

Scribe

The troop's record keeper.

OVERVIEW

The Scribe keeps the troop's records — attendance, meeting minutes, and advancement tracking. This role suits scouts who are organized and reliable, and it's one of the best ways to develop administrative skills that translate everywhere.

RESPONSIBILITIES

- 1 Take attendance at every troop meeting and event
- 2 Record minutes from PLC meetings
- 3 Help track advancement records alongside adult leaders
- 4 Maintain troop roster accuracy
- 5 Assist with correspondence when needed

TIME COMMITMENT

1–2 hours/week

IDEAL FOR

An organized Scout who is reliable and detail-focused

WORKS WITH

Senior Patrol Leader

Scoutmaster

Committee Secretary

TIPS FROM LEADERS WHO'VE DONE IT

Send minutes to the SPL within 48 hours of PLC — while it's fresh.

A simple spreadsheet beats a paper notebook for tracking attendance over time.

Accuracy matters more than speed. Double-check before you submit.