

# Kaper Chart Roles

## What is a Kaper Chart?

A “**kaper**” is a job or chore that must be done. A “**kaper chart**” is a Girl Scout tradition of divvying up these troop responsibilities. The chart lists all the jobs that are available and who’s in charge of each one.

Girl Scouts usually rotate jobs—this ensures that everyone learns how to handle all sorts of different responsibilities and makes sure that the same Girl Scout isn’t saddled with the same duty for every meeting, event, or trip.

Kaper charts look different for each troop, and can change as troops move into different program grade levels. As Girl Scouts progress, they can take on more responsibilities. You can have a specific chart for meetings, and another for field trips or camping.

## Kaper Roles:

- **Patrol Leader (2x)**-Responsible for keeping girls in their patrol focused, and making sure activities finish on time.
- **Hostess**-Prepares and passes out snacks
  - Note: If the hostess will not be at their assigned meeting they need to give advance notice so an alternative snack can be arranged. They will also need to sign up for a later date.
- **Business Assistant**-Passes out any supplies during the meeting, and takes attendance and notes if girls are in uniform
- **Opening**-Chooses and leads the opening. Can be either a song, a game, or share a story on a topic of their choice (e.g., an example of living the Girl Scout Promise)
- **Closing**-Chooses and leads the closing. Chooses the closing song, and leads the friendship squeeze. Sets up the kaper chart for the next meeting.
- **Librarian**-Keeps record of books and pamphlets owned by the troop. Records books checked out and returned
- **Clean-up Captain**-Responsible for leading the troop members in cleaning up the room before Closing
- **Historian**-Gathers photos and facts about troop activities, and keeps them in a historical file or scrapbook
- **Floater**-fills in when someone is absent
- **Free**-no job this time

## Assigned Kaper Roles:

Please record the dates you were assigned a kaper role. We want to make sure all girls have a chance to experience every role.

Patrol Leader:

Opening:

Clean-up Captain:

Hostess:

Closing:

Historian:

Business Assistant:

Librarian:

Floater: