



Troop 180

Oklahoma City, Oklahoma

**Assistant Senior Patrol Leader
Leadership Smart Book**

Preface to This Book

Many times adult leaders hear this phrase from boy leaders “I didn’t know I was supposed to do that.” This book is designed to help prevent that phrase from being spoken too often. We hope that it will help you in the performance of your duties and that it is organized so that you can quickly find help. We believe that if you follow the responsibilities listed in this book that you will find your job much easier and more enjoyable, but most of all, that you will be a better leader.

It took about six months to write and produce the original version of these Smart Books and they are continually updated. We would like your input on what can be done to make this book better for the next Scout that holds this position. Please put your comments on the Feedback Sheet found elsewhere in this book.

You are responsible for the maintenance of this book while you are in possession of it. There will be periodic updates of various documents that you should promptly place in the book in the correct location. If additional materials or document protectors are needed, please see the Scoutmaster. The monetary value of this book is \$30.00. If you lose, destroy, or damage this book beyond use you are responsible for its replacement cost. We do expect these books to be used and not left at home gathering dust, so you will not be charged for normal wear and tear.

And this book *should* be used. We want to see it with you on every Troop activity – meetings, campouts, and other events. It can help to answer the question, “What do I do now?” In addition, there are other resources you can, and should use: the Handbook, Field book, Merit Badge Books, Junior Leader Handbook, and others. Many of these are found in the Troop library and can be checked out when you need them.

Good luck in your tenure!

Letter to Parents

Dear Parents,

We're proud to announce that your son was recently selected as Assistant Senior Patrol Leader!

This is an important leadership position within our Troop that, if performed properly, will provide your son with experience and credit toward his next rank. We have a number of things we expect from our boys while serving in a leadership position.

We've attached an outline of the responsibilities your son now has and need your help as he learns his new position. Please review the attached sheet **with your son** and discuss how he can accomplish his new duties. We believe by doing so, you will provide one of the single most important aspects toward your son's success – your support. We will also be working with your son to ensure he understands his responsibilities. We ask that you sign the *Parent's Agreement* below to signify you have done this.

In addition, we'll provide him assistance as required and feedback on a continual basis. Our goal is to make him a success, so that the Troop can be a success.

During his term in this new position, we also ask that you help him jot down any lessons learned on the enclosed "lessons learned" worksheet. We've developed this worksheet to have the Scouts provide us feedback on what works, doesn't work, and could be done better or maybe in another way, to continue to improve our programs. We believe your son's honest feedback will enable us to fine tune our programs to ensure we provide quality programs for the boys. We plan to withhold assigning credit to the boys for performing these duties until the feedback sheet is provided to us. Your help in ensuring these sheets are filled out and provided to us is essential.

We look forward to working with you and your son as he assumes his new duties. If you have any questions, please feel free to contact one of the Assistant Scoutmasters, the Committee Chairman, or me.

Sincerely,

Dale E. Dutton
Scoutmaster

Letter to Parents

Assistant Senior Patrol Leader Leadership Smart Book

Parent's Agreement

I have reviewed the job description for Senior Patrol Leader with my son and understand the commitment he is making. I agree to support him by helping to make him available for meetings and activities, and by encouragement at home. He and I both realize that his **active** involvement in this position is necessary for the smooth operation of Troop 180.

Parent's signature

Letter to Parents

Letter of Commitment

Congratulations on attaining this leadership position. While performing the duties in this position, we hope you will learn and grow in your abilities as a leader. In order to do so, we challenge you to set goals for yourself so that you can be successful in this position.

Success does not come easily – it takes personal commitment and hard work. However, we believe you have what it takes to succeed and plan to work with you to make your term in this position a rewarding experience for you as well as for the other members of your Troop.

Your Troop adult leadership stands committed to provide you the necessary tools (training, guidance, and resources) for success. However, none of these will work without personal commitment on your part.

In order to receive credit for performing in this position, you must use the tools we provide and apply them to your duties. You must fulfill all requirements of the position in order to grant you credit toward rank advancement. ***Failure to show commitment and willingness to perform all duties will result in you not receiving credit during your tenure in this position.***

By signing below, you are stating that you have read this letter and accept the terms stated herein.

| Printed Name | Signature | Date Started | Date Completed | Approved By |
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Assistant Senior Patrol Leader (ASPL) Job Description



INTRODUCTION: Upon accepting the position of Assistant Senior Patrol Leader (SPL), you have agreed to provide a **service** to your Patrol and Troop. The responsibility should be fun and rewarding. This job description will provide you with some of the things for which you are responsible while serving in this position. The ASPL is appointed by the Senior Patrol Leader with the approval of the Scoutmaster. If you have any questions, difficulties or suggestions, bring them to the attention of the Senior Patrol Leader (SPL) or an adult leader.

RESPONSIBLE TO: The Senior Patrol Leader

GENERAL DUTIES:

- Primary responsibility is to assist the SPL is to lead the Scout Troop.
- Make sure the Scouts enjoy a well scheduled and thought out activities program.
- Works directly with the SPL, Scoutmaster (SM), Troop Committee, other adult leaders, and Scouts, as required to make sure Troop 180 provides a well-rounded Scout education program.
- Provide leadership, guidance, and assistance as required to the Troop Quartermaster, Scribe, Librarian, Historian, Chaplain Aide, and Bugler.
- Set a positive example for all other Scouts by following the Scout oath, law, motto, and proudly wearing the correct uniform to all meetings and activities.

SPECIFIC DUTIES:

One or two nights prior to each weekly Troop meeting:

- Review the monthly schedule to ensure you're prepared for the meeting.
- Assist the SPL in calling each Patrol Leader and scheduled adult Merit Badge councilor or other program leaders to ensure they are aware of the duty(s), they are scheduled to do during the upcoming meeting.
- If the SPL cannot make the meeting, you are in charge of the meeting. Also the ASPL will review, with the SPL, the schedule of events to make sure the ASPL is prepared for the upcoming meeting.

The night of the weekly Troop meetings:

1. Show up at least 10 minutes prior to the meeting's start time of 7:00pm to help the SPL and PLs get the meeting area set up.
2. Assist the SPL and PL in assigning other Scouts to help get the opening ceremony area prepared (flags out, chairs and tables moved, etc.).
3. Get with the SPL, Scoutmaster and other adult leaders prior to the meeting to see if they have any items that need to be brought up to the Scouts during the opening or closing.
4. Make sure the Scouts are in patrol lines when calling the meeting to order.
5. Ensure the meeting is called promptly at 7:00pm.
6. Ensure that the meeting is organized, that the rules of the Troop are followed by all Scouts during the meeting.
7. If a campout is planned the following weekend, check with all the PLs to make sure they have planned a menu and made up a duty roster for the weekend. Make sure to review these to be sure duties are spread out between all campers and that the menu is acceptable (not all junk food).
8. Remain in the main meeting room area when possible.
9. Be sure to check with the Patrol Leaders during the meetings and make sure that you or the SPL help them if needed.
10. If you or any of the Patrol Leaders have trouble with any of the Scouts, be sure to help the Patrol Leader resolve the problems. If the problem(s) continue, report to the Scoutmaster for help if needed.
11. Make sure the meeting ends promptly at 8:30pm.
12. Ensure that the meetings area(s) are clean and returned to the same or better condition they were in prior to the Scout meeting.

One or two nights prior to the monthly Patrol Leaders Council (PLC):

- Help the SPL call the Patrol Leaders, Venture Crew Leaders, Troop Guide(s), Scribe(s), Scoutmaster and other leaders as needed, to remind them of the date, time, and location for PLC.
- Spend a few minutes reviewing the past month's schedule and present month's themes and jot down any ideas you may have for the upcoming month's schedule.
- If the SPL can't make the meeting, you are in charge.

The night of the monthly PLC meeting:

- Make sure you have a copy of last month's schedule as well as the yearly schedule. Also, bring a sheet for the upcoming month that outlines the items that make up a nightly list of meeting activities.

- Work with all PLs and other meeting attendees to put together a schedule for the upcoming month.
- Make sure the proposed schedule includes the month's theme, camping plans, and other special activities that are listed on the annual calendar or, are received from SM.
- Ensure the upcoming month's schedule is typed up; copies are made, and passed out during the last meeting of the month.

Friday nights when preparing for campout:

- Make sure all Scouts arrive in uniform for the campout.
- Get the sheet of people signed up for the campout from the SPL, and check the people off as they arrive.
- Help the Quartermaster get some Scouts to help load the Troop trailer campout.

During the campout:

- Make sure that upon arrival at the camping area that all Patrols pick a safe camping area (free of broken glass, away from washout area, as flat as possible, etc.)
- Work with the PLs to make sure all camp sites are set up, to include cooking area, duty roster posted, tents up, personal gear stowed and water collected, before the Scouts have their Cracker Barrel or other program.
- Make sure that if there are scheduled activities during the campout make sure that all PLs make sure their members arrive at the activity on time.
- Make sure that all campers act responsibly, safely, and follow the rules of Scouting during the campout.
- Make sure that the Scouts build a fire to heat water for cleaning the dishes.
- Make sure the Patrols clean up their area after each meal to include, cleaning all dishes, wiping down the table, return all items to the Patrol box, and close the Patrol box.

At the end of a campout:

- Let the Quartermaster (QM) know if any equipment is missing, broken, or needs to be taken home by a Scout to be dried out or repacked.
 - Make sure Patrol boxes and other equipment is clean and packed properly.
 - Help the QM load the trailer.
 - Help the SPL with policing the camping area.
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At the end of your tenure in this position:

1. Make sure you read the *Lessons Learned Feedback Sheet* contained in this book and provide the Scoutmaster any comments you may have at least 2 weeks before the new elections.
2. Plan to spend some time during the next Troop meeting with the Scout who was elected to replace you. We want you to review with him what you did during your tenure and what worked, didn't work, and could have been done better. Give him a good turnover to make sure there's a smooth transition of duties from you to him.

Lessons Learned

Feedback Sheet

Position: _____

Name: _____

Date: _____

The purpose of this sheet is to provide you a place to jot down any lessons that you learned while serving in this position. What we ask that you do is during the time that you are in the position, that you keep a record of things that worked, did not work, and any other comments that you may have that could help us improve this package for the next person.

You have assumed a great deal of responsibility by agreeing to perform these duties. A Scouting program can only be a success if we get effective feedback from our members on what works and what could be improved upon.

Please jot down any thoughts you may have and pass them to the Scoutmaster or other adult leader. Thank You.

Patrol Campout Attendance Report

Notes to Patrol Leader:

- Keep the top portion of this form for your records and use
- Return the bottom portion of the form to the Scoutmaster along with camping fees and permission forms

Patrol: _____

Campout Date: _____

Patrol Leader: _____

Campout Place: _____

| Scout Name | Food Money | Camping Fee | Permission Form |
|---------------|------------|-------------|-----------------|
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| | | | |
| Totals | | | |

Patrol: _____

Campout Date: _____

Patrol Leader: _____

Campout Place: _____

| Scout Name | Food Money | Camping Fee | Permission Form |
|---------------|------------|-------------|-----------------|
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| Totals | | | |

Patrol Campout Attendance Report

Notes to Patrol Leader:

- Keep the top portion of this form for your records and use
- Return the bottom portion of the form to the Scoutmaster along with camping fees and permission forms

Patrol: _____

Campout Date: _____

Patrol Leader: _____

Campout Place: _____

| Scout Name | Food Money | Camping Fee | Permission Form |
|---------------|------------|-------------|-----------------|
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| Totals | | | |

Patrol: _____

Campout Date: _____

Patrol Leader: _____

Campout Place: _____

| Scout Name | Food Money | Camping Fee | Permission Form |
|---------------|------------|-------------|-----------------|
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| Totals | | | |

Patrol Campout Attendance Report



PATROL CAMPOUT DUTY ROSTER

Patrol Name: _____

Date: _____

SETUP

FRIDAY

| | | | |
|-----------------|--|--|--|
| Patrol Box | | | |
| Water | | | |
| Boundary & Gate | | | |

BREAKFAST

SATURDAY

| | | | |
|---------|--|--|--|
| Cooking | | | |
| KP | | | |

LUNCH

| | | | |
|---------|--|--|--|
| Cooking | | | |
| KP | | | |

DINNER

| | | | |
|---------|--|--|--|
| Cooking | | | |
| KP | | | |

BREAKFAST

SUNDAY

| | | | |
|---------|--|--|--|
| Cooking | | | |
| KP | | | |

PACKING

| | | | |
|-----------------|--|--|--|
| Patrol Box | | | |
| Water | | | |
| Boundary & Gate | | | |

OTHER DUTIES:

DUTY TO BE DONE

| | | | |
|----|--|--|--|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |



PATROL CAMPOUT DUTY ROSTER

Patrol Name: _____

Date: _____

SETUP

FRIDAY

| | | | |
|-----------------|--|--|--|
| Patrol Box | | | |
| Water | | | |
| Boundary & Gate | | | |

BREAKFAST

SATURDAY

| | | | |
|---------|--|--|--|
| Cooking | | | |
| KP | | | |

LUNCH

| | | | |
|---------|--|--|--|
| Cooking | | | |
| KP | | | |

DINNER

| | | | |
|---------|--|--|--|
| Cooking | | | |
| KP | | | |

BREAKFAST

SUNDAY

| | | | |
|---------|--|--|--|
| Cooking | | | |
| KP | | | |

PACKING

| | | | |
|-----------------|--|--|--|
| Patrol Box | | | |
| Water | | | |
| Boundary & Gate | | | |

OTHER DUTIES:

DUTY TO BE DONE

| | | | |
|----|--|--|--|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |



CAMPOUT PLANNER

PATROL: _____

DATE: _____

CAMPOUT: _____

| PL | Name | ATTENDING | PAID | INITIAL |
|-----|------|-----------|------|---------|
| APL | | | | |
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |
| 7. | | | | |
| 8. | | | | |
| 9. | | | | |

SHOPPING LIST

| | HAVE | NEED |
|---------------|------|------|
| Paper Towels | | |
| Aluminum Foil | | |
| Salt | | |
| Matches | | |
| Charcoal | | |

GROCERY LIST

Saturday

Breakfast Entrée _____

Drink _____
Notes _____

Lunch Entrée _____

Drink _____
Notes _____

Dinner Entrée _____

Drink _____
Desert _____
Notes _____

Breakfast Entrée _____

Drink _____

Person buying food: _____

Adult signature: _____

Person buying food is responsible for the food/ice/coolers for the duration of the campout. Please attach food receipt to this form and return to Troop Treasurer after campout.



CAMPOUT PLANNER

PATROL: _____

DATE: _____

CAMPOUT: _____

| PL | Name | ATTENDING | PAID | INITIAL |
|-----|------|-----------|------|---------|
| APL | | | | |
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |
| 7. | | | | |
| 8. | | | | |
| 9. | | | | |

SHOPPING LIST

| | HAVE | NEED |
|---------------|-------|-------|
| Paper Towels | _____ | _____ |
| Aluminum Foil | _____ | _____ |
| Salt | _____ | _____ |
| Matches | _____ | _____ |
| Charcoal | _____ | _____ |

GROCERY LIST

Saturday

Breakfast **Entrée** _____

Drink _____
Notes _____

Lunch **Entrée** _____

Drink _____
Notes _____

Dinner **Entrée** _____

Drink _____
Desert _____
Notes _____

Breakfast **Entrée** _____

Drink _____

Person buying food: _____

Adult signature: _____

Person buying food is responsible for the food/ice/cooler for the duration of the campout.
Please attach food receipt to this form and return to Troop Treasurer after campout.