

New Scout Orientation Checklist

Scout Name _____

Senior Patrol Leader (Initial Upon Completion _____)

- Introduction at Troop Meeting
- Assignment to a Patrol
- Review of Troop Organization (Use Org Chart in Troop Room)
- Uniform Policy
- Review the Troop SOP for Scout Operations

Patrol Leader (Initial Upon Completion _____)

- Individually Introduce to Each Patrol Member
- Assign a mentor from the patrol. This will be the Troop Guide for a New Scout Patrol.

Scout Mentor or Troop Guide Performs the Following Tasks and Escorts Scout Through Complete Orientation

- Orientation in Troop Room
- Show Scout what items are posted on bulletin board
- Show Scout Mail Distribution Crate (the Scribe will make a folder for the Scout)
- Orientation at Troop Trailer
- How to Identify Patrol Equipment in the Trailer?

Troop Scribe (Initial Upon Completion _____)

- Add Scout's Information to Troop Roster on Bulletin Board
- Make a Label for a Folder in the Troop Distribution Crate
- Make a Folder for the Scout in the Troop Filing cabinet

Troop Librarian (Initial Upon Completion _____)

- Briefing on Troop Library Materials and Procedure for Checking out Merit Badge Pamphlets

Troop Committee Chairman (Initial Upon Completion _____)

- Purpose of the Troop Committee
- Introduce Scout to Committee Members

Troop Committee Secretary (Initial Upon Completion _____)

- Ensure that Scout Application is Complete

Troop Committee Advancements Chairman (Initial Upon Completion _____)

- Ensure that Troopmaster is Updated for Scout

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Troop Committee – Treasurer (Initial Upon Completion _____)

- Ensure that Scout is Added to Treasurer’s List of Scouts

Assistant SM Associated with Your Patrol (Initial Upon Completion _____)

- Purpose of the Assistant Scoutmaster
- Plan to Attain 1st Class Within a Year
- Review Troop Calendar

Scoutmaster (Initial Upon Completion _____)

- Introduce Scout to Other Assistant Scoutmasters
- Conduct Final Review of Troop SOP for Scout Operations. Ensure that All Needed Information was Collected
 - Troop Roster
 - Scout E-mail Address
 - Parents’s E-mail Address
- Answer any questions