

TROOP 774

AUBURN, GEORGIA

<http://www.bsatroop774.org>

TO: Troop 774 PLC
THRU: SASM Preves
FROM: SM Thomas
DATE: March 17, 2010
REF: **CONSISTANT USE OF VARIOUS TROOP DOCUMENTS**

Effective immediately, the following documentation, which is position specific, is required and must be completed as indicated on the chart below. The *consistent* and *timely* documentation of certain information will be of benefit to Troop operations as a whole and specifically to those of us in leadership positions.

Troop 774 Form and Document Requirements				
<i>Person Responsible for completing</i>	<i>Form or Document to be Completed</i>	<i>When Completed Form or Document is to be Completed</i>	<i>When Completed Form or Document is to be Forwarded</i>	<i>Who Completed Form or Document is to be Forwarded to.</i>
SPL/ASPL	Troop Meeting Plan	Two (2) Mondays preceding the Troop Campout/Event	To ASMPA for review and approval before the Troop Meeting begins two (2) Mondays preceding the Troop Campout/Event	Scoutmaster and Senior Assistant Scoutmaster
SPL/ASPL	Troop Campout Plan	Monday preceding the Troop Meeting for which Plan is made.	Wednesday preceding the Troop Meeting for which Plan is made.	Scoutmaster and Senior Assistant Scoutmaster
Troop Scribe/Webmaster	Attendance Record	Before end of Troop Meeting of event.	Immediately following the end of the Troop Meeting or event.	SPL and Troop Secretary

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Troop Scribe/Webmaster	Summary of Minutes (Troop Meeting, PLC Meeting, Disciplinary Hearing or any other event as directed by SPL/ASPL)	Immediately following the end of the Troop Meeting or event.	Immediately following the end of the Troop Meeting or event.	Scoutmaster and Senior Assistant Scoutmaster and SPL
Patrol Scribe	Summary of Minutes (Patrol Meeting or any other event as directed by PL/SPL/ASPL)	Immediately following the end of the Meeting or event.	Immediately following the end of the Meeting or event.	Scoutmaster and Senior Assistant Scoutmaster and Troop Scribe
Patrol Leader	Roster & Menu	Two (2) Mondays preceding the Troop Campout/Event	To ASMPA for review and approval before the Troop Meeting begins two (2) Mondays preceding the Troop Campout/Event	SPL and ASPL and Patrol Quartermaster
Troop Librarian	Merit Badge Book and other Troop Document Inventory	Third (3) Monday of every fourth (4) month (Quarterly)	Before the beginning of the Troop Meeting	SPL and ASPL
Troop Historian	Summary of Troop Meeting or any other Scouting event as needed	Immediately following the end of the Meeting or event.	Immediately following the end of the Meeting or event to SPL and ASPL for review and approval.	Assistant Troop Secretary who will review, edit as required and forward to the Troop Webmaster, local media or as necessary