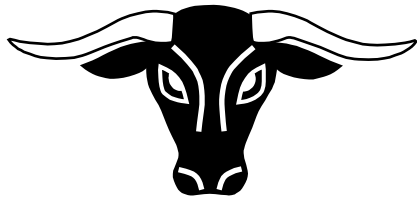


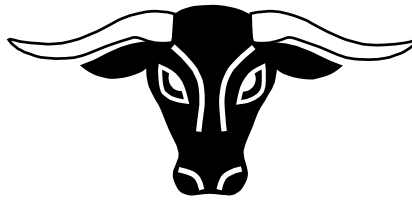
**TROOP/CREW**  
**179**  
**MICHIGAN**  
**CROSSROADS COUNCIL**  
**YOUTH LEADER'S GUIDE**



## TABLE OF CONTENTS

|   |   |
|---|---|
| Senior Patrol Leader (SPL) .....            | 2 |
| Assistant Senior Patrol Leader (ASPL) ..... | 2 |
| Venturing President .....                   | 3 |
| Venturing Vice President.....               | 3 |
| Troop Quartermasters (Q/M).....             | 4 |
| Troop Bugler .....                          | 4 |
| Troop Scribe .....                          | 4 |
| Librarian.....                              | 5 |
| Order of the Arrow Representative.....      | 5 |
| Chaplin Aide .....                          | 5 |
| Troop Guide .....                           | 6 |
| Instructor .....                            | 6 |
| Junior Assistant Scoutmaster (JASM) .....   | 6 |
| Patrol Leader (PL).....                     | 7 |
| Assistant Patrol Leader (APL).....          | 7 |
| Patrol Quartermaster (Q/M).....             | 7 |
| Patrol Scribe .....                         | 8 |
| Den Chief .....                             | 8 |





## Senior Patrol Leader (SPL)

### 1. Qualifications:

- a. 13 to 17 years old and holds the rank of First Class or higher.
- c. Has been a member of Troop 179 for at least one year.
- d. Must be available to attend all troop meetings and activities.

### 2. Position Description:

- a. Presides over all troop meetings, events, activities, and annual program planning conference.
- b. Chairs the Patrol Leaders Council.
- c. Appoint youth leaders with the advice and consent of the Scoutmaster.
- d. Assign duties and responsibilities to other youth leaders.
- e. Work with the Scoutmaster in training youth leaders.
- f. Set a good example.
- g. Wear the uniform correctly.
- h. Live by the Scout Oath and Law.
- i. Show and help develop Scout spirit

### 3. Selection procedure:

- a. Elected at large from troop and crew membership:
  1. 60% of registered youth must attend election.
  2. All candidates must speak to and be approved by the Scoutmaster prior to the election.
  3. On the day of the election, candidates may deliver a two-minute speech covering these three areas: candidates will speak about their experience as a leader, their ideas they have for the troop moving forward and why they would be the best person for the job.
  4. A simple majority is required to be elected. If no candidate is elected a second ballot is made up of the two who received the most votes from the first ballot. If no candidate is elected from the second ballot the Scoutmaster declares the election a deadlock and the current Senior Patrol Leader casts enough votes for one of the candidates to win.
- b. SPL elections shall be held twice during the year.



## Assistant Senior Patrol Leader (ASPL)

### 1. Qualifications:

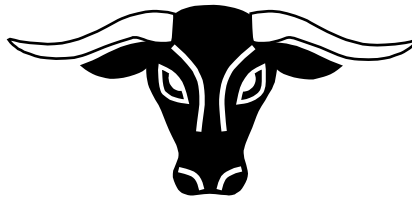
- a. 13 to 17 years old.
- b. First Class Rank or higher.
- c. Has been a member of Troop 179 for at least one year.
- d. Must be available to attend all troop meetings and activities.

### 2. Position Description:

- a. Be responsible for training and giving direct leadership to all the leaders, elected or appointed, within the program the ASPL is appointed to oversee.
- b. Help lead meetings and activities as called on by the senior patrol leader.
- c. Guide the troop in the senior patrol leaders' absence.
- d. Perform tasks assigned by the senior patrol leader.
- e. Function as a member of the patrol leaders' council.
- f. Set a good example.
- g. Wear the uniform correctly.
- h. Live by the Scout Oath and Law.
- i. Show and help develop Scout spirit

### 3. Selection is by appointment of the SPL and the Scoutmaster.





## Venturing President

### 1. Qualifications:

- a. 14 to 18 years old.
- b. Must be available to attend all crew meetings and activities during his or her term of office.

### 2. Position Description:

- a. Serves as youth leader of the crew.
- b. Implements the crew program in cooperation with officers and members.
- c. Works closely with Advisors and other adult leaders in the spirit of partnership.
- d. Represents the crew at Patrol Leaders' Council (PLC) meetings and council Venture Officer Association.
- e. Assists the Crew Advisor in conducting the Introduction to Leadership for Crews'.
- f. Appoints youth chairs for special projects and appoints special crew officers.
- g. Assesses on an ongoing basis whether the responsibilities of the officers are being considered and carried out effectively.
- h. Sets an example by following the rules of the crew.
- i. Wears the uniform appropriate to the Venturing crew.
- j. Learns and lives by the Scout Oath and the Scout Law.
- k. Approaches Venturing and encourages others to approach Venturing in the spirit of fun and enjoyment.

### 3. Selection procedure:

- a. Elected by a majority vote of the crew members.
- b. Elections are held twice annually.
- c. In the event of a vacancy during a term the SPL will appoint a new President



## Venturing Vice President

### 1. Qualifications:

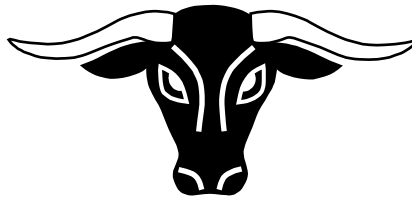
- a. 14 to 18 years old.
- b. Must be available to attend all crew meetings and activities during his or her term of office.

### 2. Position Description:

- a. Serves in a support role for the Crew President. They shall help to accomplish the goals set by the Crew, Crew President, and Advisors.
- b. Assumes the responsibilities of the Crew President in his or her absence.
- c. Leads the recruiting and admission of new members during the year.
- d. Conducts opening and closing ceremonies for special occasions as scheduled.
- e. Attends all crew activities.
- f. Participates in the Patrol Leader's Council (PLC).
- g. Sets an example by following the rules of the crew.
- h. Wears the uniform appropriate to the Venturing crew.
- i. Learns and lives by the Scout Oath and the Scout Law.
- j. Approaches Venturing in the spirit of fun and seeks to reflect this spirit in the recruiting of new members and through recognizing the achievements of crew members.

### 3. Selection is by appointment of the SPL, President, Scoutmaster and Adviser





## Troop Quartermasters (Q/M)

1. **Qualifications:**
  - a. First Class Rank or higher.
  - b. Must be available to attend all troop meetings and activities.
2. **Position Description:**
  - a. Keeps records of patrol and troop equipment.
  - b. Keep equipment in good repair.
  - c. Keep the equipment storage area neat and clean.
  - d. Issue equipment and see that it is returned in good repair.
  - e. Suggest new or replacement items.
  - f. Work with the troop committee members responsible for equipment.
  - g. Set a good example.
  - h. Wear the uniform correctly.
  - i. Live by the Scout Oath and Law.
  - j. Show and help develop Scout spirit
3. **Selection is by appointment of the SPL and the Scoutmaster.**



## Troop Bugler

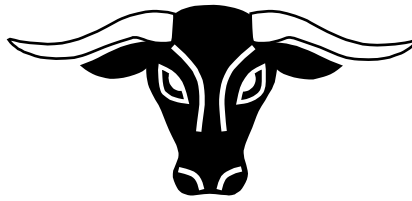
1. **Position Description:**
  - a. Play the Bugle at Troop Camp Activities
  - b. Is responsible to play *Reveille, To the Colors, Retreat, Assemble, and Taps* from memory.
  - c. Receives Advancement credit only for months that you attend Camp Activity
2. **Selection is by appointment of the SPL and the Scoutmaster.**



## Troop Scribe

1. **Position Description:**
  - a. Attend and keep a log of patrol leaders' council meetings.
  - b. Record attendance and dues payments of all troop members.
  - c. Record advancement in troop records,
  - d. Works with the appropriate troop committee members responsible for finance, records, and advancement.
  - e. Handles correspondence appropriately.
  - f. Set a good example.
  - g. Wear the uniform correctly.
  - h. Live by the Scout Oath and Law.
  - i. Show and help develop Scout spirit
2. **Selection is by appointment of the SPL and the Scoutmaster.**





## Librarian

### 1. Position Description:

- a. Establish and maintain a troop library.
- b. Keep records on literature owned by the troop.
- c. Add new or replacement items as needed.
- d. Have literature available for borrowing at troop meetings.
- e. Maintain a system to check literature in and out.
- f. Follow-up on late returns.
- g. Set a good example.
- h. Wear the uniform correctly.
- i. Live by the Scout Oath and Law.
- j. Show and help develop Scout spirit.



### 2. Selection is by appointment of the SPL and the Scoutmaster.

## Order of the Arrow Representative

### 1. Qualifications:

- a. First Class Scout with a good attendance record.
- b. An Order of the Arrow Member in good standing.
- c. Must be available to attend all troop and lodge meetings and activities.

### 2. Position Description:

- a. Serves as a communication link between the lodge or chapter and the troop/crew.
- b. Encourage year-round and resident camping by the troop/crew
- c. Encourage older-Scout participation in high-adventure activities.
- d. Encourage Scouts to actively participate in community service projects.
- e. Assist with leadership skills training in the troop/crew.
- f. Encourage Arrow Members to assume leadership positions in the troop/crew
- g. Encourage Arrow Members in the troop/crew to be active participants in lodge and/or chapter activities and to seal their membership in the Order by becoming Brotherhood members.
- h. Set a good example.
- i. Wear the uniform correctly.
- j. Live by the Scout Oath, Law and OA Obligation.
- k. Show and help develop Scout spirit

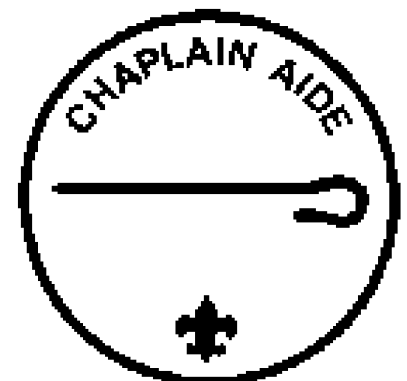


### 3. Selection is by appointment of the SPL and the Scoutmaster.

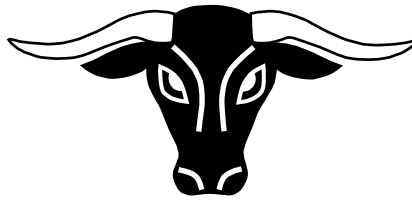
## Chaplain Aide

### 2. Position Description:

- a. Keep troop leaders apprised of religious holidays when planning activities.
- b. Assist the troop chaplain or religious coordinator in meeting the religious needs of troop members while on activities.
- c. Encourage saying grace at meals while camping or on activities.
- d. Lead worship services on campouts.
- e. Tell troop members about the religious emblems program for their faith.
- f. Set a good example.
- g. Wear the uniform correctly.
- h. Live by the Scout Oath, and Law.
- i. Show and help develop Scout spirit.



### 3. Selection is by appointment of the SPL and the Scoutmaster.



## Troop Guide

1. **Qualifications:**
  - a. First Class Rank or higher.
  - b. Must be available to attend all troop meetings and activities.
2. **Position Description:**
  - a. Introduce new Scouts to troop operations.
  - b. Guide new Scouts through early Scouting activities.
  - c. Shield new Scouts from harassment by other Scouts.
  - d. Help new Scouts earn the First-Class rank in their first year.
  - e. Coach the patrol leader of the new Scout patrol on his duties.
  - f. Work with the patrol leader at patrol leaders' council meetings.
  - g. Attend patrol leaders' council meeting with the patrol leader of the new Scout patrol.
  - h. Assist the assistant Scoutmaster with training.
  - i. Coach individual Scouts on Scouting challenges.
  - j. Set a good example.
  - k. Wear the uniform correctly.
  - l. Live by the Scout Oath and Law.
  - m. Show and help develop Scout spirit.
3. **Selection is by appointment of the SPL and the Scoutmaster.**



## Instructor

1. **Position Description:**
  - a. Does demonstrations, games and programs at troop meetings and activities when requested.
  - b. At troop activities he makes himself visible and ready to assist patrol leaders as needed.
  - c. Works with the Troop Membership Team when needed.
  - d. Works to improve his own Scouting and leadership skills by attending all activities where he can train.
  - e. Set a good example.
  - f. Wear the uniform correctly.
  - g. Live by the Scout Oath, and Law.
  - h. Show and help develop Scout spirit.
2. **Selection is by appointment of the SPL and the Scoutmaster.**



## Junior Assistant Scoutmaster (JASM)

1. **Qualifications: 16 years old or an Eagle Scout.**
2. **Position Description:**
  - a. Function as an assistant Scoutmaster.
  - b. Accomplish any duties assign by the Scoutmaster
  - c. Set a good example.
  - d. Wear the uniform correctly.
  - e. Live by the Scout Oath, and Law.
  - f. Show and help develop Scout spirit.
3. **Selection is by appointment of the Scoutmaster.**





## Patrol Leader (PL)

1. **Qualifications: First Class Rank or higher.**
2. **Position Description:**
  - a. Plan and lead patrol meetings and activities.
  - b. Keep patrol members informed.
  - c. Assign each patrol member a task and help them succeed.
  - d. Represent your patrol at all Patrol Leader's Council meetings and the Annual Planning Conference.
  - e. Prepare the patrol to take part in all troop activities.
  - f. Show and help develop patrol spirit.
  - g. Work with the other troop leaders to make the troop run well.
  - h. Know what patrol members and other leaders can do.
  - i. Set a good example.
  - j. Wear the uniform correctly.
  - k. Live by the Scout Oath and Law.
3. **Selection procedure:**
  - a. Elected by a majority vote of the patrol members.
  - b. Patrol Leader elections shall be held twice during the year.
  - c. In the event of a vacancy for a term the Senior Patrol Leader will appoint a replacement.



## Assistant Patrol Leader (APL)

1. **Responsibilities:**
  - a. Helps the patrol Leader plan and lead patrol meetings and activities.
  - b. Help the patrol leader keep patrol members informed.
  - c. Help the patrol leader prepare the patrol to take part in troop activities.
  - d. Leads the patrol in the Patrol Leader absence; serves as Quartermaster or Scribe in their absence.
  - e. Show and help develop patrol spirit
  - f. Represent the patrol at all patrol leaders' council meetings in the absence of the patrol leader.
  - g. Work with the troop leaders to make the troop run well.
  - h. Set a good example.
  - i. Wear the Scout uniform correctly.
  - j. Live by the Scout Oath and Law.
2. **Selection is by appointment of the PL with approval of the Scoutmaster.**

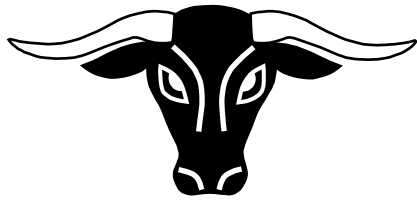


## Patrol Quartermaster (Q/M)

1. **Responsibilities:**
  - a. Is required to attend Monthly Quartermaster meetings to replenish supplies and help in maintenance of the patrol and troop equipment.
  - b. Makes sure the equipment is being used properly; keeps the equipment in good repair.
  - c. Reports missing or broken equipment to the Troop Quartermaster.
  - d. The Patrol Quartermaster checks in and out equipment as needed from the troop.
  - e. Set a good example by wearing the Scout uniform correctly and living by the Scout Oath and Law.
2. **Selection is by appointment of the PL with approval of a Scoutmaster.**



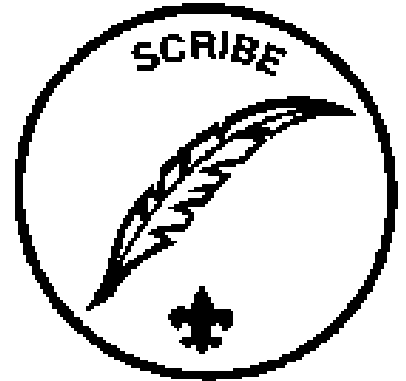




## Patrol Scribe

### 1. Responsibilities:

- a. Keeps a log of patrol meetings. Keeps track of where the patrol is in earning the National Honor Patrol and reports its progress to the patrol members.
- b. Fills out the Campout attendance form and turns it in to the Troop Scribe.
- c. Notifies the Troop Scribe before the PLC following the campout if someone was accounted for in error on the Campout attendance form.
- d. Gathers receipts for food bought for campouts and hands it in to the Troop Scribe on Friday night of the campout.
- e. He serves as the librarian for his Patrol checking in and out books the Scouts need.
- f. Makes sure that all patrol members have proper uniforms and that they are wearing the correct patches.
- g. Set a good example by wearing the Scout uniform correctly and living by the Scout Oath and Law.



### 2. Selection is by appointment of the PL with approval of a Scoutmaster.

## Den Chief

### 1. Qualifications:

- a. Second Class Rank or higher.
- b. Must attend all Den and Pack meetings and activities during his term of office.
- c. Must obtain permission from his parents.

### 2. Position Description:

- a. Serve as the activity's assistant at den meetings.
- b. Meet regularly with the den leader to review the den and pack meeting plans.
- c. If serving as a Webelos den chief; help prepare the boys to join Boy Scouting.
- d. Be a positive image of Boy Scouting.
- e. Set a good example.
- f. Wear the uniform correctly.
- g. Live by the Scout Oath, and Law.
- h. Show and help develop Scout spirit.



### 3. Selection is by appointment of the Scoutmaster.