



## Troop 306 Troop Historian Handbook

**Contents:**

Troop Historian Leadership Card  
Troop Historian's Report to ASPL

- 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.**

<b>Name</b>	<b>Start Date</b>	<b>End Date</b>

# Troop Historian Leadership Card

**Name:** \_\_\_\_\_

**Patrol:** \_\_\_\_\_

**Job Description:** Troop Historian keeps a historical record or scrapbook of troop activities.

**Leadership Position Coordinator:** Assistant Senior Patrol Leader

**Adult Advisor:** Committee Chairman (or their designee)

## **Duties of Senior Patrol Leader:**

- Must attend Troop Leadership Training.
- Keep a journal of Troop events for historical purposes. Include reports of each outing or activity and document with photographs and maps when possible. This journal should be made available at each Court of Honor so that Troop members may review it. Such a journal may be used by Scouts in the future years to look back and know what kinds of things the Troop was doing. It can be used in recruiting new scouts.
- Maintain a Troop slide show for use at Court of Honors and recruiting events.
- Gather as much history of the Troop as possible, in whatever form is available. Talk to former members of the Troop and record conversations on tape or paper. Collect pictures and other artifacts when available.
- Take care of Troop trophies, ribbons and all other awards.
- Keeps information about former members of the troop
- 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

\_\_\_\_\_ Write a summary for each troop outing or activity

\_\_\_\_\_ Collect newspaper articles/pictures of troop activities

\_\_\_\_\_ Assemble outing summaries/articles/pictures into a scrapbook

\_\_\_\_\_ Complete all other Historian duties during term in office

## **Historian's Report to ASPL**

*(Due to the ASPL by the meeting before the PLC)*

*Did you attend the last campout?*

*Did you take any pictures?*

*Did you submit photos to Troop leadership to be posted on the Troop website?*

*Did you fill out the Historian's Campout Journal?*