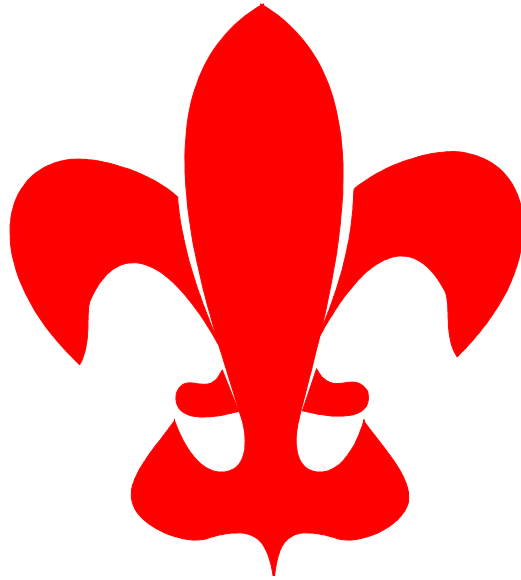


BOY SCOUTS OF AMERICA
TROOP 611

CHARTERED ORGANIZATION
HOLY CROSS CATHOLIC CHURCH



OPERATING PROCEDURES AND GUIDELINES

Revision 2d
Approved 07/24/2008



**TROOP 611
BOY SCOUTS OF AMERICA
OPERATING PROCEDURES AND GUIDELINES**

FOREWORD

The Troop Committee and Sponsoring Organization established these Operating Procedures and Guidelines for the smooth operation of Boy Scout Troop 611. In order to amend these Operating Procedures and Guidelines, a vote of the Troop Committee Members is needed. See Section VIII for specific requirements.

This is the second edition of our Troop Guidebook. We sincerely welcome anyone's suggestions as to how it might be improved. Please discuss your ideas with the Scoutmaster or the Committee Chairperson so that we can make the necessary revisions.

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I. ABOUT THE TROOP

A. Background

1. Troop 611 was first chartered in 1997 by Holy Cross Catholic Church and the Boy Scouts of America, Ventura County Council, Ronald Reagan District (previously the Simoroaks District). The Troop was formed in December, 1997.
2. Troop 611 is run by the Scouts, notably the Senior Patrol Leader, the Assistant Senior Patrol Leader, and the Patrol Leaders, all of whom comprise the Patrol Leaders' Council. The Patrol Leaders' Council, not the adult leaders, is responsible for planning and conducting the Troop's activities.
3. A Troop Committee, made up of the Scouts' parents, provides overall guidance and policy for the Troop. The Troop Committee is the Troop's board of Directors and supports the Troop program.

B. Troop Goals

1. The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law.
2. The major aims of Scouting are:
 - a) the growth in moral strength and character of Scouts,
 - b) participating in citizenship in the Scouts' community, their nation, and their world, and
 - c) physical, mental, and emotional development.
3. The Troop's goal is to encourage the Scouts' development in leadership, responsibility, and public service through a variety of enjoyable and challenging activities.

II. MEMBERSHIP

A. Active Members shall be those scouts:

1. Who are registered in the Boy Scouts of America and in Troop 611.
2. Who observe the Scout Oath and the principles of Scouting. See Appendix A.
3. Who are current in payment of dues and fees. The Patrol Leaders Council will determine requirements for payment of dues prior to campouts and other troop activities, with the approval of the Scoutmaster and if necessary the

Troop Committee.

4. Who regularly attend troop and patrol meetings.
5. Who engage in camping and special activities of the Troop including service projects.

Note: Parents and Scouts must sign and abide by the Operating Procedures and Guidelines adopted by the troop. See Appendix C, for a copy of this form.

B. Inactive members shall be those Scouts:

1. Who do not engage in any scout activities within a thirty (30) day period without prior notification to the Senior Patrol Leader or the Scoutmaster.
2. Who are recommended for disciplinary action.

Note: Inactive members may not hold leadership positions in the Troop.

C. Removal from the inactive list may be accomplished by a Scout:

1. Who supplies acceptable reasons to the Patrol Leader for patrol meetings missed.
2. Who supplies acceptable reasons to the Senior Patrol Leader or Scoutmaster for troop meetings, service projects, campouts and activities missed. Reasons deemed acceptable will be illness and other such explanations that indicate an intention to engage fully in the Scouting program.
3. Who brings all back dues and fees current.
4. Who expresses sincere intention to adhere to the principles of good scouting.

III. GOVERNANCE

A. The troop's charter organization is Holy Cross Catholic Church. The head of the Chartered Organization is the executive officer of the Troop.

B. The head of the Charter Organization, with the advice and counsel of the Troop Committee appoints the Scoutmaster, the Troop Committee Chairperson, and the Chartered Organization Representative. See Section IV, Elections and Appointments below.

C. The Troop Committee acts as the Board of Directors of the Troop.

D. The Scoutmaster will operate the troop in conformity with the principles of the Boy Scouts of America, and national by-laws. The Scoutmaster will serve in the position for a period of two (2) years. He may serve longer with the approval of the Troop Committee and reappointment by the head of the Charter Organization.

1. The Scoutmaster is responsible for the image and program of the Troop.
2. The Scoutmaster and Assistant Scoutmasters work directly with the Scouts, the importance of which is reflected in the fact that the quality of guidance will affect every youth and adult involved in the Troop.
3. The Scoutmaster's and Assistant Scoutmasters' duties include:
 - a) Train and guide boy leaders.
 - b) Work with responsible adults to bring Scouting to boys.
 - c) Use the methods of Scouting to achieve the aims of Scouting.
 - d) Meet regularly with the Patrol Leaders' Council.
 - e) Attend Troop meetings or arrange for a qualified substitute.
 - f) Attend Troop Committee meetings.
 - g) Conduct parent sessions to share the program and encourage parent participation and cooperation.
 - h) Take part in annual membership inventory and uniform inspection, charter review meeting, and charter presentation.
 - i) Provide a systematic recruiting plan for new Scouts.
 - j) Supervise Troop elections for Troop leadership billets and Order of the Arrow.

E. The Chairperson of the Troop Committee is responsible for organizing the Troop Committee to see that all functions are delegated, coordinated, and completed in conformity with the principles of the Boy Scouts of America, and national by-laws. The Chairperson serves in their position for a period of two (2) years.

F. All adult family members of the Troop are eligible to hold a leadership position in the Troop or be a member of the Troop Committee.

G. All Troop Committee members must be registered members of the Boy Scouts of America and adhere to the requirements and conditions of such organization, including training. See Appendix D, Adult Scouter Training.

H. Responsibilities of the Troop Committee:

1. Ensures that quality adult leadership is recruited and trained.
2. Provides adequate meeting facilities.
3. Advises the Scoutmaster on policies relating to Boy Scouting and the Chartered Organization.
4. Supports leaders in carrying out the program.
5. Is responsible for finances, adequate funds, and disbursements in line with the approved budget plan.
6. Obtains, maintains and properly cares for Troop property.
7. Ensures that the Troop has an outdoor program (minimum of ten (10) days and nights per year).
8. Serves on Boards of Review and Courts of Honor.
9. Supports the Scoutmaster in working with individual boys and problems that may affect the overall Troop program.
10. Provides for the special needs and assistance that some boys may require.
11. Helps with friends of Scouting campaign.
12. Assists the Scoutmaster in handling boy behavioral problems.

I. The Troop Committee, as a voting body represents the Troop in helping the Scoutmaster and the Patrol Leaders' Council to organize all Troop activities. Troop Committee is defined under this section as a quorum of registered members. A quorum shall be defined as five (5) registered members excluding the Scoutmaster and Assistant Scoutmasters.

J. The Troop Committee will arbitrate complaints against the Scoutmaster, Assistant Scoutmasters and/or any Troop Committee Member and notify the head of the Chartered Organization through the Chartered Organization Representative of any and all such complaints in writing.

K. The troop committee shall coordinate the yearly church facilities calendar through

the chartered organization representative. This will include use of facilities for troop meetings, committee meetings and fundraising events. The Patrol Leaders Council shall coordinate the troop events calendar with the Scoutmaster for troop outings.

L. Adults are allowed to accompany the Troop on outings. Unless otherwise specified, the adults must meet the following conditions prior to the event:

1. Officially join the Troop Committee.
2. Take the health and safety training, and remain current with that training (currently every 2 years).
3. Take youth protection and remain current with that training (every 2 years starting in 2009).
4. Have a current Class 3 physical on file.
5. Meet with the tour leader for approval to participate. The tour leader, Scoutmaster and Committee Chair will have final authority to permit or deny participation by the adult.
6. Complete Virtus Training (as required by Holy Cross).

IV. ELECTIONS AND APPOINTMENTS

A. The head of the Charter Organization appoints the Chartered Organization Representative, who is a full member of the Troop Committee.

B. The head of the Chartered Organization, with the advice of the Troop Committee, will appoint a Chairperson from its members to serve for a two (2) year term. However, the Chairperson may after careful consideration and evaluation and on the continued appointment by the head of the Chartered Organization, with the advice and counsel of the Troop Committee, continue to serve an additional term. The appointment will transfer at the Committee meeting in November every two (2) years to facilitate having a current charter.

C. The head of the Charter Organization, with the advice and counsel of the Troop Committee appoints the Scoutmaster. In making its recommendation, the Troop Committee will follow the steps outlined in BSA Troop Committee Guidebook.

D. The Scoutmaster, Committee Chair and Charter Organization Representative approve Assistant Scoutmasters. The Troop Committee may be consulted as needed.

E. The Troop (Scouts) will hold leadership elections twice a year or at such times as

indicated by the Patrol Leader' Council. See Appendix E, for Troop 611 Leadership Positions, Duties and Responsibilities.

F. Elections are as follows and in accordance with current BSA National Policy:

1. Patrol Leaders will be elected by the patrol.
2. Troop Officers: Scribe, Quartermaster, Bugler, Assistant Senior Patrol Leader, etc. are selected by the Senior Patrol Leader.
3. The Senior Patrol Leader is elected by the active members of the Troop.
4. Junior Assistant Scoutmasters are appointed by the Scoutmaster.
5. Appointed offices such as Assistant Patrol Leaders are appointed by the Patrol Leader, subject to approval and discussion at the Patrol Leaders' Council meeting following the election.
6. Only active members are entitled to vote or hold Troop and Patrol Offices.
7. The Scoutmaster will appoint some positions such as: Troop Guide(s), Den Chiefs, and Instructors.

V. PROCEDURES AND DISCIPLINE

A. The Patrol Leaders' Council will determine procedures of scouting activities such as proper uniform, payment of dues owed before campouts, etc., with the approval of the Scoutmaster and if necessary the Troop Committee.

B. Many hours go into the planning of the Troop activities, meetings, camp-outs, etc. by the Patrol Leaders' Council. These programs are planned with the expectation that attendance will be 100%. Scouts are to notify their Patrol Leaders, as far in advance as possible, if they are unable to attend.

C. The Troop operation will be guided by the Boy Scout principles of the "Patrol" method and "Boy Leadership," i.e., the boys themselves elect a patrol leader, assign the jobs to be done, and share in the satisfaction of accepting and fulfilling group responsibilities.

D. This means that problem-solving will be handled at the Troop level as far as possible before adult intervention is sought or given. Mistakes are sometimes made and are part of the learning process for all.

E. Good sportsmanship is part of good citizenship. Scout spirit is living by the Scout Law, Scout Oath, Scout Motto and Scout Slogan. See Appendix A.

F. Failure to abide by these rules could result in disciplinary action by the Troop Leadership or possible removal of the Scout from the Troop by the Troop Committee.

G. Prior to any removal of the Scout from the Troop by the Troop Committee, the parents of the scout will be made aware of the disciplinary challenges (in writing) and the Troop will allow a period of thirty (30) days within which to improve the improper behavior. If, after thirty (30) days there is no measurable improvement, the scout will be officially removed from the rolls of Troop 611 and the parents will be notified in writing of their son's removal from the Troop.

H. Adult leaders may send Scouts home from any scouting activity that they are responsible for, as a disciplinary action, provided transportation is available, notification to parents is made, and the safety of the Scout is observed.

I. The Troop 611 uniform for troop meetings and other official events, in concurrence with the Patrol Leaders' Council, and unless otherwise specified, will be: Scout shirt, Scout neckerchief, Scout hat, Scout belt, and Scout pants or shorts (Class A). If the Scout shorts are worn, the Scout socks must be worn with them. Troop tee shirt and scout pants (Class B) will be permissible for outings and other events as approved by the Patrol Leaders Council.

J. For a Scout who is unruly and whose behavior may be a danger to others, one parent must be present during all outings.

VI. ADVANCEMENT

A. To earn rank advancement awards, the Scout will appear before a Board of Review, in full Scout uniform as noted in paragraph V., I. above, and present his completed record.

B. The Board of Review will consist of at least three members of the Troop Committee. The Scoutmaster and Assistant Scoutmasters are not eligible members of the Board of Review.

C. Rank Advancements may be worn when certified as earned by the Board of Review. However, official presentations will be made at the Court of Honor, which shall be held quarterly and, at the very least, two times per year as arranged by the Patrol Leaders' Council.

VII. FINANCES

A. Any single item expense over \$25.00 must have Committee approval.

B. Troop funds are to be used for Scouting related activities only.

C. Two signatures are required on all Troop checks. The designated signatories are the Troop Committee Treasurer, Committee Chairperson and the Scoutmaster, in accordance with the Boy Scouts of America national guidelines and policy.

D. Initial registration fee is \$20.00 for each boy new to Scouting to join Troop 611. The fee includes registration and mandatory accident insurance. The initial registration fee applies to each Scout. All Troop dues will then become due in the first month of the next quarter when the quarterly dues are due and payable. See paragraph H., below.

E. Active Scouts already registered in an existing troop for any calendar can transfer to Troop 611 at no cost.

F. deleted

G. Troop Dues are assessed on a calendar quarter basis, in the first month of the quarter, as follows:

1. January through March, are due in January;
2. April through June, are due in April;
3. July through September, are due in July; and
4. October through December, are due in October.

H. When entering the troop, a scout's dues to the troop will become due with the next Quarter Dues. E.g., if entering the Troop in February, a new Scout bridging from Cub Scouts will pay \$20.00 and in the following April pay the dues for that second calendar quarter.

I. Rechartering assessments of the Troop and Committee Members should be determined at a meeting of the Troop Committee, normally in October. The Troop rechartering assessments include:

1. Scouts
2. Adults
3. Boy's Life
4. Charter Fee (including insurance)

J. Drivers on Scouting activities may be reimbursed for the cost of gas, as determined by the Troop Committee for that particular outing. This amount will be divided among the number of persons providing transportation. No driver will be reimbursed if providing transportation only for themselves or their son.

K. Audit of the Troop Financial Record shall be performed each December and on change of the Troop Treasurer. The Audit Sub-Committee shall consist of at least

two (2) non-financial committee members approved by the Troop Committee. The report of the Audit Committee shall be presented to the Troop Committee at the next scheduled meeting after completion of the audit.

L. All dues, fees, and camping charges will be collected and receipted by the Troop Scribe and forwarded to the Troop Treasurer.

M. Scouts may earn “Camperships” on fund-raisers on approval of the Troop Committee Members. “Camperships” are defined as monies earned by the Scouts and may be used to reimburse the cost(s) of scouting related purchases or events only.

N. Campership and eScrip records will be maintained by the Troop Treasurer. Scouting related purchases (receipts) must be turned into the Troop Treasurer for reimbursement up to and including the amount of monies held in the individual scout’s campership and eScrip account.

O. Camperships and eScrip funds may be transferred to other Scouts in the Troop. If a Scout transfers to another Scout unit, their campership and eScrip funds are transferable via payment directly to their new Troop.

P. It is the intent of the troop to allow all scouts to participate fully in troop activities regardless of financial situation. A scout parent can approach the Scoutmaster or Committee Chairperson with request for financial assistance for any scouting activity. In order to preserve confidentiality, the decision for financial assistance will be made by the Scoutmaster, Committee Chairperson and Treasurer. The decision will be based upon the financial need identified by the parent and the availability of adequate troop funds. The issuance of the aid shall be reported to the troop committee, but name of the recipient shall not be disclosed.

VIII. OPERATING PROCEDURES AND GUIDELINES: CHANGES AND APPROVALS

A. These Operating Procedures and Guidelines are an instrument of the Troop 611 Committee and are subject to the approval by the active members of the Troop, as represented by the Troop Committee. Approval by the aforementioned shall constitute approval of the Chartered Organization. The head of the Chartered Organization has full right to override the Troop Committee approval of or changes to the Operating Procedures and Guidelines. The Chartered Organization Representative may act on behalf of the Head of the Chartered Organization.

B. Any recommended changes to the Operating Procedures and Guidelines of the Troop must be properly noticed and scheduled, for a regular Troop Committee Meeting, allowing for appropriate lead time for the Troop Committee to review and act upon them.

C. A simple majority vote of the Troop Committee is necessary for the approval or

change of the Operating Procedures and Guidelines. A quorum of members shall be necessary for approval or changes to the Operating Procedures and Guidelines. See Section III, I., for definition of a quorum and Troop Committee.

IX. PRIVACY POLICY

A. Boy Scout Troop 611 collects, but never discloses to third parties, non public personal information about you or your Scout and does not intend to do so.

B. Therefore, our simple privacy policy is that we will never sell or give away any of your personal information to anyone without your written consent.



TROOP 611
BOY SCOUTS OF AMERICA
OPERATING PROCEDURES AND GUIDELINES
Appendix A
Principles of Scouting

SCOUT OATH or PROMISE

On my honor I will do my best
to do my duty to God and to my country
and to obey the Scout law;
to help other people at all times;
to keep myself physically strong,
mentally awake, and morally straight.

SCOUT LAW

A Scout is trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean, and reverent.

SCOUT MOTTO

Be prepared.

SCOUT SLOGAN

Do a good turn daily.



TROOP 611
BOY SCOUTS OF AMERICA
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Appendix B

reserved



**TROOP 611
BOY SCOUTS OF AMERICA
OPERATING PROCEDURES AND GUIDELINES
Appendix C**

Troop 611 Consent to Abide By the Operating Procedures and Guidelines

We, the undersigned parents and scout, have read the Troop 611 Operating Procedures and Guidelines and agree to abide by the guideline requirements as well as the requirements set forth by the Boy Scouts of America.

In addition, we agree to do our best to live by the Principles of Scouting as outlined in the Scout Oath, Scout Law, Scout Motto, and Scout Slogan.

Signed

_____ Parent

_____ Scout

_____ Date



TROOP 611
BOY SCOUTS OF AMERICA
OPERATING PROCEDURES AND GUIDELINES
Appendix D
Adult Scouter Training

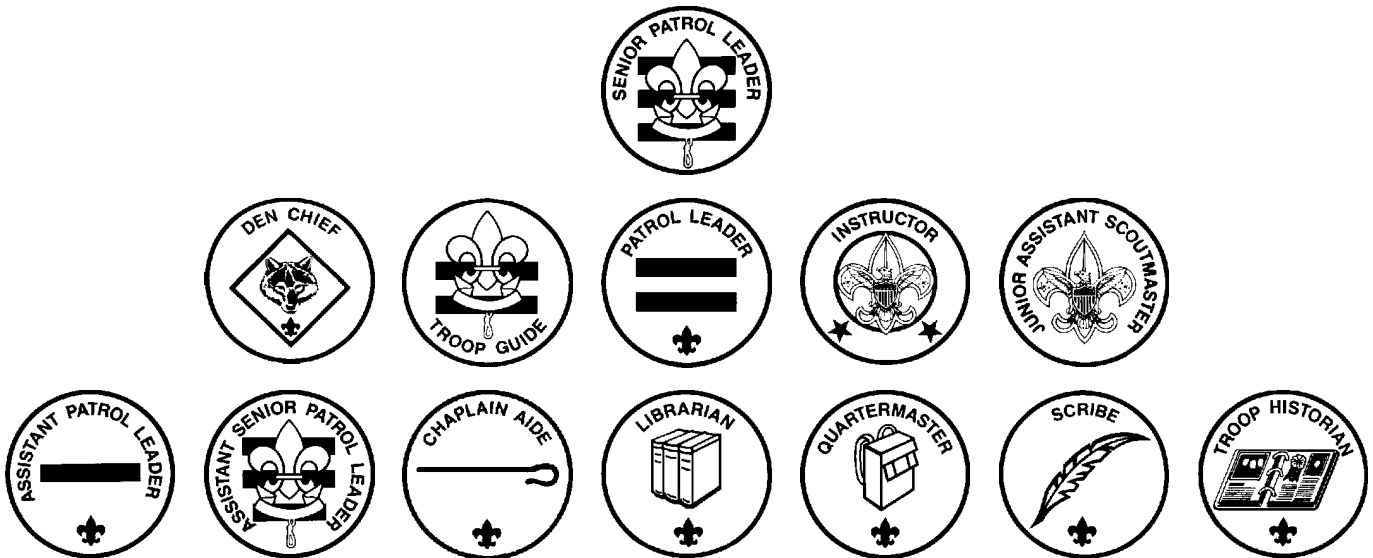
BSA policy states that Scoutmaster and Assistant Scoutmasters are considered trained when they have completed and have current Youth Protection Training, New Leader Essentials, Scoutmaster and Assistant Scoutmaster Leadership Specific Training and Introduction to Outdoor Leader Skills. In addition the BSA requirements, Troop 611 also requires that the Scoutmaster and Assistant Scoutmasters have completed and have current certifications in First Aid, Adult CPR and BSA Health and Safety training. The Scoutmaster and Assistant Scoutmasters are encouraged to take High Adventure training to enhance the experiences for the members of the troop.

BSA policy states that Troop Committee Members are considered trained when they have completed Youth Protection Training, New Leader Essentials and the Troop Committee Challenge as their Leader Specific Training. Troop 611 does not require additional training, but encourages all parents and Committee Members to have current certifications in First Aid, Adult CPR and BSA Health and Safety training in order to provide positive support to the Scoutmaster and Assistant Scoutmasters on troop outings.



TROOP 611
BOY SCOUTS OF AMERICA
OPERATING PROCEDURES AND GUIDELINES
Appendix E
Leadership Positions, Duties and Responsibilities

Leading the way...



Troop 611 Scout Leadership Positions
Duties and Responsibilities



Leading the way...

What does that mean?

Think about being a Cub Scout. You came to den meetings and did a lot of different and fun things. However, who decided what to do and who planned the activities? The Den Leaders right?

Sports teams are a lot of fun, too. But who decides who plays what position, who's on the starting lineup and when to substitute? The coach, right?

There is one thing that makes Scouting different from all other youth groups. Do you know what it is?

Well, it is not the uniform. Every soccer, basketball, and baseball team has a uniform.

It is not the fun activities. There are a lot of other things that are fun.

In addition, it certainly is not cleaning dirty pots and pans on a campout!

What makes Scouting special is that YOU make the decisions!

That is right! YOU run the troop. Baden-Powell made it very plain in Aids to Scoutmastership when he wrote, "The best progress is made in those Troops where power and responsibility are really put into the hands of the Patrol Leaders."

This is real decision making power. Moreover, no it is not just Patrol Leaders. All of the troop leadership positions have a hand in making the Troop run. As a troop leader you will:

Plan and run troop meetings,

Pick troop outings, where to camp, what to do,

Plan advancement opportunities for all troop members

Select High-Adventure programs

Determine troop policy

Help other Scouts along the trail to Eagle.

Sound cool? It really is! The adults are there to provide support but YOU will be making the decisions.

Because being a leader is more than just sewing on a patch, we have put together job descriptions for the troop leadership positions. They will give you a good idea of what each job is all about and what you will be required to do.

Here is how to be considered for a position. First, read the job descriptions, qualifications, and job responsibilities. Then decide what you want to do and talk it over with your parents. You can also talk it over with other Scouts who have served in that position. Finally, get a troop job application form, fill it out, have your parent(s) read and sign it and turn it in.

So, are you ready to "Lead the way"? We sure hope so!



Troop 611
Leadership Position Description
SENIOR PATROL LEADER

GENERAL INFORMATION

- Type:** Elected by the members of the troop
Term: 6 months
Reports to: Scoutmaster
Description: The Senior Patrol Leader is elected by the Scouts to represent them as the top junior leader in the troop.
Comments: The Senior Patrol Leader is the focal point of the troop. He needs to attend as close to all troop functions as possible. One of the major parts of the SPL's job is to appoint other troop leaders. He must choose leaders who are able, not just his friends or other popular Scouts.

QUALIFICATIONS

- Age:** none
Rank: 1st Class or higher
Experience: Previous service as SPL, ASPL, PL, or APL
Attendance: 75% over previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training even if you have attended in the past.
Attendance: You are expected to attend 85% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.
Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.
Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.
Attendance: Set the example by being an active Scout. Be on time for meetings and activities. You must call the Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that the Assistant Senior Patrol Leader is ready to assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Runs all troop meetings, events, activities, and the annual program planning conference.
- Runs the Patrol Leader's Council meeting.
- Appoints other troop junior leaders with the advice and counsel of the Scoutmaster.
- Assigns duties and responsibilities to junior leaders.
- Assists the Scoutmaster with Junior Leader Training.



**Troop 611
Leadership Position Description**

PATROL LEADER

GENERAL INFORMATION

Type: Elected by members of the patrol

Term: 6 months

Reports to: Senior Patrol Leader

Description: The Patrol Leader is the elected leader of his patrol. He represents his patrol on the Patrol Leader's Council.

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 are the primary members of the Patrol Leaders' Council.

QUALIFICATIONS

Age: none

Rank: none

Experience: none

Attendance: 75% over previous 6 months

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training even if you have attended in the past.

Attendance: You are expected to attend 80% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

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

Attendance: Set the example by being an active Scout. Be on time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that the Assistant Patrol Leader is ready to assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Appoints the Assistant Patrol Leader.

Represents the patrol on the Patrol Leader's Council

Plans and steers patrol meetings

Helps Scouts advance

Acts as the chief recruiter of new Scouts

Keeps patrol members informed

Knows what his patrol members and other leaders can do.



Troop 611
Leadership Position Description

JUNIOR ASSISTANT SCOUTMASTER

GENERAL INFORMATION

Type: Appointed by the Scoutmaster

Term: 1 year

Reports to: Scoutmaster

Description: The Junior Assistant Scoutmaster serves in the capacity of an Assistant Scoutmaster except where legal age and maturity are required. He must be at least 16 years old and not yet 18. He is appointed by the Scoutmaster because of his leadership ability.

Comments: In many cases, the JASM has the same responsibilities as an Assistant Scoutmaster.

QUALIFICATIONS

Age: At least 16 years old

Rank: Eagle

Experience: Previous leadership positions

Attendance: 75% over the previous 6 months

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training even if you have attended in the past.

Attendance: You are expected to attend 80% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

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

Attendance: Set the example by being an active Scout. Be on time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Functions as an Assistant Scoutmaster.

Performs duties as assigned by the Scoutmaster.



Troop 611 Leadership Position Description

DEN CHIEF

GENERAL INFORMATION

- Type:** Appointed by the Scoutmaster
Term: 1 year
Reports to: Scoutmaster and Den Leader
Description: The Den Chief works with the Cub Scouts, Webelos Scouts, and Den Leaders in the Cub Scout pack.
Comments: The Den Chief provides a knowledge of games and Scout skills that many Den Leaders lack. The Den Chief is also a recruiter for the troop. This function is important because no troop can thrive without new members and most new members will come from Cub Scouting.

QUALIFICATIONS

- Age:** 13 or approval of Scoutmaster
Rank: 1st Class or approval of Scoutmaster
Experience: none
Attendance: 75% over previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training even if you have attended in the past.
Attendance: You are expected to attend 75% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.
In terms of attendance with your den, you are expected to attend 90% of den meetings and pack functions. You must inform the Den Leader if you will be absent.
Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.
Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.
Attendance: Set the example by being an active Scout. Be on time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Knows the purposes of Cub Scouting
- Helps Cub Scouts advance through Cub Scout ranks.
- Encourages Cub Scouts to join a Boy Scout troop upon graduation.
- Assists with activities in the den meetings.
- Is a friend to the boys in the den.
- Helps out at weekly den meetings and monthly pack meetings.
- Meets with adult members of the den, pack, and troop as necessary.



**Troop 611
Leadership Position Description**

INSTRUCTOR

GENERAL INFORMATION

Type: Appointed by the Scoutmaster

Term: 1 year

Reports to: Scoutmaster

Description: The Instructor teaches Scouting skills.

Comments: The Instructor will work closely with both the Troop Guide and with the Assistant Scoutmaster for new Scouts. The Instructor does not have to be an expert but should be able to teach the Scoutcraft skills needed for Tenderfoot, Second Class, and First Class ranks. The troop can have more than one instructor.

QUALIFICATIONS

Age: 14 or older

Rank: 1st Class or higher

Experience: none

Attendance: 50% over previous 6 months

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training even if you have attended in the past.

Attendance: You are expected to attend 75% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

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

Attendance: Set the example by being an active Scout. Be on time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Teaches basic Scouting skills in troop and patrols.



Troop 611 Leadership Position Description

TROOP GUIDE

GENERAL INFORMATION

Type: Appointed by the Scoutmaster

Term: 1 year

Reports to: Scoutmaster

Description: The Troop Guide works with new Scouts. He helps them feel comfortable and earn their First Class rank in their first year.

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 first year fun and successful. This is an important position.

QUALIFICATIONS

Age: 14 or older

Rank: 1st Class or higher

Experience: none

Attendance: 75% over previous 6 months

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training even if you have attended in the past.

Attendance: You are expected to attend 90% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

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

Attendance: Set the example by being an active Scout. Be on time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Introduces new Scouts to troop operations.

Guides new Scouts through early Scouting activities

Shields new Scouts from harassment by older Scouts.

Helps new Scouts earn First Class in their first year.

Teaches basic Scout skills.

Coaches the patrol leader of the new Scout patrol on his duties.

Works with the patrol leader at Patrol Leaders' Council meetings.

Attends Patrol Leaders' Council meetings with the patrol leader of the new Scout patrol.

Assists the Assistant Scoutmaster with training.

Counsels individual Scouts on Scouting challenges.



Troop 611
Leadership Position Description

ASSISTANT SENIOR PATROL LEADER

GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader
Term: 6 months
Reports to: Senior Patrol Leader
Description: The Assistant Senior Patrol Leader is the second highest ranking patrol leader in the troop. The Assistant Senior Patrol Leader acts as the Senior Patrol Leader in the absence of the SPL or when called upon. He also 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.

QUALIFICATIONS

- Age:** none
Rank: 1st Class or higher
Experience: none
Attendance: 50% over the previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training even if you have attended in the past.
Attendance: You are expected to attend 80% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.
Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.
Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.
Attendance: Set the example by being an active Scout. Be on time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Helps the Senior Patrol Leader lead meetings and activities.
- Runs the troop in the absence of the Senior Patrol Leader.
- Helps train and supervise the Troop Scribe, Quartermaster, Instructor, Librarian, Historian, and Chaplain Aide.
- Serves as a member of the Patrol Leader's Council.



**Troop 611
Leadership Position Description**

ASSISTANT PATROL LEADER

GENERAL INFORMATION

Type: Appointed by the Patrol Leader

Term: 6 months

Reports to: Patrol Leader

Description: The Assistant Patrol Leader is appointed by the Patrol Leader and leads the patrol in his absence.

Comments: Substituting for the Patrol Leader is only part of the Assistant Patrol Leader's job. The APL actively helps run the patrol.

QUALIFICATIONS

Age: none

Rank: none

Experience: none

Attendance: 50% over previous 6 months

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training even if you have attended in the past.

Attendance: You are expected to attend 75% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

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

Attendance: Set the example by being an active Scout. Be on time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

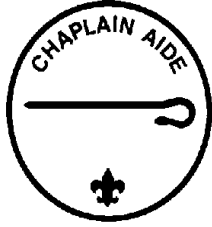
Helps the Patrol Leader plan and steer patrol meetings and activities.

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 611 Leadership Position Description

CHAPLAIN AIDE

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader

Term: 6 months

Reports to: Assistant Senior Patrol Leader

Description: The Chaplain Aide works with the Troop Chaplain to meet the religious needs of Scouts in the troop. He also works to promote the religious awards 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.

QUALIFICATIONS

Age: none

Rank: none

Experience: none

Attendance: 50% over the previous 6 months

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training even if you have attended in the past.

Attendance: You are expected to attend 60% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

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

Attendance: Set the example by being an active Scout. Be on time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Assists the Troop Chaplain with religious services at troop activities.

Tells Scouts about the religious emblem program for their faith.

Makes sure religious holidays are considered during troop program planning.

Helps plan for religious observance in troop activities.



**Troop 611
Leadership Position Description**

TROOP HISTORIAN

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader

Term: 6 months

Reports to: Assistant Senior Patrol Leader

Description: The Troop Historian keeps a historical record or scrapbook of troop activities.

Comments: 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.

QUALIFICATIONS

Age: none

Rank: none

Experience: none, but interest in photography is helpful

Attendance: 50% over the previous 6 months

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training even if you have attended in the past.

Attendance: You are expected to attend 60% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

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

Attendance: Set the example by being an active Scout. Be on time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

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 611 Leadership Position Description

TROOP LIBRARIAN

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader

Term: 6 months

Reports to: Assistant Senior Patrol Leader

Description: The Troop Librarian takes care of troop literature.

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.

QUALIFICATIONS

Age: none

Rank: none

Experience: none

Attendance: 50% over the previous 6 months

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training even if you have attended in the past.

Attendance: You are expected to attend 60% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

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

Attendance: Set the example by being an active Scout. Be on time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Sets up and takes care of a troop library

Keeps records of books and pamphlets owned by the troop.

Adds new or replacement items as needed.

Keep books and pamphlets available for borrowing.

Keeps a system for checking books and pamphlets in and out.

Follows up on late returns.

Issue vouchers for purchase of used merit badge books.



**Troop 611
Leadership Position Description**

TROOP QUARTERMASTER

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader

Term: 6 months

Reports to: Assistant Senior Patrol Leader

Description: The Troop Quartermaster keeps track of troop equipment and sees that it is in good working order.

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.

QUALIFICATIONS

Age: none

Rank: none

Experience: none

Attendance: 50% over the previous six months

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training even if you have attended in the past.

Attendance: You are expected to attend 60% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

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

Attendance: Set the example by being an active Scout. Be on time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Keep records on patrol and troop equipment

Makes sure equipment is in good working condition

Issue equipment and makes sure it is returned in good condition

Makes suggestions for new or replacement items

Works with the Troop Committee member responsible for equipment

Gets the US, troop, and patrol flags for meetings and ceremonies and puts them away afterwards.



Troop 611 Leadership Position Description

TROOP SCRIBE

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader

Term: 6 months

Reports to: Assistant Senior Patrol Leader

Description: The Scribe keeps the troop records. He records the activities of the Patrol Leaders' Council and keeps a record of dues, advancement, and Scout attendance at troop meetings.

Comments: To be a good Scribe you need to attend nearly all troop and Patrol Leaders' Council meetings.

QUALIFICATIONS

Age: none

Rank: none

Experience: none

Attendance: 50% over the previous six months

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training even if you have attended in the past.

Attendance: You are expected to attend 60% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

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

Attendance: Set the example by being an active Scout. Be on time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Attends and keeps a log of Patrol Leaders' Council meetings

Records individual Scout attendance and dues payments.

Records individual Scout advancement progress

Works with the Troop Committee members responsible for records and finance.

Troop 611

Leadership Position Application

Your Name: _____ Age: _____

Current Rank: _____

Current Position: _____ Previous Positions: _____

Attendance (6 months): _____ (get from Troop Scribe records)

List your first three choices

1st Choice	2nd Choice	3rd 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)