

SCRIBE (PAGE 1 OF 2)

<https://scoutermom.com/25596/scribe/>

This is just an example. Adjust as needed to meet the size, customs, and needs of your unit.

Qualifications

- Appointed by Scoutmaster
- Second Class Rank or higher

Reports to

The Den Leader in the pack and the Assistant Scoutmaster for the New Scout Patrol in the troop.

Den Chief duties

- Serve as the activities assistant at den meetings.
- Communicate regularly with the Den Leader to review the den and pack meeting plans.
- If serving with a Webelos den, prepare Cub Scouts to join Scouts BSA.
- Project a positive image of Scouts BSA.
- Know the purposes of Cub Scouting.
- Encourage Cub Scouts to join a Scouts BSA Troop upon graduation.
- Help out at monthly pack meetings.
- Attends at least 2/3 of the den meetings/events during service period.
- Be a friend to the Cub Scouts in the den.
- Participate in outings. Attendance expectation 50%
- Attend troop meetings. Attendance expectation 50%
- Set a good example.
- Wear the field uniform (class A) correctly to all regular troop meetings, religious services, and den meetings.
- Wear the activity uniform (class B t-shirt) to all outings and other troop activities.
- Live by Scout Oath and Law.
- Show scout Spirit.

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Name: _____

Mark how you think you performed in each duty	Could do better	OK	Good	Great
Attended 80% of PLCs and took minutes.				
Arrived 5 minutes before the start of troop and PLC meetings.				
Distributed copies of PLC minutes to PLC members and adult leaders in a timely manner.				
Recorded attendance at all troop meetings, outings, and other activities.				
Recorded advancement on troop advancement chart.				
Shared records with the troop committee secretary and advancement chair.				
Attended 50% of outings				
Attended 80% of troop meetings.				
Set a good example.				
Wore the field uniform (class A) correctly to all regular troop meetings and religious services.				
Wore the activity uniform (class B t-shirt) on all outings and other troop activities.				
Lived by the Scout Oath and Law				
Showed Scout spirit				
My overall fulfillment of the responsibilities for this position				

My triumphs and tragedies were: _____
