

LEADERSHIP EVALUATION TOOL (SCRIBE)

This form is to assist you in satisfying the leadership requirement for rank advancement. Use this form throughout your term as Scribe to record your accomplishments. This form may be used in your Scoutmaster Conference.

If I don't fulfill the job responsibilities outlined below, I understand that I will not receive leadership credit for this position toward rank advancement.

Scout Signature: _____

Did you participate in Junior Leader Training (JLT) for this leadership position?

Did you meet with your assigned adult mentor to discuss your responsibilities?

Mentor Signature/Date: _____

Scribe Responsibilities:

Attend and keep a log of PLC meetings and sends all PLC meeting notes to SPL, Scoutmaster and Committee Chair.

Record attendance at all Troop functions.

Work with the appropriate Troop Committee Members responsible for records/ advancement.

Handle correspondence appropriately.

Wear the Scout uniform correctly.

Set a good example and live by the Scout Oath and Law.

Show and help develop Scout spirit.