

Instructions / Guidelines

1. This workbook contains check/signoff sheets for each leadership position.
2. Each troop leader should make a single copy of their specific role and have it with them at all times with scout handbook.
 - 2a. Leadership credit is earned by a scout after having entire sheet filled in.
3. ASMs can generally sign off of most requirements. SM is specifically responsible for SPL and ASPLs.
4. Special awards require both SM and ASM signoff.

SPL Leadership Check List

Scout Name: _____

Time Frame: _____ / _____
Month Year Month Year

100% **Attend Leadership Training**

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

85% **Attend PLC Meeting**

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

85% **Attend Troop Meetings**

/	/	/	/	/	/

85% **Attend Service Project(s)**

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

85% **Attend Campout / Outing**

100% **Effort / Scout Spirit**

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

100% **Weekly Communication to Troop**

/	/	/	/	/	/

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

100% **Weekly Communication to ASPLs**

/	/	/	/	/	/

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

100% **Prepare PLC Agenda**

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

100% **Weekly Communication with SM**

/	/	/	/	/	/

Signoff: _____
Scout Master Signature

Date: _____

Signoff: _____
Assistant Scout Master Signature

Date: _____

ASPL Leadership Check List

Scout Name: _____

Time Frame: _____ / _____

Month Year Month Year

100% **Attend Leadership Training** _____

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

80% **Attend PLC Meeting** _____

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

80% **Attend Troop Meetings** _____

80% **Attend Service Project(s)** _____

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

80% **Attend Campout / Outing** _____

100% **Effort / Scout Spirit** _____

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

100% **Weekly Communication to ASPLs** _____

100% **Supervise / Train Other Leader** _____

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

100% **Prepare PLC Meeting Space** _____

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

100% **Weekly Communication with ASM** _____

Signoff: _____
 Scout Master Signature

Date: _____

Signoff: _____
 Assistant Scout Master Signature

Date: _____

PL Leadership Check List

Scout Name: _____

Time Frame: _____ / _____

Month Year Month Year

100% **Attend Leadership Training**

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

80% **Attend PLC Meeting**

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

80% **Attend Troop Meetings**

80% **Attend Service Project(s)**

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

80% **Attend Campout / Outing**

100% **Effort / Scout Spirit**

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

100% **Weekly Communication to Patrol**

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

100% **Mentor Patrol Members**

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

100% **Weekly Communication with ASM**

Signoff: _____

Assistant Scout Master Signature

Date: _____

Chaplain Aide Leadership Check List

Scout Name: _____

Time Frame: _____ / _____

Month Year Month Year

100%

Attend Leadership Training

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Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

80%

Attend PLC Meeting

--	--	--	--	--	--

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

60%

Attend Troop Meetings

80%

Attend Service Project(s)

--	--	--	--	--	--

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

80%

Attend Campout / Outing

--	--	--	--	--	--

100%

Effort / Scout Spirit

--	--	--	--	--	--

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

100%

Monthly Communication to Troop

--	--	--	--	--	--

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

100%

Worship Service

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100%

Weekly Communication with ASM

Signoff: _____

Date: _____

Assistant Scout Master Signature

Historian Leadership Check List

Scout Name: _____

Time Frame: _____ / _____

Month Year Month Year

100% **Attend Leadership Training** _____

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

80% **Attend PLC Meeting** _____

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

50% **Attend Troop Meetings** _____

80% **Attend Service Project(s)** _____

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

80% **Attend Campout / Outing** _____

100% **Effort / Scout Spirit** _____

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

100% **Monthly Communication to Troop** _____

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

100% **Weekly Attendance Records** _____

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

100% **Weekly Communication with ASM** _____

Signoff: _____

Assistant Scout Master Signature

Date: _____

Librarian Leadership Check List

Scout Name: _____

Time Frame: _____ / _____

Month Year Month Year

100% **Attend Leadership Training**

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

80% **Attend PLC Meeting**

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

50% **Attend Troop Meetings**

/	/	/	/	/	/
/	/	/	/	/	/

50% **Attend Service Project(s)**

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

80% **Attend Campout / Outing**

100% **Effort / Scout Spirit**

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

100% **Maintain Library**

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

100% **Campfire Program**

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

100% **Weekly Communication with ASM**

/	/	/	/	/	/
/	/	/	/	/	/

Signoff: _____

Date: _____

Assistant Scout Master Signature

Quartermaster Leadership Check List

Scout Name: _____

Time Frame: _____ / _____

Month Year Month Year

100%

Attend Leadership Training

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Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

80%

Attend PLC Meeting

--	--	--	--	--	--

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

50%

Attend Troop Meetings

/	/	/	/	/	/
/	/	/	/	/	/

50%

Attend Service Project(s)

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Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

90%

Attend Campout / Outing

--	--	--	--	--	--

100%

Effort / Scout Spirit

--	--	--	--	--	--

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

100%

Maintain Trailer / Equipment

--	--	--	--	--	--

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

100%

Flag Retirement Equipment

--	--	--	--	--	--

100%

Weekly Communication with ASM

/	/	/	/	/	/
/	/	/	/	/	/

Signoff: _____

Date: _____

Assistant Scout Master Signature

Scribe Leadership Check List

Scout Name: _____

Time Frame: _____ / _____

Month Year Month Year

100% **Attend Leadership Training** _____

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

90% **Attend PLC Meeting** _____

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

85% **Attend Troop Meetings** _____

60% **Attend Service Project(s)** _____

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

90% **Attend Campout / Outing** _____

100% **Effort / Scout Spirit** _____

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

100% **Communication with PLC** _____

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

100% **Weekly Communication with ASM** _____

Signoff: _____

Date: _____

Assistant Scout Master Signature

Den Chief Leadership Check List

Scout Name: _____

Time Frame: _____ / _____

Month Year Month Year

100% **Attend Leadership Training**

75% **Attend PLC Meeting**

Mnth 1	Mnth 2	Mnth 3	Mnth 4	Mnth 5	Mnth 6

75% **Attend Troop Meetings**

Mnth 1	Mnth 2	Mnth 3	Mnth 4	Mnth 5	Mnth 6
/	/	/	/	/	/
/	/	/	/	/	/

75% **Attend Service Project(s)**

75% **Attend Campout / Outing**

Mnth 1	Mnth 2	Mnth 3	Mnth 4	Mnth 5	Mnth 6

100% **Effort / Scout Spirit**

100% **Take online training**

100% **Troop Report**

Mnth 1	Mnth 2	Mnth 3	Mnth 4	Mnth 5	Mnth 6

90% **Pack Den Meetings**

Mnth 1	Mnth 2	Mnth 3	Mnth 4	Mnth 5	Mnth 6
/	/	/	/	/	/

100% **Weekly Communication with ASM**

Mnth 1	Mnth 2	Mnth 3	Mnth 4	Mnth 5	Mnth 6
/	/	/	/	/	/
/	/	/	/	/	/

Signoff: _____
Assistant Scout Master Signature

Date: _____

Instructor Leadership Check List

Scout Name: _____

Time Frame: _____ / _____

Month Year Month Year

100% **Attend Leadership Training** _____

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

75% **Attend PLC Meeting** _____

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

75% **Attend Troop Meetings** _____

75% **Attend Service Project(s)** _____

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

75% **Attend Campout / Outing** _____

100% **Effort / Scout Spirit** _____

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

100% **Coordinate with PLC** _____

100% **Demonstrate EDGE / Training** _____

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

100% **Weekly Communication with ASM** _____

Signoff: _____

Date: _____

Assistant Scout Master Signature

Troop Guide Leadership Check List

Scout Name: _____

Time Frame: _____ / _____

Month Year Month Year

100% **Attend Leadership Training**

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

75% **Attend PLC Meeting**

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

75% **Attend Troop Meetings**

75% **Attend Service Project(s)**

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

75% **Attend Campout / Outing**

100% **Effort / Scout Spirit**

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

100% **Coordinate with PLC**

100% **Demonstrate EDGE / Training**

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

100% **Help new scouts**

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

100% **Weekly Communication with ASM**

Signoff: _____
Assistant Scout Master Signature

Date: _____

Bugler Leadership Check List

Scout Name: _____

Time Frame: _____ / _____

Month Year Month Year

100% **Attend Leadership Training**

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

80% **Attend PLC Meeting**

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

60% **Attend Troop Meetings**

80% **Attend Service Project(s)**

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

80% **Attend Campout / Outing**

100% **Effort / Scout Spirit**

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

100% **Monthly Communication to Troop**

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

100% **Flag Ceremonies Troop Meetings**

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

80% **Flag Ceremonies Campouts**

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

100% **Flag Ceremonies Special Events**

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

100% **Weekly Communication with ASM**

Signoff: _____
Assistant Scout Master Signature

Date: _____

Camp Chef Leadership Check List

Scout Name: _____

Time Frame: _____ / _____
Month Year Month Year

100% **Attend Leadership Training**

80% **Attend PLC Meeting**

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

60% **Attend Troop Meetings**

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

/	/	/	/	/	/
/	/	/	/	/	/

80% **Attend Service Project(s)**

80% **Attend Campout / Outing**

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

100% **Effort / Scout Spirit**

100% **Monthly Communication to Troop**

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

100% **Plan and cordinate meals with PLs for campouts and other outings**

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

100% **Prepare a publishable Troop 650 Cookbook**

100% **Weekly Communication with ASM**

Mnth 1 Mnth 2 Mnth 3 Mnth 4 Mnth 5 Mnth 6

/	/	/	/	/	/
/	/	/	/	/	/

Signoff: _____
Assistant Scout Master Signature

Date: _____