



TROOP 355

LEADERSHIP HANDBOOK



Troop 355

Senior Patrol Leader

Fall 2013

Position Guide

1. Help plan Troop meetings
2. Conduct Troop meetings
3. Help plan Patrol Council meetings
4. Conduct Patrol Council meetings
5. Represent the Troop at District and Council events
6. Master of Ceremonies at Winter Court of Honor
7. Wear the Scout uniform correctly
8. Live by the Scout Oath and Law

Minimum requirements for leadership sign-off

	Requirement	Signature	Date
1.	Conduct 6 Troop meetings		
2.	Attend 2 Patrol Council meetings		
3.	Attend 4 Troop activities of which one must be a camping trip		
4.	Wear the Scout uniform correctly at Troop meetings and Court of Honor		
5.	Describe something you did while a Senior Patrol Leader that benefited a specific person in the Troop		
6.	Describe something you did while a Senior Patrol Leader that benefited a specific person outside the Troop		
7.	Describe the moment in your tenure as Senior Patrol Leader that you are most proud of and why		

Troop 355

Assistant Senior Patrol Leader

Fall 2013

Position Guide

1. Assist the Senior Patrol Leader
2. Act as Senior Patrol Leader in his absence
3. Set up seating and tables for troop meetings
4. Attend Troop meetings
5. Attend Patrol Council meetings
6. Wear the Scout uniform correctly
7. Live by the Scout Oath and Law

Minimum requirements for leadership sign-off

	Requirement	Signature	Date
1.	Attend and set up 6 Troop meetings		
2.	Attend 2 Patrol Council meetings		
3.	Attend 3 Troop activities of which one must be a camping trip		
4.	Plan and direct a Scout skill activity before a Troop meeting using Instructors to assist		
5.	Wear the Scout uniform correctly at Troop meetings and Court of Honor		
6.	Set up Scout House for meetings (enlist the help of other Scouts)		
7.	Describe something you did while an Assistant Senior Patrol Leader that benefited a specific person in the Troop		
8.	Describe something you did while an Assistant Senior Patrol Leader that benefited a specific person outside the Troop		
9.	Describe the moment in your tenure as Assistant Senior Patrol Leader that you are most proud of and why		

Troop 355

Patrol Leader

Fall 2013

Position Guide

1. Plan and lead Patrol meetings and activities
2. Keep Patrol members informed
3. Attend Patrol Council meetings
4. Attend Troop meetings
5. Prepare the Patrol to participate in all Troop activities
6. Work with other Troop Leaders to make the Troop run well
7. Know the abilities of each Patrol member
8. Wear the Scout uniform correctly
9. Live by the Scout Oath and Law
10. Show and develop Patrol spirit

Minimum requirements for leadership sign-off

	Requirement	Signature	Date
1.	Attend 6 Troop meetings		
2.	Attend 3 Troop activities of which one must be a camping trip		
3.	Attend 2 Patrol Council meetings		
4.	Plan and conduct 2 Patrol activities separate from Troop activities		
5.	Wear the Scout uniform correctly at Troop meetings and Court of Honor		
6.	Describe something you did while a Patrol Leader that benefited a specific person in the Troop		
7.	Describe something you did while a Patrol Leader that benefited a specific person outside the Troop		
8.	Describe the moment in your tenure as Patrol Leader that you are most proud of and why		

Troop 355

Assistant Patrol Leader

Fall 2013

Position Guide

1. Assist the Patrol leader
2. Act as Patrol Leader in his absence
3. Attend Troop meetings
4. Wear the Scout uniform correctly
5. Live by the Scout Oath and Law
6. Show and develop Patrol spirit

Minimum requirements for leadership sign-off

	Requirement	Signature	Date
1.	Attend 6 Troop meetings		
2.	Attend 3 Troop activities of which one must be a camping trip		
3.	Attend 2 Patrol Council meetings		
4.	Attend 2 Patrol activities separate from Troop activities		
5.	Wear the Scout uniform correctly at Troop meetings and Court of Honor		
6.	Describe something you did while an Assistant Patrol Leader that benefited a specific person in the Troop		
7.	Describe something you did while an Assistant Patrol Leader that benefited a specific person outside the Troop		
8.	Describe the moment in your tenure as Assistant Patrol Leader that you are most proud of and why		

Troop 355

Troop Guide

Fall 2013

Position Guide

1. Mentor a new Patrol Leader
2. Assist a new Patrol Leader in organizing a new Patrol
3. Assist a new Patrol Leader in organizing his Patrol's meal plans
4. Assist a new Patrol Leader in organizing his Patrol's duty roster
5. Assist a new Patrol Leader in organizing a Patrol outing
6. Assist an Instructor in teaching Scout Skills to a new Patrol
7. Wear the Scout uniform correctly
8. Live by the Scout Oath and Law
9. Show and develop Patrol spirit

Minimum requirements for leadership sign-off

	Requirement	Signature	Date
1.	Attend 6 Troop meetings		
2.	Attend 3 Troop activities		
3.	Attend 2 Patrol Council meetings		
4.	Help plan and attend 2 Patrol activities or meetings		
5.	Help plan the meal and duty rosters for 2 campouts		
6.	Wear the Scout uniform correctly at Troop meetings and Court of Honor		
7.	Describe something you did while a Troop Guide that benefited a specific person in the new Patrol		
8.	Describe something you did while a Troop Guide that benefited a specific person outside the Troop		
9.	Describe the moment in your tenure as Troop Guide that you are most proud of and why		

Troop 355

Scribe

Fall 2013

Position Guide

1. Take attendance at all Troop functions
2. Arrange for Troop publicity
3. Attend Troop meetings
4. Wear the Scout uniform correctly
5. Live by the Scout Oath and Law

Minimum requirements for leadership sign-off

	Requirement	Signature	Date
1.	Take attendance at all Troop activities and meetings (you may delegate this responsibility as necessary)		
2.	Attend 6 Troop meetings		
3.	Attend 3 Troop activities		
4.	Attend 2 Patrol Council meetings		
5.	Submit at least one article to the San Marino Tribune and have it published		
6.	Wear the Scout uniform correctly at Troop meetings and Court of Honor		
7.	Describe something you did while the Scribe that benefited a specific person in the Troop		
8.	Describe something you did while the Scribe that benefited a specific person outside the Troop		
9.	Describe the moment in your tenure as the Scribe that you are most proud of and why		

Troop 355

Chaplain Aide

Fall 2013

Position Guide

1. Conduct invocation at Troop meetings and activities
2. Attend Troop meetings
3. Wear the Scout uniform correctly
4. Live by the Scout Oath and Law

Minimum requirements for leadership sign-off

	Requirement	Signature	Date
1.	Prepare in advance and provide the invocation at 6 Troop meetings		
2.	Attend 3 Troop activities		
3.	Attend 2 Patrol Council meetings		
4.	Promote the BSA Religious Emblems Program at one Troop meeting		
5.	Wear the Scout uniform correctly at Troop meetings and Court of Honor		
6.	Describe something you did while the Chaplain Aide that benefited a specific person in the Troop		
7.	Describe something you did while the Chaplain Aide that benefited a specific person outside the Troop		
8.	Describe the moment in your tenure as the Chaplain Aide that you are most proud of and why		

Troop 355

Historian

Fall 2013

Position Guide

1. Assign Photographer at all Troop outings
2. Arrange for Troop publicity
3. Coordinate posting of Troop photos with Webmaster
4. Maintain Troop photos for each outing
5. Issue news releases to the San Marino Tribune
6. Wear the Scout uniform correctly
7. Live by the Scout Oath and Law

Minimum requirements for leadership sign-off

	Requirement	Signature	Date
1.	Take photos at all Troop outings (you may delegate this responsibility as necessary) selecting the six best photos		
2.	Arrange with the Webmaster to post the six best photos from all Troop outings		
3.	Attend 6 Troop meetings		
4.	Attend 3 Troop activities		
5.	Attend 2 Patrol Council meetings		
6.	Submit at least one photo to the San Marino Tribune and have it published		
7.	Wear the Scout uniform correctly at Troop meetings and Court of Honor		
8.	Describe something you did while the Historian that benefited a specific person in the Troop		
9.	Describe something you did while the Historian that benefited a specific person outside the Troop		
10.	Describe the moment in your tenure as the Historian that you are most proud of and why		

Troop 355

Librarian

Fall 2013

Position Guide

1. Maintain the Troop Library with current Merit Badge books
2. Make the Library available to the Troop
3. Encourage the donation of books to the Library
4. Wear the Scout uniform correctly
5. Live by the Scout Oath and Law

Minimum requirements for leadership sign-off

	Requirement	Signature	Date
1.	Bring the Library to all Troop meetings and display it in a prominent location (you may delegate this responsibility as necessary)		
2.	Attend 6 Troop meetings		
3.	Attend 3 Troop activities		
4.	Attend 2 Patrol Council meetings		
5.	Make a presentation to the Troop, prepared in advance to encourage Scouts to donate unneeded merit badge books to the Library		
6.	Compose and send an email to the Troop to encourage Scouts to donate unneeded merit badge books to the Library		
7.	Wear the Scout uniform correctly at Troop meetings and Court of Honor		
8.	Describe something you did while the Librarian that benefited a specific person in the Troop		
9.	Describe something you did while the Librarian that benefited a specific person outside the Troop		

Troop 355

Den Chief

Fall 2013

Position Guide

1. Assist the Webelo Den Leader
2. Promote Troop 355 within the Den
3. Wear the Scout uniform correctly
4. Live by the Scout Oath and Law

Minimum requirements for leadership sign-off

	Requirement	Signature	Date
1.	Attend Webelo den meetings for six months		
2.	Attend 2 Pack meetings		
3.	Attend 2 Webelo outings		
4.	Read the Den Chief's Guide (available at the Scout House)		
5.	Help the Webelo den develop a yell		
6.	Wear the Scout uniform correctly at Troop meetings and Court of Honor		
7.	Describe something you did while a Den Chief that benefited a specific person in the Den		
8.	Describe the moment in your tenure as Den Chief that you are most proud of and why		

Troop 355

Instructor

Fall 2013

Position Guide

1. Assist other Scouts in their rank advancement
2. Assist a Merit Badge Counselor in a Merit Badge program
3. Wear the Scout uniform correctly
4. Attend Troop meetings
5. Live by the Scout Oath and Law

Minimum requirements for leadership sign-off

	Requirement	Signature	Date
1.	Assist a Merit Badge Counselor in a Merit Badge program		
2.	On 4 separate occasions teach Scout skills to other Scouts for sign-off or help them prepare for a Scoutmaster Conference		
3.	Attend 6 Troop meetings		
4.	Attend 2 Patrol Council meetings		
5.	Wear the Scout uniform correctly at Troop meetings and Court of Honor		
6.	Describe something you did while an Instructor that benefited a specific person in the Troop		
7.	Describe the method of teaching you found most effective		
8.	Describe the moment in your tenure as an Instructor that you are most proud of and why		

Troop 355

Quartermaster

Fall 2013

Position Guide

1. Maintain catalog and organize Troop equipment & supplies
2. Manage the sale of Troop T-shirts and caps
3. Encourage the donation of gear to the Troop
3. Wear the Scout uniform correctly
4. Attend Troop meetings
5. Live by the Scout Oath and Law

Minimum requirements for leadership sign-off

	Requirement	Signature	Date
1.	Perform an inventory of Troop equipment & supplies in the container		
2.	Present an inventory report to the Scoutmaster		
3.	Formulate a plan to organize the Troop's equipment and supplies		
4.	Bring Troop items for sale (T-shirts and caps) to one meeting per month		
5.	Attend 6 Troop meetings		
6.	Attend 2 Patrol Council meetings		
7.	Wear the Scout uniform correctly at Troop meetings and Court of Honor		

Troop 355

Bugler

Fall 2013

Position Guide

1. Support flag ceremonies
2. Attend Troop meetings
3. Wear the Scout uniform correctly
3. Live by the Scout Oath and Law

Minimum requirements for leadership sign-off

	Requirement	Signature	Date
1.	Play the <i>Call to Colors</i> at 6 Flag ceremonies		
2.	Attend 6 Troop meetings		
3.	Attend 2 Patrol Council meetings		
4.	Wear the Scout uniform correctly at Troop meetings and Court of Honor		
5.	Describe something you did while a Bugler that benefited a specific person in the Troop		
6.	Describe something you did while a Bugler that benefited a specific person outside the Troop		
7.	Describe the moment in your tenure as the Bugler that you are most proud of and why		

Troop 355

Order of the Arrow Representative

Fall 2013

Position Guide

1. Attend Lodge Meetings
2. Promote the OA within the Troop
3. Assist with the OA nomination and election process
3. Attend Troop meetings
4. Wear the Scout uniform correctly
5. Live by the Scout Oath and Law

Minimum requirements for leadership sign-off

	Requirement	Signature	Date
1.	Attend the 3 OA Lodge Meetings		
2.	Attend 6 Troop meetings		
3.	Attend 3 Troop activities		
4.	Attend 2 Patrol Council meetings		
5.	Assist the Lodge in administrating the OA nominating and election procedures		
6.	Wear the Scout uniform correctly at Troop meetings and Court of Honor		
7.	Describe something you did while the OA Rep that benefited a specific person in the Troop		
8.	Describe something you did while the OA Rep that benefited a specific person outside the Troop		
9.	Describe the moment in your tenure as the OA Rep that you are most proud of and why		