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| <b>Troop 355</b> | <b>Position Guide</b>  | Latest Revision:<br>April 30, 2009 |
|                  | <b>Troop Registrar</b> | Page<br>1 of 1                     |

## **Preamble**

The Troop Registrar is responsible to make sure that all scouts and adults who are in contract with the scouts are properly registered with the Council.

### **I. Reporting Relationship**

The Troop Registrar reports to the Advisory Committee Chair

### **II. Responsibilities and Duties**

1. Prepare application packages for new scouts
2. Register new scouts with the troop
3. Prepare orientation notebooks "Blue Books" for new scouts
4. Re-register returning scouts
5. Maintain medical and consent forms
6. Provide copies of medical and consent forms to scoutmaster for campouts

### **III. Training**

1. Attend the following training courses provided by the San Gabriel Valley Council:
  - a. Fast Start Training
  - b. Troop Committee Challenge