

Troop 171 Leadership Officer Position Petition of Interest

Becoming a Troop Officer is an honor. Officers are youth members who are elected by their peers to give leadership to Troop 171 as a member of the Patrol Leaders' Council (PLC). If you want to be considered for a 6-month leadership position, you must complete the Petition of Interest.

Election Procedure

A nominating committee is appointed by the Senior Patrol Leader (SPL) and consists of at least one member from each adult leadership position (one assistant scoutmaster, the scout master, and the committee chair or delegate. All Petitions of Interest will be collected and reviewed by the committee, who will then submit to the voting membership of the troop a list of potential candidates.

Requirements

For you to be considered for a Troop office, you must:

- be a Troop member in good standing (no demerits)
- be at least First Class to hold the position of SPL, PL, Troop Guide, or Instructor
- be under 18 years old for your entire term of office
- have signatures of at least two other Scouts who are not siblings or otherwise related
- have the permission and support of your parents and Unit Leader (Scoutmaster)

Responsibilities

Officers are expected to always live by the Scout Oath and Law. You must attend Troop meetings, PLC meetings and training for the office for which you are seeking. Offices have specific tasks listed below and in By-Laws. While time conflicts happen and may be excused, meetings and events missed will result in an extended date of office-holding and attendance to meet Advancement requirements.

Your signature indicates that you are interested in running for a leadership position in Troop 171. As an officer, you will provide leadership to all of your fellow Scouts as you work toward making a positive impact on the Troop and patrols. You will do your best to attend all events and meetings and will use the Scout Oath and the Scout Law as a guide in executing the leadership position that you seek.

You have read and understand all the requirements and responsibilities of the office as outlined in this document, and you will uphold the By-Laws of Troop 171. If you are elected to the Order of the Arrow (OA) Representative position, you will uphold the duties outlined in the OA handbook, the Guide to Operations, and OA Operational Updates. You will represent your troop at all levels of the OA to include Lodge meetings as a Scout and a Brother in the OA.

Position Descriptions

SENIOR PATROL LEADER (SPL) - Must be at least First Class

Position description: The senior patrol leader is elected by the Scouts to represent them as the highest-ranking youth leader in the troop. **Reports to:** The Scoutmaster

Senior patrol leader duties:

- Ensures that all troop meetings, events and activities are properly planned and executed
- Leads the PLC meeting and the annual program planning conference
- Appoints other troop youth leaders with the advice and consent of the Scoutmaster
- Assigns duties and responsibilities to youth leaders
- Assists the Scoutmaster with youth leadership training and Advancement sign-off
- Sets a good example
- Enthusiastically and correctly wears the Scout uniform
- Lives by the Scout Oath and Law
- Shows Scout spirit

ASSISTANT SENIOR PATROL LEADER (ASPL) - Must be at least First Class

Position description: The assistant senior patrol leader is elected by the Scouts to represent them as the second highest-ranking youth leader in the troop. The assistant senior patrol leader acts as the senior patrol leader in the

absence of the senior patrol leader or when called upon. He also provides leadership to other youth leaders in the troop. **Reports to:** SPL

Assistant senior patrol leader duties:

- Helps the senior patrol leader plan and lead meetings and activities
- Leads the troop in the absence of the senior patrol leader
- Helps train and supervise the troop scribe, quartermaster, Order of the Arrow troop representative, instructor, librarian, historian, and chaplain aide
- Performs tasks assigned by the senior patrol leader
- Serves as a member of the PLC
- Assists with Advancement sign-off
- Sets a good example
- Enthusiastically and correctly wears the Scout uniform
- Lives by the Scout Oath and Law
- Shows Scout spirit

PATROL LEADER (PL) - Must be at least First Class

Position description: patrol leader is elected leader of the patrol, represents the patrol on PLC. **Reports to:** SPL

Patrol leader duties:

- Represents the patrol at PLC meetings and the annual program planning conference
- Plans and leads patrol meetings and activities
- Assigns tasks to patrol members and helps them succeed
- Keeps patrol members informed
- Prepares patrol to take part in all troop activities
- Works with other troop leaders to make the troop run well
- Knows what patrol members and other leaders can do
- Assists with Advancement sign-off
- Sets a good example
- Enthusiastically and correctly wears the Scout uniform
- Lives by the Scout Oath and Law
- Shows Scout spirit and helps develop patrol spirit

ASSISTANT PATROL LEADER (APL) - Does not qualify for Star, Life, or Eagle rank requirements

Position description: The assistant patrol leader is elected as the assistant leader of his patrol. He leads the patrol in the patrol leader's absence and participates in the PLC. **Reports to:** The patrol leader

Assistant patrol leader duties:

- Helps the patrol leader plan and lead patrol meetings and activities
- Helps the patrol leader keep patrol members informed
- Helps the patrol leader prepare for all troop activities
- Leads the patrol in the patrol leader's absence
- Represents his patrol at PLC meetings
- Works with other troop leaders to make the troop run well
- Sets a good example
- Enthusiastically and correctly wears the Scout uniform
- Lives by the Scout Oath and Law
- Shows Scout spirit

TROOP QUARTERMASTER (QM)

Position description: The quartermaster keeps a current inventory of troop equipment and sees that it is in good working order. **Reports to:** ASPL

Quartermaster duties:

- Keeps records of patrol and troop equipment
- Makes sure equipment is in good working condition
- Keeps equipment storage area neat and clean
- Issues equipment and makes sure it is returned in good condition
- Makes suggestions for new or replacement items
- Works with the troop committee member responsible for equipment
- Sets a good example; enthusiastically and correctly wears the Scout uniform
- Lives by the Scout Oath and Law
- Shows Scout spirit

TROOP SCRIBE

Position description: The scribe keeps the troop records. He records the activities and discussions of the PLC. He keeps a record of dues, advancement, and Scout attendance at troop meetings. **Reports to:** ASPL

Scribe duties:

- Attends and keeps a log and minutes of PLC meetings
- Records individual Scout attendance and dues payments
- Records individual Scout advancement progress on the Troop Advancement chart
- Works with committee member responsible for records and finance
- Handles correspondence appropriately
- Sets a good example
- Enthusiastically and correctly wears the Scout uniform
- Lives by the Scout Oath and Law
- Shows Scout spirit

TROOP HISTORIAN **Position description:** The troop historian preserves troop photographs, news stories, trophies, flags, scrapbooks, awards, and other memorabilia. **Reports to:** ASPL

Historian duties:

- Gathers pictures and facts about troop activities and keeps them in a historical file or scrapbook
- Takes care of troop trophies, ribbons, and souvenirs of troop activities
- Keeps information about former members of the troop
- Works with Webmaster to host documents and photos on Troop website
- Sets a good example
- Enthusiastically and correctly wears the Scout uniform
- Lives by the Scout Oath and Law; Shows Scout spirit
- Participates in PLC meetings

TROOP LIBRARIAN

Position description: The librarian oversees the care and use of troop books, pamphlets, magazines, and audiovisuals to include physical and virtual media. **Reports to:** ASPL

Librarian duties:

- Sets up and takes care of Troop library; works with Webmaster to host virtual resources on website
- Keeps records of books and pamphlets owned by the troop
- Suggests new additions or replacement items as needed
- Keeps books and pamphlets available for borrowing
- Keeps a system for checking books and pamphlets in and out
- Follows up on late returns
- Sets a good example
- Enthusiastically and correctly wears the Scout uniform
- Lives by the Scout Oath and Law
- Shows Scout spirit

CHAPLAIN AIDE - must be at least First Class; The chaplain aide must have received or be working on the requirements leading to the age-appropriate religious emblem for his faith

Position description: The chaplain aide works with the troop chaplain and camp chaplains to meet the religious needs of Scouts in the troop. He also works to promote the religious emblems program. He works with clergy to support programs and recognize supportive adult leaders. **Reports to:** ASPL

Chaplain aide duties:

- Assists the troop chaplain or camp chaplain with religious services at troop activities
- Encourages saying grace at meals while camping or on activities
- Presents one religious emblem program to Troop
- Makes sure religious holidays are considered during the troop program planning process
- Helps plan for religious observance in troop activities
- Works with clergy to support the religious emblems program and recognize supportive adults
- Sets a good example; is mature and sensitive to matters of faith
- Enthusiastically and correctly wears the Scout uniform
- Lives by the Scout Oath and Law; shows Scout Spirit

OA TROOP REPRESENTATIVE

Position description: The **OA Troop Representative** is a youth serving his troop as the primary liaison to the troop's Lodge. He meets the unit's needs by providing a communication and programmatic link to and from all Arrowmen, Scouts who are not presently members of the Order, and adult leaders. These efforts are meant to assist the unit and its members in achieving the mission of Scouting America and at the same time fulfilling the Lodge's role in the Strategic Plan of the OA of being an integral part of the Council. Setting a good example enhances the image of OA as a service arm to our unit. **Reports To:** ASPL

OA Troop Representative Duties:

- Attends PLC, Troop, and Lodge meetings regularly as Troop representative for the Order
- Serves as two-way communication link between the Troop and the Lodge
- Encourages year-round and resident camping in the Troop
- Arranges annual Troop OA elections with the OA Lodge at a time approved by the PLC
- Arranges at least one annual camp promotion visit with the Lodge
- Makes at least one high adventure presentation to the troop, to include the OA programs
- Recognizes high adventure participation, OA inductions and honors at Courts of Honor
- Coordinates Ordeal Induction for elected candidates. Ensures they know the time and location of the Ordeal, provides information of what to bring, assists with transportation to the Ordeal, and helps the Lodge in the Ordeal process
- Assists current Ordeal members seal their membership by becoming Brotherhood members, ensures they know time and location of Brotherhood opportunities, assists with transportation to Brotherhood opportunities, and helps the Lodge in the Brotherhood process.
- Offers periodic discussions on OA principles, symbolism, and the Legend for Troop OA members
- Leads at least one Troop service project for the community or charter partner during the year
- May also serve, at the discretion of the PLC, as the Troop's service chairman
- Assists the Troop as a trainer of leadership and outdoor skills
- In all cases, advocates environmental stewardship and Leave No Trace camping
- Sets a good example by wearing the Scout uniform correctly, showing Scout spirit, and living by the Scout Oath, the Scout law and the OA Obligation

INSTRUCTOR - Must be at least First Class for at least one month and 15 years old but under 18 years old

Position description: Instructor is an older Scout, proficient in both teaching and Scout skills. **Reports to:** ASPL

Instructor duties:

- Teaches Scouting skills in troop and patrols
- Prepares well in advance for each teaching assignment
- Participates in PLC meetings
- Sets a good example
- Enthusiastically and correctly wears the Scout uniform
- Lives by the Scout Oath and Law
- Shows Scout spirit

SCOUTMASTER-ONLY-NOMINATIONS:

DEN CHIEF –

Position description: The den chief works with the Cub Scouts, Webelos Scouts, and den leaders in the Cub Scout Pack.

Reports to: Pack den leader and the assistant Scoutmaster for the new Scout patrol in the troop

Den chief duties:

- Knows the purposes of Cub Scouting
- Helps Cub Scouts advance through Cub Scout ranks
- Helps prepare Webelos to join Scouting at the Troop, Crew, or Ship level
- Encourages Cub Scouts to join a Scout troop upon “graduation”
- Assists with activities in the den meetings
- Is a friend to the Cubs in the den
- Helps at weekly den meetings and monthly Pack meetings
- Meets with adult members of the den, Pack, and Troop as necessary to review meeting plans
- Sets a good example
- Enthusiastically and correctly wears the Scout uniform
- Lives by the Scout Oath and Law
- Shows Scout spirit

JUNIOR ASSISTANT SCOUTMASTER

Position description: The junior assistant Scoutmaster serves in the capacity of an assistant Scoutmaster except where legal age and maturity are required. He must be at least 16.5 years old and not 18 and must have earned Eagle Rank with completed EBOR and ECOH. He is appointed by the Scoutmaster because of his leadership ability.

Reports to: The Scoutmaster

Junior assistant Scoutmaster Duties:

- Functions as an assistant Scoutmaster
- Performs duties as assigned by the Scoutmaster
- Sets a good example
- Enthusiastically and correctly wears the Scout uniform
- Lives by the Scout Oath and Law
- Shows Scout spirit

TROOP GUIDE (TG) - Must be at least Star Rank for at least one month and 16-17 years old

Position description: The troop guide works with new Scouts. He helps them feel comfortable and acts as a mentor to the members of the new Scout patrol. **Reports to:** assistant Scoutmaster for the new Scout patrol

Troop guide duties:

- Introduces new Scouts to troop operations
- Guides new Scouts through early Scouting activities
- Shields new Scouts from harassment by older Scouts
- Helps new Scouts earn First Class rank in their first year
- Teaches basic Scout skills
- Coaches the patrol leader of the new-Scout patrol on his duties
- Works with the patrol leader at PLC meetings
- Attends PLC meetings with the patrol leader of the new Scout patrol
- Assists the assistant Scoutmaster with training and Advancement sign-off
- Counsels individual Scouts on Scouting challenges
- Sets a good example
- Enthusiastically and correctly wears the Scout uniform
- Lives by the Scout Oath and Law
- Shows Scout spirit

Petition of Interest

If elected, what are the three best qualities you would bring to a leadership position? *

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What does success look like for our Troop? *

What are your goals to get us there? *

*** Attach additional sheets if necessary**

Required Signatures

I read and understand the descriptions of positions for which I applied. I am prepared to commit myself to fulfilling the duties of a Troop officer. I will attend all events, PLC meetings, and Troop meetings to the best of my ability for the full term of office. I understand and agree to the attendance terms.

Applicant Signature: _____ Date: _____

I read and understand the descriptions of the positions for which my son has applied. I support my son's interest in a leadership position with Troop 171. I understand that it represents a high level of responsibility and agree to help him manage his time and attendance commitments. These commitments will include traveling to attend events, meetings, and training.

Parent Signature: _____ Date: _____

I support this Scout's interest in a leadership position with Troop 171. I believe he is ready for a high leadership challenge. I will help him make good efforts in the Troop and in the community.

Unit Leader Signature: _____ Date: _____

Nominee's Supporters

I read and understand the descriptions of the positions for which the nominee applied. With my signature, I support the candidate's desire to serve as a Leader in Troop 171. I attest that I have knowledge of this individual's good character and leadership ability. I believe he will be a true representative of our Troop and the high ideals of Scouting. I will support his efforts, programs, and leadership as he strives to make our Troop and patrols the best they can be at local and national levels.

Printed Name	Signature	Date	Patrol
_____	_____	_____	_____
_____	_____	_____	_____

Application Form	
Your First and Last Name:	Patrol:
Mailing Address:	
Phone:	Preferred method of contact:
Email:	
Scout Rank:	Leadership positions held:
Scouting events participated in and Scouting awards received:	Activities outside of scouting:

I am interested in the positions marked below. Use an "X" to indicate the offices that you are willing to accept, elected and appointed categories.

Positions are listed in voting order. You may only run for the offices selected on your petition. Assistant positions such as assistant senior patrol leader require a separate "X" if you are also interested in that role. Assistant positions will be elected after primary positions are filled. You may hold only one position at a time. All questions concerning elections should be directed to Mr. McCullough **and** Mr. Huffman: michaelsmccullough86@gmail.com; errolhuffman@hotmail.com

Position	Indicate interest and commitment with X
Senior Patrol Leader – First Class & Up	
Assistant Senior Patrol Leader – First Class & Up	
Patrol Leader – First Class & Up	
Chaplain Aide – First Class & Up	
Instructor – First Class & Up + 15 & Up	
Assistant Patrol Leader	
Quartermaster	
Scribe	
Librarian	
Historian	
OA Troop Representative	
Scoutmaster Appointed Positions:	
Troop Guide	
Den Chief	
Junior Assistant Scoutmaster	

Reviewed/revised 5/12/2026
Committee, EAH