

Troop 209 Scout Leadership Positions Application, Review and Approval Process

Holding and fulfilling the duties of a troop leadership position is one of the requirements to earn the rank of Star, Life and Eagle. (4 months for Star; 6 months for Life; 6 months for Eagle)

The qualifying leadership positions are:

Patrol Leader, Senior Patrol Leader, Assistant Senior Patrol Leader, Troop Guide, Scribe, Librarian, Bugler, Order of the Arrow Troop Representative, Den Chief, Historian, Quartermaster, Chaplain Aide, Junior Assistant Scoutmaster or Instructor.

Note: Bugler does qualify for the Eagle Leadership requirement.

The general leadership position requirements for each leadership position are described in the BSA Junior Leaders Handbook. Troop 209 has also published the leadership qualifications and responsibilities for each position in the Troop 209 Handbook. In addition there is a Leadership Application form for the scout to fill out when he is interested in applying for a leadership position. The Troop 209 Handbook can also be found on the Troop 209 Webpage. (www.bsatroop209.org)

Earning credit for a Troop Leadership position is a four-step process:

1. Apply for a leadership position
2. Leadership application review and approval
3. Accept and fulfill duties of the approved leadership position.
4. Review performance and receive sign-off credit.

Step 1 - Apply for a Leadership Position

1. Read the job descriptions, qualifications, and responsibilities for the positions you are interested in.
2. Decide what you want to do and talk it over with your parents.
3. You can also talk it over with other Scouts who have served in that position.
4. Get a troop Leadership Application form and fill it out listing up to three (3) positions of interest.
5. Have your parents review the requirements with you and sign the Leadership Application form.
6. Give the completed form to the Troop Scribe. The Troop Scribe brings your completed Leadership Application form to the next Patrol Leader's Council Meeting for approval as described below in Step 2.

Step 2 - Leadership Application Review and Approval

Senior Patrol Leader

- Applications reviewed by the Scoutmaster.
- Approved Senior Patrol Leader candidates placed on the ballot.
- Troop members vote on approved candidates.

Assistant Senior Patrol Leader

- Applications reviewed by the Scoutmaster and Senior Patrol Leader.
- Assistant Senior Patrol Leaders are selected from the approved candidates by the Senior Patrol Leader.
- The approved Leadership Application is returned to the Troop Scribe.

Patrol Leader

- Patrol members elect the new Patrol Leader.
- New Patrol Leader completes Leadership Application a gives it to the Troop Scribe.

Assistant Patrol Leader

- Assistant Patrol Leader is selected by the Patrol Leader.
- New Assistant Patrol Leader completes Leadership Application a gives it to the Troop Scribe.

Junior Assistant Scoutmaster

- Approved by the Scoutmaster.
- The approved Leadership Application is returned to the Troop Scribe.

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All other Troop Leadership positions

- Applications are reviewed by the Senior Patrol Leader and the Assistant Senior Patrol Leaders.
- Appointments are made from approved candidates by the Senior Patrol Leader.
- The approved Leadership Application is returned to the Troop Scribe.

Troop Scribe Duties

- *After receiving an approved Leadership Application the Troop Scribe notifies the Support Division Assistant Scoutmaster and turns over the completed and approved Leadership Application to the Troop Committee Advancement Chairperson.*

Step 3 - Accept and Fulfill Duties of the Approved Leadership Position

Now that you have been accepted for a Troop leadership position all you have to do is fulfill the responsibilities for the position. It is important that you also complete the minimum attendance requirements as the Troop is counting on you to be there to lead the other scouts. You must turn in a Monthly Leadership Report to earn credit for serving in a Troop Leadership Position. Credit for service will not be given for the months when a Monthly Leadership Report is not turned in and approved. If other activities outside of scouting are going to prevent you from fully completing your job you should consider postponing your leadership role until you have the time give it your best effort.

Step 4 - Review Performance and Scoutmaster Sign-off

Once you have completed the requirements for the leadership position, you will review your performance with your Division Assistant Senior Patrol Leader and your Division Assistant Scoutmaster. First review your progress with the Division Assistant Senior Patrol Leader (Den Leader for Den Chief only) who will review and record on the Final Leadership Report form what you have done. If he agrees that you have met the requirements he will schedule a meeting with the two of you and the Division Assistant Scoutmaster. If Division Assistant Scoutmaster is satisfied you have completed the job requirements he will complete Leadership discuss it with the Scoutmaster. After the Scoutmaster has approved the Final Leadership Report form he will give it to the Troop Scribe who will turn it in to the Troop Committee Advancement Chairperson.

Note: The Scoutmaster will review and approve the Senior Patrol Leader and the Assistant Senior Patrol Leaders performance.

Division I Leadership Positions

- Assistant Senior Patrol Leader
- Patrol Leader
- Troop Guide

Division II Leadership Positions

- Assistant Senior Patrol Leader
- Patrol Leader

Division III Leadership Positions

- Assistant Senior Patrol Leader
- Patrol Leader

Leadership Division Leadership Positions

- Assistant Senior Patrol Leader
- Bugler
- Chaplin Aide
- Den Chief
- Historian
- Instructor
- Librarian
- Quartermaster
- Order of the Arrow Troop Representative
- Scribe

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