

Guidelines to determine whether a scout meets the criterion to “serve actively” in a position of responsibility for rank promotion:

- Upon acceptance of a position of responsibility, the scout himself is responsible to independently accomplish the responsibilities of his position. This position is an opportunity for the scout to develop leadership skills he will need to progress in rank.
- The scout is responsible for keeping a written log (or printable computer file) of his activities in this position which may be used as part of the determination of whether the scout has met the requirement to “serve actively” in this position. The log is to be kept continuously and should not be filled in weeks afterward, based on memory.
- It is expected that a scout may need some counsel and guidance to be successful in this position. The scout himself is responsible for initiating a conversation or conference to discuss his questions. The scout should first discuss questions with the scout to whom he reports, the troop guide and, if necessary, with a Scoutmaster.
- It is the responsibility of the scout to make sure the position he holds will qualify him for his next rank advancement. These positions are documented in the Scout Handbook.
- These are guidelines. If, in the opinion of the Scoutmaster, the scout does not “serve actively” in this position, the scout will not be credited for the time served in this position toward rank promotion and possibly may be removed from this position.

Parent Guidelines:

- Troop 201 welcomes the active involvement of all parents and guardians in its activities. The Troop has adult leadership positions available. Parents are expected to be actively involved and monitor the progress of their scout.
- Please give your scout his needed encouragement and guidance on what is expected of him. Younger scouts will need more help. As a scout progresses in rank or gets older, he is expected to develop leadership skills that will require almost no parental help.
- We encourage parents to ask questions of the Scoutmasters and troop leadership. We want you to be comfortable with our troop and to understand the goals of scouting. Many times at the meetings, Scoutmasters are busy with the scouts. So, in some instances you may get better answers if you call at another time with questions.
- Parents, guardians or relatives may not meddle with the scout's duties, such as performing the duties for the scout in a leadership position, direct the scout through a meeting, ask questions for the scout in this position or ask the Scoutmasters for signatures relating to rank promotion and merit badges. These actions are counterproductive to the personal development of the scout within the troop. Any of these actions or appearance of these actions on the part of parents, guardians or relatives may count against the scout's progress toward rank. Troop Scoutmasters and Assistant Scoutmasters acting within their capacity as troop leaders are exempt.

Senior Patrol Leader

The senior patrol leader (SPL) is elected by the Scouts to represent them as the top youth leader in the troop. He runs all troop meetings, events, activities, program planning conferences, and the patrol leaders' council meetings. He appoints other troop youth leaders with the advice and counsel of the Scoutmaster.

Reports to: Scoutmaster

Responsibilities:

- Runs all troop meetings, events, camps, activities, planning conferences and patrol leaders council meetings.
- Appoints other troop junior leaders with the advice and counsel of the Scoutmaster.
- Assigns duties and responsibilities to junior leaders.
- Assists the Scoutmaster with junior leader training.
- Sets a good example.
- Enthusiastically and correctly wears the Scout uniform.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.

Resources:

- SPL Handbook
- Scout Handbook
- www.scouting.org
- Other scouts and Scoutmasters

Assistant Senior Patrol Leader

The assistant senior patrol leader (ASPL) is the second highest-ranking youth leader in the troop. He is appointed by the senior patrol leader with the approval of the Scoutmaster. The assistant senior patrol leader acts as the senior patrol leader in the absence of the senior patrol leader or when called upon. He also provides leadership to other youth leaders in the troop.

Reports to: Senior Patrol Leader

Responsibilities:

- Helps the senior patrol leader lead meetings and activities.
- Runs the troop in the absence of the senior patrol leader.
- Helps train and supervise the troop scribe, quartermaster, instructor, librarian, historian, and chaplain's aide.
- Serves as a member of the patrol leaders' council.
- Sets a good example.
- Enthusiastically and correctly wears the Scout uniform.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.
- Lends a hand controlling the patrol and building patrol spirit.

Resources:

- SPL Handbook
- Scout Handbook
- www.scouting.org
- Other scouts and Scoutmasters

Guide

The troop guide works with new Scouts. He helps them feel comfortable and earn their First Class rank in their first year.

Reports to: The Scoutmaster and Assistant Scoutmasters

Responsibilities:

- Introduces new Scouts to troop operations.
- Guides new Scouts from harassment by older Scouts.
- Helps new Scouts earn First Class rank in their first year.
- Teaches basic Scout skills.
- Coaches the patrol leader of the new Scout patrol on his duties.
- Works with the patrol leader at patrol leaders' council meetings.
- Attends patrol leaders' council meetings with the patrol leader of the new-Scout patrol.
- Assists the Assistant Scoutmaster with training.
- Counsels individual Scouts on Scouting challenges.
- Sets a good example.
- Enthusiastically and correctly wears the Scout uniform.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.

Resources:

- SPL Handbook
- Scout Handbook
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Patrol Leader

The patrol leader is the elected leader of his patrol. He represents his patrol on the patrol leaders' council and appoints the assistant patrol leader.

Reports to: Senior Patrol Leader

Responsibilities:

- Plans and leads patrol meetings and activities.
- Keeps patrol members informed.
- Assigns each patrol member a specific duty.
- Represents his patrol at all patrol leaders' council meetings and program planning conferences.
- Prepares the patrol to participate in all troop activities.
- Work with other troop leaders to make the troop run well.
- Knows the abilities of each patrol member.
- Sets a good example.
- Enthusiastically and correctly wears the Scout uniform.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.

Resources:

- SPL Handbook
- Scout Handbook
- www.scouting.org
- Other scouts and Scoutmasters

Assistant Patrol Leader

The assistant patrol leader is appointed by the patrol leader and leads the patrol in his absence.

Reports to: Patrol Leader

Responsibilities:

- Helps the patrol leader plan and steer patrol meetings and activities.
- Helps him keep patrol members informed.
- Helps the patrol get ready for all troop activities.
- Represents his patrol at patrol leaders' council meetings when the patrol leader cannot attend.
- Sets a good example.
- Enthusiastically and correctly wears the Scout uniform.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.

Resources:

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Quartermaster

The quartermaster keeps track of troop equipment and sees that it is in good working order. He keeps records on patrol and troop equipment, makes sure equipment is in good working condition, and issues equipment and makes sure it is returned in good condition. (Appointed by the SPL)

Reports to: Assistant Senior Patrol Leader

Responsibilities:

- Keeps records on patrol/troop or squad/team equipment.
- Makes sure equipment is in good working condition.
- Issues equipment and makes sure it is returned in good condition.
- Makes suggestions for new or replacement items.
- Works with the troop committee member responsible for equipment.
- Sets a good example.
- Enthusiastically and correctly wears the Scout uniform.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.

Resources:

- SPL Handbook
- Scout Handbook
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Scribe

The scribe keeps the troop records. He records the activities of the patrol leaders' council and keeps a record of dues, advancement, and Scout attendance at troop meetings. (Appointed by the SPL)

Reports to: Assistant Senior Patrol Leader

Responsibilities:

- Attends and keeps a log of patrol leaders' council meetings.
- Records individual Scout attendance and dues payments.
- Records individual Scout advancement progress.
- Works with the troop committee member responsible for records and finance.
- Sets a good example.
- Enthusiastically and correctly wears the Scout uniform.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.

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Historian

The historian preserves troop photographs, news stories, trophies, flags, scrapbooks, awards, and other memorabilia. (Appointed by the SPL)

Reports to: Assistant Senior Patrol Leader

Responsibilities

- Gathers pictures and facts about troop activities and keeps them in a historical file or scrapbook.
- Shares the pictures with the troop.
- With the approval of the Scoutmaster, sends at least two photographs with descriptive captions to be published in a local newspaper or on a website.
- Takes care of troop/team trophies, ribbons, and souvenirs of troop activities.
- Keeps information about former members of the troop.
- Sets a good example.
- Enthusiastically and correctly wears the Scout uniform.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.

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- Other scouts and Scoutmasters

Librarian

The librarian oversees the care and use of troop books, pamphlets, magazines, audiovisuals, and merit badge counselor lists. (Appointed by the SPL)

Reports to: Assistant Senior Patrol Leader

Responsibilities:

- Sets up and takes care of a troop library.
- Keeps records of books and pamphlets owned by the troop.
- Adds new or replacement items as needed.
- Keeps books and pamphlets available for borrowing.
- Keeps a system for checking books and pamphlets in and out, and follows up on late returns.
- Sets a good example.
- Enthusiastically and correctly wears the Scout uniform.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.

Resources:

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- Scout Handbook
- www.scouting.org
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Instructor

The instructor teaches Scouting skills.

Reports to: Scoutmaster and Assistant Scoutmaster

Responsibilities:

- Teaches basic Scouting skills in a troop and patrols.
- Sets a good example.
- Enthusiastically and correctly wears the Scout uniform.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.

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Chaplain Aide

The chaplain aide works with the troop chaplain to meet the religious needs of Scouts in the troop. He also works to promote the religious emblems program. (Appointed by the SPL)

Reports to: Assistant Senior Patrol Leader

Qualifications:

The chaplain aide must:

- Be mature and sensitive, and have earned the respect and trust of his fellow Scouts.
- Be at least a First Class Scout.
- Have received or be working on the requirements leading to the age-appropriate religious emblem for his faith.

Responsibilities:

- Assists the troop chaplain with religious services at troop activities.
- Encourages troop members to strengthen their own relationships with God through personal prayer and devotion and participation in religious activities appropriate to their faith.
- Tells Scouts about the Religious Emblems program for their faith at least once a year.
- Helps recognize troop members who receive their religious emblems.
- Makes sure religious holidays are considered during the troop program planning process.
- Helps plan for religious observance in troop activities.
- Encourages saying grace at meals while camping or at other activities.
- Helps promote annual Scout Sunday or Scout Sabbath.
- Sets a good example.
- Enthusiastically and correctly wears the Scout uniform.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.

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Den Chief

The den chief works with the Cub Scouts, Webelos Scouts, and den leaders in the Cub Scout pack. Helps Cub Scouts advance through Cub Scout ranks and encourages Cub Scouts to join a Boy Scout troop upon graduation.

Request, selection and approval:

- The position of Den Chief serves at the request of the Cubmaster.
- He is selected by the Senior Patrol Leader and Scoutmaster in a Boy Scout troop.
- He is approved by the Cubmaster and the Pack Committee for recommendation to the Den Leader. The **Den Chief** helps Cub Scouts advance through Cub Scout ranks and encourages Cub Scouts to join a Boy Scout troop upon graduation.

Qualifications:

A Den Chief must be an older registered member of a Boy Scout troop and must have achieved at least First Class rank.

Reports to: Cub Scout Den Leader and Assistant Senior Patrol Leader

Responsibilities:

- Helps Cub Scouts achieve the purposes of Cub Scouting.
- Serves as the activities assistant at den meetings.
- Sets a good example through attitude and uniforming.
- Is a friend to the boys in the den.
- Helps lead weekly den meetings.
- Helps the den in its part of the monthly pack meeting.
- Knows the importance of the monthly theme and pack meeting plans.
- Meets regularly with the den leader to review den and pack meeting plans. Meets as needed with adult members of the den, pack, and troop.
- Receives training from the den leader (and Cubmaster or Assistant Cubmaster) and attend Den Chief Training.
- Encourages Cub Scouts to become Webelos Scouts when they are eligible.
- Encourages Cub Scouts to join a Boy Scout troop upon graduation.
- Helps the Denner and assistant denner to be leaders.
- Enthusiastically and correctly wears the Scout uniform.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.

Resources:

- SPL Handbook
- Scout Handbook
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Junior Assistant Scoutmaster

The junior assistant Scoutmaster (JASM) serves in the capacity of an assistant Scoutmaster except where legal age and maturity are required. He must be at least 16 years old and not yet 18. He is appointed by the Scoutmaster because of his leadership ability.

Reports to: Scoutmaster

Responsibilities

- Functions as an Assistant Scoutmaster.
- Performs duties as assigned by the Scoutmaster.
- Sets a good example.
- Enthusiastically and correctly wears the Scout uniform.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.

Resources:

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Notes

The Junior Assistant Scoutmaster while functioning as an Assistant Scoutmaster follows all BSA youth policies regarding two-deep adult leadership, sleeping quarters, driving, etc.

Order of the Arrow Representative

The Order of the Arrow Representative is a youth liaison serving between the local Order of the Arrow (OA) lodge or chapter and his troop. In his unit, he helps meet the needs of the unit and will serve as a communication and programmatic link to and from Arrowmen, adult leaders and Scouts who are not presently members of the Order. (Appointed by the SPL)

Qualifications:

He must be a registered member of the Order of the Arrow in good standing with both the Lodge and/or Chapter and the unit.

Reports to: Assistant Senior Patrol Leader

Responsibilities:

- Serves as a communication link between the lodge or chapter and the troop or team.
- Encourages year round and resident camping in the unit.
- Encourages older Scout participation in high adventure programs.
- Encourages Scouts to actively participate in community service projects.
- Assists with leadership skills training in the unit.
- Encourages Arrowmen to assume leadership positions in the unit.
- Encourages Arrowmen in the unit to be active participants in the lodge and/or chapter activities and to seal their membership in the Order by becoming Brotherhood members.
- Regularly attends troop meetings, troop campouts, and troop events during his service period.
- Sets a good example.
- Enthusiastically and correctly wears the Scout uniform.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.

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Scoutmaster-assigned leadership project to help the troop

The Scoutmaster may assign leadership positions to help the troop. These positions can count toward rank promotion for Star Scout and Life Scout, but not for Eagle Scout. Examples of these projects are: serving as planner for several camps or meetings, and assisting as Guide to other scouts to earn a merit badge such as the Centennial merit badges (Pathfinding, Tracking, Carpentry and Signaling). The Scout's leadership contribution will have to be significant in these projects in the view of the Scoutmaster in order to qualify the scout for rank promotion.

Star Scout Leadership Requirement:

While a First Class Scout, serve actively for four months in one or more of the following positions of responsibility (or carry out a Scoutmaster-assigned leadership project to help the troop):

Patrol leader, assistant senior patrol leader, senior patrol leader, Venture patrol leader, troop guide, Order of the Arrow troop representative, den chief, scribe, librarian, historian, quartermaster, bugler, junior assistant Scoutmaster, chaplain aide, instructor, troop Webmaster, or Leave No Trace trainer.

Life Scout Leadership Requirement:

While a Star Scout, serve actively for six months in one or more of the troop positions of responsibility listed in requirement 5 for Star Scout (or carry out a Scoutmaster-assigned leadership project to help the troop).

Patrol leader, assistant senior patrol leader, senior patrol leader, Venture patrol leader, troop guide, Order of the Arrow troop representative, den chief, scribe, librarian, historian, quartermaster, bugler, junior assistant Scoutmaster, chaplain aide, instructor, troop Webmaster, or Leave No Trace trainer.

Eagle Scout Leadership Requirement:

While a Life Scout, serve actively for a period of six months in one or more of the following positions of responsibility:

Patrol Leader, Assistant Senior Patrol Leader, Senior Patrol Leader, Venture Patrol Leader, Troop Guide, Order of the Arrow Troop Representative, Den Chief, Scribe, Librarian, Historian, Quartermaster, Junior Assistant Scoutmaster, Chaplain Aide, Instructor, Webmaster, or Leave No Trace Trainer.