

# *Parent's Agreement*

I have reviewed the job description for \_\_\_\_\_ with my son and understand the commitment he is making. I agree to support him by helping to make him available for meetings and activities, and by providing encouragement at home. He and I both realize that his **active** involvement in this position is necessary for the smooth operation of Troop 105.

\_\_\_\_\_  
Parents Signature

# *Letter Of Commitment*

Congratulations on attaining this leadership position. While performing the duties in this position, we hope you will learn and grow in your abilities as a leader. In order to do so, we challenge you to set goals for yourself so that you can be successful in this position.

Success does not come easily. It takes personal commitment and hard work. However, we believe you have what it takes to succeed and plan to work with you to make your term in this position a rewarding experience for you as well as for the other members of your Troop.

Your Troop adult leadership stands committed to provide you the necessary tools (training, guidance, and resources) for success. However, none of these will work without personal commitment on your part. In order to receive credit for performing in this position, you must use the tools we provide and apply them to your duties. You must fulfill all requirements of the position in order for us to grant you credit toward rank advancement. ***Failure to show commitment and willingness to perform all duties will result in you not receiving credit during your tenure in this position.***

By signing below, you are stating that you have read this letter and accept the terms stated herein.

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**Printed Name**

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**Signature**

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**Date Started**

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**Date Completed**

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**Approved By**

# *Lessons Learned Feedback Sheet*

Position: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

The purpose of this sheet is to provide you a place to jot down any lessons that you learned while serving in this position. What we ask that you do is during the time that you are in the position, that you keep a record of things that worked, did not work, and any other comments that you may have that could help us improve this package for the next person.

You have assumed a great deal of responsibility by agreeing to perform these duties. A Scouting program can only be a success if we get effective feedback from our members on what works and what could be improved upon.

Please jot down any thoughts you may have and pass them to the Scoutmaster or other adult leader. Thank You.

## ***At the end of your tenure in this position:***

Make sure you read the *Lessons Learned Feedback Sheet* on the reverse of this page and provide the Scoutmaster any comments you may have at least 2 weeks before the new elections.

Plan to spend some time during the next Troop meeting with the Scout who was appointed to replace you. We want you to review with him what you did during your tenure and what worked, didn't work, and could have been done better. Give him a good turnover to make sure there's a smooth transfer of duties from you to him.

# *Letter To Parents*

Dear Parents,

We're proud to announce that your son was recently selected as \_\_\_\_\_!

This is an important leadership position within our Troop that, if performed properly, will provide your son with experience and credit toward his next rank. We have a number of things we expect from our boys while serving in a leadership position.

We've attached an outline of the responsibilities your son now has and need your help as he learns his new position. Please review the attached sheet **with your son** and discuss how he can accomplish his new duties. We believe by doing so, you will provide one of the single most important aspects toward your son's success: your support. We will also be working with your son to ensure he understands his responsibilities. We ask that you sign the *Parent's Agreement*, attached, to signify you have done this. In addition, we'll provide him assistance as required and feedback on a continual basis. Our goal is to make him a success, so that the Troop can be a success.

During his term in this new position, we also ask that you help him jot down any lessons learned on the enclosed "lessons learned" worksheet. This worksheet allows the Scouts to provide us feedback on what works, doesn't work, could be done better or maybe in another way, to continue to improve our programs. We believe your son's honest feedback will enable us to fine tune our programs to ensure we provide quality programs for the boys. We plan to withhold assigning credit to the boys for performing these duties until the feedback sheet is provided to us. Your help in ensuring these sheets are filled out and provided to us is essential.

We look forward to working with you and your son as he assumes his new duties. If you have any questions, please feel free to contact one of the Assistant Scoutmasters, the Committee Chairman, or me.

Sincerely,



Glenn Schiferl  
Scoutmaster