



## **Scribe Leadership Smart Book**

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# 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 selected as Troop Scribe!

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 Scribe 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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# 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.
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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.

# 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

## Scribe Leadership Smart Book

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

(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

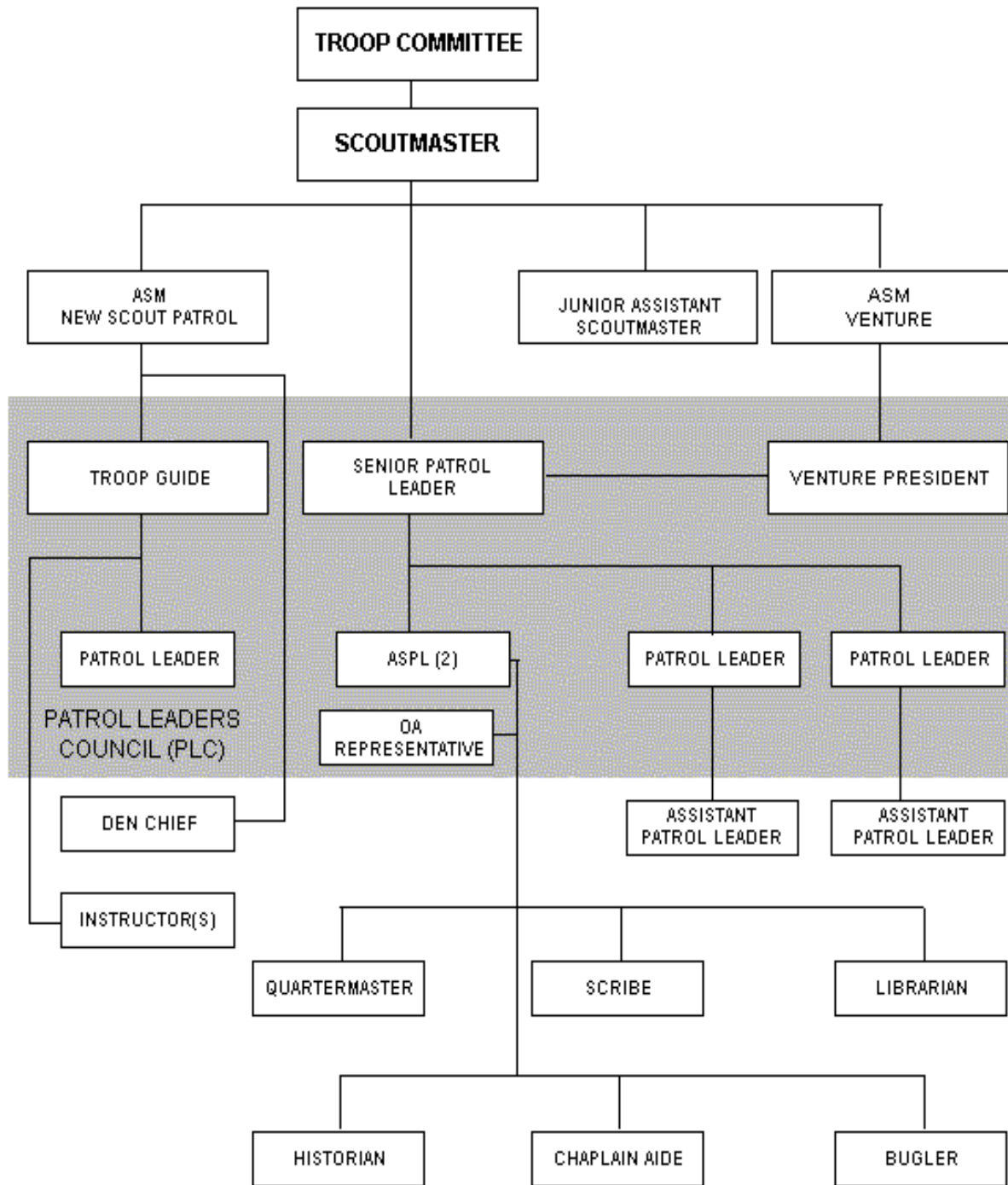
**SAFETY:** The safety of all Scouts in Troop 216 is of primary concern to the Troop leadership. Some safety items have already been mentioned, but there are a couple more: Non-folding sheath knives, fireworks, and martial arts weapons (throwing stars, butterfly knives, nun-chucks, etc.) will not be 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.

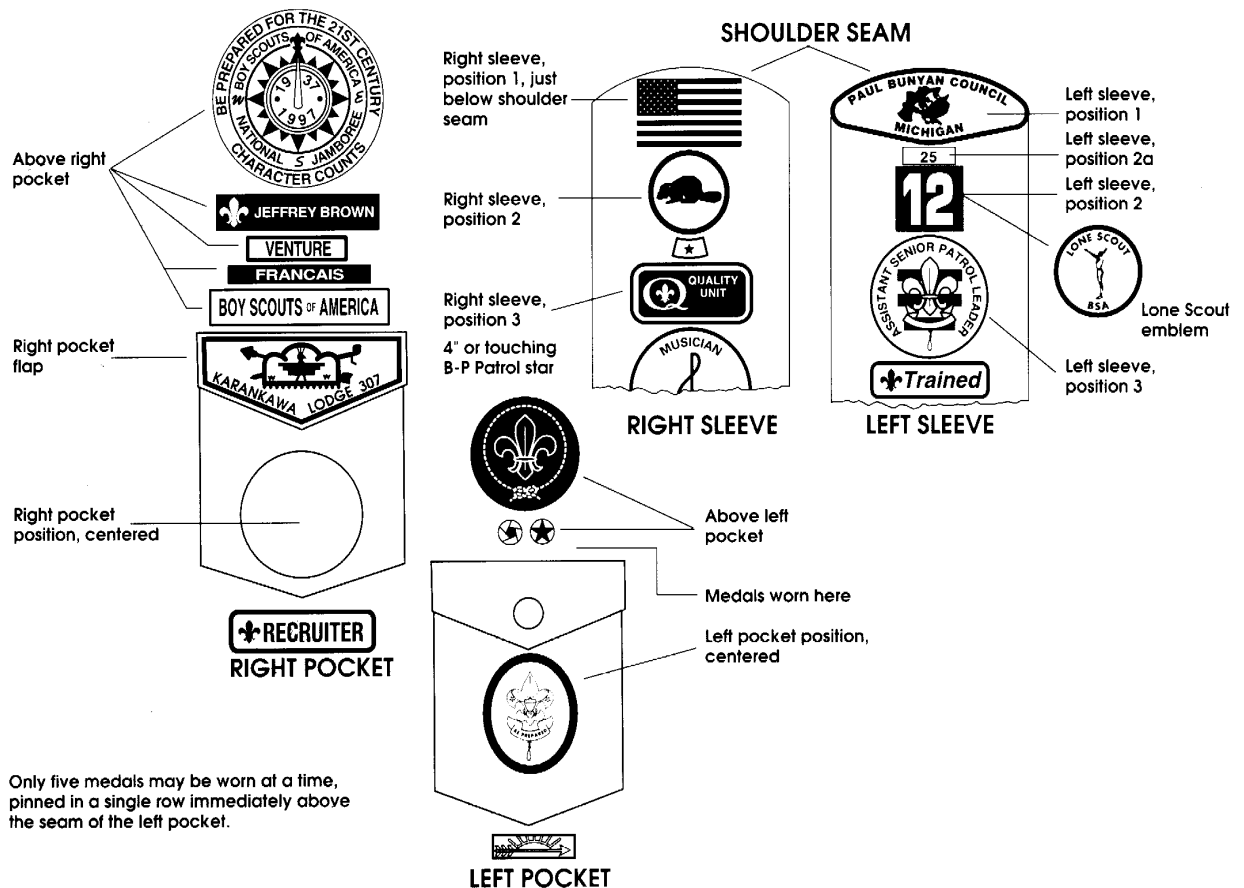
# Troop 216 Monthly Calendar

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.

# Scout Uniform Insignia Placement



Only five medals may be worn at a time, pinned in a single row immediately above the seam of the left pocket.

**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.