



Boy Scout Troop 5 – Bronxville, NY

Westchester – Putnam Council



<http://troop5.net>

Leading the way...



Troop 5 Patrol Leaders Council Handbook



Introduction

The purpose of this handbook is to provide the Troop's Leaders with an overview of the roles and responsibilities of the various leadership positions, and to provide some resources to help plan better troop meetings and camping trips.

Being a leader is more than an honor, it is a responsibility. Leadership can be a lot of fun and can prove to be one of the most memorable and rewarding aspects of Scouting. However, leadership is earned, it is not awarded. Very often the best leaders are not the most popular, but they are the most respected.

The Troop is a team and all members must learn to work together as a team to ensure a fun and rewarding time for all. Over time, the rewards of leadership will become clear. Well run Patrols make for well-run troops. Through hard work, teamwork, good planning and a positive attitude, respect is gained and the leadership rank is earned.

Leadership

Leadership Roles

There are a number of leadership positions that are essential to a well run Troop. The principal roles, which involve organizing and scheduling of Scouts and activities, include the Scoutmaster, the Senior Patrol Leader, the Assistant Senior Patrol Leaders, the Troop Guide and the Patrol Leaders. These positions have been summarized below. Most of the other leadership positions, such as Quartermaster, Assistant Treasurer, Troop Guide and Scribe involve the completion of critical tasks for the Troop. Many adult leaders are available to assist and coach in the execution of each of these roles. All of these roles are discussed in detail later in this document.

- The overall leader of the troop is the **Scoutmaster**. He is responsible for the general activities of the troop including instruction, advancement, troop and Patrol activities, as well as general supervision in helping the Scouts to run their troop. The Scoutmaster is like a coach. The Scoutmaster reports to a Troop Committee that essentially serves as the Troop's Board of Directors and provide adults for Boards of Review. Many other adult leaders are also critical to the successful operation of a Troop including Assistant Scoutmasters, Troop Committee Members and participating parents.
- The most senior ranking Scout in the Troop is the **Senior Patrol Leader**. The SPL is an experienced Scout and is responsible for organizing the troop's activities. It is a position of considerable responsibility. While the

SPL may not be the Scout with the highest rank, he is the highest-ranking Scout in terms of troop leadership. The SPL is like a “Captain” or a Quarterback. The SPL reports to the Scoutmaster and gives direction to the Patrol leaders and his **Assistant Senior Patrol Leader(s)** who help the SPL in the running of the troop. ASPL(s) also need to be prepared to lead the troop in the event that the SPL is absent for whatever reason.

- The **Troop Guide** is responsible for teaching and encouraging the *New Scout Patrol* of Scouts who have just crossed over from Webelos. Often, the Troop Guide creates a first impression on new Scouts and therefore sets the stage for their journey through Scouting. The Troop Guide works with an Assistant Scoutmaster that has been assigned by the Scoutmaster to help the *New Scout Patrol*.
- The **Patrol Leader** provides the guidance and direction for a Patrol of four to ten Scouts. It is his responsibility both to assign tasks for his Patrol on campouts and to lead Patrol Meetings. For example, the Patrol Leader assigns who sets up the Patrol's tent, who prepares the fire, who cooks the Patrol's meals and who cleans up. The best Patrol Leaders lead by example and participate as oppose to just delegate. The Patrol Leader reports directly to the Senior Patrol Leader and may look to him or his assistant for help.
- The **Assistant Patrol Leader** assists the Patrol Leader in running the Patrol. He both supervises and participates in the various activities and jobs assigned by the Patrol Leader. The Assistant Patrol Leader reports directly to the Patrol Leader and is next in line to run the Patrol in the absence of the Patrol Leader.

All Leaders should attend relevant training and read their copies of the Patrol Leaders Handbook, Senior Patrol Leaders Handbook (for SPL and ASPL), and Den Chief Handbook (for Den Chiefs.)

Patrol Leaders' Council

The Troop Leaders work together in the Patrol Leaders' Council (PLC), also known as the “Green Bar” for the green bars on the leadership patches. The PLC is responsible for planning and conducting the troop's activities. The PLC is composed of the following members:

- Senior Patrol Leader - Runs the PLC meetings.
- Patrol Leaders – Represent their Patrols at all PLC meetings and the annual planning conference. Reports PLC decisions to his Patrol.
- Assistant Senior Patrol Leader - Serves as a member of the Patrol leaders' council and fills in for the SPL as needed.

- Assistant Patrol Leaders – Represent their Patrols at all PLC meetings and the annual planning conference. Reports PLC decisions to his Patrol.
- Troop Guide - Attends Patrol leaders' council meetings with the Patrol leader of the new-Scout Patrol.
- Scribe - Attends and keeps a log of Patrol leaders' council meetings.
- Instructors - May be assigned training tasks or report on previous training
- Webelos Den Chief – Attends PLC meetings prior to Webelos crossover, to work with the PLC to plan an effective crossover.

Other Scouts are welcome to participate in the PLC if they are interested, but they aren't expected to.

At its monthly meetings, the PLC organizes and assigns activity responsibilities for the weekly troop meetings and any campouts or other outings. The troop committee interacts with the Patrol Leaders' Council through the Scoutmaster.

The PLC is guided and supported by the Scoutmaster, who works with the SPL and ASPL to plan the agenda for the PLC meetings. A typical agenda for a Patrol Leaders Council meeting is included at the end of this guide.

Rank Advancement Signoff

Many advancement requirements are best performed on camping trips.

Patrol Leaders, Assistant Patrol Leaders, the Senior Patrol Leader, and the Assistant Senior Patrol Leaders should plan camping trips and other outings so that they include rank advancement opportunities. The Instructors and Guide should use camping trips as an opportunity to teach Scouting skills.

Patrol Leaders and Assistant Patrol Leaders should be aware of which requirements the Scouts in their patrol need for advancement, and ensure that they fulfill those requirements on camping trips.

Scouts should either get requirements signed off *as they are done on camping trips* (this is the best option) or at the Troop Meeting immediately following an event. Do not wait weeks or months until after you have met a requirement to get it signed off!

The following leaders have signing authority:

Scoutmaster / Assistant Scoutmasters	All Ranks
Junior Assistant Scoutmaster	Up to Life
SPL, ASPL, Instructor, Guide	Up to First Class

Patrols

The Patrol Method is the heart of Scouting. Patrols hike together, tent together, eat together, and plan together.

The Patrol method allows Scouts to interact in a small group, working together as a team and sharing the responsibility of making their Patrol a success. A Patrol takes pride in its identity, and the members strive to make their Patrol the best it can be. Patrols join with other Patrols in the Troop to learn skills and complete advancement requirements. At other times, they will compete against those same Patrols in Scout skills and athletic competitions.

“The Patrol method is not a way to operate a Boy Scout troop, it is the ONLY way. Unless the Patrol method is in operation, you don’t really have a Boy Scout troop.” — Robert Baden-Powell

A New Scout Patrol is for Scouts who have recently joined the Troop and are together for the first six months to year. An experienced Scout is assigned as a Troop Guide to help the New Scout Patrol through the challenges of troop membership. An assistant Scoutmaster also assists the New Scout Patrol to ensure that each Scout has the opportunity to succeed right from the start. The new Scout Patrol is formed from a Webelos Den after bridging into Boy Scouts.

"Regular" Patrols are made up of Scouts who have completed their First Class requirements. They have been around Scouting long enough to be comfortable with the Patrol and troop operation and are well versed in camping, cooking, and Scouting's other basic skills.

Patrol meetings may be held at any time and place. A portion of troop meetings is usually set aside for Patrol meetings. Patrol meetings should be well planned and businesslike. The Patrol leader should report any information from the latest Patrol leaders' council meeting. The bulk of the meeting should be devoted to planning upcoming activities, with specific assignments made to each Patrol member, and reviewing progress on advancement.

Most Patrol activities take place with the rest of the troop. However, Patrols may also conduct day hikes and service projects independent of the troop, as long as they follow two rules:

- The Scoutmaster approves the activity.
- The Patrol activity does not interfere with any troop function.

Patrol spirit is a function of the spirit and enthusiasm of its leaders. By participating at the Patrol level, Scouts will sharpen their skills, values and team unity: all important components of the Scout Oath and Law. Well run Patrols are created and maintained through hard work and organization on the part of the Patrol Leaders. It is important to keep in mind that good leaders lead by

example. Patrol spirit is the glue that holds the Patrol together and keeps it going. Building Patrol spirit takes time, because it is shaped by a Patrol's experiences—good and bad. Often misadventures such as enduring a thunderstorm or getting lost in the woods will contribute much in pulling a Patrol together. Many other elements also will help build Patrol spirit. Creating a Patrol identity and traditions will help build each Patrol member's sense of belonging.

Every Patrol needs a good name. Usually, the Patrol chooses its name from nature, a plant or animal, or something that makes the Patrol unique. A Patrol might choose an object for its outstanding quality. For example, sharks are strong swimmers and buffaloes love to roam. The Patrol may want to add an adjective to spice up the Patrol name, such as the Soaring Hawks or the Rambunctious Raccoons.

A Patrol flag is the Patrol's trademark. In addition to the Patrol name, the Patrol flag should have the troop number on it as well as the names of all the Patrol members. Mount the flag on a pole, which also can be decorated. Remember, the Patrol flag should go wherever the Patrol goes. The Patrols emblem may be a standard patch offered by the Boy Scouts or design their own. The Patrol emblem is worn on the right sleeve.

Every Patrol has a Patrol yell, which should be short and snappy. Choose words that fit the Patrol's goals. Use the yell to announce that your Patrol is ready to eat or has won a Patrol competition. Some Patrols have a song.

National Honor Patrol Award

The National Honor Patrol Award is given to Patrols whose members make an extra effort to have the best Patrol possible. Your Patrol can earn the award by doing the following over a period of three months.

Your Patrol may earn multiple award patches by meeting the requirements in additional 3 month time periods.

- ☐ Have a Patrol name, flag, and yell. Put the Patrol design on equipment and use the Patrol yell. Keep Patrol records up-to-date.
- ☐ Hold two Patrol meetings each month.
- ☐ Take part in at least one hike, outdoor activity, or other Scouting event.
- ☐ Complete two Good Turns or service projects approved by the Patrol leaders' council.
- ☐ Help two Patrol members advance in rank.
- ☐ Have at least 75 percent of members in full uniform at troop activities.
- ☐ Have a representative attend at least three Patrol leaders' council meetings.
- ☐ Have eight members in the Patrol or experience an increase in Patrol membership.

Troop Meetings

Troop meetings are one of the main places where Scouting is learned. It is vital that all Scouts within the troop attend meetings regularly and participate to the best of their abilities. The Patrol Leaders Council and the Scoutmaster share the responsibility of planning the meetings and troop activities.

Good meetings start with good structure and good planning. The leaders behavior sets the tone for all meetings. Dressing in full uniform, saluting with purpose, participating actively, and treating others with respect are all examples of good behavior that will be emulated over time. Troop Meetings should last about 90 Minutes, and use the following format:

- **Setup**: Setup is the act of preparing the meeting place before a Scout meeting. Patrols typically rotate the responsibility of setting up tables and chairs, the podium, and the American and Troop flags. The Patrol that is assigned the setup responsibility is called the “Service Patrol” for that meeting. Another Patrol will be the Service Patrol for the next meeting.
- **Pre-Opening (10 minutes)**: As Scouts begin to arrive, generally while a Patrol is setting up, the Senior Patrol Leader should involve the Scouts in a game or project. Additional Scouts will join in as they arrive. Some examples of pre-opening activities include:
 - instruction or quizzes on basic Scouting skills such as knot tying,
 - review of advancement requirements,
 - review available merit badges,
 - practice folding the American flag,
 - practice whipping a rope,
 - a quiz on mores code,
 - review safety protocols for the meeting location (i.e. exit doors, locations of fire extinguishers),
 - have a Scout display a recent merit badge project,
 - display the ideal contents of a backpack for cold weather camping,
 - display and discuss the contents of a home first aid kit
- **Opening (15 minutes)**: The Opening is conducted by the SPL and ASPLs. It consists of activities such as the Pledge of Allegiance, the Scout Oath, and the Scout Law. The Opening may also include a brief statement of the history of the day or a memorable event. It may include a flag ceremony. The **Troop Scribe** takes roll call, and the SPL or ASPL conducts uniform inspection. The SPL and/or Scoutmaster may make announcements during the Opening.
- **Skills Demonstration (20 minutes)**: The Troop Instructors typically arrange for some skill to be taught or demonstrated at each meeting. The skills taught are related to the topic or theme of the month agreed upon by the Patrol Leader’s Council. The skill taught should be some type of hands-on

instruction ranging from packing a backpack, to tying a taut-line hitch, to demonstrating First Aid techniques. The skills may be taught by the Troop Instructor, an adult leader, or a guest speaker. They will frequently relate to an upcoming camping trip (e.g. cold weather skills before a winter trip.)

- **Patrol Meetings (20 minutes):** Each Patrol conducts whatever business it may have, e.g. planning duties for upcoming trips, reviewing advancement progress, etc. Patrols may also practice the skill that is being covered in that weeks meeting.
- **Inter Patrol Activity (20 minutes):** The inter-Patrol activity portion of the meeting should be related to the skills that the Scouts just learned. Whenever possible, these activities should include inter-Patrol competitions on the topic. At times, the activity may simply be a game of relevance.
- **Closing (5 minutes):** The Closing is an opportunity for Scouts to quietly reflect on the events of the meeting. A closing may include words of wisdom, tales of relevant experience, song, or prayer. The Scoutmaster delivers the “Scoutmaster’s Minute” to close the meeting. If a flag ceremony was conducted at the beginning of the meeting, Scouts may retire the flag during the closing.

A worksheet to help plan Troop Meetings is included at the end of this handbook. The PLC together with the Scoutmaster will use this worksheet to plan every Troop Meeting.

The Boy Scouts publishes a 3-volume “Troop Program Features” that includes plans for Troop meetings that cover 36 months/topics. These are available on the Troop web site, <http://troop5.net>. The topics covered are:

<u>Volume 1:</u>	<u>Volume 2:</u>	<u>Volume 3:</u>
Aquatics Athletics Backpacking Boating/Canoeing Business Camping Citizenship Communications Cooking Cultural Awareness Emergency Preparedness Engineering	Environment First Aid Fishing Forestry Health Care High Adventure Hiking Hobbies Leadership Mechanics Nature Orienteering	Physical Fitness Pioneering Public Service Safety Science Shooting Special Cooking Sports Tracking Wilderness Survival Wildlife Management Winter Camping

Camping

Scouting is largely an outdoor activity. There is an old Scout saying: "Scouting is two-thirds outing." A large portion of Boy Scout activities takes place outdoors. It is the job of the Patrol Leaders to ensure preparedness on camping trips. Jobs such as camp setup, cooking, campfire preparation, cleanup and campfire skit performances are the Patrol Leader's responsibility to manage. Remember, this is not about barking orders and watching others do the work: Success ultimately depends on teamwork and leading by example.

The Scout Motto is particularly relevant to camping trips. Successful outings start with "***being prepared!***" Every outing will have either the Scoutmaster or Assistant Scoutmaster appointed to work in conjunction with a designated senior scout and a designated junior scout to plan a camping trip. The order of responsibilities is as follows:

Several months before the trip:

- At a Patrol Leaders Council meeting, the SPL assigns a senior scout (Star rank or above) and a junior scout (First Class or below) to lead the trip.
- The Scoutmaster assigns an Assistant Scoutmaster to serve as adult leader for the trip.

Two to three months before the trip (longer if the trip requires special planning):

The senior scout works with the help of the junior scout to plan the trip. This way the junior scout learns how to plan a trip, so when he advances, he will be able to lead a trip himself. The scout leader for each trip must:

- Decide on the details of the trip, such as the campsite, trails to hike in or out, activities on the trip, campfire plan, etc.
- Identifies any Troop goals of the trip (such as learning skills, earning a merit badge or other award) and makes sure those goals are incorporated into the plan.
- Identifies any necessary equipment and works with the Troop Quartermaster to ensure that equipment is available and in good condition.
- Working with the adult leader, prepare and distribute a flyer to the Troop that includes all the details of the trip (times, locations, equipment to bring, etc.)
- Work with the Patrol Leaders to plan the activities of their Patrols on campouts and report to the SPL the status of preparations. i.e. The scout in charge if the trip is responsible for making sure that attendance rosters are prepared and filled out, that duties have been assigned and rosters completed, etc..
- Collects checks from the Patrol Leaders for all scouts attending the trip, and hands them in to the adult leader in charge of the trip.

- Leads the Troop on the trip (and may serve as “acting SPL” if the SPL is not on the trip.)
- Is ultimately responsible for the success of the trip.

The adult leader is responsible for coaching the scout in charge, and is responsible for those things that *must* be done by an adult, i.e.:

- Books the event (i.e. reserves a camp site, books the activities, etc..)
- Determines the cost and what the Troop will charge
- Works with the camping coordinator to secure tour permits
- Coaches the designated Boy Scout leading the trip to put together the flyer, sign up scouts, put together roster, review duty rosters, etc.
- Ensures there are enough adult leaders (2-deep at least) for the trip.
- Has final review of the attendance roster, including scouts and adult leaders.
- Collects payments from the senior scout in charge of the trip, and gets the checks to the Troop Treasurer.
- Coordinates travel/driving arrangements.
- Is ultimately responsible for the safety and security of all participants.

One to two weeks before the campout

Before the campout, Patrol Leaders make sure their Patrol is prepared:

1. **Prepare the “Patrol Roster”**: Every campout starts with knowing who is coming and who is not (and whether or not any members are arriving or departing early). The SPL may assign guests to each Patrol, including the SPL and/or ASPLs, or other guests (such as visiting Webelos). It is the Patrol Leader's responsibility to know the total number of people eating with his Patrol and to assign sleeping arrangements for each member. Patrol Leaders need to communicate with ALL of the Scouts in their Patrol even the Scouts who may have missed a Troop meeting where the campout is being planned. (NOTE: It is a good practice to mix the sleeping arrangements from campout to campout to encourage Patrol unity and teamwork). Sometimes, depending on attendance, Patrols may combine with other Patrols to ensure a critical mass of participation (*A “Patrol Roster” worksheet to help plan campouts is included at the end of this handbook.*)
2. **List Scouts With Advancement Requirements on the Patrol Roster**: For all Scouts below First Class who are attending a campout, list some of the requirements they need to work on in order to advance to their next rank. Check with the Troop Instructor and Troop Guide (for Tenderfoot, Second Class, and First Class skills/requirements) to ensure that proper instruction and supervision are arranged. All Scouts attempting to advance should bring their Scout Handbooks, any needed equipment and a pen so they can get the requirements signed off!
3. **Prepare a “Meal Plan”**: Meal plans should include a list of all meals, a list of all cooking equipment required (including stoves, pots/pans,

utensils, etc.) and a list of food to buy (and bring). (*A "Meal Plan" worksheet to help plan meals is included at the end of this handbook.*)

4. **Prepare a "Duty Roster"**: Each Patrol has a number of Patrol responsibilities plus a number of troop responsibilities on every campout. For example, every Patrol will need to bring its own cooking equipment, rain fly, and tents on each campout. Each Patrol must assign responsibilities for setting up tents, preparing the fire, setting up the dining fly, purchasing the food, cooking the meals, cleaning up, getting water, and managing the equipment. In addition, every Patrol is expected to collect the fees for each campout and submit them to the Troop Treasurer. Finally, each Patrol is expected to contribute to the setting up of the Troop campfire and organizing the campfire program for that evening. It is important to divide responsibilities equitably and to vary them from trip to trip. (*A "Duty Roster" worksheet to help assign responsibilities is included at the end of this handbook.*)
5. **Review Patrol Rosters, Meal Responsibility Plans, and Duty Rosters with the SPL**: All of these forms should be submitted to the senior scouts in charge of the trip to the adult leader in charge of the trip a week in advance. It is the leaders' responsibility to review and to approve the forms. BEFORE the campout begins, the trip leader, the SPL and the ASPLs must know who is coming and which Scouts have been assigned duties.

Avoid having too many Patrol members trying to do the same job. If Scouts are standing around unaware of their assignments or relying on others to do the work, nothing will get done. *Assign jobs so that everyone has something to do as soon as you arrive at the campsite.*

Duties to be assigned will normally include:

- **Fees**: The Patrol Leader must collect fees from all Patrol members and get them to the senior scout in charge of the trip **before** the camping trip.
- **Food Purchase**: Enough food must be purchased to feed the whole Patrol, but not so much that it weighs down the Patrol. Food is one of the heaviest things to carry; plan ahead so that you have the right amount!
- **Dining Fly**: The dining fly is the first thing that should be set up. In the event of rain, a fly is needed to store each Patrol's food and equipment so it doesn't get wet during camp set up. Two people should be able to set up the poles and fly properly.
- **Tents**: Assign one or two people in each tent to set up the tent. Where Patrols are using 4-man tents, four Scouts are not needed to set up the

tent. One or two should set up the tent, while the others prepare the fire or put up the dining fly.

- **Fire:** Assign several Scouts to gather tinder, kindling and firewood for the Troop campfire. Assign one Scout to build the fire, lay the wood, and to get the fire going.
- **Cooking:** Be sure to have the various jobs worked out on paper before arriving at camp. Jobs should be posted in an accessible spot where all can see. The cooking jobs should be rotated from meal to meal. If a Scout is working on his first class cooking requirement, he should be assigned responsibility for the meals, including supervising the fire and cleanup, and another Scout (e.g. one who is working on second class cooking) should be assigned to help.
 - **First Class Cooking:** *“On one campout, serve as your Patrol's cook. Supervise your assistant(s) in using a stove or building a cooking fire. Prepare the breakfast, lunch, and dinner planned in requirement 4a. Lead your Patrol in saying grace at the meals and supervise cleanup.”*
 - **Second Class Cooking:** *“On one campout, plan and cook over an open fire one hot breakfast or lunch for yourself, selecting foods from the food pyramid. Explain the importance of good nutrition. Tell how to transport, store, and prepare the foods you selected.”*
- **Cleanup Duty:** Cleans up after meals and is responsible for cleaning up Patrol equipment and returning it to storage when the Troop returns home. The gear list should be checked for all equipment that is returned to storage noting whatever equipment needs to be repaired and/or replaced.
- **Water Duty:** Gets drinking water, ensures that it has been filtered or purified, and fills fire buckets. This requires advance planning; Some sites have clean water, some have water that must be purified, and some have no water nearby (in which case you must bring water with you.) Know in advance, so you bring what you need to!
- **Equipment / Quartermaster:** Responsible for coordinating with each Patrol all equipment needed for a successful campout. Every Scout need not bring everything if the Quartermaster is doing his job (e.g. Patrols should have stoves, water filters, etc., but every Scout doesn't need a personal stove or water filter.)

Campsite preparation – On Arrival

The senior scout who is leading the trip is also in charge of setting up and breaking camp.

First thing! Hang up the duty rosters! Let there be no doubt in any one's mind what they have to do! Put the duty rosters where everyone can see them. Remember who needs or wants to work on advancement requirements. Finally, tents should be set up, gear stowed, and a fire started before any other activities commence.

Arrival is an important time to keep the Patrol from wandering off. While duties may change depending on the camping trip, in general the following checklist should apply. Some things are for safety and some are for convenience. All are important and will help contribute to a positive experience. There are often campsite inspections as part of inter-troop or inter-Patrol competitions.

TENTS

- ☐ Are all tents located and set up properly?
- ☐ Are the insides of the tent neatly arranged?
- ☐ Does each tent have a ground cloth or adequate protection?
- ☐ Was the ground bed properly prepared?
- ☐ Are sleeping bags stored neatly or airing out?

FIRES

- ☐ Are all fires at least 15 feet from any tent?
- ☐ Is the ground cleared at least 10 feet from each fire?
- ☐ Is there water to put out a fire in the case of an emergency?
- ☐ Is there enough firewood?
- ☐ Is the firewood protected?
- ☐ Is there a well-marked axe yard?
- ☐ Are all cutting tools sharp and stored properly?

COOKING:

- ☐ Is the cook site in the proper location?
- ☐ Is food secured (e.g. bear bags or canisters if appropriate)?
- ☐ Is cooking equipment cleaned and stored when not in use?

GENERAL

- ☐ Is the duty roster posted?
- ☐ Are the Outdoor Code / Leave No Trace guidelines being followed?
- ☐ Are Patrol flags displayed?

Breaking Camp

Break camp in an orderly fashion. Don't just have Scouts pack up their gear and wander off. The senior scout in charge of the trip must make sure that the campsite has been properly broken down and left in good shape.

- ☐ Have all tents been stowed properly with no parts missing?
- ☐ Has the gear been evenly distributed so no one Scout is carrying the entire load?
- ☐ Has all garbage been properly disposed of?
- ☐ Is the campsite as pristine or more than when you arrived?
- ☐ Has firewood and tinder been set up in the fire pit as a token of goodwill for the next troop that shows up? (Only if you are at a site with an established fire pit. If you are at a wilderness site, make sure that you follow Leave No Trace guidelines and minimize your impact.)

Leave No Trace Guidelines

1. Plan Ahead and Prepare



Proper trip planning and preparation helps hikers and campers accomplish trip goals safely and enjoyably while minimizing damage to natural and cultural resources. Campers who plan ahead can avoid unexpected situations, and minimize their impact by complying with area regulations such as observing limitations on group size. Schedule your trek to avoid times of high use. Obtain permits or permission to use the area for your trek.

Proper planning ensures

- Low-risk adventures because campers obtained information concerning geography and weather and prepared accordingly
- Properly located campsites because campers allotted enough time to reach their destination
- Appropriate campfires and minimal trash because of careful meal planning and food repackaging and proper equipment
- Comfortable and fun camping and hiking experiences because the outing matches the skill level of the participants

2. Travel and Camp on Durable Surfaces



Damage to land occurs when visitors trample vegetation or communities of organisms beyond recovery. The resulting barren areas develop into undesirable trails, campsites, and soil erosion.

Concentrate Activity, or Spread Out?

- In high-use areas, campers should concentrate their activities where vegetation is already absent. Minimize resource damage by using existing trails and selecting designated or existing campsites. Keep campsites small by arranging tents in close proximity.
- In more remote, less-traveled areas, campers should generally spread out. When hiking, take different paths to avoid creating new trails that cause erosion. When camping, disperse tents and cooking activities—and move camp daily to avoid creating permanent-looking campsites. Avoid places where impacts are just beginning to show. Always choose the most durable surfaces available: rock, gravel, sand, compacted soil, dry grasses, or snow.

These guidelines apply to most alpine settings and may be different for other areas, such as deserts. Learn the Leave No Trace techniques for your crew's specific activity or destination. Check with land managers to be sure of the proper technique.

3. Dispose of Waste Properly (Pack It In, Pack It Out)



This simple yet effective saying motivates backcountry visitors to take their trash home with them. It makes sense to carry out of the backcountry the extra materials taken there by your group or others. Inspect your campsite for trash or spilled foods. Accept the challenge of packing out all trash, leftover food, and litter.

Sanitation

Backcountry users create body waste and wastewater that require proper disposal.

Wastewater. Help prevent contamination of natural water sources: After straining food particles, properly dispose of dishwater by dispersing at least 200 feet (about 80 to 100 strides for a youth) from springs, streams, and lakes. Use biodegradable soap 200 feet or more from any water source.

Human Waste. Proper human waste disposal helps prevent the spread of disease and exposure to others. Catholes 6 to 8 inches deep in humus and 200 feet from water, trails, and campsites are often the easiest and most practical way to dispose of feces.

4. Leave What You Find



Allow others a sense of discovery, and preserve the past. Leave rocks, plants, animals, archaeological artifacts, and other objects as you find them. Examine but do not touch cultural or historical structures and artifacts. It may be illegal to remove artifacts.

Minimize Site Alterations

Do not dig tent trenches or build lean-tos, tables, or chairs. Never hammer nails into trees, hack at trees with hatchets or saws, or damage bark and roots by tying horses to trees for extended periods. Replace surface rocks or twigs that you cleared from the campsite. On high-impact sites, clean the area and dismantle inappropriate user-built facilities such as multiple fire rings and log seats or tables.

Good campsites are found, not made. Avoid altering a site, digging trenches, or building structures.

5. Minimize Campfire Impacts



Some people would not think of camping without a campfire. Yet the naturalness of many areas has been degraded by overuse of fires and increasing demand for firewood.

Lightweight camp stoves make low-impact camping possible by encouraging a shift away from fires. Stoves are fast, eliminate the need for firewood, and make cleanup after meals easier. After dinner, enjoy a candle lantern instead of a fire.

If you build a fire, the most important consideration is the potential for resource damage. Whenever possible, use an existing campfire ring in a well-placed campsite. Choose not to have a fire in areas where wood is scarce—at higher elevations, in heavily used areas with a limited wood supply, or in desert settings.

True Leave No Trace fires are small. Use dead and downed wood that can be broken easily by hand. When possible, burn all wood to ash and remove all unburned trash and food from the fire ring. If a site has two or more fire rings, you may dismantle all but one and scatter the materials in the surrounding area. Be certain all wood and campfire debris is dead out.

6. Respect Wildlife



Quick movements and loud noises are stressful to animals. Considerate campers practice these safety methods:

- Observe wildlife from afar to avoid disturbing them.
- Give animals a wide berth, especially during breeding, nesting, and birthing seasons.
- Store food securely and keep garbage and food scraps away from animals so they will not acquire bad habits. Never feed wildlife. Help keep wildlife wild.

You are too close if an animal alters its normal activities.

7. Be Considerate of Other Visitors

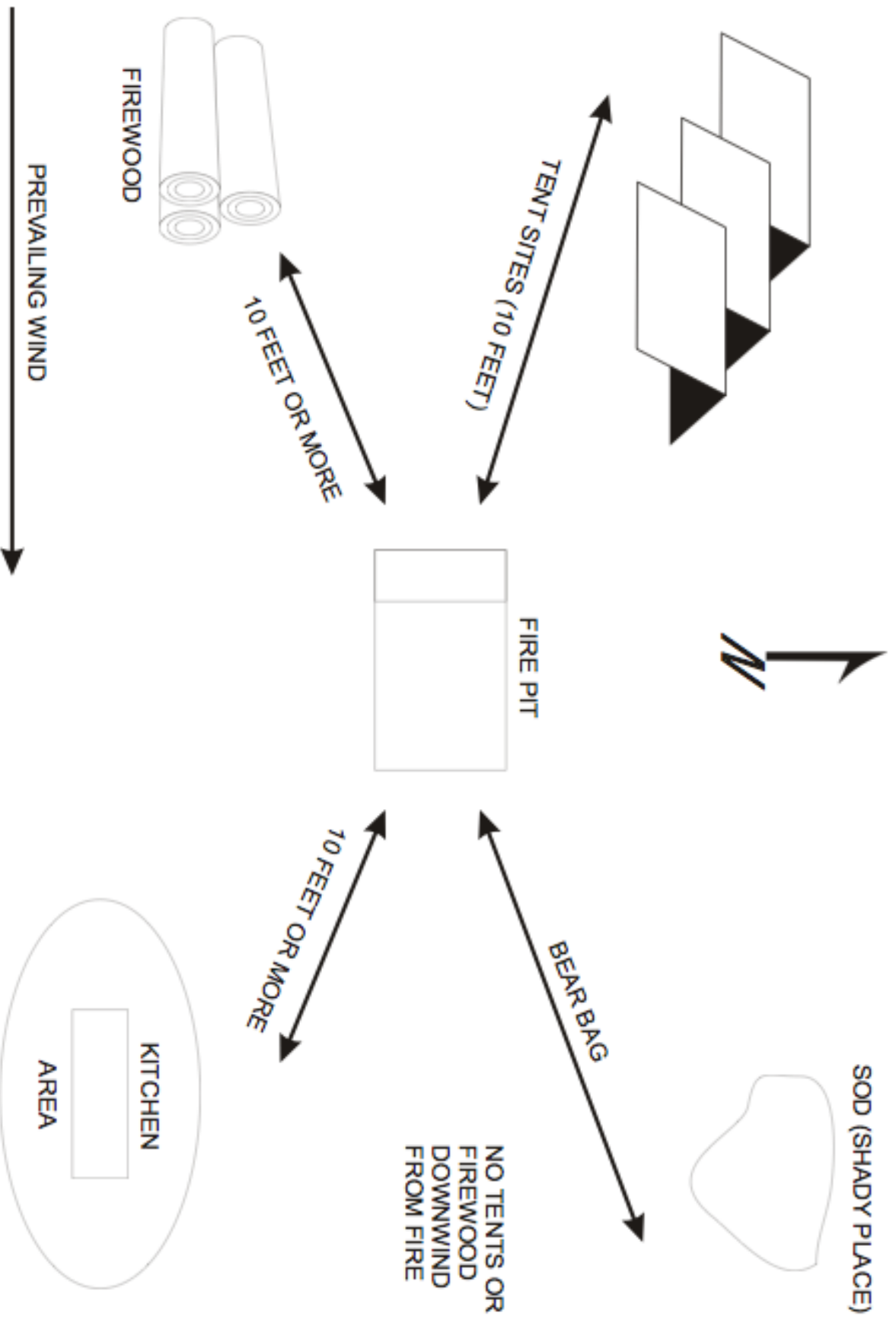


Thoughtful campers respect other visitors and protect the quality of their experience.

- Travel and camp in small groups (no more than the group size prescribed by land managers).
- Let nature's sounds prevail. Keep the noise down and leave radios, tape players, and pets at home.
- Select campsites away from other groups to help preserve their solitude.
- Always travel and camp quietly to avoid disturbing other visitors.
- Make sure the colors of clothing and gear blend with the environment.
- Respect private property and leave gates (open or closed) as found.

Be considerate of other campers and respect their privacy.

Campsite Layout





Troop 5 Leadership Position Description:

Senior Patrol Leader

GENERAL INFORMATION

Reports to: Scoutmaster
Description: Represents the Scouts as the most senior junior leader in the troop.
Comments: Attends most troop functions; With the Scoutmaster, appoints other troop junior leaders. Considered a Position of Responsibility that qualifies advancement for Star, Life, and Eagle ranks.

The senior patrol leader is the top leader of the troop. He is responsible for the troop's overall operation. With guidance from the Scoutmaster, he takes charge of troop meetings, of the patrol leaders' council, and of all troop activities, and he does everything he can to help each patrol be successful. He is responsible for annual program planning conferences and assists the Scoutmaster in conducting troop leadership training. The senior patrol leader presides over the patrol leaders' council and works closely with each patrol leader to plan troop meetings and make arrangements for troop activities. All members of a troop vote by secret ballot to choose their senior patrol leader. During a Scout's time as senior patrol leader, he is not a member of a regular patrol. (He and the ASPLs are the "Leadership Patrol")

QUALIFICATIONS

Age: 14 or older.
Rank: Star or higher.
Experience: Previous service as ASPL, PL, or APL. Preference given for Scouts who have attended National Youth Leadership Training.
Attendance: 75% troop meetings & 50% of all other activities over previous 12 months.

PERFORMANCE REQUIREMENTS

Training: Must obtain a copy of the Senior Patrol Leader Handbook from the troop library, read it, and understand it. Must also have copies of "Troop Program Features". Must attend (and will generally lead) "Troop Leadership Training."
Attendance: Expected to attend 80% of all troop meetings, Patrol Leaders' Council meetings, and camping trips. Low attendance and/or multiple unexcused absences are grounds for removal from office at Scoutmaster's sole discretion.
Effort: Expected to give this job his best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Sets example by wearing uniform correctly. (NOTE: Includes all parts of the troop uniform, tucked in shirttail and proper placement of badges).
Behavior: Set the example by living the Scout Oath and Law in your everyday life and showing Scout Spirit in everything you say and do.
Attendance: Sets example by being an active Scout and being punctual.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Leads all troop meetings, events, & activities.
- Delegate tasks to ASPLs and other leaders. Makes sure an ASPL attends any meeting he can't attend.
- Oversees and checks the planning by Scouts for all troop outings whether he attends the outing or not.
- Works with the Scoutmaster and Guides to ensure all Scouts receive the help they need to advance.
- Leads the Patrol Leaders' Council meeting & the annual program planning conference.
- Assigns duties and responsibilities, coaches and guides the junior leaders.
- Follows up with junior leaders to ensure that responsibilities are being done (e.g. speaks to instructors to make sure they are ready for upcoming troop meetings, reviews rosters, etc.)
- Appoints other troop junior leaders with the advice and counsel of the Scoutmaster;
- Assists the Scoutmaster with Leadership Training & Troop-led Training;
- **Has rank advancement signing authority up to 1st Class.**



Troop 5 Leadership Position Description:

Assistant Senior Patrol Leader

GENERAL INFORMATION

Reports to:	Senior Patrol Leader
Description:	2nd highest ranking Scout leader in the troop; Acts as the Senior Patrol Leader in the absence of the SPL or when called upon; Provides leadership to other junior leaders in the troop.
Comments:	The most important part of the ASPL position is his work with the other junior leaders; The ASPL should be familiar with the other positions and stay current with the work being done; The troop can have more than one ASPL. Considered a Position of Responsibility that qualifies advancement for Star, Life, and Eagle ranks.

The assistant senior patrol leader works closely with the senior patrol leader to help the troop move forward and serves as acting senior patrol leader when the senior patrol leader is absent. Among his specific duties, the assistant senior patrol leader trains and provides direction to the troop quartermaster, scribe, historian, librarian, instructors, and Order of the Arrow representative. During a Scout's time as senior patrol leader, he is not a member of a regular patrol. (He and the ASPLs are the "Leadership Patrol")

QUALIFICATIONS

Age:	13 or older.
Rank:	1st Class or higher.
Experience:	Previous service as PL or APL. Preference given for Scouts who have attended National Youth Leadership Training.
Attendance:	75% of troop meeting & 50% of all other activities over previous 12 months.

PERFORMANCE REQUIREMENTS

Training:	Must obtain a copy of the Senior Patrol Leader Handbook from the troop library, read it, and understand it. Must also have copies of "Troop Program Features". <u>Must</u> attend (and help lead) "Troop Leadership Training."
Attendance:	Expected to attend 75% of all troop meetings, Patrol Leaders' Council meetings, and camping trips. Low attendance and/or multiple unexcused absences are grounds for removal from office at Scoutmaster's sole discretion.
Effort:	Expected to give this job his best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform:	Sets example by wearing uniform correctly. (NOTE: Includes all parts of the troop uniform, tucked in shirttail and proper placement of badges).
Behavior:	Set the example by living the Scout Oath and Law in your everyday life and showing Scout Spirit in everything you say and do.
Attendance:	Sets example by being an active Scout and being punctual.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Helps the Senior Patrol Leader lead meetings and activities.
- Leads the troop in the absence of the Senior Patrol Leader.
- Helps train and/or supervise the Troop Scribe, Quartermaster, Instructors Librarian, Historian, and Chaplain's Aide.
- Serves as a member of the Patrol Leader's Council.
- Coordinates campouts (Patrol coordination – menus/equipment etc.)
- **Has rank advancement signing authority up to 1st Class.**



Troop 5 Leadership Position Description:

Junior Assistant Scoutmaster

GENERAL INFORMATION

Reports to: Scoutmaster

Description: The Junior Assistant Scoutmaster serves in the capacity of an Assistant Scoutmaster except where legal age is an issue; Appointed by the Scoutmaster.

A Scout at least 16 years of age who has shown outstanding leadership skills may be appointed by the senior patrol leader, with the advice and consent of the Scoutmaster, to serve as a junior assistant Scoutmaster. These young men (a troop may have more than one junior assistant Scoutmaster) follow the guidance of the Scoutmaster in providing support and supervision to other boy leaders in the troop. Upon his 18th birthday, a junior assistant Scoutmaster will be eligible to become an assistant Scoutmaster.

Comments: In many cases, the JASM has the same responsibilities as an Assistant Scoutmaster. Considered a Position of Responsibility that qualifies advancement for Star, Life, and Eagle ranks.

QUALIFICATIONS

Age: At least 16 years old and not yet 18.

Rank: Eagle

Experience: Previous leadership positions.

Attendance: 60% over the previous 6 months.

PERFORMANCE REQUIREMENTS

Training: Must obtain a copy of the Scoutmasters Handbook from the troop library, read it, and understand it.

Must attend (and help lead) "Troop Leadership Training."

Attendance: Expected to attend 60% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. Low attendance and/or multiple unexcused absences are grounds for removal from office at Scoutmaster's sole discretion.

Effort: Expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Sets example by wearing uniform correctly. (NOTE: Includes all parts of the troop uniform, tucked in shirttail and proper placement of badges).

Behavior: Set the example by living the Scout Oath and Law and showing Scout Spirit at all times.

Attendance: Sets example by being an active Scout and being punctual.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Functions as an Assistant Scoutmaster.
- Performs duties as assigned by the Scoutmaster.
- **Has rank advancement signing authority up to Life.**



Troop 5 Leadership Position Description:

Order of the Arrow Representative

GENERAL INFORMATION

Reports to: Assistant Senior Patrol Leader

Description: An Order of the Arrow Troop Representative is a junior liaison serving between the local OA lodge or chapter and his troop. He serves as a communication and programmatic link to the Arrowman and adult leaders and Scouts who are not presently members of the Order. He seeks to strengthen the mission of the lodge and purpose of the Order. He coordinates service opportunities, unit elections, camp promotions, and inductions within the unit with the local OA lodge or chapter. He may request lodge and chapter resources to help meet the needs of his unit.

The Order of the Arrow representative serves as a communication link between the troop and the local Order of the Arrow lodge. By enhancing the image of the Order as a service arm to the troop, he promotes the Order, encourages Scouts to take part in all sorts of camping opportunities, and helps pave the way for older Scouts to become involved in high-adventure programs. The OA troop representative assists with leadership skills training. He reports to the assistant senior patrol leader.

Comments: More information for the OA Troop Representative can be found on the Troop Representative page on the OA nation website. Considered a Position of Responsibility that qualifies advancement for Star, Life, and Eagle ranks.

QUALIFICATIONS

Age: Under 18 years old;
Rank: First Class or higher;
Experience: OA member in good standing;
Attendance: 75% over the previous 6 months.

PERFORMANCE REQUIREMENTS

Training: Must attend "Troop Leadership Training."
Attendance: Expected to attend 75% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. Low attendance and/or multiple unexcused absences are grounds for removal from office at Scoutmaster's sole discretion.
Effort: Expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Sets example by wearing uniform correctly. (NOTE: Includes all parts of the troop uniform, tucked in shirttail and proper placement of badges).
Behavior: Sets example by living the Scout Oath and Law and showing Scout Spirit at all times.
Attendance: Sets example by being an active Scout and being punctual.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Serves as a communication link between the lodge or chapter and the troop.
- Makes arrangements for annual OA elections within the Troop and encourages those who have been "called out" to complete their Ordeals.
- Encourages year round and resident camping in the troop.
- Encourages older Scout participation in high adventure programs.
- 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.
- Shares OA resources such as "where to go camping" books within the PLC.



Troop 5 Leadership Position Description:

Patrol Leader

GENERAL INFORMATION

Reports to: Senior Patrol Leader
Description: The Patrol Leader is the elected leader of his Patrol; Represents Patrol on the PLC.
Comments: The Patrol Leader may easily be the most important job in the troop. He has the closest contact with the Patrol members and is in the perfect position to help and guide them. The Patrol Leaders, along with the Senior Patrol Leader and Assistant Senior Patrol Leader(s), are the primary members of the Patrol Leaders' Council. Considered a Position of Responsibility that qualifies advancement for Star, Life, and Eagle ranks.

The patrol leader is the top leader of a patrol. He represents the patrol at all Patrol Leaders Council meetings and the annual program planning conference and keeps patrol members informed of decisions made. He plays a key role in planning, leading, and evaluating patrol meetings and activities and prepares the patrol to participate in all troop activities. The patrol leader learns about the abilities of other patrol members and fully involves them in patrol and troop activities by assigning them specific tasks and responsibilities. He encourages patrol members to complete advancement requirements and sets a good example by continuing to pursue his own advancement.

QUALIFICATIONS

Age: None
Rank: First Class; Not required for Patrol Leader for the New Scout Patrol.
Experience: None
Attendance: 65% troop meetings & 50% of all other activities over previous 12 months.

PERFORMANCE REQUIREMENTS

Training: Must obtain a copy of the Patrol Leader Handbook from the troop library, read it, and understand it. Must attend "Troop Leadership Training."
Attendance: Expected to attend 80% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. Low attendance and/or multiple unexcused absences are grounds for removal from office at Scoutmaster's sole discretion.
Effort: Expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Sets example by wearing uniform correctly. (NOTE: Includes all parts of the troop uniform, tucked in shirttail and proper placement of badges).
Behavior: Sets example by living the Scout Oath and Law, OA obligation, and showing Scout Spirit at all times.
Attendance: Sets example by being an active Scout and being punctual.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Plan and lead Patrol meetings and activities.
- Keep Patrol members informed on a weekly basis
- Assign each Patrol member a specific duty.
- Represent your Patrol at all Patrol leaders' council meetings and annual program planning conference.
- Prepare the Patrol to participate in all troop activities.
- Work with other troop leaders to make the troop run well.
- Know the abilities of each Patrol member.
- Appoints the Assistant Patrol Leader.
- Helps Scouts advance.
- Acts as the chief recruiter of new Scouts.

TEN TIPS FOR PATROL LEADERS

1. **Keep Your Word.** Don't make promises you can't keep.
2. **Be Fair to All.** A good leader shows no favorites. Don't allow friendships to keep you from being fair to all members of your Patrol. Know who likes to do what, and assign duties to Patrol members by what they like to do.
3. **Be a Good Communicator.** You don't need a commanding voice to be a good leader, but you must be willing to step out front with an effective "Let's go." A good leader knows how to get and give information so that everyone understands what's going on.
4. **Be Flexible.** Everything doesn't always go as planned. Be prepared to shift to "plan B" when "plan A" doesn't work.
5. **Be Organized.** The time you spend planning will be repaid many times over. At Patrol meetings, record who agrees to do each task, and fill out the duty roster before going camping.
6. **Delegate.** Some leaders assume that the job will not get done unless they do it themselves. Most people like to be challenged with a task. Empower your Patrol members to do things they have never tried.
7. **Set an Example.** The most important thing you can do is lead by example. Whatever you do, your Patrol members are likely to do the same. A cheerful attitude can keep everyone's spirits up.
8. **Be Consistent.** Nothing is more confusing than a leader who is one way one moment and another way a short time later. If your Patrol knows what to expect from you, they will more likely respond positively to your leadership.
9. **Give Praise.** The best way to get credit is to give it away. Often a "Nice job" is all the praise necessary to make a Scout feel he is contributing to the efforts of the Patrol.
10. **Ask for Help.** Don't be embarrassed to ask for help. You have many resources at your disposal. When confronted with a situation you don't know how to handle, ask someone with more experience for some advice and direction.



Troop 5 Leadership Position Description:

Den Chief

GENERAL INFORMATION

Reports to:	Assistant Scoutmaster in Charge of Cub Scout Liaison and Cub Scout Den Leader
Description:	The Den Chief works with a Cub Scout or Webelos Scout Den. He supports the Den's adult leaders and provides help with games, advancement, and Boy Scout skills. Especially in the case of Webelos Dens, he also serves as a liaison between the den and the troop and encourages boys to graduate into Boy Scouting. Works with the Cub / Webelos Scouts and Den Leaders in the Cub Scout pack. He takes part in den meetings, encourages Cub Scout advancement, and is a role model for younger boys. Serving as den chief can be a great first leadership experience for a Scout.
Comments:	Provides skill & knowledge of games and Scout skills that many Den Leaders lack. Important recruiter for the troop. The troop can have more than one Den Chief. Generally, the Scout who serves as the Webelos Den Chief will become the Troop Guide when his Webelos Den crosses over and joins the troop. Considered a Position of Responsibility that qualifies advancement for Star, Life, and Eagle ranks.

QUALIFICATIONS

Age:	13 or older.
Rank:	First Class
Experience:	None
Attendance:	65% of troop meetings & 50% of all other activities over previous 12 months.

PERFORMANCE REQUIREMENTS

Training:	Must obtain a copy of the Den Chief Handbook from the troop library, read it, and understand it. <u>Must</u> attend the troop Jr. Leader Training, and online Den Chief Training. Should attend Council Den Chief Training.
Attendance:	Expected to attend 75% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. Also expected to attend most Webelos pack meetings and many den meetings.
Effort:	Expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform:	Sets example by wearing uniform correctly. (NOTE: Includes all parts of the troop uniform, tucked in shirttail and proper placement of badges).
Behavior:	Set the example by living the Scout Oath and Law in your everyday life and showing Scout Spirit in everything you say and do.
Attendance:	Sets example by being an active Scout and being punctual.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Knows the purposes of Cub Scouting.
- Attends den meetings and outings and provides whatever assistance the den's adult leaders need. He may also participate in planning sessions for den activities and pack meetings.
- Serves as a Boy Scouting resource for the den leaders by teaching outdoor skills, helping Webelos Scouts with Arrow of Light requirements, or coordinating loans of troop camping gear or other resources to the den.
- Helps and encourages Webelos to advance through Arrow of Light award.
- Works with the Assistant Scoutmaster in charge of Webelos to Scout transition to encourage Webelos Scouts to cross over into the troop. Encourages Cub Scouts to join a Boy Scout troop upon graduation.
- Reviews & assists Sr. Webelos Den Leader with activities in the den meetings.
- Meets with adult members of the den, pack, and troop as necessary.
- Is a friend to the Scouts in the Cub / Webelos den.



Troop 5 Leadership Position Description:

Troop Guide

GENERAL INFORMATION

- Reports to:** Assistant Scoutmaster for New Scouts
- Description:** Works with the New Scouts Patrol to ensure that they learn basic Scouting skills and are integrated into Troop operations. Attends meetings of the New Scout Patrol and works with the New Scout Patrol Leader and Assistant Scoutmaster for New Scouts.
- Comments:** The first year as a Boy Scout is a critical time with new places, new people, new rules, and new activities. The Troop Guide is a friend to the new Scouts and makes their first year fun and successful. The troop can have more than one Troop Guide. Considered a Position of Responsibility that qualifies advancement for Star, Life, and Eagle ranks. The troop guide is both a leader and a mentor to the members of the new-Scout patrol. He helps the patrol leader of the new-Scout patrol in much the same way that a Scoutmaster works with a senior patrol leader to provide direction, coaching, and support. The troop guide is not a member of another patrol.

QUALIFICATIONS

- Age:** 14 or older.
- Rank:** 1st Class or higher
- Experience:** SPL, ASPL, PL, or Webelos Den Chief. The Scout who had served as the Webelos Den Chief becomes a Guide when his Webelos Den crosses over and joins the troop.
- Attendance:** 65% of troop meetings & 50% of all other activities over previous 12 months.

PERFORMANCE REQUIREMENTS

- Training:** Must obtain a copy of the Patrol Leader Handbook from the troop library, read it, and understand it.
Must attend "Troop Leadership Training."
- Attendance:** Expected to attend 80% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. Low attendance and/or multiple unexcused absences are grounds for removal from office at Scoutmaster's sole discretion.
- Effort:** Expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform:** Sets example by wearing uniform correctly. (NOTE: Includes all parts of the troop uniform, tucked in shirttail and proper placement of badges).
- Behavior:** Set the example by living the Scout Oath and Law in your everyday life and showing Scout Spirit in everything you say and do.
- Attendance:** Sets example by being an active Scout and being punctual.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- The key junior leader contact with the New Scout Patrol. The Troop Guide serves as a role model, coach, and information source. He works with the Assistant Scoutmaster for new Scouts.
- Keep every new Scout active in the Troop and get every new Scout to First Class in one year. Get to know all the new Scouts personally and track their participation to ensure that no one falls through the cracks. Look for opportunities to help the new Scouts advance. Teach most basic Scouting skills, but should also call in other leaders as well, including adult leaders and the Instructors.
- Attends the PLC meetings with the New Scout Patrol Leader. He also attends meetings of the New Scout Patrol and any Patrol activities. He trains the Patrol Leader in how to run a Patrol.
- Introduces new Scouts to troop operations.
- Guides new Scouts through early Scouting activities and teaches basic Scout skills.
- Helps new Scouts earn First Class rank in their first year.
- Coaches the Patrol leader of the new Scout Patrol on his duties.
- Assists the Assistant Scoutmaster with training.
- Counsels individual Scouts on Scouting challenges.
- **Has rank advancement signing authority up to 1st Class.**



Troop 5 Leadership Position Description:

Instructor

GENERAL INFORMATION

- Reports to:** Assistant Senior Patrol Leader
- Description:** Teaches Scouting skills. Each instructor is an older troop member proficient in a Scouting skill. He must also have the ability to teach that skill to others. An instructor typically teaches subjects that Scouts are eager to learn—especially first aid, camping, and backpacking—that are required for outdoor activities and rank advancement. A troop can have more than one instructor.
- Comments:** The Instructor is an older Troop member proficient both in basic Scouting skills and in the ability to teach those skills to others. From first aid to camping to backpacking, the subjects can encompass any of the areas that Scouts will want to master, especially those required for outdoor activities and rank advancement. Works closely with both the Troop Guide and with the Assistant Scoutmaster for new Scouts; Does not have to be an expert but should be able to teach the skills needed for Tenderfoot, Second Class, and First Class ranks. The troop can have more than one instructor. Considered a Position of Responsibility that qualifies advancement for Star, Life, and Eagle ranks.

QUALIFICATIONS

- Age:** 13 or older.
- Rank:** 1st Class or higher.
- Experience:** None
- Attendance:** 50% of troop meeting & all other activities over previous 12 months.

PERFORMANCE REQUIREMENTS

- Training:** Must attend "Troop Leadership Training."
- Attendance:** Expected to attend 75% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. Low attendance and/or multiple unexcused absences are grounds for removal from office at Scoutmaster's sole discretion.
- Effort:** Expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform:** Sets example by wearing uniform correctly. (NOTE: Includes all parts of the troop uniform, tucked in shirttail and proper placement of badges).
- Behavior:** Set the example by living the Scout Oath and Law in your everyday life and showing Scout Spirit in everything you say and do.
- Attendance:** Sets example by being an active Scout and being punctual.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Works closely with Troop Guide to ensure new Scouts are trained in Scouting Skills. Know and teach all the Scout requirements required for Tenderfoot, Second Class, and First Class.
- The instructor should teach new Scouts wood tools safety and fire safety within the first month in the troop and teach basic aiming skills (e.g. setting up and tearing down a tent, what gear to bring camping) to all new Scouts.
- Teaches basic skills in troop and Patrols.
- The Instructor works closely with the Patrol Leaders Council in planning meetings and campouts. He should encourage the PLC to plan activities that allow Scouting skills to be learned and practiced. He will also be a resource for the Troop Guide to teach Scout skills to new Scouts.
- The Instructor needs to develop the advanced Scout skills Eagle-required merit badges: Camping, Emergency Preparedness, First Aid, Hiking, and Swimming. He needs to be able to assist merit badge counselors when they require additional help working with groups of Scouts.
- **Has rank advancement signing authority up to 1st Class.**

- Instructors may have duties divided up to cover skills such as:
 - **Cooking** – works with Patrols to teach camp cooking skills and techniques, including those requirements for advancement. Instructs troop and Patrols regarding cooking safety & mess duties.
 - **First Aid** – works with Patrols and individual Scouts to teach first aid skills, including those requirements for advancement. Advise Scouts on first-aid kit assembly and storage. **MUST HAVE EARNED FIRST AID MERIT BADGE.**
 - **Orienteering** – works with Patrols and individual Scouts to teach map and compass work, including those requirements for advancement. Supervises and administers Troop Orienteering Course.
 - **Outdoor Skills** – works with Scouts on campouts to teach camping skills such as tent site selection, tent assembly, campsite maintenance, fire building/safety (should have Fireman Chit Instructor), firewood collection/chopping (should have Tote n' Chip Instructor). Coordinates trash police line at each campout (works in cooperation with Leave No Trace Instructor).
 - **Pioneering** – works with Patrols and individual Scouts to teach knots and lashings, including those required for advancement. Provides instruction and training for any troop pioneering projects.



Troop 5 Leadership Position Description:

Leave No Trace Trainer

GENERAL INFORMATION

Reports to: Assistant Senior Patrol Leader

Description: The Leave No Trace Trainer specializes in teaching Leave No Trace principles and ensuring that the troop follows these principles on outings. He can also help Scouts earn the Leave No Trace award. He should have a thorough understanding of and commitment to Leave No Trace. Ideally, he should have completed Leave No Trace training and earned the Camping and Environmental Science merit badges.

The Troop Leave No Trace Trainer is one of Scouting's newest youth leadership positions responsible for facilitating the Leave No Trace training for all Scouting Activities. Leave No Trace training enriches the Scouting experience for the members, reduces our impact on the land consistent with Scouting's historic message, and will help ensure continuing access to public lands for Scouting purposes. Only a Scout who has completed a BSA Leave No Trace Trainer Course is qualified to serve in this leadership position.

Comments:

- The Instructor is an older Troop member proficient both in basic Scouting skills and in the ability to teach those skills to others.
- Works closely with both the Troop Guide and with the Assistant Scoutmaster for new Scouts;
- Considered a Position of Responsibility that qualifies advancement for Star, Life, and Eagle ranks.

QUALIFICATIONS

Age: 13 or older.

Rank: 1st Class or higher.

Experience: Have earned the Leave No Trace award within 3 months of being appointed.

Attendance: 50% of troop meeting & all other activities over previous 12 months.

PERFORMANCE REQUIREMENTS

Training: Must attend "Troop Leadership Training."

Attendance: Expected to attend 75% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. Low attendance and/or multiple unexcused absences are grounds for removal from office at Scoutmaster's sole discretion.

Effort: Expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Sets example by wearing uniform correctly. (NOTE: Includes all parts of the troop uniform, tucked in shirttail and proper placement of badges).

Behavior: Set the example by living the Scout Oath and Law in your everyday life and showing Scout Spirit in everything you say and do.

Attendance: Sets example by being an active Scout and being punctual.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- The LNT Instructor works closely with the Patrol Leaders Council in planning meetings and campouts. He should encourage the PLC to plan activities that allow LNT skills to be learned and practiced. He will also be a resource for the Troop Guide to teach Scout skills to new Scouts.
- Teaches Leave No Trace Principles including: 10 essentials for hiking, bear precautions and procedures, wildlife encounters, food cleaning and storage, waste disposal, outdoor personal hygiene (works in cooperation with Outdoor Skills Instructor). Promotes Leave No Trace Awareness Award with the goal to have at least 4 Scouts, per year, obtain this award.
- **Has rank advancement signing authority up to 1st Class.**



Troop 5 Leadership Position Description:

Chaplain Aide

GENERAL INFORMATION

- Reports to:** Assistant Senior Patrol Leader
- Description:** The Chaplain Aide assists the Troop Chaplain in religious services for the Troop. He sees that religious holidays are considered during the program planning and promotes the religious emblems program. The chaplain aide assists the troop chaplain (usually an adult from the troop committee or the chartered organization) in serving the religious needs of the troop. He ensures that religious holidays are considered during the troop's program planning process and promotes the BSA's religious emblems program.
- Comments:** "Duty to God" is one of the core beliefs of Scouting. The Chaplain Aide helps everyone in the troop by preparing short religious observations for campouts and other functions. The Chaplain Aide does not always lead the observation himself and can have other troop members help. Considered a Position of Responsibility that qualifies advancement for Star, Life, and Eagle ranks.

QUALIFICATIONS

- Age:** The chaplain aide must be mature and sensitive and have earned the respect and trust of his fellow Scouts.
- Rank:** The chaplain aide must be at least a First Class Scout.
- Experience:** The chaplain aide must have received or be working on the requirements leading to the age-appropriate religious emblem for his faith.
- Attendance:** 50% over the previous 6 months.

PERFORMANCE REQUIREMENTS

- Training:** Must obtain a copy of the Chaplain Aide Handbook from the troop library, read it, and understand it. Must attend "Troop Leadership Training."
- Attendance:** Expected to attend 60% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. Low attendance and/or multiple unexcused absences are grounds for removal from office at Scoutmaster's sole discretion.
- Effort:** Expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform:** Sets example by wearing uniform correctly. (NOTE: Includes all parts of the troop uniform, tucked in shirttail and proper placement of badges).
- Behavior:** Set the example by living the Scout Oath and Law in your everyday life and showing Scout Spirit in everything you say and do.
- Attendance:** Sets example by being an active Scout and being punctual.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Makes sure that the twelfth point of the Scout Law is reflected in grace at mealtimes and in the troops calendar of events.
- Encourages the spiritual growth and awareness of each member of the troop and assisting the troop chaplain (and adult committee members).
- Work with the troop chaplain (usually an adult member of the clergy) to plan appropriate interfaith religious services during troop outings
- Encourage troop members to strengthen their own relationships with God through personal prayer and devotion and participation in religious activities appropriate to their faith
- Participate in PLC planning sessions to ensure that spiritual emphasis is included in troop activities
- Help the troop chaplain (or other designated adult) plan and conduct an annual Scout-oriented religious observance, preferably during Scout Week in February.
- Promote the religious emblems programs. The Chaplain Aide should be familiar with these programs and the steps required in earning them. Present an overview of the religious emblems program at troop meetings at least once per year and encourage Scouts to earn their emblems.

- Help the troop chaplain (or other designated adult) recognize troop members who receive their religious emblems, perhaps during a troop court of honor (note: most religious emblems are conferred during a service at the Scout's place of worship, but the achievement should also be recognized at a significant troop event.)
- Makes sure religious holidays are considered during troop program planning;
- Helps plan for religious observance in troop activities, including leading Troop in prayers at meetings/events.
- Responsible for religious observance at Courts of Honor and all major Scouting events.
- Coordinate Troop attendance at Scout Sundays.



Troop 5 Leadership Position Description:

Troop Historian

GENERAL INFORMATION

Reports to: Assistant Senior Patrol Leader

Description: Keeps a historical record or scrapbook of troop activities.

The historian collects and preserves troop photographs, news stories, trophies, flags, scrapbooks, awards, and other memorabilia and makes materials available for Scouting activities, the media, and troop history projects.

Comments: The Historian maintains records of the Troops history. During campouts and other activities, he takes pictures and keeps a journal of troop events. He's responsible for all the Troops historical archives, including photographs, trophies, ribbons, and other awards. He shares the Troop's history with visitors when appropriate. The true value of a good Historian does not show up until years later. The Historian provides material for displays and presentations of current activities. In addition, the work of the Historian provides a link with the past.

Considered a Position of Responsibility that qualifies advancement for Star, Life, and Eagle ranks.

QUALIFICATIONS

Age: None

Rank: None

Experience: None, but interest in photography is helpful.

Attendance: 50% over the previous 6 months.

PERFORMANCE REQUIREMENTS

Training: Must attend "Troop Leadership Training."

Attendance: Expected to attend 60% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. Low attendance and/or multiple unexcused absences are grounds for removal from office at Scoutmaster's sole discretion.

Effort: Expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Sets example by wearing uniform correctly. (NOTE: Includes all parts of the troop uniform, tucked in shirttail and proper placement of badges).

Behavior: Set the example by living the Scout Oath and Law in your everyday life and showing Scout Spirit in everything you say and do.

Attendance: Sets example by being an active Scout and being punctual.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- The Historian's primary duty is to develop a trip report for each campout. This report should include a written summary of the trip, as well as photographs and other documentation; Working with the Scribe, the Historian should include a list of all Scouts who attended.
- The Historian should maintain an archive of the Troop's newsletters, take care of other historical artifacts, including trophies, ribbons, and other awards. The Historian should also work to gather as much of the Troop's history as possible by talking to former members and leaders. He and the Historians who follow him should eventually develop an in-depth history of the troop from its founding to the present.
- Gathers pictures and facts about past troop activities and keeps them in a historical file or scrapbook.
- Takes care of troop trophies, ribbons, and souvenirs of troop activities.
- Keeps information about former members of the troop.



Troop 5 Leadership Position Description:

Librarian

GENERAL INFORMATION

- Reports to:** Assistant Senior Patrol Leader
- Description:** The Troop Librarian oversees the care and use of Troop books, pamphlets, magazines, and audiovisuals. He oversees the checkout of materials to Scouts and leaders and maintains records to ensure that everything is returned. He may also suggest the acquisition of new literature and report on the need to repair or replace any current material. The troop librarian oversees the care and use of troop books, pamphlets, magazines, audiovisuals, and merit badge counselor lists. He checks out these materials to Scouts and leaders and maintains records to ensure that everything is returned. He may also suggest the acquisition of new literature and report the need to repair or replace any current holdings.
- Comments:** The library contains books of historical value as well as current materials. All together, the library is a troop resource worth hundreds of dollars. The Librarian manages this resource for the troop. Considered a Position of Responsibility that qualifies advancement for Star, Life, and Eagle ranks.

QUALIFICATIONS

- Age:** None
- Rank:** Tenderfoot or higher.
- Experience:** None
- Attendance:** 50% over the previous 12 months.

PERFORMANCE REQUIREMENTS

- Training:** Must attend "Troop Leadership Training."
- Attendance:** Expected to attend 60% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. Low attendance and/or multiple unexcused absences are grounds for removal from office at Scoutmaster's sole discretion.
- Effort:** Expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform:** Sets example by wearing uniform correctly. (NOTE: Includes all parts of the troop uniform, tucked in shirttail and proper placement of badges).
- Behavior:** Set the example by living the Scout Oath and Law in your everyday life and showing Scout Spirit in everything you say and do.
- Attendance:** Sets example by being an active Scout and being punctual.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Provides resources to the Patrol Leaders Council when it is planning the annual and monthly program and individual Scouts when they are working on advancement. He develops a system to allow Scouts and leaders to check out materials, keep an inventory of all library materials, tracks who has what materials checked out, and takes responsibility for getting materials returned.
- Maintains an archive of events, creating a tool for the troop leadership to use in planning. The archive could include short write-ups of past trips, indicating numbers to call for reservations, facilities, positive or negative impressions, etc. He collects and catalogs articles on potential places the troop could go on outings and provides this information to leaders planning future trips.
- Maintains an archive of materials related to Courts of Honor and other special events, including information on equipment needs, facilities, ceremony scripts, and pictures.
- Makes sure all Eagle required merit badge pamphlets are available in the library, as well as those of popular merit badges. Makes sure that the available pamphlets are kept up to date.
- Sets up and takes care of a troop library, keeps records of books and pamphlets owned by the troop.
- Add new or replacement items as needed.
- Keeps books and pamphlets available for borrowing.
- Keeps a system for checking books and pamphlets in and out, follows up on late returns.



Troop 5 Leadership Position Description:

Quartermaster

GENERAL INFORMATION

- Reports to:** Assistant Senior Patrol Leader
- Description:** The Quartermaster is in charge of the Troop's camping and other equipment. He keeps an inventory of the equipment, ensures that all equipment is maintained properly, and takes responsibility for checking out equipment to Patrols. He ensures that troop camping gear is in good working order & works with Equipment Coordinator Assistant Scoutmaster to keep track of troop equipment. The quartermaster is the troop's supply boss. He keeps an inventory of troop equipment and sees that the gear is in good condition. He works with patrol quartermasters as they check out equipment and return it, and at meetings of the patrol leaders' council he reports on the status of equipment in need of replacement or repair. In carrying out his responsibilities, he may have the guidance of a member of the troop committee.
- Comments:** The Quartermaster does most of his work around campouts. There are times when the Quartermaster has to be available to check equipment in and out. Considered a Position of Responsibility that qualifies advancement for Star, Life, and Eagle ranks.

QUALIFICATIONS

- Age:** None
- Rank:** Second Class or higher.
- Experience:** None
- Attendance:** 50% over the previous 12 months.

PERFORMANCE REQUIREMENTS

- Training:** Must attend "Troop Leadership Training."
- Attendance:** Expected to attend 80% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. Low attendance and/or multiple unexcused absences are grounds for removal from office at Scoutmaster's sole discretion.
- Effort:** Expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform:** Sets example by wearing uniform correctly. (NOTE: Includes all parts of the troop uniform, tucked in shirttail and proper placement of badges).
- Behavior:** Set the example by living the Scout Oath and Law in your everyday life and showing Scout Spirit in everything you say and do.
- Attendance:** Sets example by being an active Scout and being punctual.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Keeps records on troop equipment, including a detailed inventory of all Troop equipment and where it is at any given time.
- When Patrols need equipment for a campout, the Quartermaster checks the equipment out to them, ensuring that it is in good repair. When they return the equipment, he checks it in and again makes sure that it is in good repair.
- Responsible for making sure that equipment is stored neatly and properly. Wet tents should be spread out to dry, etc.
- Works with the PLC to find out about specific equipment that's needed for upcoming campouts, especially out of the ordinary equipment.
- Makes sure equipment is in good working condition.
- Issues equipment and makes sure it is returned in good condition.
- Makes suggestions for new or replacement items.
- Works with Assistant Scoutmaster responsible for troop equipment.
- Gets the US, troop, and Patrol flags for meetings and ceremonies and puts them away afterwards.
- Makes sure that the troop has all equipment necessary for planned outings and camping trips.



Troop 5 Leadership Position Description:

Scribe

GENERAL INFORMATION

Reports to: Assistant Senior Patrol Leader

Description: The Scribe is the Troop's record keeper. He records the minutes for the Patrol Leaders' Council and keeps a record of dues, advancement, attendance, & Point System at troop meetings.

The scribe is the troop's secretary. Though not a voting member, he attends meetings of the patrol leaders' council and keeps a record of the discussions. He cooperates with the patrol scribes to record attendance and dues payments at troop meetings and to maintain troop advancement records. A member of the troop committee may assist him with his work.

Comments: To be a good Scribe you need to attend nearly all troop and Patrol Leaders' Council meetings.
Considered a Position of Responsibility that qualifies advancement for Star, Life, and Eagle ranks.

QUALIFICATIONS

Age: 13 or older.

Rank: Second Class or higher.

Experience: None

Attendance: 60% over the previous 12 months.

PERFORMANCE REQUIREMENTS

Training: Must attend "Troop Leadership Training."

Attendance: Expected to attend most troop functions, Patrol Leaders' Council meetings, outings, and service projects. Low attendance and/or multiple unexcused absences are grounds for removal from office at Scoutmaster's sole discretion.

Effort: Expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Sets example by wearing uniform correctly. (NOTE: Includes all parts of the troop uniform, tucked in shirttail and proper placement of badges).

Behavior: Set the example by living the Scout Oath and Law in your everyday life and showing Scout Spirit in everything you say and do.

Attendance: Sets example by being an active Scout and being punctual.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Attends and keeps a log of Patrol Leaders' Council meetings. Keeps minutes of attendees, reports, and business discussed, meeting plans, and other event plans. Types the minutes and provides copies to the Scoutmaster and all members of the PLC within 1 week of the meeting.
- Collects permission slips and money before Troop outings. The money is to be turned over to the Scoutmaster after every meeting. The Scribe compiles a list of those attending the event and provides copies to the Scoutmaster and the Assistant Scoutmaster responsible for the event.
- Coordinates with the PLC to complete periodic uniform inspections
- Records individual Scout attendance and dues payments.
- Records individual Scout advancement progress on Troop Advancement Chart.
- Records information for Troop Point System.
- Works with the Troop Committee members responsible for Advancement & Finance.



Troop 5 Leadership Position Description:

Bugler

GENERAL INFORMATION

Reports to: Assistant Senior Patrol Leader

Description: The Troop Bugler should be able to make appropriate bugle calls, as requested, at troop/team activities.

The bugler plays the bugle (or a similar interest) to mark key moments during the day on troop outings, such as reveille and lights out. He must know the required bugle calls

and should ideally have earned the Bugling merit badge.

Comments: Considered a Position of Responsibility that qualifies advancement for Star and Life, but NOT for Eagle ranks.

QUALIFICATIONS

Age: None

Rank: None

Experience: None

Attendance: 60% over the previous 12 months.

PERFORMANCE REQUIREMENTS

Training: Must attend "Troop Leadership Training."

Attendance: Expected to attend most troop functions, Patrol Leaders' Council meetings, outings, and service projects. Low attendance and/or multiple unexcused absences are grounds for removal from office at Scoutmaster's sole discretion.

Effort: Expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Sets example by wearing uniform correctly. (NOTE: Includes all parts of the troop uniform, tucked in shirttail and proper placement of badges).

Behavior: Set the example by living the Scout Oath and Law in your everyday life and showing Scout Spirit in everything you say and do.

Attendance: Sets example by being an active Scout and being punctual.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Plays bugle for Troop meetings (openings and closings), ceremonies, and on outings.



Troop 5 Leadership Position Description:

Assistant Patrol Leader

GENERAL INFORMATION

Reports to: Patrol Leader
Description: Appointed by the Patrol Leader and leads the Patrol in his absence.
Comments: Substitutes for the Patrol Leader;
Helps run the Patrol.
NOT Considered a Position of Responsibility that qualifies advancement.

QUALIFICATIONS

Age: None
Rank: None
Experience: None
Attendance: 50% over previous 12 months

PERFORMANCE REQUIREMENTS

Training: Must obtain a copy of the Patrol Leader Handbook from the troop library, read it, and understand it.
Must attend "Troop Leadership Training."
Attendance: Expected to attend 80% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. Low attendance and/or multiple unexcused absences are grounds for removal from office at Scoutmaster's sole discretion.
Effort: Expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Sets example by wearing uniform correctly. (NOTE: Includes all parts of the troop uniform, tucked in shirttail and proper placement of badges).
Behavior: Set the example by living the Scout Oath and Law in your everyday life and showing Scout Spirit in everything you say and do.
Attendance: Sets example by being an active Scout and being punctual.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Helps the Patrol Leader plan and steer Patrol meetings and activities.
- Helps the Patrol Leader keep Patrol members informed.
- Helps the Patrol get ready for all troop activities.
- Represents his Patrol at Patrol Leader's Council meetings when the Patrol Leader cannot attend.
- Lends a hand controlling the Patrol and building Patrol spirit.



Troop 5 Leadership Position Description:

Troop Webmaster

GENERAL INFORMATION

Reports to: Assistant Senior Patrol Leader

Description: The troop webmaster is responsible for maintaining the troop's website. He should make sure that information posted on the website is correct and up to date and that members' and leaders' privacy is protected. A member of the troop committee may assist him with his work.

Comments: Works with:

- Troop historian to make sure historical information is updated on the Troop web site (troop5.net)
- SPL to update the calendar, trip information, leadership pages, etc.
- Scouts who are leading camping trips, to post the flyers on the web site.
- Librarian, to update information on available material in the troop library.

Considered a Position of Responsibility that qualifies advancement for Star, Life, and Eagle ranks.

QUALIFICATIONS

Age: None

Rank: None

Experience: None, but interest with computers, communications and internet is helpful.

Attendance: 50% over the previous 6 months.

PERFORMANCE REQUIREMENTS

Training: Must attend "Troop Leadership Training."

Attendance: Expected to attend 60% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. Low attendance and/or multiple unexcused absences are grounds for removal from office at Scoutmaster's sole discretion.

Effort: Expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Sets example by wearing uniform correctly. (NOTE: Includes all parts of the troop uniform, tucked in shirttail and proper placement of badges).

Behavior: Set the example by living the Scout Oath and Law in your everyday life and showing Scout Spirit in everything you say and do.

Attendance: Sets example by being an active Scout and being punctual.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Keep the web site current and promote its use to the troop.
- Obtain outing documents/flyers from scouts who are leading campouts and upload to Troop web site.
- Keep the Troop Calendar updated.
- Obtain photos and trip write-ups from the Historian and upload to Web site monthly.
- Ask for Web site improvement ideas at PLC's and implement those with approval of Scoutmaster.
- Work with the Scoutmaster and Communications Chair to coordinate web site updates.
- Get Eagle project write-ups and upload to the web site.

Troop 5 Leadership Position Application

Your Name: _____ Age: _____

Current Rank: _____

Current Position: _____

Previous Positions: _____

Meeting Attendance (Past Year): _____

Camping Attendance (Past Year): _____

List your first three choices

1st Choice	2nd Choice	3 rd Choice

For your first choice, use this space to tell why you want this job, how you would do the job, and why you are the best choice for this position.

Scout's Agreement

I have read the job descriptions for these positions. I understand the duties and responsibilities and if selected will carry them out to the best of my ability.

(signature)

(date)

Parent's Support Agreement

I agree with the commitment my son is making. I promise to support him in attending training, troop meetings, and troop activities as well as with encouragement at home. I realize that once selected his presence is necessary for the smooth functioning of the troop.

(signature)

(date)

Patrol Leaders Council Meeting Plan – To be completed by the SPL, with assistance from other Junior Leaders and the Scoutmaster. Required for every Patrol Leaders Council meeting.

TROOP 5 PATROL LEADERS COUNCIL MEETING PLAN

Date _____

Activity	Description	Scouts Responsible
Call to Order		SPL
Opening	Pledge of Allegiance	Scout selected by SPL
Minutes	Review minutes from last meeting	Scribe
Rose, Thorn & Bud	<ul style="list-style-type: none"> Troop Meetings since last PLC Outings / Camping Trips since last PLC 	SPL
Status Reports from Leaders	Each leader reports on activities since last PLC and any issues that need to be discussed <ul style="list-style-type: none"> Librarian Quartermaster Historian Den Chiefs Troop Guide Order of the Arrow Representative Webmaster Chaplain Aide 	SPL
Scoutmasters Agenda	Scoutmasters discussion points	SM
Long Term Plan	Review all upcoming events for 2-6 months Assign scout leadership jobs for each event	SPL
Upcoming events	<ul style="list-style-type: none"> Review plans for each event (location, cost, activities) Assign leadership duties for the event (Acting SPL, Campfire, etc.) Review draft flyer for the event 	Scout(s) responsible for the event(s)
Upcoming Troop Meetings	Plan all Troop meetings until next PLC <ul style="list-style-type: none"> Plan meeting activities Assign owners for each activity Assign service patrol Review any announcements for upcoming Troop meetings 	SPL
Closing	Scout Law	Scout selected by SPL

Troop Meeting Plan – To be completed by the SPL, with assistance from other Junior Leaders, published by the Troop Scribe, and reviewed by the Scoutmaster. Required for every Troop meeting.

TROOP 5 MEETING PLAN

Date _____ Service Patrol for this Meeting: _____

Activity	Description	Scouts Responsible
Setup	Set up chairs by patrol, flags, any other setup needed	Service Patrol
Pre-opening (Activity run while the room is setup)		
Opening Ceremony (Possible introduction of guests, etc.)	Bugle Scout Oath	Bugler All
Main Meeting (e.g. Skills Instruction)		
Patrol Meetings (Planning for upcoming camping trips, practicing skills taught, etc.)		
Inter Patrol Activity (Skills contest / Game)		
Closing	Announcements: • • • •	
	Scoutmaster's Minute Prayer Bugle Scout Law	Scoutmaster Chaplain's Aide Bugler All
After the Meeting	Rose, Thorns and Bud Review plans for next meeting Put away chairs and flags	SPL/ASPL/SM SPL/ASPL/SM Service Patrol

Special Materials/Equipment Required (e.g. ropes, backpacks):	Scout Responsible

Patrol Roster – Completed by Patrol Leader before camping trip and reviewed by the SPL.

Patrol: _____ **Date:** _____

Scouts in the Patrol:

Scout Name and Role (e.g. Acting Patrol Leader)	Advancement Requirements to be met (e.g. 1st Class Cooking), any other notes	Tent Assignment (e.g. tent #1)	Are They Attending? (yes/no)	Paid fee?
(Acting) Patrol Leader:				
(Acting) Assistant Patrol Leader:				

Guests:

Names of other guests (e.g. visiting Webelos) or Senior Scouts eating with Patrol:

Name	Notes (e.g. "Acting Patrol Leader", "Webelos Guest", etc.)

If the Patrol Leader is not attending, another Scout (either from the Patrol or a Senior Scout) **must** be designated as acting Patrol Leader.

Meal Plan – Completed by Patrol Leader before camping trip and reviewed by the SPL.

Patrol: _____

Date: _____

Number of Scouts+Guests eating with Patrol: _____

FRIDAY (if the camping trip includes a Friday)

DINNER – What is the Meal	Food List to buy	Equipment List to bring

SATURDAY (breakfast is optional, depends on the start time of the camping trip)

BREAKFAST - Meal	Food List	Equipment List

LUNCH - Meal	Food List	Equipment List

DINNER - Meal	Food List	Equipment List

SUNDAY (lunch is optional, depends on the end time of the camping trip)

BREAKFAST - Meal	Food List	Equipment List

LUNCH - Meal	Food List	Equipment List

Duty Roster – Completed by Patrol Leader before camping trip and reviewed by the SPL.

Patrol:

Date:

Duty:	Scout(s) Responsible:
Collect Fees and submit to Treasurer	
Purchase the food	
Tents	
Fire	
Dining Fly	
Cooking – Friday Dinner	
Cleanup – Friday Dinner	
Cooking – Saturday Breakfast	
Cleanup – Saturday Breakfast	
Cooking – Saturday Lunch	
Cleanup – Saturday Lunch	
Cooking – Saturday Dinner	
Cleanup – Saturday Dinner	
Cooking – Sunday Breakfast	
Cleanup – Sunday Breakfast	
Cooking – Sunday Lunch	
Cleanup – Sunday Lunch	
Water	
Equipment (stoves, pots...)	

CAMPFIRE PROGRAM

Place _____

Date _____

Time _____

Camp director's approval: _____

Campers notified _____	Area set up by _____
Campfire planning meeting _____	_____
M. C. _____	Campfire built by _____
Song leader _____	Fire put out by _____
Cheerleader _____	Cleanup by _____

Spot	Title of Stunt, Song, or Story	By _____	Time
1	Opening—and firelighting		
2	Greeting—introduction	M.C.	
3	Sing— Yell—		
4			
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BOY SCOUT/VARSITY SCOUT UNIFORM INSPECTION SHEET OFFICIAL PLACEMENT OF INSIGNIA



Conduct uniform inspection with common sense; the basic rule is neatness.

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 shoulder loops identify Boy Scouting (all members of a troop). Blaze (orange) loops identify Varsity Scouting.

Left Sleeve. Council patches, unit numeral, and badge of office are worn as shown snug up, and touching each other. Badge of office is centered below and touches unit numeral. The veteran unit bar (25, 50, 55, 60, 65, 70, 75, or 80 years) is positioned above and touching troop numeral 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. Not more than five medals may be worn, 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 centered horizontally over the left pocket and vertically between the left shoulder seam and the top of the pocket.

Right Sleeve. U.S. flag. Only the most recently earned Quality Unit Award may be worn below patrol emblem or below National Honor 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. The Varsity or Venture strip is worn above the BSA strip or above the interpreter strip. Nameplate, if worn, is centered above the BSA strip, interpreter strip, and Venture or Varsity strip.

SHOULDER SEAM



Position above diagram on left sleeve to guide you on proper placement of insignia.



The Scouting Seal
Is Your Guarantee of
Quality, Excellence,
and Performance.

OVER

BOY SCOUT/VARSITY SCOUT UNIFORM INSPECTION SHEET

- ☐ **General Appearance.** Allow 4 points for each: (1) good posture, (2) clean face and hands, (3) hair combed, (4) neatly dressed, (5) clean fingernails.
20 pts.
- ☐ **Headgear.** Two styles: (1) visored cap; or (2) campaign hat. All troop members must wear one of the headgear chosen by vote of the troop/team. Varsity Scouts wear only the blaze and brown visored cap.
5 pts.
- ☐ **Neckerchief and Slide.** Insignia at back should be right side up and centered. Fold long edge over several flat folds to about 6 inches from tip of neckerchief. A tight fold prevents gathering around the neck and is more efficient than rolling or twirling. Draw neckerchief slide over ends and adjust to fit snugly. By vote of troop, ends may be left hanging loose or tied in a slip-knot. The neckerchief is optional to the troop.
5 pts.
- ☐ **Shirt.** Official long- or short-sleeve tan shirt with red or blaze orange shoulder loops on epaulets. The troop/team may vote to wear a neckerchief, bolo tie, or no neckwear. In any case, the collar should be unbuttoned. The troop/team has the choice of wearing the neckerchief over the turned-under collar or under the open collar.
15 pts.
- ☐ **Belt.** Olive web with BSA insignia on brass buckle; or official leather with international-style buckle or buckle of your choice, worn only if voted by the troop/team. Members wear one of the belts chosen by vote of the troop/team.
5 pts.
- ☐ **Pants/Shorts.** Official, olive, pressed; no cuffs.
15 pts.
- ☐ **Socks.** Official olive-colored mid-calf-length socks with red tops worn with official shorts or trousers. (Long socks are optional with shorts.)
5 pts.
- ☐ **Shoes.** Leather or canvas, neat and clean.
5 pts.
- ☐ **Registration.** Current membership card or temporary certificate on person.
5 pts.
- ☐ **Insignia.** Correct placement left pocket, 5 points; right pocket, 5 points; left sleeve, 5 points; right sleeve, 5 points.
20 pts.

UNIFORM POINTS	<input type="text"/>
INSIGNIA POINTS	<input type="text"/>
TOTAL POINTS	<input type="text"/>
PERFECT SCORE 100 POINTS	



For more information about insignia, see
Insignia Guide, No. 33066B.

UNIFORM INSPECTION SCORE

Name _____ Troop/Team No. _____

#34283

Patrol/Squad _____



7 30176 34283 2

34283
2000 BOY SCOUTS OF AMERICA

Position diagram of insignia
(see above) right on pocket to
guide you on proper placement.

OUR UNIT INSPECTION
WILL BE HELD ON

BRING THIS FORM
WITH YOU

OVER