the way of someone else doing their assigned duty. Therefore, if you are not a cook for a meal, stay out of the cooking area.
10. No cots in Troop tents.
11. ***NO FLAMES OF ANY KIND, IN ANY TENT, AT ANY TIME, IN ANY PLACE, UNDER ANY CIRCUMSTANCES, WHATSOEVER!!!!!!!***  
(Again, clear enough? Unless, of course, you have a death wish *and* pay the Troop for a replacement tent ahead of time, that is, ahead of your fiery, very gory, horrific, and extremely painful, death.....get it?) This includes matches, cigarette lighters, open candles, candle lanterns, gas lanterns, stoves of any kind, heaters, campfires, etc.
12. Quiet times are enforced, usually from 10:00 or 11:00 PM until 6:00 or 7:00 AM. Usually they are enforced by the Troop leadership, but when we are in state or federal parks the rangers may also enforce this. Quiet time means that you are in your tent, asleep. If you are not, you will be warned once, then sent home. The Troop cannot afford to be kicked out of a camping area because of one boy's foolishness.

13. A Scout's tent is his home on a campout. Just as you wouldn't go into someone's home without knocking or ringing the bell, you don't enter someone else's tent without their permission.

**UNIFORM:** All Scouts are expected to wear correct uniforms to all Troop and Patrol events. Correct uniforms, and guidelines for wearing them, are:

- "Class A": Consists of a Scout long or short-sleeved shirt with proper earned insignia (including Merit Badge sash/Order of the Arrow sash), Scout long or short pants or blue jeans/khaki pants or shorts. Optional items are: Scout-type belt, hat or socks. Neckerchief and slide may also be worn during appropriate events, check with the Scoutmaster or SPL if you are unsure if it is needed.
- "Class B": • Consists of the Troop activity t-shirt or any other Scout related t-shirt/sweatshirt (camp t-shirts, Council t-shirts, etc.) and Scout pants/shorts, blue jean pants/shorts or khaki pants/shorts.
- Scouts *must* wear the Class A uniform to all Courts of Honor, Boards of Review (see below), all Troop meetings between Labor Day and Memorial Day, while traveling to and from campouts and other events, and to all other events requiring it.
- Scouts must wear either the Class A or the Class B uniform to all Troop meetings between Memorial Day and Labor Day, and to all other Scouting events where the Class A uniform is not required.

**PARTICIPATION:** Each Scout should participate in as many Troop and Patrol functions as possible. This includes Troop meetings, Patrol meetings, campouts, hikes, civic events, money-making projects, and conservation & service projects. We realize that there are sometimes conflicts with other family, school, church, and sports events but it is to your advantage to be as active as you can be in Scouts. Make it a top priority instead of a secondary one. When you are at a Troop or Patrol event we ask that you be there not only in body, but in mind and spirit as well. We also ask that you do your best at all times to be a team player, thinking of what is best for your Patrol and Troop not just for you. There will be a cold, rainy morning on a campout (we guarantee it) where you are your Patrol's cook for breakfast. You won't even want to get out of bed, but no one will eat unless you do. This is where being a team player really counts, doing your part even when you don't feel like it. (When that morning comes - and it will - please remember to put a smile on your face ... no one likes a grumpy cook!)

Everyone likes the fun events - campouts, hikes, swimming, canoeing, high adventure, etc. - but you really show your stuff on the things that aren't as much fun - money-making projects, service projects and the like. But a Scout is Helpful, therefore EVERY Scout is expected to participate in money-making projects in equal amounts, since the benefits

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(new/replacement Troop equipment, badges and awards, and registration costs) are for all Scouts. You should also participate in service and conservation projects because we help others outside the Troop at those times. Every Scout should be faithful in paying dues since that money comes back to him in the form of better program. In addition any Scout who is not sufficiently active may not be registered for the following year unless he shows intent to become more active

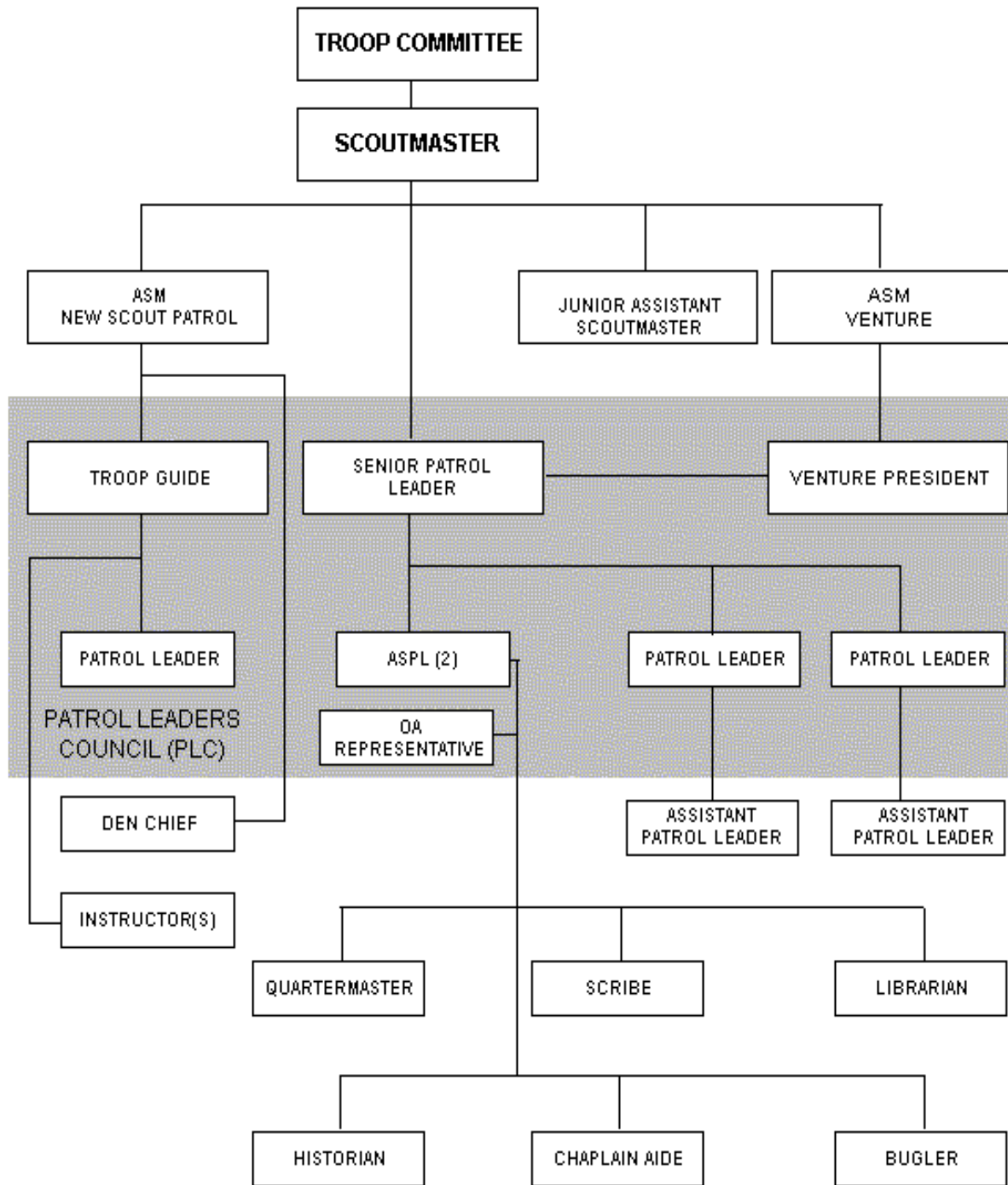
**SAFETY:** The safety of all Scouts in Troop 216 is of primary concern to the Troop leadership. Some safety items have already been mentioned, but there are a couple more: Non-folding sheath knives, fireworks, and martial arts weapons (throwing stars, butterfly knives, nun-chucks, etc.) will not be permitted at any Troop or Patrol functions. In addition, firearms and archery equipment are allowed only at those events specifically scheduled for the use of such items, and even then only under qualified adult supervision. For more information see the *Guide to Safe Scouting*.

**INFORMATION:** This section is for items that don't fit neatly into the categories already listed.

- **Scoutmaster Conferences:** To have a Scoutmaster Conference, a Scout must have completed all but the last two requirements for the rank he is working on. He must then make a request to the Scoutmaster. Conferences are generally conducted at Troop meetings, but may be held at any other Troop function when there is time.
- **Boards of Review:** Once a Scout has completed his Scoutmaster Conference he should contact the Advancement Coordinator, Mrs. Faerber, to schedule an Advancement Board of Review. Once a date has been determined the Scout is required to be in complete Class A uniform (including neckerchief and slide), have his Scout Handbook with him and have received sign off on the Scoutmaster Conference. Boards of Review may also be called by the Troop Committee or Advancement Coordinator for Scouts who are not advancing in rank.
- **Lost & Found:** A lost and found box will be available at the Troop meetings for items lost during Troop activities or meetings. Look there first for any item you may have lost. We will not search for people to match up the lost items. Any items left in the box for more than two months are subject to being thrown away, given away or used as Troop equipment.

(Revised: February, 2000)

# Troop 216 Organizational Chart



# Rosters

This is a place-holder for the actual rosters. Since they change frequently, they are not included here.

# Troop 216 Monthly Calendar

This is a place-holder for the actual calendar. Since it changes frequently, it is not included here.

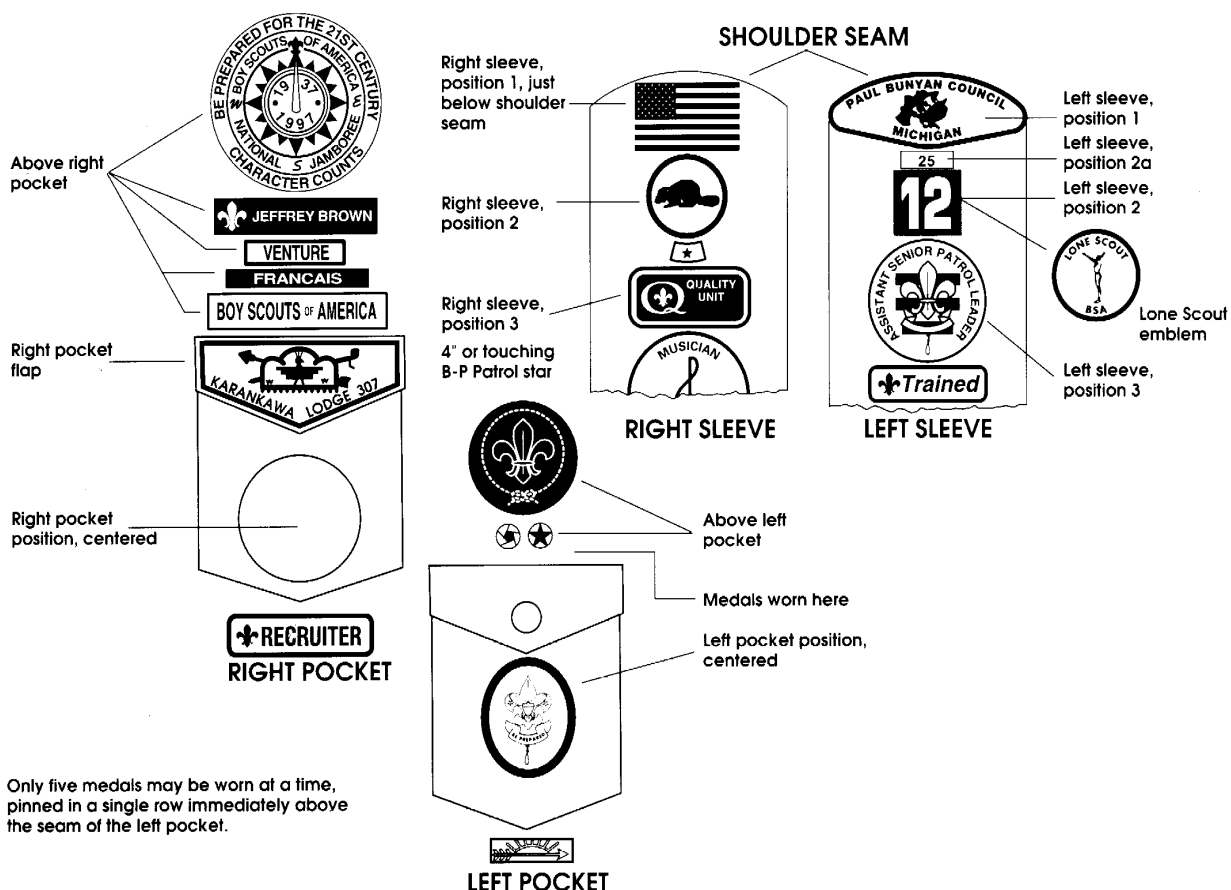
# Troop 216 Yearly Calendar

This is a place-holder for the actual calendar. Since it changes frequently, it is not included here.

# Troop 216 Meeting Plans

You will be given a printed form of the meeting plans each month. Those are to be placed here. Extra blank forms are included in a folder in the back of this book for you to take notes at the PLC.

# Scout Uniform Insignia Placement



**Merit Badge Sash.** If worn, Merit Badges are attached to front (and back, if needed) of sash. Venture/Varsity letter is attached at bottom front corner. Temporary insignia may be worn on back.

**Shoulder Epaulets.** Red Scouler loops identify Boy Scouting (all members of a Troop).

**Left Sleeve.** Council patches, unit numerals, and badge of office are worn as shown snug up, and touching each other. Badge of office is centered below and touches unit numerals. The veteran unit bar (25, 50, 55, 60, 65, 70, 75, or 80 years) is positioned above and touching unit numerals and, in turn, touching council patch. Den Chief cord is worn over the left shoulder and under epaulet.

**Left Pocket.** Service stars above the pocket. If a medal or embroidered knot for youth members is worn, service stars are raised. Embroidered square knots are worn centered above the pocket in rows of three. Medals are pinned centered immediately above the pocket (extending over knots if both are worn). The wearing sequence for knots or medals is at the

wearer's discretion and lead color is to the wearer's right. Badges of rank are worn centered on the pocket above the Arrow of Light Award. Flap buttoned. The World Crest is worn 3 inches below the left shoulder seam and centered over the pocket.

**Right Sleeve.** U.S. Flag. Only the most recently earned Quality Unit Award may be worn below Patrol emblem or below Baden-Powell Patrol Star. Musician badge, if in band or drum corps, is worn 1/2 inch below Patrol emblem. Up to six Merit Badges may be worn on the long-sleeve shirt in two columns of three starting 3 inches above the bottom edge of the cuff.

**Right Pocket.** Jamboree insignia (only one) worn above BSA or Interpreter Strip. Order of the Arrow lodge insignia worn on pocket flap. Temporary insignia worn centered on the pocket. Flap buttoned. Nameplate is centered above the BSA strip or Interpreter Strip, if worn. The Varsity or Venture strip is worn above the BSA strip or above the Interpreter Strip.

**Neckerchief.** If worn (optional in Troop 216), the neckerchief should be folded in several flat folds to about 6 inches from the tip of the neckerchief. A tight fold prevents gathering around the neck and is more efficient than rolling or twirling. Insignia at back should be right side up and centered. Draw neckerchief slide over ends and adjust to fit snugly. Shirt collar should be unbuttoned and neckerchief worn under the collar.

# Troop 216 Honor Patrol Program

## AKA "Bead" Program

Beads will be awarded to Patrols for participation in weekly Troop meetings, Troop campouts and Troop service projects. Beads will be kept by the Quartermaster and displayed at each Troop meeting. The Patrol with the most beads at the end of each program period (about 6 months) will be the Honor Patrol and will be allowed to pick a special reward/award for their Patrol.

### Bead Awards:

- **Troop meetings**
  - all Patrol members in full uniform - 1 bead
  - all Patrol members have their Scout Handbook - 1 bead
  - Patrol has its symbol (flag, banner) - 1 bead
- **Patrol Leaders Council**
  - Patrol Leader or his representative participates - 5 beads
- **Troop Campouts**
  - Patrol members arrive on time (5:45-arrive, 6:00-assemble, 6:15-leave) - 2 beads
  - at least 2/3 of the Patrol members participate - 2 beads
  - Patrol camp set up as Patrol - 2 beads
  - Patrol camp passes inspection (anytime during campout) - 2 beads
  - Patrol duty roster complete and displayed - 1 bead
  - all Patrol members in Class A uniform coming and going - 1 bead
  - all Patrol members have their Scout Handbook - 1 bead
  - Patrol has its symbol (flag, banner) - 1 bead
- **Troop Service Projects**
  - at least 1/2 of the Patrol members participate - 12 beads

**Possible Awards** - you can come up with your own idea within reason and with the Scoutmaster's approval.

- adults cook Saturday night dinner at a campout
- pizza party at a Patrol meeting
- ice cream party
- night at the movies
- video arcade game night
- roller/ice rink night
- a trip up the Arch
- St. Louis Transportation Museum
- a night at the Looking Glass or SWIC theater
- LaserRock
- Omnimax at the St. Louis Science Center

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- putt-putt golf
- St. Louis City Museum
- Cardinal Hall of Fame
- St. Louis Toy Museum
- bowling night
- minor league sporting event
- White Castle party

# Baden-Powell Patrol Award Application



Patrol Name \_\_\_\_\_

Patrol Leader \_\_\_\_\_

Starting Date \_\_\_\_\_

Ending Date \_\_\_\_\_

Requirement	Month 1	Month 2	Month 3	Complete
<b>1. Spirit</b>				
a. Have a Patrol flag and rally around it.				
b. Put your Patrol design on equipment.				
c. Use your yell or cheer and Patrol call.				
d. Keep Patrol records up to date for 3 months.				
<b>2. Patrol meetings</b> Hold two Patrol meetings each month for 3 months.	Meeting #1 _____	Meeting #1 _____	Meeting #1 _____	
	Meeting #2 _____	Meeting #2 _____	Meeting #2 _____	
<b>3. Hikes, outdoor activities, and other events</b> Take part in one of these within 3 months.	Event: _____ Date(s): _____			
<b>4. Good Turns or service projects</b> Do two Patrol Leaders' Council-approved Good Turns or service projects within 3 months.	Project #1: _____			
	Date(s): _____			
	Project #2: _____			
	Date(s): _____			
<b>5. Advancement</b> Help two Patrol members advance one rank during 3 months.	Scout's name: _____ Rank: _____			

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	Scout's name: _____			
	Rank: _____			
<b>6. Uniform</b> Wear the uniform correctly at all Scout events (at least six Scouts)				
<b>7. Patrol Leaders' Council</b> Represent the Patrol during three Patrol Leaders' Council meetings within 3 months.				

**Notes to Patrol Leader:**

- Make sure you have the above requirements signed off as they are completed by the Senior Patrol Leader, Scoutmaster, or an Assistant Scoutmaster.
- Upon completion of all requirements, submit this application to the Scoutmaster.

# First Year Scout Training Program

Patrol: \_\_\_\_\_

Assistant Scoutmaster: \_\_\_\_\_

Troop Guide: \_\_\_\_\_

## Orientation/Organization

Requirement/Activity/Skill		Activities	Supplies
Patrol Method (pages 16-23)	Week 1	discuss Patrol Method	
Patrol Name, emblem		discuss potential Patrol names	Insignia Guide book
what is a PL, APL?		discuss PL, APL jobs	PL, APL job descriptions
		discuss weekly dues, uniform and book inspection	dues envelopes to show
Baden-Powell Award		discuss Baden-Powell award requirements	B-P award requirement sheet
Troop 216 Honor Patrol program		discuss bead/Honor Patrol program	SM
&nbsp;	Week 2	elections for PL, APL	
		PL - dues envelope and book/uniform inspections	dues envelope
		PL - lead discussion on Patrol meeting time/place	
Patrol name, flag, yell		PL - leads discussion on Patrol name, flag, emblem, and yell. Who makes flag? All - record Patrol info on page 56	
		Guide/PL - introduce new Patrol at end of Troop meeting	
Troop Organization (pages 24-27)	Week 3	discuss Troop hierarchy	Troop flowchart
Know the Troop positions: SM, ASM, SPL, ASPL, QM, Scribe,		discuss troop positions	Troop job descriptions

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Librarian, Historian, Chaplain Aide, Troop Guide, Den Chief, Bugler			
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## Requirements for Scout

Pages 1-14

Requirement/Activity/Skill		Activities	Supplies
Application & health history	Week 4	fill out and take home to complete: Application & health history	
Pledge of Allegiance		start discussion of Pledge of Allegiance (all read book during week)	
Scout sign, salute, handshake	Week 5	Review Pledge of Allegiance review sign, salute, handshake	
KNOT SKILL: Tie a square knot		practice square knot, discuss when it is used	ropes
	Week 6	square knot activity (fun)	ropes of various lengths
Understand the Oath, Law, Motto, Slogan, and Outdoor Code		discuss the Oath - what it means	
	Week 7	review the Oath discuss the Law, Motto, Slogan	
	Week 8	Scouts recite Law - each Scout describes what one word means Scouts recite Oath - describe its meaning Scouts recite the Motto and Slogan	
	Week 9	discuss the Outdoor Code	
Describe the Scout Badge		discuss the parts of the Scout Badge	Large picture of First Class Badge
	Week 10	review Outdoor Code - how it is used when camping/hiking review the parts of the Scout Badge	
complete the pamphlet exercises		assign pamphlet exercises to do at home w/parent(s)	
Scoutmaster Conference			

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	Week 11	prepare for, and complete, SM Conferences	
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## Requirements for Tenderfoot

Requirement/Activity/Skill			Activities	Supplies
<b>INTERRUPT THE PROGRAM FOR THE FOLLOWING 2 WEEKS WHEN NEEDED:</b>				
	first campout record (page 31)	2 weeks before first campout		
1	CAMPING/HIKING SKILLS: dressed properly, proper gear, how to pack (p. 31)		example of Scout NOT prepared to camp	Guide or Instructor dresses & packs poorly
			discuss camping permission slip and fees	permission form
1, 3		1 week before first campout	discuss and assist in meal planning	meal plan form
	why it is important for each Patrol member to assist in meal preparation/cleanup		discuss and complete duty roster	duty roster
<b>INTERRUPT THE PROGRAM FOR THE FOLLOWING 2 WEEKS WHEN NEEDED:</b>				
2	CAMPING SKILLS: camp in a pitched tent (p. 31)		during a campout	
3	COOKING SKILLS: assist in cooking (p. 31)		during a campout	
4a	KNOT SKILLS: whip & fuse rope ends (p. 34)	Week 12	whip & fuse ropes	rope, matches and/or lighter(s), string
4b	KNOT SKILLS: two half-hitches, taut-line hitch (pp.35-37)		learn knot tying	ropes
4b	KNOT SKILLS: use of two half-hitches, taut-line hitch	Week 13 or on campout	pitch a tent using the knots	Voyager tents, ropes, stakes
5	HIKING SKILLS: rules for safe hiking and if lost (pp. 38-41)		during a campout	
6	CITIZENSHIP SKILLS: The flag: raise, lower, display, fold (pp. 42-44)		during a campout	
7	Explain: Scout Oath, Law, Motto, Slogan (pp. 45-55)		retest at intervals during	

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			weeks above	
8	Patrol: give yell, name, describe flag (p. 56)		retest at intervals during weeks above	
9	Explain buddy system (p. 57)		during a campout	
10	Fitness test (pp. 57-58)	Week 14	do exercises, record results (retest in 30 days)	

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11	CAMPING/HIKING SKILLS: identify poisonous plants, how to treat exposure (p. 59/318)		during a campout	
12a	FIRST AID SKILLS: demonstrate Heimlich maneuver, when used (pp. 296-7)	Week 15-16	first aid training	
12b	FIRST AID SKILLS: cuts, blisters, 1 <sup>st</sup> degree burns, bites, nosebleed, frostbite, sunburn (pp. 304, 306-308, 310-313, 324)			
13	Scoutmaster Conference	Week 17+/-	Prepare for, and complete, SM Conferences	
14	Board of Review	Week 18+/-	to be done on the last meeting of month	

## Second Class Requirements

**Note to ASM/Guide/Instructors:** due to summer camp program(s), many of the following 2<sup>nd</sup> Class and/or 1<sup>st</sup> Class requirements may be taken care of. You will notice that the week numbers are no longer specified to allow you to adjust the program accordingly. You may want to take several meetings to review the requirements covered at camp for retention purposes.

Requirement/Activity/Skill			Activities	Supplies
1a	HIKING SKILLS: how compass works, orient a map, read map symbols (pp. 66-72)	Week X	during a campout	compasses, map of area
1b	HIKING SKILLS: 5-mile hike w/map & compass (pp. 73-74)		during a campout	compasses, map of area (pref. topo)
2a	ACTIVITIES: 5 troop/patrol activities, 2 campouts		campouts, other activities	record on p. 127
2b	CAMPING SKILLS: select Patrol site, sleep in pitched tent (p. 76)		during a campout	
2c	CAMPING SKILLS: knife/ax/saw use & sharpening, Totin' Chip (pp. 77-85)		during a campout	
2d	COOKING SKILLS: prepare tinder, kindling, and fuel (p. 86)		during a campout	
2e			during a campout	

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	COOKING SKILLS: use of fire & stove (p. 86)			
2f	COOKING SKILLS: light a cooking fire and stove (p. 86)		during a campout	
2g	COOKING SKILLS: open fire cook breakfast or lunch, select balanced foods (p. 86)		during a campout	
3	CITIZENSHIP SKILLS: participate in flag ceremony (p. 87)		do when opportunity arises	

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4	CITIZENSHIP SKILLS: 1 hour service project (p. 88)		Adopt-A-Highway, Postal Food Drive, etc.	
5	CAMPING SKILLS: identify evidence of 10 wild animals (p. 89-97)		during campouts	
6a	FIRST AID SKILLS: hurry cases: stopped breathing, bleeding, poisoning (pp. 293-302)	Week X,Y,Z	learn skills	triangular bandages
6b	FIRST AID SKILLS: personal first aid kit (p. 289)		Scouts bring kits to meeting	
6c	FIRST AID SKILLS: object in eye, rabid bite, puncture wound, 2 degree burn, shock, heat stuff, hyperventilation (pp. 303, 305-306, 312, 314, 319-321)	nd	simulated injuries	
7a, b,c	SWIMMING SKILLS: precautions, test, rescue methods (p. 98-107)		summer camp	
8	CITIZENSHIP SKILLS: drug, tobacco, alcohol awareness (p. 108)		D.A.R.E.	
9	Scout Spirit (p. 108)			
10	Scoutmaster Conference (p. 109)	Week X	Prepare for, and complete, Scoutmaster Conference	
9	Board of Review (p. 109)	Week X	Last meeting of the month	

**First Class Requirements**

Requirement/Activity/Skill			Activities	Supplies
1	HIKING SKILLS: day & night directions w/o compass (pp. 114-117)		during a campout	
2	HIKING SKILLS: orienteering course (pp. 118-125)		during a campout	
3	ACTIVITIES: 10 Troop/Patrol activities, 3 campouts (p. 127)		campouts, other activities	
4a, b,c	COOKING SKILLS: Patrol menu planning, food list & purchasing, select equipment to prepare (pp. 128, etc.)	Week X	campout planning	menu form
4d,e	COOKING SKILLS: safe food handling, serve as Patrol cook (pp. 128, etc.)		campout planning and during a campout	

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5	CITIZENSHIP SKILLS: discuss rights with a community leader (p. 130)		discuss with a leader	invite leader
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6	CAMPING/HIKING SKILLS: identify 10 native plants (pp. 131-137)		during a campout	
7a,b	KNOT SKILLS: discuss use of lashings; demonstrate timber hitch, clove hitch; lashing - square, shear, diagonal, tripod, round, floor (pp. 137-148)	Week X,Y,Z	practice and build w/lashings	ropes, poles
7c	KNOT SKILLS: make a camp gadget (pp. 137-148)		during a campout	ropes, poles
8a	KNOT SKILLS: bowline, sheet bend, & uses of each (pp. 148-150)	Week X	learn and use knots	ropes
8b	FIRST AID SKILLS: bandages for sprained ankle, and head/arm/collarbone injuries (pp. 309, 315-317)	Week X	simulate injuries	triangular bandages
8c	FIRST AID SKILLS: 2-man transport (pp. 326-329)	Week X	learn and use, simulate injuries	poles, blankets
8d	FIRST AID SKILLS: heart attack signs, CPR steps (pp. 294-298)	Week X	simulate symptoms, learn and use	dummies?
9a	SWIMMING SKILLS: safe float trip precautions (pp. 152-154)	Week X OR:	summer camp	
9b	SWIMMING SKILLS: BSA swimmer test (pp. 154-159)		summer camp	
9c,d	SWIMMING SKILLS: survival skills, rescues (pp. 160-163)	&nbsp;	summer camp/Swimming MB	ropes, buoys, etc.
10	Scout Spirit (p. 164)	&nbsp;	&nbsp;	
11	Scoutmaster Conference (p. 165)	Week X	prepare for, and complete SM Conference	
12	Board of Review (p. 165)	Week X	last meeting of the month	

**Guidelines**

Remember the following while working through the requirements:

1. **The Scouts have fun**
2. The Scouts learn
3. The Scouts advance (preferably through First Class)

Your ultimate goal is two-fold:

- The new Scouts are retained in the Troop for their first year.
- The new Scouts advance to First Class within their first year.

Studies have proven that Scouts who advance to First Class and stay in

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Ideally, all three of the above should occur simultaneously. If a choice must be made, **fun comes first!** Fun is what keeps them coming back. And when they come back they will learn and advance. Never, ever, pick the last 2 over the first.

Scouting for at least their first year tend to stay for several more years. Your role in this is crucial the future of the Troop is at stake!

# Sample Troop Forms and Lists

Following are sample forms that are included in various books. Printable versions are found in the *Extra Forms* book.

## Troop 216 Camping/Activity Permission Form

Troop 216 will be going camping on \_\_\_\_\_ at \_\_\_\_\_ located near \_\_\_\_\_ approximately \_\_\_\_\_ miles from Glen Carbon.

We will meet at \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_.

We will return to \_\_\_\_\_ at about \_\_\_\_\_ on \_\_\_\_\_.

CAMPOUT FEES			
Item	Cost per Scout	Cost per Adult	\$1.00 of each participant's Camping Fee goes into an equipment fund for the purchase/repair of Troop and Patrol camping equipment. Payment must be in <b>CASH</b> only and must be submitted by _____ .
Food			
Camping Fee			
Total			

Local Glen Carbon contact is: \_\_\_\_\_, (\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_.

Emergency contact at event location is: \_\_\_\_\_, (\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_.

**ADDITIONAL REMARKS:**

- Please be sure to return the permission form below by \_\_\_\_\_.
- **Please observe expected weather conditions to be sure your son has appropriate clothing and sleeping gear. If unsure, check the Boy Scout Handbook or ask one of the leaders.**

Keep the top portion for your information and return the lower form with fees to your **Patrol Leader**.

### Permission Form

My son(s), \_\_\_\_\_ has/have my permission to attend the campout at \_\_\_\_\_ on \_\_\_\_\_.

I can also attend this event: yes no

If yes, please print your name: \_\_\_\_\_

I can provide transportation to this event if required: <input type="checkbox"/> yes <input type="checkbox"/> no	I can provide transportation from this event if required: <input type="checkbox"/> yes <input type="checkbox"/> no
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If you answered "yes" to either or both of the above, please fill out the following:

My **Driver's License** (NOT license plate!) #

is: \_\_\_\_\_ State: \_\_\_\_

The year, make, and model of my vehicle

is: \_\_\_\_\_

The number of seats in this vehicle with seatbelts (minus driver) is: \_\_\_\_\_

Parent's/Guardian's printed name: \_\_\_\_\_

Parent's/Guardian's signature: \_\_\_\_\_ Date:

\_\_\_\_\_

## Patrol Campout Attendance Report

Notes to Patrol Leader:

- Keep the top portion of this form for your records and use
- Return the bottom portion of the form to the Scoutmaster along with camping fees and permission forms

**Patrol:** \_\_\_\_\_

**Campout Date:** \_\_\_\_\_

**Patrol Leader:** \_\_\_\_\_

**Campout Place:** \_\_\_\_\_

Scout Name	Food Money	Camping Fee	Permission Form
<b>Totals</b>			

**Patrol:** \_\_\_\_\_

**Campout Date:** \_\_\_\_\_

**Patrol Leader:** \_\_\_\_\_

**Campout Place:** \_\_\_\_\_

Scout Name	Food Money	Camping Fee	Permission Form

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	<b>Totals</b>	
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## Campout Menu and Shopping List

PATROL: \_\_\_\_\_ CAMPOUT DATE: \_\_\_\_\_

	<i>MENU</i>	<i>GET FROM STORE</i>
<b>FRIDAY</b>		
<b>CRACKER BARREL:</b>	_____	_____
	_____	_____
	_____	_____
<b>SATURDAY</b>		
<b>BREAKFAST:</b>	_____	_____
	_____	_____
	_____	_____
	_____	_____
<b>LUNCH:</b>	_____	_____
	_____	_____
	_____	_____
<b>DINNER:</b>	_____	_____
	_____	_____
	_____	_____
	_____	_____
<b>SUNDAY</b>		
<b>BREAKFAST:</b>	_____	_____
	_____	_____
	_____	_____
	_____	_____

## Campout Duty Roster

**PATROL:** \_\_\_\_\_

**CAMPOUT DATE:** \_\_\_\_\_

	<i><b>FIRE &amp; WATER</b></i>	<i><b>COOK</b></i>	<i><b>CLEAN-UP</b></i>
<i><b>FRIDAY</b></i>			
CRACKER BARREL	_____	_____	_____
<i><b>SATURDAY</b></i>			
BREAKFAST	_____	_____	_____
LUNCH	_____	_____	_____
DINNER	_____	_____	_____
<i><b>SUNDAY</b></i>			
BREAKFAST	_____	_____	_____

## Patrol Box Food List and Inventory

FOOD LIST	HAVE	NEED
Pam Spray		
Sugar		
Hot Cocoa Mix		
Oil		
Kool Aid Mix		
Cake Mix		
Canned Fruit		
Instant Hot Cereal		
Ramen Soup		
Pudding Mix		
Ketchup		
Mustard		
<b>SPICE LIST</b>		
Salt		
Pepper		
Garlic Salt		
Oregano		
Cinnamon		
<b>MISCELLANEOUS</b>		
S.O.S. Pads		
Matches		
Paper Towels		
Toilet Paper		
Small Paper Plates		

## Patrol Box Inventory List

(Does not include food items)

<b>STANDARD EQUIPMENT</b>	<b>ON HAND</b>	<b>MISSING</b>	<b>NEED REPAIR</b>
<b>Trail Chef Kit</b>			
8 Qt Pot			
4 Qt Pot			
2 Qt Pot			
Coffee Pot			
Large Frypan			
Small Frypan			
2 Handles			
Small Lids			
Med Lids			
4 Plates			
4 Cups			
<b>Utensil Kit</b>			
Large Spoon			
Ladle			
Fork			
Spatula			
Large Knife			
Small Knife			
Hot Pot Tongs			
Peeler			
Cloth Cover			
Can Opener			







