



Scribe

- Description:** Appointed by the Senior Patrol Leader to keep accurate records of troop information and meetings, and to serve as Secretary for communications outside the troop
- Reports To:** ASPL of Communication & Skills
- Eligibility:** First Class rank or higher, unless special approval is given by the Scoutmaster
- Duties:** Act as recording secretary for Patrol Leaders' Council meetings, in particular noting agreements and action items. Clearly note the deadline and accountability for each follow-up item.
- Take attendance at troop meetings and gatherings. Submit the attendance records to the adult Activities Coordinator for entry into Troopmaster.
- Keep the troop record book up-to-date. The book should note all meetings, outings, and events of the troop. Obtain the leather-bound book from the previous Scribe and have it ready to pass on to the next Scribe.
- Write letters on behalf of the troop. These may be letters of inquiry, thank-you, invitation, or other purpose. Work with the adult mentor to the Scribe in determining the need and content of a letter. Use troop letterhead or cards (link below). Whenever appropriate, have Scouts in the troop sign the note or card.
- Tools:** [Troop 202 Stationery Letterhead](#) (print on quality paper)
Troop leather-bound record book (obtain from previous Scribe)