



Troop 306 Assistant Senior Patrol Leader Handbook

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Assistant Senior Patrol Leader PLC Report

1. Enter your name and the date that you started this position.
2. Read and understand the enclosed material.
3. Photocopy and use enclosed forms where appropriate.
4. Bring this binder with you when you have a job review or board of review.
5. At the end of your term, return this binder to your Leadership Position Coordinator.

Name	Start Date	End Date

Assistant Senior Patrol Leader Leadership Card

Name: _____

Patrol: _____

Job Description: The Assistant Senior Patrol Leader is the second-highest-ranking junior leader in the troop. The senior patrol leader, with the approval of the Scoutmaster, appoints him. 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 junior leaders in the troop.

Leadership Position Coordinator: The Senior Patrol Leader

Duties of Assistant Senior Patrol Leader:

- Must attend Troop Leadership Training.
- Helps with leading meetings and activities as called upon by the SPL.
- Gives training and direction to the positions of responsibility.
- Obtain a copy of Troop Leadership Training (No. 34306A) from the troop library and use it to train the positions of responsibility.
- Helps perform job reviews.
- Serves as a member of the Patrol Leader Council.
- Runs the troop in the absence of the senior patrol leader.
- Helps train and supervise the troop scribe, quartermaster, instructor, librarian, historian, OA troop representative, bugler, chaplain aide, den chief, troop webmaster, and leave no trace trainer.
- Has the Assistant Senior Patrol Leader's report to the PLC prepared upon arrival at the PLC.
- Sets a good example.
- Enthusiastically wears the Scout uniform correctly.
- Lives the Scout Oath and Law.
- Shows Scout Spirit.

Position Coordinator

Date/Initials

- _____ Briefed on duties and responsibilities.
- _____ Oversees Troop Scribe, Quartermaster, Instructor, Librarian, Historian, OA Troop Representative, Bugler, Chaplain Aide, Den Chief, Troop Webmaster, and Leave No Trace Trainer.
- _____ Fills in for the Senior Patrol Leader during his absence at any Troop event.
- _____ Assists the Senior Patrol Leader on troop outings.
- _____ Complete all other Assistant Senior Patrol Leader duties during term in office.

Assistant Senior Patrol Leader's PLC Report (page 1 of 3)

Think: What have the other troop officers been doing?

Scribe:

Did he send out the minutes for the last months PLC meeting?

Did he have any correspondence from the Troop sent out in the last month?

Den Chief:

Did the Den Chief attend all scheduled den meetings last month?

Did he attend the Pack Meeting last month?

OA Rep:

Did the OA Rep make last month's Chapter OA Meeting?

Is there any OA news to report?

Troop Webmaster:

Not applicable at this time. This leadership position will be added in the future.

Leave No Trace Trainer:

Not applicable at this time. This leadership position will be added in the future.

Assistant Senior Patrol Leader's PLC Report (page 2 of 3)

Think: What have the other troop officers been doing?

Instructor:

What skills did he teach over the last month at each Troop Meeting?

Quartermaster:

Did anything get fixed this past month?

What needs to be fixed?

What supplies have to be purchased by the next campout?

What supplies should be purchased by the next campout?

What other supplies need to be purchased in the near future?

Have Troop Guides provided a supply list for their upcoming training?

Were any items received into the Uniform Bank this past month?

Were any items given out from the Uniform Bank this past month?

Is the Uniform Bank Inventory updated?

Is there a current inventory of the Troop T-Shirts?

Was a Patrol Box Inventory sheet submitted by each patrol after last month's campout?

Assistant Senior Patrol Leader's PLC Report (page 2 of 3 cont.)

Librarian:

Did the Librarian show you the current list of what merit badge books we own?

Did he show you the merit badge check-out log book?

Has he attached the up to date requirements for all the merit badge books that are no longer current?

Does the troop need to purchase any Merit Badge books this month?

Troop Webmaster:

Not applicable at this time. This leadership position will be added in the future.

Leave No Trace Trainer:

Not applicable at this time. This leadership position will be added in the future.

Assistant Senior Patrol Leader's PLC Report (page 3 of 3)

Think: What have the other troop officers been doing?

Historian:

Did the Historian go on the last campout?

Did he take any pictures at the last campout?

Did he submit photos for the Troop website?

Did he record what we did at last month's campout in his Troop Journal?

Chaplain Aide:

Did the Chaplain Aide go on the last campout?

Did he perform a Sunday service?

Did he do a prayer to open and close each meeting this past month?

Bugler:

Did the Bugler go on the last campout?

Did he perform Taps on Friday night & Saturday night?

Did he perform Reveille on Saturday morning and Sunday morning?

Is the bugle in need of any repair?

Troop Webmaster:

Not applicable at this time. This leadership position will be added in the future.

Leave No Trace Trainer:

Not applicable at this time. This leadership position will be added in the future.