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Letter to the Scout

Dear Scout,

An essential element of your Scout journey is holding leadership positions in the troop. This Guidebook is designed to help you in the performance of your duties and is organized so that you may quickly find the help and resources you need to perform your duties. We believe that if you follow the responsibilities listed in this book that you will find your job much easier and more enjoyable, but most of all, that you will be a better leader.

It took several months to produce the original versions of these Guidebooks and they are continually updated. We need your input on what can be done to make this book better for the next Scout that holds this position. Please put your comments on the Feedback Sheet in this guide. You are required to turn the completed Feedback into any adult leader in order to receive credit for serving in this position.

You are responsible for the maintenance of this book while you are in possession of it. There may be periodic updates that you should promptly place in the book in the correct location. If additional materials or documents are needed, please see the Scoutmaster or look online. Many reference materials are available on many different Scout sites.

These, and many other Scout reference materials, are available to assist you. We want to see it with you on every Troop activity - meetings, campouts, and other events. It can help to answer the question, "What do I do now?" In addition, there are other resources you can, and should, use such as the Handbook, Fieldbook, Merit Badge Books, Junior Leader Handbook, etc.

Good luck in your tenure!

Sincerely,

Gary Gill
Troop 216 Scoutmaster

Letter to the Parent(s)

Dear Parent(s),

We're proud to announce that your son has been selected to serve in a troop leadership position. This position will provide him with the experience and credit to advance toward his next rank. More importantly, it will improve his leadership skills in and out of the troop.

We have a number of things we expect from our boys while serving in a leadership position. The available Guidebooks outline the responsibilities of your son in each position. Please review it **with your son** and discuss his new duties. We believe by doing so, you will provide one of the single most important aspects toward your son's success – your support. Guidebooks are available on our website for each Leadership position.

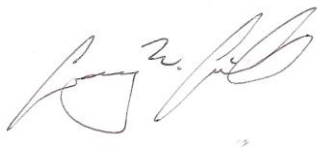
In turn, we will also be working with your son to ensure he understands his responsibilities. We'll provide him assistance and feedback on a continual basis. Our goal is to make him a success, so that both he and the Troop can succeed.

During his term in this new position, we also ask that you help him jot down any lessons learned on the enclosed "lessons learned" worksheet. We've developed this worksheet to have the Scouts provide us feedback on what works, doesn't work, or could be done better (or maybe in another way), to continue to improve our programs. We believe your son's honest feedback will enable us to ensure we provide quality programs for the boys. We must have the feedback sheet completed before we can assign credit to your son for performing these duties. Your help in ensuring these sheets are filled out and provided to us is essential.

We look forward to working with you and your son as he assumes his new duties. If you have any questions, please feel free to contact one of the Assistant Scoutmasters, the Committee Chairman, or myself.

Finally, please sign the *Scouts & Parents Agreement* to acknowledge you and your son are aware of the responsibilities of his new leadership position.

Sincerely,



Gary Gill
Troop 216 Scoutmaster



Scout & Parent's Agreement

SCOUT'S: _____ POSITION: _____

PARENT

I have reviewed the job description with my son for his new leadership position and understand the commitment he is making. I agree to support him by helping to make him available for meetings and activities, and by providing encouragement at home. He and I both realize that his **active** involvement in this position is necessary for the smooth operation of Troop 216.

Parent's Printed Name: _____

Parent's Signature: _____ Date: _____

SCOUT

Congratulations on attaining this leadership position. While performing the duties in this position, we hope you will learn and grow in your abilities as a leader. In order to do so, we challenge you to set goals for yourself so that you can be successful in this position.

Success does not come easily; it takes personal commitment and hard work. However, we believe you have what it takes to succeed and plan to work with you to make your term in this position a rewarding experience for you as well as for the other members of the Troop.

Your Troop adult leadership stands committed to provide you the necessary tools (training, guidance, and resources) for success. However, none of these will work without personal commitment on your part.

In order to receive credit for performing in this position, you must use the tools we provide and apply them to your duties. You must fulfill all requirements of the position in order for us to grant you credit toward rank advancement. **Failure to show commitment and willingness to perform all duties will result in you not receiving credit during your tenure in this position. You must also be in attendance for at least 75% of the meetings and campouts during your tenure in this Leadership Position to receive credit.**

By signing below, you are stating that you have read this letter and accept the terms stated herein.

Scout's Printed Name: _____

Scout's Signature: _____ Date: _____

PLEASE RETURN THE COMPLETED FORM TO THE TROOP SCRIBE



Guidebook Lessons Learned Feedback

SCOUT'S NAME: _____ POSITION: _____

DATE: _____

This feedback sheet provides you a place to jot down any lessons you learned while serving in this position. We ask that while you are in the position, that you keep a record of things that worked, did not work, and any other comments that could help us improve this package for the next Scout.

You have assumed a great deal of responsibility by agreeing to perform the duties of your leadership position. A Scouting program can only be a success if we get effective feedback from the Scouts to improve the program. Please pass your feedback to any adult leader. ***You will only receive credit for your position after we receive your feedback.***

Thank you!

Example: This is a very good website for bugler music: <http://xxx.yyyyy.zzz/>

1. _____

2. _____

3. _____

4. _____

5. _____

PLEASE RETURN THE COMPLETED FORM TO THE ANY ADULT LEADER



Scout Performance Feedback

POSITION: _____ **DATE:** _____

SCOUT: _____ **EVALUATOR:** _____

This worksheet provides the Scout feedback on the performance of his duties in his designated leadership position. It is intended to be a position experience to enhance and improve the Scout's leadership skills not just for his assigned position, but as a responsible and effective member of the Troop and Community.

JOB KNOWLEDGE. Has knowledge to perform duties effectively. Strives to improve knowledge. Applies knowledge to handle non-routine situations.

LEADERSHIP SKILLS. Sets and enforces standards. Works well with others. Fosters teamwork. Displays initiative. Self-confident. Motivates others. Has respect of others. Is fair and consistent.

SCOUT QUALITIES. Adheres to, and examples, the attributes of a good Scout. Obeys the Scout Law and lives by the Scout values.

ORGANIZATIONAL SKILLS. Plans, coordinates, schedules and uses resources effectively. Schedules tasks for self and others equitably and effectively. Anticipates and solves problems.

JUDGEMENT & DECISIONS. Makes timely and accurate decisions. Emphasizes logic in decision making. Retains composure in stressful or unplanned situations. Acts to take advantage of opportunities.

COMMUNICATION SKILLS. Listen, speaks, and writes effectively.

THIS FORM IS YOURS TO KEEP TO IMPROVE YOUR LEADERSHIP SKILLS



Troop 216 Organizational Chart

