

Mentor _____

Leadership/Troop Staff Goals Worksheet

This sheet forms the basis for signing off BSA requirements for Star, Life, and Eagle that require you to serve actively for 4 months (Star) and 6 months (Life and Eagle) in one or more of the following positions of responsibility (or carry out a Scoutmaster assigned leadership project to help the troop): senior patrol leader, assistant senior patrol leader, patrol leader, troop guide, Order of the Arrow troop representative, den chief, scribe, librarian, historian, quartermaster, bugler, junior assistant Scoutmaster, chaplain aide, bugler, or instructor). You will be assigned a mentor that will review your progress at the three and six month periods. *Failure to complete this sheet with your mentor and return it to the Scoutmaster will result in not receiving credit for the position during your term of office.*

Part 1: Scout Completion

Name: _____ Date: _____ Date Elected/Appointed: _____

Troop Position: _____ Mentor: _____

This troop position is being used for: (Circle One) Star Life Eagle Other

Three goals that I have set for myself in this position (job position goals – not personal) during my tenure are: (Leadership/Staff job descriptions for each position are included with this form as a guide for development of your goals. You are encouraged to develop your own goals.)

(1) _____

(2) _____

(3) _____

A personal goal that I have set for myself in Scouting during this same period is:

Part 2: Mentor Completion

I have reviewed the duties of this position and his written goals with the Scout. I believe that he understands the duties of this position and his goals are measurable and attainable within the six month period.

Date: _____ Mentor: _____

Return this sheet to the Scoutmaster for record keeping. Following the Scout's tenure, this sheet will be placed in the Scout's individual folder.

Part 3: Three Month Evaluation

I have reviewed the Scout's performance at the three month period. The following discussion/recommendations occurred with respect to the Scout's performance and obtaining his identified goals in this position.

Date: _____ Mentor: _____

Part 4: Six Month Evaluation

I have reviewed the Scout's performance at the six month period. The following discussion occurred with respect to the Scout's performance and obtaining his identified goals in this position.

Based on my observations:

- I **do** recommend 'signing-off' on this position of responsibility requirement. (Mentor signs off in your Scout Handbook.)
- I **do not** recommend "signing-off" on this position of responsibility requirement. Reasons for this recommendation must be annotated above.

Date: _____ Mentor: _____

Leadership/Staff Job Description for Troop Positions

Job descriptions are shown for all leadership and staff positions within the Troop. Scouts will develop goals based on their job description in preparation of their Leadership/Staff Goals Worksheet.

Senior Patrol Leader

- Be a leader that sets the standard by my example. Be a technical leader on all Scout skills.
- Ensure that a Patrol Leaders Council (PLC) takes place every month where the Troop schedule is planned for the next two months, topics of interest are discussed, and feedback is received from the Assistant Senior Patrol Leader (ASPL) and Patrol Leaders (PL). Assign responsibilities to the ASPL and PLs for upcoming Troop activities.
- Prepare weekly agenda in conjunction with your ASPL and PLs. Seek assistance from the adult lead for the event. Send agenda to SM for final review by Saturday noon prior to event.
- Prepare monthly campout agenda in conjunction with your ASPL and PLs. Seek assistance from the adult lead for the event. Send agenda to SM for final review by Thursday noon prior to event.
- Run all Troop activities. Take pride that I am leading the effort– not the adults in my troop. Ensure that I arrive at least 20 minutes prior to any Troop event so I can discuss the event, if needed, with the Scoutmaster(s). Ensure that my ASPL and PLs arrive at least 10 minutes prior to any event so I can coordinate with them.
- Coordinate with all PLs and the ASPL after each troop meeting to prepare for the next troop meeting or campout.
- Ensure that the troop has representation at the Monthly OA District Meetings.
- Ensure that the schedule for T/F-1st Class events for the New Scout Patrol is followed by the Troop Guides.
- Support the Scoutmaster as requested. Remember that gripes go privately in the leadership chain, never down and amongst your Scouts.
- Introduce Scouts, along with their PL and ASM associated with his patrol, to the Committee for Boards of Review.

Assistant Senior Patrol Leader

- Be a leader that sets the standard by my example. Be a technical leader on all Scout skills.
- Ensure that the Troop Staff is doing their job as per their job description.
- Support the Senior Patrol Leader as requested. Remember that gripes go up privately in the leadership chain, never down and amongst the Scouts.
- Fill in for the SPL in his absence.

Patrol Leader

- Be a leader that sets the standard by my example. Be a technical leader on all Scout skills.
- Ensure that members of your patrol are kept informed. Likewise, receive feedback from your patrol members prior to attending PLC. You are given an agenda at each troop meeting and campout– ensure that the information in that agenda is shared with your patrol.
- Provide the opportunity and environment for each of the members of my patrol to advance by one rank during my term. Follow their progress and discuss needs on a regular basis.
- Support the Senior Patrol Leader as requested. Remember that gripes go up privately in the leadership chain, never down amongst Scouts.
- Introduce Scouts, along with their SPL and ASM associated with his patrol, to the Committee for Boards of Review.

Junior Assistant Scoutmaster

- Be a leader that sets the standard by my example. Be a technical leader on all Scout skills.
- Support the Scoutmaster and Assistant Scoutmasters as per their assignments. Remember that gripes go up privately in the leadership chain, never down amongst the Scouts.
- Attend at least 50% of the Scoutmaster Meetings during my tenure of office.

Den Chief

- Be a leader for a Cub Scout Den that sets the standard by my example. Be a technical leader on all Scout skills.
- Be a good ambassador. Show enthusiasm so Cub Scouts bridge to Boy Scouts. Follow direction of my associated Den Leader.

Instructor

- Be a leader that sets the standard by my example. Be a technical leader on all Scout skills.
- Prepare and present classes of instruction for the troop as requested by the SPL.

Order of the Arrow Troop Representative

- Be a leader that sets the standard by my example. Be a technical leader on all Scout skills– especially camping.
- Attend monthly OA meetings. Report out at Troop Meetings.
- In conjunction with the District OA Chapter, conduct Annual OA Elections.

Troop Guide

- Be a leader for the New Scout Patrol that sets the standard by my example. Be a technical leader on all Scout skills.
- Continuously work with the New Scout Patrol Leader to ensure that he and his patrol are performing in accordance with troop events.
- Be a technical trainer for the New Scout Patrol. Perform a role as advisor to the New Scout Patrol Leader– advise – do not perform his function
- Ensure that each Scout in the New Scout Patrol is provided with the opportunity to advance from Scout to 1st Class within the 1st Year.
- Support the Senior Patrol Leader as requested. Remember that gripes go up privately in the leadership chain , never down amongst the Scouts.

Librarian

- Provide technical excellence in the troop for library related material. Take pride in caring, maintaining, and accounting for the troop library which is under my responsibility
- Ensure that I perform my job, as described below, to the best of my ability:
 - Maintain an inventory of all troop publications. Mark any troop Merit Badge Pamphlets as “Old Publication– Should be Used as Reference Only” when superseded by a later Merit Badge Pamphlet. Ensure that latest inventory is posted to the troop web site.
 - Oversee care and use of troop books, pamphlets, magazines, and audiovisual equipment.
 - Check out materials to Scouts and leaders, Maintain records to ensure that all items are returned.
 - Recommend acquisition of new literature or replacements to the PLC.
 - Annually (around 1 Jan) update the Merit Badge Composite Sheet (pamphlet dates) upon publication of the current year Boy Scout Requirements Handbook. Update any old MB Pamphlets with the label: “Old Publication – Should be Used as Reference Only”

Quartermaster

- Provide technical excellence in the troop for quartermaster related material. Take pride in caring, maintaining, and accounting for the troop equipment which is under my responsibility.
- Ensure that I perform my job, as described below, to the best of my ability
 - Ensure that the troop shed, camping trailer(s), and pioneering trailer are maintained and equipment stored in an orderly manner.
 - Maintain an inventory of all troop equipment.
 - Ensure that the troop load plans for the trailer(s) and shed are up to date and adhered to.
 - Maintain check-out/check-in log of troop equipment. Check out troop equipment to Patrol Quartermasters. Ensure that checked out property is returned in a clean and serviceable condition.
 - Report to the Patrol Leaders’ Council on equipment that requires replacement. Use the Quartermaster Request Form (Troop 8 Form 18) to record requested items.
 - Place purchased equipment for patrols in the patrol holding boxes in the shed.
 - Work closely with the Patrol Quartermasters and the SM for Equipment.

Scribe

- Provide technical excellence in the troop for scribe related material.
- Ensure that I perform my job, as described below, to the best of my ability
 - Attend meetings of the PLC. Keeps log of discussions at PLC. File log in the troop filing cabinet.
 - Record attendance at troop activities using the attendance sheet on the troop bulletin board or the computer attendance record.
 - Update the Troop Roster and Organizational Chart when there are changes in the Troop.

Historian

- Provide technical excellence in the troop for historian related material.
- Ensure that I perform my job, as described below, to the best of my ability
 - Take pictures at every Troop event. Place electronic pictures on the troop website on a monthly basis.
 - Write and submit at least one article on troop activities for a local newspaper (Huntsville Times or Madison Record).

Chaplain’s Aide

- Assist the troop chaplain in religious services for the Troop.
- Say grace at troop meals.
- Conduct troop closings.
- Ensure that religious holidays are considered during the program planning.
- Promote the religious emblem program.

Bugler

- Play taps and reveille on a horn instrument of your choice