

Senior Patrol Leader



Position: **Senior Patrol Leader (SPL)**
Advisor: Scoutmaster
Term: 6 months – Elevated from ASPL
Description: SPL is the top Junior Leader in the Troop. The SPL is the focal point of Troop 540.
Age required: None
Rank: Star Scout or above
Experience: Previous service as ASPL, and PL or TG
Scout Spirit: Attendance at most Troop functions in last year.
Training: District JLT and Troop JLT

Role: Provide Leadership for all Troop Activities

Duties:

- Preside at all Troop Meetings, Troop Activities, Outings, and Events.
- Chair the Patrol Leaders' Council and Annual Program Planning Session
- Appoint Junior Leaders with Scoutmaster consent
- Advise and support the Patrol Leaders in accomplishing their assignments
- Help develop the Leadership skills of other youth leaders within the Troop; specifically the Assistant Senior Patrol Leader and the Patrol Leaders
- Assign duties and responsibilities to Troop Junior Leaders and patrols and help them succeed
- Lead by example. Set the "Bar" for the Troop.
- Establish written goals
- Keep your advisor informed of activities, accomplishments and concerns

Standards

- Attendance at most Troop events is expected since the SPL is the focal point of all Troop activities.
- Ensure troop meetings and activities are planned, organized and maintain an appropriate schedule; keep the troop on task and on schedule
- Effectively utilize all junior leaders; challenge each to grow in responsibility
- Ensure that the Patrol Leaders' Council developed monthly plan is documented and distributed to the Scoutmaster, Assistant Senior Patrol Leader, and Patrol Leaders; and is posted for each meeting and outing
- Live by the Scout Oath and Law. Display good Scout Spirit
- Wear the uniform properly and proudly.
- Schedule at least 3 Leadership Conferences with your advisor (beginning, middle and end of term)
- Obtain advisor approval of your goals
- Maintain a leadership journal

SPL:

Advisor

Date:

Assistant Senior Patrol Leader



Position: Assistant Senior Patrol Leader (ASPL)
Advisor: Scoutmaster
Term: 6 months – Elected by Troop. Expected to assume SPL at end of ASPL term
Description: ASPL is the second highest ranking Junior Leader in the Troop. The ASPL acts as the SPL in the absence of the SPL or when called upon.
Age required: None
Rank: Star Scout or above
Experience: Previous service as Patrol Leader or Troop Guide
Scout Spirit: Attendance at most Troop functions in last year.
Training: Troop JLT, preferably District JLT, may take during tenure, to be completed prior to assuming SPL duties

Role: Assist the Senior Patrol Leader in all Troop Activities

Duties:

- Provide direct leadership to Troop Scribe, Historian, Quartermaster, Chaplain's Aide and others as designated by the SPL
- Lead Troop Meetings, Troop Activities, Outings, and Events in the absence of the SPL or as called upon by the SPL
- Lead by example
- Establish written goals
- Participate in the monthly Patrol Leaders' Council
- Keep your advisor informed of activities, accomplishments and concerns

Standards

- Attendance at most Troop events is expected since the SPL is the focal point of all Troop activities.
- Develop Troop Spirit.
- Ensure Junior Leaders described above understand and successfully perform their assignments.
- Monitor patrol activities during Troop meetings and outings. Advise the SPL of any concerns
- Accomplish tasks as assigned by the SPL
- Conduct periodic Troop uniform inspections
- Live by the Scout Oath and Law. Display good Scout Spirit
- Wear the uniform properly and proudly.
- Schedule at least 3 Leadership Conferences with your advisor (beginning, middle and end of term)
- Obtain advisor approval of your goals
- Maintain a leadership journal

ASPL:

Advisor

Date:

Junior Assistant Scoutmaster



Position: Junior Assistant Scoutmaster (JASM)
Advisor: Scoutmaster
Term: Until 18th Birthday – Appointed by Scoutmaster
Description: JASM serves in the capacity of an Assistant Scoutmaster except where legal age and maturity are required.
Age required: 16 or older
Rank: At least Life; Eagle preferred
Experience: Previous youth leadership positions
Scout Spirit: Attendance at most Troop functions in last year.
Training: District JLT and Troop JLT

Role: Serves in capacity of Assistant Scoutmaster

Duties:

- Act as advisor to the Senior Patrol Leader
- Provide senior leadership within the Troop as required
- Function as Assistant Scoutmaster
- Perform duties as assigned by the Scoutmaster
- Lead by example
- Participate in the monthly Patrol Leaders' Council.
- Keep your advisor informed of activities, accomplishments and concerns

Standards

- Assist ASPL with Troop “esprit de corps”
- Assist Troop Instructors in Scout Skill knowledge
- Advise Scoutmaster and Assistant Scoutmasters on the “Pulse of the Troop”
- Live by the Scout Oath and Law
- Wear the uniform properly and proudly.
- Maintain a leadership journal

JASM:

Advisor

Date:

Patrol Leader



Position: Patrol Leader (PL)
Advisor: ASM – Patrol Coach
Term: 6 months – Elected by Patrol
Description: PL is the elected leader of his Patrol. Reports to the SPL and represents his Patrol in the PLC. Key job in Troop with closest contact to Patrol members
Age required: None
Rank: Second Class for First Year Patrols, First Class for Second Year and beyond
Experience: 1 Year in Scouting
Scout Spirit: Attendance at most Troop functions in last year.
Training: Troop JLT

Role: Provide Leadership for all Patrol Activities

Duties:

- Lead Patrol meetings and activities
- Organize and direct the Patrol during Troop meetings and activities
- Keep Patrol members informed
- Appoint Patrol Junior Leaders with Patrol Coach consent
- Lead by example. Set the “Bar” for the Patrol.
- Participate in the monthly Patrol Leaders’ Council.
- Establish written goals
- Keep your advisor informed of activities, accomplishments and concerns

Standards

- Attendance at most Troop events is expected since the PL is the focal point of all Patrol activities.
- Ensure Patrol members actively participate in Troop and Patrol activities
- Working with the Patrol Coach, ensure Patrol activities are planned, organized and maintain an appropriate schedule; keep the Patrol on task and on schedule
- Assign duties to Patrol members and help them succeed; effectively use all Patrol members and challenge them to grow in responsibility
- Live by the Scout Oath and Law. Display good Scout Spirit
- Wear the uniform properly and proudly.
- Schedule at least 3 Leadership Conferences with your advisor (beginning, middle and end of term)
- Obtain advisor approval of your goals
- Maintain a leadership journal

PL:

Advisor

Date:

Troop Guide



Position: **Troop Guide (TG)**
Advisor: ASM – Patrol Coach
Term: 1 Year – Appointed by Senior Patrol Leader
Description: Troop Guide works with the new Scouts' Patrol.
Leads them at Troop meetings and campouts.
Age required: None
Rank: First Class or higher
Experience: PL or APL preferred
Scout Spirit: Attendance at most Troop functions in last year.
Training: Troop JLT

Role: Guide new Scouts/Patrol in learning about the ways and methods of the Troop and the Scouting program

Duties:

- Familiarize new Scouts with the Patrol method
- Help new Scouts learn and advance during their first year
- Lead the New Scout Patrol in all activities
- Assign jobs to Patrol members and help them succeed
- Keep Patrol members informed
- Lead by example. Set the “Bar” for the Patrol.
- Participate in the monthly Patrol Leaders’ Council.
- Establish written goals
- Keep your advisor informed of activities, accomplishments and concerns

Standards

- Attendance at most Troop events is expected since the TG is the focal point of all Patrol activities.
- Ensure Patrol members actively participate in Troop and Patrol activities
- Ensure Patrol activities are planned, organized and maintain an appropriate schedule; keep the Patrol on task and on schedule
- Distribute Patrol tasks and responsibilities amongst Patrol members; challenge each Patrol member to grow in responsibility
- Live by the Scout Oath and Law. Display good Scout Spirit
- Wear the uniform properly and proudly.
- Schedule at least 3 Leadership Conferences with your advisor (beginning, middle and end of term)
- Obtain advisor approval of your goals
- Maintain a leadership journal

TG:

Advisor

Date:

Troop Scribe



Position: **Troop Scribe**
Advisor: Troop Committee Secretary
Term: 6 months – Appointed by Senior Patrol Leader
Description: Keeps the Troop records. Records activities of the PLC. Keeps records of Scout attendance and dues at Troop meetings; and performs duties as assigned by the SPL/ASPL
Age required: None
Rank: None
Experience: One year in Scouting
Scout Spirit: Attendance at most Troop functions in last year.
Training: Troop JLT

Role: Maintain records of Troop activities

Duties:

- Record attendance at all Troop activities and payment of dues/contribution
- Record results of uniform inspections conducted by the ASPL or Patrols
- Record minutes of the monthly PLC and annual Program Planning Session
- Advise and support Patrol Scribes in accomplishment of their duties
- Lead by example.
- Participate in the monthly Patrol Leaders' Council.
- Establish written goals
- Keep your advisor informed of activities, accomplishments and concerns

Standards

- Provide your advisor an attendance and dues/contributions report by the end of each meeting or activity
- Provide the ASPL and your advisor a report of all uniform inspections
- Provide the ASPL, PLs and your advisor a copy of the minutes of the PLC and annual Program Planning session by the following meeting
- Provide an article each month for the Troop newsletter
- Live by the Scout Oath and Law. Display good Scout Spirit
- Wear the uniform properly and proudly.
- Schedule at least 3 Leadership Conferences with your advisor (Beginning, middle and end of term)
- Obtain advisor approval of your goals
- Maintain a leadership journal

Scribe:

Advisor

Date:

Troop Quartermaster



Position: Troop Quartermaster
Advisor: Troop Committee Quartermaster
Term: 6 months – Appointed by Senior Patrol Leader
Description: Works with the adult Troop Quartermaster to keep track of Troop equipment and ensures that it is in good condition
Age required: None
Rank: First Class or higher
Experience: One year in Scouting
Scout Spirit: Attendance at most Troop functions in last year.
Training: Troop JLT

Role: Organize, inventory and maintain Troop gear

Duties:

- Establish and maintain a list of all Troop and Patrol gear, its location, and condition
- Periodically inventory and check condition of Troop and Patrol gear
- Issue Troop gear to members and verify return in acceptable condition and time
- Notify advisor of Troop or Patrol gear that needs repair or replacement
- Assist Patrol QMs in accomplishment of their duties
- Participate in the monthly Patrol Leaders' Council.
- Lead by example.
- Establish written goals
- Keep your advisor informed of activities, accomplishments and concerns

Standards

- Provide at least 3 inventory and condition reports of Troop gear to the ASPL during your term
- Provide at least 1 inventory and condition report to the ASPL of gear assigned to each patrol during your term
- Issue Troop gear to Patrols for campouts/activities and ensure that Troop gear is clean and in acceptable condition when returned
- Live by the Scout Oath and Law. Display good Scout Spirit
- Wear the uniform properly and proudly.
- Schedule at least 3 Leadership Conferences with your advisor (Beginning, middle and end of term)
- Obtain advisor approval of your goals
- Maintain a leadership journal

Quartermaster:

Advisor

Date:

Troop Webmaster



Position: **Troop Webmaster**
Advisor: Troop Committee Webmaster
Term: 6 months – Appointed by Senior Patrol Leader
Description: Works with the adult Webmaster to develop and maintain the Troop's Website
Age required: None
Rank: First Class or higher
Experience: One year in Scouting
Scout Spirit: Attendance at most Troop functions in last year.
Training: Troop JLT

Role: Develop, maintain, and monitor the Troop's Website

Duties:

- Work with adult Webmaster and SM on items to be placed on the Troop Website
- Act as “Gate Keeper” for all information going onto the Website
- With adult Webmaster ensure that the Website is up to date
- Ensure content of material going on the Website is appropriate
- Participate in the monthly Patrol Leaders' Council.
- Lead by example.
- Establish written goals
- Keep your advisor informed of activities, accomplishments and concerns

Standards

- Keep Website up to date
- Liaison with SPL, SM, and Troop committee Chair for new information to be uploaded to the site
- Live by the Scout Oath and Law. Display good Scout Spirit
- Wear the uniform properly and proudly.
- Schedule at least 3 Leadership Conferences with your advisor (Beginning, middle and end of term)
- Obtain advisor approval of your goals
- Maintain a leadership journal

Webmaster:

Advisor

Date:

Order of the Arrow Representative



Position: **Order of the Arrow (OA) representative**
Advisor: Committee OA
Term: 6 months – Appointed by Senior Patrol Leader
Description: Works with Troop Arrowmen. Plans for ordeal weekends
Age required: None
Rank: First Class or higher
Experience: Order of the Arrow member
Scout Spirit: Attendance at most Troop functions in last year.
Training: Troop JLT

Role: Represent the Troop in the OA

Duties:

- Attend monthly District OA Lodge meeting
- Liaison with OA members and Lodge chapter
- Arrange for Tap outs and other ceremonies as required
- Participate in the monthly Patrol Leaders' Council.
- Lead by example.
- Establish written goals
- Keep your advisor informed of activities, accomplishments and concerns

Standards

- Keep Troop informed of OA events
- Represent the Troop at OA events
- Live by the Scout Oath and Law. Display good Scout Spirit
- Wear the uniform properly and proudly.
- Schedule at least 3 Leadership Conferences with your advisor (Beginning, middle and end of term)
- Obtain advisor approval of your goals
- Maintain a leadership journal

OA Rep:

Advisor

Date:

Troop Historian



Position: **Troop Historian**
Advisor: Troop Committee Chair
Term: 6 months – Appointed by Senior Patrol Leader
Description: Keeps a historical record or scrapbook of Troop activities
Age required: None
Rank: None
Experience: One year in Scouting
Scout Spirit: Attendance at most Troop functions in last year.

Role: Document the activities and accomplishments of the troop during your term

Duties:

- Take notes and pictures of Troop activities and accomplishments during your term
- Compile the notes and pictures into a history book
- Obtain contributions from the Patrols and individual scouts and leaders
- Participate in the monthly Patrol Leaders' Council.
- Lead by example.
- Establish written goals
- Keep your advisor informed of activities, accomplishments and concerns

Standards

- Present an acceptable history book to your advisor within 45 days of completing your term
- Reflect each monthly theme and outing within the history book
- Submit an article each month for the Troop newsletter
- Prepare Court of Honor and other ceremonial brochures
- Live by the Scout Oath and Law. Display good Scout Spirit
- Wear the uniform properly and proudly.
- Schedule at least 3 Leadership Conferences with your advisor (Beginning, middle and end of term)
- Obtain advisor approval of your goals
- Maintain a leadership journal

Historian:

Advisor

Date:

Troop Chaplain Aid



Position: **Troop Chaplain Aid**
Advisor: Troop Chaplain
Term: 6 months – Appointed by Senior Patrol Leader
Description: Works to meet religious needs of Scouts.
Promotes the religious awards program.
Age required: None
Rank: Second Class or higher
Experience: PL, APL, or TG
Scout Spirit: Attendance at most Troop functions in last year.
Training: Troop JLT

Role: Assist the Troop in being Reverent

Duties:

- Work with the Chaplain in promoting observance of religious holidays and events
- Work with the Chaplain in promoting the Religious emblems program
- Participate in the monthly Patrol Leaders' Council.
- Lead by example.
- Establish written goals
- Keep your advisor informed of activities, accomplishments and concerns

Standards

- Prepare a Scout's Own Service for each Troop Campout
- Encourage the Patrols/Troop to say grace before meals
- Provide the invocation during Courts of Honor and special events
- Live by the Scout Oath and Law. Display good Scout Spirit
- Wear the uniform properly and proudly.
- Schedule at least 3 Leadership Conferences with your advisor (Beginning, middle and end of term)
- Obtain advisor approval of your goals
- Maintain a leadership journal

Chaplain Aid:

Advisor

Date:

Den Chief



Position: Den Chief
Advisor: ASM for Den Chiefs
Term: 1 Year – Appointed by Senior Patrol Leader
Description: Works with Cub Scouts, Webelos Scouts, and the Den Leaders in a Cub Scout Pack
Age required: None
Rank: First Class (may be waived if Second Class and close to achieving First)
Experience: One year in Scouting
Scout Spirit: Attendance at most Pack and Troop functions in last year.
Training: Troop JLT

Role: Provide Leadership for a Cub Scout Den

Duties:

- Attend Den Meetings, Pack meetings and other Cub Scout events with your Den
- Assist the Den Leader in planning and organizing activities
- Provide knowledge of games and Scout skills (that many Den Leaders lack) to your assigned Den.
- Act as recruiter for the Troop (in Den and Pack activities)
- Prepare WEBELOS for Boy Scouts
- Lead by example.
- Participate in the monthly Patrol Leaders' Council
- Establish written goals
- Keep your advisor informed of activities, accomplishments and concerns

Standards

- Meet with the Den Leader and specifically define your role and expectation
- Take an active role in each Den meeting or activity
- Help out at weekly Den meetings and monthly Pack meetings
- Understand the purpose of Cub Scouting. Help the Cub Scout advance and learn.
- Live by the Scout Oath and Law. Display good Scout Spirit
- Wear the uniform properly and proudly.
- Schedule at least 3 Leadership Conferences with your advisor (Beginning, middle and end of term)
- Obtain advisor approval of your goals
- Maintain a leadership journal

Den Chief:

Advisor

Date:

Instructor



Position: **Instructor**
Advisor: ASM for Junior Leader Training
Term: 6 months – Appointed by Senior Patrol Leader
Description: Teaches Scouting skills. Works closely with TG and ASM for First Year Scouts
Age required: None
Rank: First Class or higher
Experience: PL, APL, or TG preferred
Scout Spirit: Attendance at most Troop functions in last year.
Training: Troop JLT

Role: Provide instruction to Troop and Patrols in Scout skills

Duties:

- Teach basic Scouting Skills when required at Troop and Patrol meetings
- Work with SPL and SM to provide “on time” training
- Teach Tenderfoot, Second Class, and First Class skills as required
- Assist ASM for JLT with training at Troop Junior Leader Training
- Lead by example.
- Participate in the monthly Patrol Leaders’ Council
- Establish written goals
- Keep your advisor informed of activities, accomplishments and concerns

Standards

- Be familiar with Tenderfoot, Second, and First Class skills
- Live by the Scout Oath and Law. Display good Scout Spirit
- Wear the uniform properly and proudly.
- Schedule at least 3 Leadership Conferences with your advisor (Beginning, middle and end of term)
- Obtain advisor approval of your goals
- Maintain a leadership journal

Instructor:

Advisor

Date:

Challenge Meister



Position: Troop Challenge Meister
Advisor: ASM for Junior Leader Training
Term: 6 months – Appointed by Senior Patrol Leader
Description: Works with SPL to develop challenging games and skills for the Troop
Age required: None
Rank: None
Experience: 1 Year in Scouting
Scout Spirit: Attendance at most Troop functions in last year.
Training: Troop JLT

Role: Provide instruction to Troop and Patrols in Scout skills

Duties:

- Teach basic Scouting Skills through the use of challenging games and skills
- Work with SPL and SM to provide games, and problems for the Troop to work
- Teach Tenderfoot, Second Class, and First Class skills as required
- Lead by example.
- Participate in the monthly Patrol Leaders' Council
- Establish written goals
- Keep your advisor informed of activities, accomplishments and concerns

Standards

- Be familiar with Tenderfoot, Second, and First Class skills
- Live by the Scout Oath and Law. Display good Scout Spirit
- Wear the uniform properly and proudly.
- Schedule at least 3 Leadership Conferences with your advisor (Beginning, middle and end of term)
- Obtain advisor approval of your goals
- Maintain a leadership journal

Challenge Meister:

Advisor

Date:

Assistant Patrol Leader



Position: **Assistant Patrol Leader (APL)**
Advisor: ASM – Patrol Coach
Term: 6 months – Appointed by PL with SPL concurrence
Description: Appointed by PL and leads the Patrol in his absence. Actively helps run the Patrol.
Age required: None
Rank: None
Experience: 6 months in Scouting
Scout Spirit: Attendance at most Troop functions in last year.
Training: Troop JLT

Role: Assists Patrol Leaders in providing leadership in the Patrol

Duties:

- Provide direct leadership to Patrol Scribe, Patrol QM and others as designated by the PL
- Lead Patrol activities in absence of or as called upon the PL
- Lead by example. Set the “Bar” for the Patrol.
- Establish written goals
- Keep your advisor informed of activities, accomplishments and concerns

Standards

- Develop Patrol Spirit
- Ensure junior leaders identified above understand and successfully perform their assignments
- Monitor Patrol attendance/uniform/dues reports for repetitive deficiencies and advise the PL
- Conduct periodic Patrol uniform inspections
- Accomplish tasks assigned by the PL
- Live by the Scout Oath and Law. Display good Scout Spirit
- Wear the uniform properly and proudly.
- Schedule at least 3 Leadership Conferences with your advisor (beginning, middle and end of term)
- Obtain advisor approval of your goals
- Maintain a leadership journal

APL:

Advisor

Date:

Patrol Scribe



Position: **Patrol Scribe**
Advisor: Troop Committee Secretary
Term: 6 months – Appointed by Patrol Leader with SPL concurrence
Description: Keeps the Patrol records. Keeps records of Patrol attendance and dues
Age required: None
Rank: None
Experience: 6 months in the Troop
Scout Spirit: Attendance at most Troop functions in last year.

Role: Maintain records of Patrol activities

Duties:

- Record attendance at all Patrol activities and payment of dues/contribution
- Record results of uniform inspections conducted by the APL
- Record minutes of Patrol meetings
- Lead by example.
- Establish written goals
- Keep your advisor informed of activities, accomplishments and concerns

Standards

- Provide the Troop Scribe an attendance and dues/contributions reports by the end of each meeting or activity
- Record and provide a report of all uniform inspections conducted by the APL
- Provide the APL, and your advisor a copy of the minutes of the Patrol meetings or activities by the following Troop meeting
- Support the Troop Historian with Patrol information
- Provide an article each month for the Troop newsletter
- Live by the Scout Oath and Law. Display good Scout Spirit
- Wear the uniform properly and proudly.
- Schedule at least 3 Leadership Conferences with your advisor (Beginning, middle and end of term)
- Obtain advisor approval of your goals
- Maintain a leadership journal

Scribe:

Advisor

Date:

Patrol Quartermaster



Position: Patrol Quartermaster
Advisor: Troop Committee Quartermaster
Term: 6 months – Appointed by Patrol Leader with SPL concurrence
Description: Works with the adult Troop Quartermaster to keep track of Patrol equipment and ensures that it is in good condition
Age required: None
Rank: None
Experience: 6 months in the Troop
Scout Spirit: Attendance at most Troop functions in last year.

Role: Organize, inventory and maintain Patrol gear

Duties:

- Establish and maintain a list of all Patrol, its location, and condition
- Periodically inventory and check condition of Patrol gear
- Issue Patrol gear to members and verify return in acceptable condition and time
- Notify Troop Quartermaster of gear that needs repair or replacement
- Lead by example.
- Establish written goals
- Keep your advisor informed of activities, accomplishments and concerns

Standards

- Maintain a master list of all gear issued to the Patrol, its location and condition
- Provide at least 3 inventory and condition reports of Patrol gear to the APL during your term
- Issue Troop gear to Patrols for campouts/activities and ensure that Troop gear is clean and in acceptable condition when returned
- Live by the Scout Oath and Law. Display good Scout Spirit
- Wear the uniform properly and proudly.
- Schedule at least 3 Leadership Conferences with your advisor (Beginning, middle and end of term)
- Obtain advisor approval of your goals
- Maintain a leadership journal

Quartermaster:

Advisor

Date: