



**Troop 29**  
**Assistant Senior Patrol Leader II Handbook**

- 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>

*As the Assistant Senior Patrol Leader(s) responsible for Warrant Officers please ask yourself these questions every month and provide a report to the SPL prior to each PLC meeting.*

**Scribe:**

*Did he attend the last campout?*

*Did he publish the minutes for the last months PLC meeting?*

*Did he submit the minutes for last month's PLC meeting to the Webmaster?*

*Did he have attendance sheets available at all troop meetings?*

*Did he summarize attendance and provide it to the PLC?*

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

**Quartermaster:**

*Did he attend the last campout?*

*Did anything get fixed this past month?*

*What needs to be fixed?*

*What supplies have to be purchased by the next campout?*

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

*Was a Pre-Camping "Pull-list" sheet submitted by each patrol after last month's campout?*

*How many tents, coolers, dry boxes are unaccounted for (not returned)?*

**Librarian:**

*Did the Librarian make the Library available at every Troop Meeting?*

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*Has he attached the up to date requirements for all the merit badge books that are no longer current?*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

**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 the Historians Album?*

*Did he create a slideshow for the Court of Honor?*

**Chaplain Aide:**

*Did the Chaplain Aide go on the last campout?*

*Did he perform a Sunday service?*

*Was grace said at every meal on the last campout?*

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

**Leave No Trace Trainer:**

*Did the LNT Trainer attend the last campout?*

*Has the LNT Trainer attended required training?*

*Did the LNT Trainer offer a LNT minute at the end of each troop meeting?*

*Did the LNT Trainer hold any training sessions this month?*

**Den Chief:**

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

*Did he attend the Pack Meeting last month?*

*Is there any assistance the Pack needs from the Troop this month?*

**OA Rep:**

*Did the OA Rep attend the last OA outing?*

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

*Is there any OA news to report?*

**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.*