



Troop 394
Summer Term 2009
Jobs & Duties



Patrol Leader:

- Make a patrol name, yell, and patch
- Make a patrol flag
- Plan and execute a Fun Project (2/3 Attendance)
- Plan and execute a Service Project (3/4 Attendance)

Guide/Instructor:

- Send monthly teaching plans to the ASPL/SPL/Scoutmaster
- Keep a log (see SPL) of which boys need which requirements signed off
- Have a goal to complete requirements for one rank for each boy
- Each G/I instructs and guides his own patrol

Quartermaster

- Take inventory of the trailer (see SPL); send completed inventory to SPL
- Organize trailer so everything is accessible and neat
- Make a "map" of the trailer for future reference, therefore making it easier to locate objects and replace them; send map to SPL

Historian

- Take pictures of the troop at campouts or non-meeting events
- Make captions for each photo
- Upload pictures onto a CD or onto the web and alert webmaster
- (Optional): Make a scrapbook of the campout using about 10 pictures that have been printed out, write 2-5 sentence summaries for each picture and a paragraph review of the campout overall

Newsletter

- Make a monthly troop newsletter using
 - o Pictures
 - o Quotes
 - o Joke
 - o Quiz/Trivia
 - o Scout/Adult of the Month
 - o General Troop news

Scribes

- Minutes Scribe
 - o Come to all PLCs
 - o Take notes at all PLCs
 - o Alert webmaster or personally post the PLC notes to the troop website
 - o Always keep a hardcopy of previous PLC notes
- Attendance Scribe
 - o Keep attendance of all scouts at troop meetings, campouts, and other events
 - o Create a spreadsheet (see SPL) of the boys attendance and percentage; always keep a hardcopy
- Dues Scribe
 - o Collect monthly dues from all Scouts (\$15 a month)
 - o Record these payments in a spreadsheet (see SPL or Adult Treasurer); always keep a hardcopy

Den Chiefs

- Go to Cub Scout Troop meetings
- Help encourage older cub scouts to join Troop 394

Librarian

- Bring books to each meeting before merit badge days, summer camps, etc.
- Make an inventory of the books in the library (see previous Librarian) and send to SPL

Chaplain's Aide

- Say prayer at every meeting, assist in flag ceremony & Pledge of Allegiance
- Compose a sophisticated prayer for special events such as Court of Honor, etc.
- Work on getting all Scouts their religious emblems (should be done as a troop)



Spirit Maestro

- Print out Skits for the patrols when it is time for camporee or court of honor
- Lead scouts in spirit activities, such as games, songs, etc.

Medic

- Make sure that the troop first aid kit is in order; take inventory and send to SPL
- Know all first aid skills necessary
- Occasionally hold a first aid kit check for all the scouts to ensure future preparedness

Safetyman

- Gives a safety tip every week
- Makes sure that the troop facilities are left clean and organized upon the troop's leave

Bugler

- Wake up the troop members at every campout