

TROOP 555 LEADERSHIP CONTRACT: RECORDS / MEDIA SCRIBE

Scout Name: _____

Patrol Name: _____

Term Start: _____ Term End: _____

Job Description: The Records & Media Scribe is responsible for Troop attendance and other record keeping within the Troop as well as general communication within the Troop and publishes the Troop Newsletter. He reports to the ASPL.

GENERAL EXPECTATIONS:

1. **Attendance:** You are expected to attend most PLC meetings and Troop Meetings. If you cannot attend a meeting call the Assistant Senior Patrol Leader to let him know and find a substitute to fulfill your responsibilities.
2. **Effort:** You are expected to give this job your best effort. Do your advance work, to always Be Prepared.
3. **Uniform:** Set the example by wearing your uniform correctly and with pride at Scout activities. This means to wear the Class 'A' shirt, neckerchief, and as many more uniform parts as possible; shirttail tucked in, with all required insignia in the correct locations. Wear Class 'B' shirt when Class 'A' is not appropriate. Wear your Merit Badge sash to all Courts of Honor, to Scout Mass, and other formal occasions.
4. **Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.
5. **Troop Growth:** Welcome new Scouts into the Troop. Help them to fit in and encourage their advancement.

SPECIFIC RESPONSIBILITIES:

All requirements must be completed to receive full leadership credit; Scoutmaster, or where designated, ASM may sign. Keep a folder with this contract and the required items listed below.

If you think you are unable to meet any of these expectations or responsibilities, it is your responsibility to talk to the Scoutmaster.

- | | Date/Initial |
|--|--------------|
| > Within three weeks from the beginning of your term, update your uniform with the appropriate PoR insignia. | _____ |
| > At the end of your term, remove the PoR insignia from your uniform. | _____ |
| > Enthusiastically wear the Scout uniform as described above. | _____ |
| > Attend Introduction to Leadership Skills for Troops (ILST) training | _____ |
- Revised 26 Aug 2023

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during Term of service:

> Attend at least 4 PLC's _____

Dates: _____

Substitutes if you were unable to make the meeting:

Name: _____ Date: _____

Name: _____ Date: _____

> Attend at least 3 overnight outings: _____

Outing	Date
_____	_____
_____	_____
_____	_____
_____	_____

> Near the start of your term, collect Scout rosters (with contact information) from SPL and Patrol Leaders and make available to all Troop youth leaders. Provide a copy to Scoutmaster and keep a copy in your folder. _____

> Record and email minutes of all PLC meetings to all the Troop youth leaders. Keep paper copies of all minutes in your folder. _____

This includes:

- PLC Troop meeting planner sheet with detailed description of skills instruction, interpatrol activity, patrol meeting, and other meeting plans along with who is responsible.

> Compile a Troop Newsletter monthly and email it to the Scoutmaster & _____

webmaster for the Troop website. Keep copies of the newsletters in your folder. Newsletter is to contain: Patrol reports, PoR reports, PLC meeting planner/minutes, adult articles, upcoming events, Scribe reports, jokes, etc.

> Write one quality article per month about Scouting news, Scout skills, or another item of interest. _____

> Publish Troop newsletter in paper form for all who want it. Be _____

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conscious of cost and demonstrate “A Scout is Thrifty”.

Print on front and back of each page3.

> Sign off other Troop Junior Leaders’ contracts for writing their

_____ required newsletter articles.

> Obtain at least one Adult-written Newsletter item each month. _____

Adult: _____ Date: _____ Adult: _____ Date: _____

Adult: _____ Date: _____ Adult: _____ Date: _____

Adult: _____ Date: _____ Adult: _____ Date: _____

> Publish a copy of the meeting planner.

- Record unused ideas for games, skills instructions, interpatrol activities, outing themes, etc. for future use by PLC.

- Maintain copies of past PLC meeting plans to assist PLC in assuring all Patrols share in tasks such as Leave-No-Trace and skills instruction on a rotating basis.

- Keep copies of all records in your folder.

> Take weekly uniform inspection for Flodder Bucks accounting for each _____ Scout, and turning it in to the Scoutmaster or designated Flodder Bucks coordinator. Weekly uniform inspection means physically inspecting Scout for the following items: parent attendance, Scout attendance, overall appearance, BSA head gear, neckerchief & slide, BSA shirt & insignia, BSA pants/shorts, BSA belt, BSA socks, and BSA registration card.

> At the end of your term, write 2-3 things you think you did well and 2-3 lessons you learned. Review this with the Scoutmaster and with your successor in office: _____

Things I did well:

1. _____

2. _____

3. _____

Things I learned:

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1. _____

2. _____

3. _____

Reviewed with successor:
Date: _____ Scout: _____

What suggestions do you have to make this contract better?

APPROVALS

_____ Scout’s contract-acceptance signature	_____ date (start of term)
_____ Scoutmaster Signature	_____ date (end of term)