

**Scribe (BSA Handbook)**

The scribe is the Troop’s secretary. Though not a voting member, he attends meetings of the patrol leaders’ council and keeps a record of the discussions. He cooperates with the patrol scribes to record attendance and dues payments at Troop meetings. A member of the Troop committee may assist him with his work.

**SCRIBE Responsibilities:**

Scribe: Responsible to the SPL, for:

1. Keeping Troop attendance record and provide meeting attendance report summary by Patrol to include if the Scout attended, was absent or excused (with reason for missing the meeting) to the SPL and Scoutmaster.
2. Keeping a record of all Troop activities.
3. Taking minutes at TLC meetings.
  - Send Minutes to TLC 1 week prior to next meeting.
4. Acting as SPL when the SPL and ASPL(s) are absent.
5. Setting a good example.
6. Wearing the uniform correctly.
7. Living by the Scout Oath and Law.
8. Attend Troop meetings.
9. Notify SPL if unable to attend a meeting and identify your replacement.
10. Prepare and turn in the Scribe Leadership evaluation write-up and Scribe scorecard.

TLC:

- 1.) Provide last meeting minutes for review and approval; turn over to *Historian*.


- 2.) Provide meeting attendance report summary, by Patrol


- 3.) Take notes for that meeting

Separate Paper Needed

<b>Scribe Responsibilities</b>	<b>0 - 25%</b>	<b>25% - 50%</b>	<b>50% - 75%</b>	<b>75% - 100%</b>	<b>Comments</b>
Keeping Troop attendance record and provide meeting attendance report summary by Patrol to include if the Scout attended, was absent or excused (with reason for missing the meeting) to the SPL and Scoutmaster					
Keeping a record of all Troop activities					
Taking minutes at TLC meetings and send minutes to TLC 1 week prior to next meeting					
Acting as SPL when the SPL and ASPL(s) are absent					
Setting a good example					
Wear the uniform correctly					
Living by the Scout Oath and Law					
Attend Troop meetings					
Notify SPL if unable to attend a meeting & identify your replacement					
Prepare and turn in the Scribe Leadership evaluation write-up & Scribe scorecard					
Provide last TLC meeting minutes at the TLC meeting for review and approval, and turn over to Historian at TLC meetings					

Name:

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Date:

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