**Scribe**

The Scribe records the minutes of the Patrol Leaders' Council (PLC) and works with the Troop Committee Secretary and Advancement Chair.

**Qualifications:**
- Appointed by Senior Patrol Leader and Assistant Senior Patrol Leader with Scoutmaster approval
- Tenderfoot Rank or higher
- May not serve three consecutive terms

**Reports to:** The Assistant Senior Patrol Leader

**Trained by:** Assistant Senior Patrol Leader with assistance from the Assistant Scoutmaster for Older Scouts

**Troop Scribe duties:**
- Attend and take minutes of Patrol Leaders' Council (PLC). Attendance expectation 80%
- Arrive 5 minutes before the start of troop and PLC meetings.
- Distribute copies of PLC minutes to PLC members and adult leaders in a timely manner.
- Record attendance at all troop meetings, outings, and other activities.
- Record advancement on troop advancement chart.
- Share records with the troop committee secretary and advancement chair.
- Participate in outings. Attendance expectation 50%
- Attend troop meetings. Attendance expectation 80%
- Set a good example.
- Wear the field uniform (class A) correctly to all regular troop meetings and religious services.
- Wear the activity uniform (class B t-shirt) to all outings and other troop activities.
- Live by the Scout Oath and Law.
- Show Scout spirit.

Scouter Mom [http://www.scoutermom.com](http://www.scoutermom.com)
### Scribe

**Scout Name** _________________________________________________

I served in this position from _____________ to _____________

(Date)                                                                 (Date)

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Mark how you think you performed in each duty

<table>
<thead>
<tr>
<th></th>
<th>Not Applicable</th>
<th>Not So Good</th>
<th>OK</th>
<th>Good</th>
<th>Great</th>
</tr>
</thead>
<tbody>
<tr>
<td>Took minutes at PLC meetings</td>
<td></td>
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<tr>
<td>Attended 80% of the monthly Patrol Leaders' Council (PLC).</td>
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<tr>
<td>Distributed copies of PLC minutes to PLC members and adult leaders in a timely manner.</td>
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<tr>
<td>Recorded attendance at all troop meetings, outings, and other activities.</td>
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<tr>
<td>Recorded advancement on troop advancement chart.</td>
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<tr>
<td>Shared records with the troop committee secretary and advancement chair.</td>
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<tr>
<td>Attended 50% of outings</td>
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<tr>
<td>Attended 80% of troop meetings</td>
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<tr>
<td>Set a good example.</td>
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<tr>
<td>Wore the field uniform (class A) correctly to all regular troop meetings and religious services.</td>
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</tr>
<tr>
<td>Wore the activity uniform (class B t-shirt) on all outings and other troop activities</td>
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<tr>
<td>Lived by the Scout Oath and Law.</td>
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<tr>
<td>Showed Scout spirit</td>
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</tr>
</tbody>
</table>

My overall fulfillment of the responsibilities for this position

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I felt my strongest areas were __________________________________________________________________

___________________________________________________________________________________________

I could have done better at ____________________________________________________________________

___________________________________________________________________________________________

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Scout Signature   _______________________________________ Date __________

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Turn in this self-evaluation form to the Troop Advancement Chairperson

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Scouter Mom [http://www.scoutermom.com](http://www.scoutermom.com)