

SCRIBE

1. Attends PLC meetings, takes minutes and keeps a record of discussions.
2. Works with Mr. Leaders to write up minutes and distributes information in a timely manner
3. Takes attendance

PLC MEETING DATE	LOG/MINUTES

4. Works with Mrs. Anderson to help with Scout Advancement for COH

MEETING DATE	LEADERSHIP ROLE

5. Works with Mr. Carnegie to inform Scouts of dues

MEETING DATE	LEADERSHIP ROLE

6. Works with Patrol Leaders to keep attendance of activities. Gives activity attendance records to Mrs. Anderson for entry into Scoutbook.

ACTIVITY DATE	ATTENDENCE RECORD

7. Meets with ASPL at least once per month

DATE	MEETING NOTES