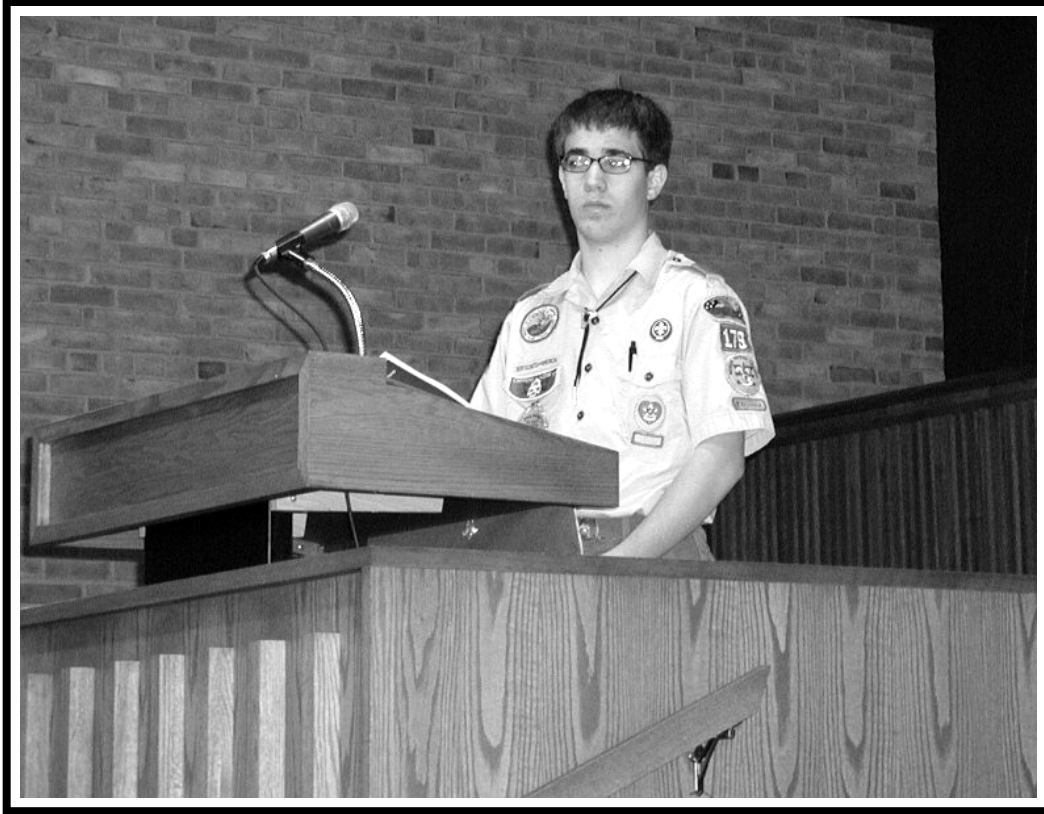




Boy Scout Troop 179



Troop 179 Youth Leadership Guide



Troop Junior Leadership Guide

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Troop Junior Leadership Guide

Senior Patrol Leader (SPL)

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. Presides over all troop meetings, events, activities, and annual program planning conference.
- b. Chairs the Patrol Leaders Council.
- c. Appoint boy 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 membership:
 1. 60% of registered Scouts must be in attendance at election.
 2. All candidates must speak to and be approved by the Scoutmaster prior to the election.
 3. Each candidate may make a two minute speech.
 4. A simple majority is required for election.
 5. If no candidate is elected a second ballot is made up including the two who received the most votes from the first ballot.
 6. If no candidate is elected from the second ballot the Scoutmaster declares the election a deadlock and the Senior Patrol Leader casts enough votes for one of the candidates to win.
- b. SPL elections shall be held twice during the year.

4. Expectations:

- a. Attendance: The SPL is expected to attend all troop meetings and activities. He should be the first to arrive and the last to leave. If the SPL has to miss something he should call the Scoutmaster to get his permission and instructions, and then call his ASPLs and let them know what is going on.
- b. Leadership: The SPL should be directing all of the activity making sure that the time schedule is kept. He should make sure that other leaders know when their time is almost up so that they don't go over. He should be ready with a plan when something falls through or there is extra time.
- c. Scout Spirit: The SPL is in charge of the overall spirit of the troop. He is concerned that all Scouts are having fun. He is responsible for making sure that Scouts are wearing the uniform correctly.
- d. Communications: The SPL is the one guy you can go to that knows everything, so he needs to make it his business to ask questions and talk to all the youth and adult leaders so that he is aware of what each branch of the troop is doing. He should have weekly conversations with the Scoutmaster, Assistant Senior Patrol Leaders, and Venture President about what is happening over the next few weeks.
- e. Representative: The SPL should represent the youth members of the troop at all times by setting the example of how a 179 Scout looks and behaves. He should make plans to be active and attend District Roundtables, Order of the Arrow meetings, and recruiting activities of the troop. During the break-out sessions at PLC meetings the SPL should make it around to every meeting and get a report on what is going on. During activities the SPL should visit with each program group ready to jump in and help.



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 he 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.

4. Expectations:

- a. Attendance: The ASPL is expected to attend all troop meetings and activities. If the ASPL has to miss something he should call his Assistant Scoutmaster assigned to him for permission and instructions, he should then call the SPL and let him know what plans he has made.
- b. Leadership: The ASPL should be directing all of the activities of his program making sure that the time schedule is kept. He should make sure that other leaders he is working with know when their time is almost up so that they don't go over. He should be ready with a plan when something falls through or there is extra time.
- c. Scout Spirit: The ASPL is in charge of the overall spirit of his program. He is concerned that all Scouts are having fun. He is responsible for making sure that Scouts are wearing the uniform correctly. He encourages the patrols to cheer and sing often.
- d. Communications: The ASPL is the one guy you can go to that knows everything about his program, so he needs to make it his business to ask questions and talk to all the youth and adult leaders so that he is aware of what each patrol in his program is doing. He should have weekly conversations with the SPL, Assistant Scoutmasters, Guides, and Instructors outside of the troop meetings about what is happening over the next few weeks.
- e. Representative: The ASPL should represent the members of his program at all times by setting the example of how a 179 Scout looks and behaves. He should make plans to help at recruiting activities of the troop. He conducts the break-out session at PLC meetings for his program making sure that the activities planned will be fun and interesting for the Scouts in his program. He reports to the SPL about the activities and plans that his program is conducting. During activities the ASPL should visit with each patrol ready to jump in and help.



Venture Crew President

1. Qualifications:

- a. 14 to 21 years old.
- b. Must be available to attend all crew meetings and activities during his or her term of office.

2. Position Description:

- a. Be responsible for training and giving direct leadership to all the leaders, elected or appointed, within the Venture Crew.
- b. Help lead meetings and activities.
- c. Guide the troop in the senior patrol leaders' absence as needed.
- 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:

- 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

4. Expectations:

- a. Attendance: The President is expected to attend all troop and crew meetings and activities. If the President has to miss something he or she should call the Crew Advisor for permission and instructions, then call the SPL and let him know.
- b. Leadership: The President should be directing all of the activities of the Venture program making sure that the time schedule is kept. He or she should make sure that other leaders know when their time is almost up so that they don't go over. He or she should be ready with a plan when something falls through or there is extra time.
- c. Scout Spirit: The President is in charge of the overall spirit of the Venture program. He or she is concerned that all Venturers are having fun. He or She is responsible for making sure that Venturers are wearing the uniform correctly. He or she encourages the crews to cheer and sing often.
- d. Communications: The President is the one person you can go to that knows everything about the Venture program, so he or she needs to make it his or her business to ask questions and talk to all the youth and adult leaders so that he or she is aware of what each crew in the Venture program is doing. The President should have weekly conversations with the SPL, Vice President, Advisors, and Crew Chiefs outside of the troop meetings about what is happening over the next few weeks.
- e. Representative: The President should represent the members of Venture Crew at all times by setting the example of how a 179 Venture Scout looks and behaves. He or She conducts the break-out session at PLC meetings for the Venture program making sure that the activities planned will be fun and interesting for the Venturers. The President reports to the SPL about the activities and plans that Venture Crew is conducting. During activities the President should visit with each crew ready to jump in and help.



Venture Crew Vice President

1. Qualifications:

- a. 14 to 21 years old.
- b. Must be available to attend all crew meetings and activities during his or her term of office.

2. Position Description:

- a. Work with the Crew Chiefs to develop a program of activities for the members to participate in. These activities can be challenge based, physical, or social in nature. There should be at least four activities per year that should be conducted outside of the normal troop activities.
- b. Serves as the Crew Chief of the Paul Bunyan Crew.
- c. Presides over crew meetings and activities in the absence of the President.
- d. Encourage Venturers to work on Scout Advancement or Venturing Awards.
- 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 SPL, President and the Scoutmaster.

4. Expectations:

- a. Attendance: The Vice President is expected to attend all troop and crew meetings and activities. If the Vice President has to miss something he or she should call the Crew Advisor for permission and instructions, then call the President and let him or her know.
- b. Leadership: The Vice President works under the direction of the President. He or She is responsible to conduct quarterly activities and assigns the work of planning and carrying out those activities to the Crews. He or she should then follow up with the Crew Chiefs to make sure that the activity is being properly planned and promoted for good attendance.
- c. Scout Spirit: As a member of the troop leadership team the Vice President should have a positive attitude and set a good example for all the Scouts to follow.
- d. Communications: The Vice President is the one person Venturers can go to that knows about the quarterly Venture activities, so he or she needs to make it his or her business to ask questions and talk to all the youth and adult leaders so that he or she is aware of each activity and where we are at in the planning phase. The Vice President should have weekly conversations with the President, Advisors, and Crew Chiefs outside of the troop meetings about what is happening over the next few weeks.
- e. Representative: The Vice President should represent the members of Venture Crew at all times by setting the example of how a 179 Venturer looks and behaves. He or She attends the break-out session at PLC meetings for the Venture program making sure that the activities planned will be fun and interesting for the Venturers. The Vice President reports to the President about the activities and plans that Venture Crew is conducting. During activities the Vice President should visit with each crew ready to jump in and help.



Troop Quartermaster (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 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.

4. Expectations:

- a. Attendance: The Troop Quartermaster is expected to attend all troop meetings and activities. If the Troop Quartermaster has to miss something he should call the Assistant Scoutmaster assigned to him for permission, he should then call the SPL and let him know his plans.
- b. Leadership: The Troop Quartermaster is in charge of handling all the equipment needs of the patrols. He gives leadership over Assistant Troop Quartermaster and the Patrol Quartermasters; makes sure that they are fulfilling the responsibilities of their positions. He conducts the monthly Quartermaster meeting making sure that all the equipment is packed and ready for the next outing.
- c. Scout Spirit: As a member of the troop leadership team the Troop Quartermaster should have a positive attitude and set a good example for all the Scouts to follow.
- d. Communications: The Troop Quartermaster is the one guy you can go to that knows everything about the equipment resources the troop has, so he needs to make it his business to ask questions and look around so that he is aware of what is available for use. He should have weekly conversations with the SPL and Assistant Scoutmasters outside of the troop meetings about what is happening over the next few weeks.
- e. Representative: The Troop Quartermaster should represent the members of the Paul Bunyons at all times by setting the example of how a 179 Scout looks and behaves. He should make plans to help at recruiting activities of the troop. He works closely with the members of the GOAT Patrol helping them with the equipment when needed. During troop activities the Troop Quartermaster should visit each patrol campsite and keep a good handle on how the equipment is being used.



Troop Scribe

1. Position Description:

- a. Attend and keeps 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.

3. Expectations:

- a. Attendance: The Troop Scribe is expected to attend all troop meetings and activities. If the Troop Scribe has to miss something he should call the SPL to let him know.
- b. Leadership: The Troop Scribe is in charge of handling and maintaining the Troop Trading Post and Library. He gives leadership over the Patrol Scribes and makes sure that they are fulfilling the responsibilities of their positions. He collects permission slips and monies from the Paul Bunyan members and fills out the campout attendance report. He helps the troop to collect the forms from the patrols and helps with the deposit and distribution of funds to the Patrol Scribes.
- c. Scout Spirit: As a member of the troop leadership team the Troop Scribe should have a positive attitude and set a good example for all the Scouts to follow.
- d. Communications: The Troop Scribe is the one guy you can go to get library books, uniforms and patches, so he needs to make it his business to ask questions and look around so that he is aware of what is available for use. He should have weekly conversations with the SPL and Assistant Scoutmasters outside of the troop meetings about what is happening over the next few weeks.
- e. Representative: The Troop Scribe should represent the members of the Paul Bunyons at all times by setting the example of how a 179 Scout looks and behaves. During troop activities the Troop Scribe should be available to help out where ever the SPL assigns him to work.

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.

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.

4. Expectations:

- a. Attendance: The Troop Guide should be at all troop meetings and activities. If he has to miss something he should discuss it with the assistant Scoutmaster assigned to him to develop a plan and then let the Assistant Senior Patrol Leader in charge of new Scouts know.
- b. Leadership: The Troop Guide is the de-facto Patrol Leader of the patrol he is assigned to; when the patrol first starts out he will be required to give leadership over the whole patrol. As time progresses and the patrol/patrol leader are trained he should back off and let the patrol lead itself.
- c. Scout Spirit: As a member of the troop leadership team the Troop Guide should have a positive attitude and set a good example for all the Scouts to follow.
- d. Communications: The Troop Guide is the one guy you can go to with questions about the patrol he is assigned to, so he needs to make it his business to ask questions and look around so that he is aware of what is available for use. He should have weekly conversations with the ASPL and Assistant Scoutmasters outside of the troop meetings about what is happening over the next few weeks.
- e. Representative: The Troop Guide should represent the members of the Paul Bunyans at all times by setting the example of how a 179 Scout looks and behaves. He should make plans to help at recruiting activities of the troop. He works closely with the assistant Scoutmaster assigned to his patrol for guidance and support.



Patrol Leader (PL)

1. Qualifications: First Class Rank or higher.

2. Responsibilities:

- a. Represent your patrol at all patrol leaders' council meetings and the annual program planning conference.
- b. Keep patrol members informed of decisions made by the patrol leaders' council.
- c. Take a key role in planning, leading, and encouraging patrol meetings and activities.
- d. Help the patrol prepare to participate in all troop activities.
- e. Learn about the abilities of other patrol members. Fully involve them in patrol and troop activities by assigning them specific tasks and responsibilities.
- f. Attend youth leader training and continue to work on advancement.
- g. Encourage patrol members to complete their own advancement requirements.
- h. Set a good example to your patrol by having a positive attitude, wearing the Scout uniform, showing patrol spirit, and expecting the best from yourself and others.
- i. Devote the time necessary to be an effective leader.
- j. Work with others in the troop to make the troop go.
- 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 during a term the Senior Patrol Leader will appoint a replacement.

4. Expectations:

- a. Attendance: The Patrol Leader is expected to attend all troop meetings and activities. If he has to miss something he should call the Assistant Scoutmaster assigned to him for permission and instructions; then he should call his Assistant Senior Patrol Leader and Assistant Patrol Leader to let them know.
- b. Leadership: The Patrol Leader is in charge of building a Scouting Team with his other patrol members. The Patrol Leader is responsible to see that each member understands where to go for advancement help. The Patrol Leader makes sure that the Quartermaster and Scribe are completing their assigned tasks, but it is the Patrol Leader that is ultimately responsible for those duties.
- c. Scout Spirit: The Patrol Leader is in charge of the overall spirit of his patrol. He is concerned that all Scouts are having fun. He is responsible for making sure that Scouts are wearing the uniform correctly. He encourages the patrol to cheer and sing often.
- d. Communications: The Patrol Leader is the one guy his patrol members can turn to for information about upcoming meetings and activities, so he needs to make it his business to ask questions and keep notes on everything that is going that will affect the members of his patrol. He should have weekly conversations with his ASPL and Assistant Scoutmasters outside of the troop meetings about what is happening over the next few weeks and then call weekly the members of his patrol making sure that they know what's coming up.
- e. Representative: The Patrol Leader should represent the members of his patrol at all times by setting the example of how a 179 Scout looks and behaves. He works closely with the Assistant Scoutmasters. He understands the needs and concerns of his patrol members and represents them at PLC Meetings.



Troop Junior Leadership Guide

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 meeting 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 a 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 them 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.



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 Arrowmen to assume leadership positions in the troop/crew
- g. Encourage Arrowmen 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.

Axmen Patrol Member

1. Qualifications:

- a. First Class Rank or higher.
- b. Must be available to attend all troop meetings and activities.

2. Position Description:

- a. Does demonstrations, games and programs at troop meetings and activities when requested.
- b. Works to improve his own Scouting and leadership skills by attending any and all activities where he has the opportunity to train.
- 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 SPL and the Scoutmaster.



Troop Junior Leadership Guide

Instructor

1. **Qualifications:** First Class Scout with a good attendance record
2. **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 any and all activities where he has the opportunity to 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.
3. **Selection is by appointment of the SPL and the 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 activities 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.**

Bugler

1. **Qualifications:**
 - a. A Scout with a good attendance record.
 - b. Can play *Reveille*, *To the Colors*, *Retreat*, *Assemble*, and *Taps* from memory.
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.**

Historian

1. **Position Description:**
 - a. Gather pictures and facts about past activities of the troop and keep them in scrapbooks, wall displays. Or information files.
 - b. Take care of troop trophies and keepsakes.
 - c. Keep information about troop alumni.
 - d. Set a good example.
 - e. Wear the uniform correctly.
 - f. Live by the Scout Oath, and Law.
 - g. Show and help develop Scout spirit.
3. **Selection is by appointment of the SPL and the Scoutmaster.**

Chaplin Aid

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.**