

Troop 221 Senior Patrol Leader Check List

	Practice Month			Month 1			Month 2			Month 3			Month 4			Month 5			Month 6			
			Total			Campout Total			Campout Total			Campout Total			Campout Total			Campout Total			Campout Total	
SCOUT SPIRIT																						
Attend meeting																						
>= 3 Uniform points																						
Pay dues																						
Complete this part of the 12 month plan																						
Plan meeting, review with SM																						
Follow meeting plan																						
Chair PLC																						
Execute PLC assignments																						
Review PL's performance																						
Plan special event, review with SM																						
Call all PL's before each event																						
Execute special event per plan																						
Plan Outdoor activity, review with SM																						
Execute Outdoor activity per plan																						
Special activities and events																						

Check each box if and when it is completed. The partial months ("Month 1**") will be counted together as one month.

To "execute" a plan means to see to it that it is carried out accurately, effectively and efficiently. This will require delegation, communication, motivation, coaching and other leadership skills. It does not mean to do the whole thing yourself.

While no specific date is highlighted for planning, it is best done as far in advance as possible.

Each month, the Scoutmaster will review your log and determine whether you have fulfilled your office as expected. He will then either give you credit for the month or not.

The Scoutmaster is ALWAYS available to help!

Troop 221 Quartermaster Check List

Practice Month	Month 1			Month 2			Month 3			Month 4			Month 5			Month 6		
	Total	Campout	Total	Campout	Total	Campout	Total	Campout	Total	Campout	Total	Campout	Total	Campout	Total	Campout	Total	
SCOUT SPIRIT																		
Attend meeting																		
>= 3 Uniform points																		
Pay dues																		
Report at each PLC																		
Maintain a current list of all troop equipment by category and ID #.																		
Make best list for activity and log to whom each piece is allocated.																		
Assure that all signed out equipment is returned promptly and in good condition.																		
Report any equipment needs to the adult Equipment Master, in writing.																		
Work with Troop Committee Equipment Leader on an equipment budget and on the repair or acquisition of equipment.																		
Special activities and events																		

Check each box if and when it is completed. The partial months ("Month 1**") will be counted together as one month.

While no specific date is highlighted for planning, it is best done as far in advance as possible.

Each month, the ASPL and the SM will review your log and determine whether you have fulfilled your office as expected. The SM will then either give you credit for the month or not.

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Troop 221 Chaplain Aide Check List

Practice Month	Month 1			Month 2			Month 3			Month 4			Month 5			Month 6		
	Total	Campout	Total	Campout	Total	Campout	Total	Campout	Total	Campout	Total	Campout	Total	Campout	Total	Campout	Total	
SCOUT SPIRIT																		
Attend meeting																		
>= 3 Uniform points																		
Pay dues																		
Report at each PLC																		
Lead prayer at the start of each activity, before each meal, at the start of each day at camp, and at the close of each activity																		
Keep troop apprised of religious holidays with regard to planning activities.																		
Assist the troop chaplain or religious coordinator in meeting the religious needs of troop members.																		
Tell troop members about religious awards programs for their faiths.																		
Special activities and events																		

Check each box if and when it is completed. The partial months ("Month 1*") will be counted together as one month.

Each month, the ASPL and the SM will review your log and determine whether you have fulfilled your office as expected. The SM will then either give you credit for the month or not.

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Troop 221 Librarian Check List

	Practice Month		Month 1				Month 2				Month 3				Month 4				Month 5				Month 6				
		Total			Campout	Total			Campout	Total			Campout	Total			Campout	Total			Campout	Total			Campout	Total	
SCOUT SPIRIT																											
Attend meeting																											
>= 3 Uniform points																											
Pay dues																											
Keep all merit badge books in approved location.																											
Keep a master list of all merit badge books.																											
Keep accurate records of books signed out.																											
Contact scouts, with books signed out, monthly to get books returned no later than one month.																											
In month 3, mark "out of date" all books for which there is a newer version																											
Report to PLC																											
Purchase new books as approved by PLC																											
Special activities and events																											

Check each box if and when it is completed. The partial months ("Month 1*") will be counted together as one month.

Each month, the ASPL and the SM will review your log and determine whether you have fulfilled your office as expected. The SM will then either give you credit for the month or not.

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Troop 221 Historian Check List

	Practice Month			Month 1				Month 2				Month 3				Month 4				Month 5				Month 6				
		Total				Campout	Total			Campout	Total			Campout	Total			Campout	Total			Campout	Total			Campout	Total	
SCOUT SPIRIT																												
Attend meeting																												
>= 3 Uniform points																												
Attend all troop functions or assign a substitute who will attend.																												
Keep records of scouts attending functions other than regular meetings.																												
Take photographs and notes at events.																												
Maintain a scrap book of all events, to be available in the troop room and at courts of honor.																												
Special activities and events																												

Check each box if and when it is completed. The partial months ("Month 1*") will be counted together as one month.

Each month, the ASPL and the SM will review your log and determine whether you have fulfilled your office as expected. The SM will then either give you credit for the month or not.

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Troop 221 Troop Guide Check List

	Practice Month		Month 1				Month 2				Month 3				Month 4				Month 5				Month 6					
		Total				Campout	Total				Campout	Total				Campout	Total				Campout	Total				Campout	Total	
SCOUT SPIRIT																												
Attend meeting																												
>= 3 Uniform points																												
Pay dues																												
Work with first-year scout patrol leader and patrol to get all advanced to at least First Class.																												
Advise Senior Patrol Leader.																												
Build morale and enthusiasm through out troop.																												
Work individually, and propose troop activities, to advance and maintain all scout and adult leader camping/outdoor skills.																												
Special activities and events																												

Check each box if and when it is completed. The partial months ("Month 1**") will be counted together as one month.

Each month, the ASPL and the SM will review your log and determine whether you have fulfilled your office as expected. The SM will then either give you credit for the month or not.

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Troop 221 Patrol Leader Check List

	Practice Month			Month 1				Month 2				Month 3				Month 4				Month 5				Month 6					
			Total				Campout	Total				Campout	Total				Campout	Total				Campout	Total				Campout	Total	
SCOUT SPIRIT																													
Attend meeting																													
>= 3 Uniform points																													
Pay dues																													
Represent the patrol at PLCouncil and at planning conference.																													
Plan and lead Patrol meetings and activities.																													
Complete Patrol Assignments																													
Assign each patrol member a task and help him to succeed.																													
Call each Patrol member before meeting, call those absent after meeting																													
Patrol flag clean and displayed at all activities																													
Patrol yell, with enthusiasm, at all events.																													
Check roll and collect dues, keep dues payments up to date																													
Build patrol morale and advance the skills and ranks of patrol members.																													
Special activities and events																													

Check each box if and when it is completed. The partial months ("Month 1*") will be counted together as one month.

Each month, the SPL and the SM will review your log and determine whether you have fulfilled your office as expected. The SM will then either give you credit for the month or not.

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