Scribe

Handbook

**Scribe Booklet**

*Patrol-* \_\_\_\_\_\_\_\_\_\_\_\_\_ *Name-*\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hello Scribes! This is your booklet! It comes with pre-named titles and information about being a scribe!

Record any information in the correct area for it! If you run out of room on a page, tell me. Most subjects should be able to be copied onto notebook paper, but some I will give you refills to use. When we change positions I will tell you what to pass on from your scribe booklet to the next person and what to keep.

Being A Scribe

Your job as a scribe is very important. You are who your patrol will turn to if they need information from the meeting. But I will say this: if they are goofing off too much and don’t listen during the meeting, tell me and I will talk to them(tell me AFTER the meeting). Even though it is your job to know the information, everyone should be listening.

[](https://www.bing.com/images/search?q=bsa+scribe+patch&view=detailv2&&id=D419C22B69EA76C3EE8F0A63BB1B1C80CFAE3E52&selectedIndex=0&ccid=729VV4tn&simid=608027027847185082&thid=OIP.Mef6f55578b67d21e603c6b30ebe9dc87o0)

*Main Activity Log*

| Date | Activity |
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This is a note-taking example. You will take a new page of notes each meeting. You will take them in the format below, but you will put it onto your own notebook paper.

*Note Taking*

|  |  |
| --- | --- |
| Date: July 31, 2016 |  |
| Patrol: (Your Patrol) |  |
| Main Topic: Patrols and Using The Patrol System |  |
|  |  |
| Patrol System |  |
| * Levels of leadership |  |
|  |  |
| No scout is to go straight to senior- they go to the next person up the hierarchy from them |  |
| The patrol system is the way that the troop will operate |  |
|  |  |
|  |  |
| **This is a good example of note-taking**  **Make sure you take more detailed notes however** |  |

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| **Date Activity** |  |
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*Upcoming Events*

Note: You will be copying this format onto notebook paper for future uses.

*Camping Sheet*

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| --- | --- |
| **Camping Event** |  |
| Date(s)- |  |
| Location- |  |
| What for (if reason)- |  |
| Attending from patrol VVV |  |
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| Adults- |  |
| Who is it led by(circle)- Senior Assistant Senior Patrol Leader Other |  |
| Key objectives of the camping trip- |  |
|  |  |
|  |  |
| Other Notes- |  |
|  |  |