



Troop 29
Assistant Senior Patrol Leader 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.**

Name	Start Date	End Date

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

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Has he attached the up to date requirements for all the merit badge books that are no longer current?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