
A Guide to Troop Leadership

Troop 167 Eagle Makers

Boy Scouts of America

Macedon, NY
Version 2a
(November, 2007)

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Introduction

What is Leadership in a Troop?

Leadership is the process of getting things done through people. Every group has a “leader.” It could be a manager at work, a quarterback on the field, or a Senior Patrol Leader of a troop. Leadership also means responsibility. A leader is the person others look to for direction to get a job done. You are the person accountable for getting the task done. Does it mean you’re the boss? Yes, but not the kind that threatens or orders other people around. You want to be the kind of “boss” who works with other to get the job done.

A leader always works with two things: a task and a group. You can tell when a leader succeeds because the task gets done and the group stays together. The leadership skills you learn in scouting will prepare you to lead other groups and will serve you for the rest of your life no matter what field or profession you choose. Leadership is a life skill that will always be valuable.

Boy Scouts of America offers a Junior Leadership program. Through junior leader training you will learn to become an effective “leader” for your troop or patrol. You will be expected to attend Junior Leadership training before you take one of these positions. Your Troop Leadership will provide this training.

Most of the positions of leadership or service to the troop are part of a requirement of rank, and absolutely required for the Eagle Rank. Over your minimum six-month tenure, you will have specific duties or task that must be completed in order to meet the leadership requirement. At the end of your tenure in a particular position, you will review your work with the Scoutmaster or Assistant Scoutmaster to make sure you have met the requirements of the position.

Each of the positions is listed in the following pages with the duties and expectations of those positions.

Positions of Leadership Elected by the Troop or Patrol:

There are many different positions of leadership in a troop. Each position is held for a minimum of 6 months. Only Scouts who have achieved First Class Rank or above may hold some of the top leadership positions in the troop (SPL & ASPL). The following is a description of those positions and what you will be required to do. They are:

Senior Patrol Leader (SPL)

Assistant Senior Patrol Leader (ASPL)

Patrol Leader (PL)

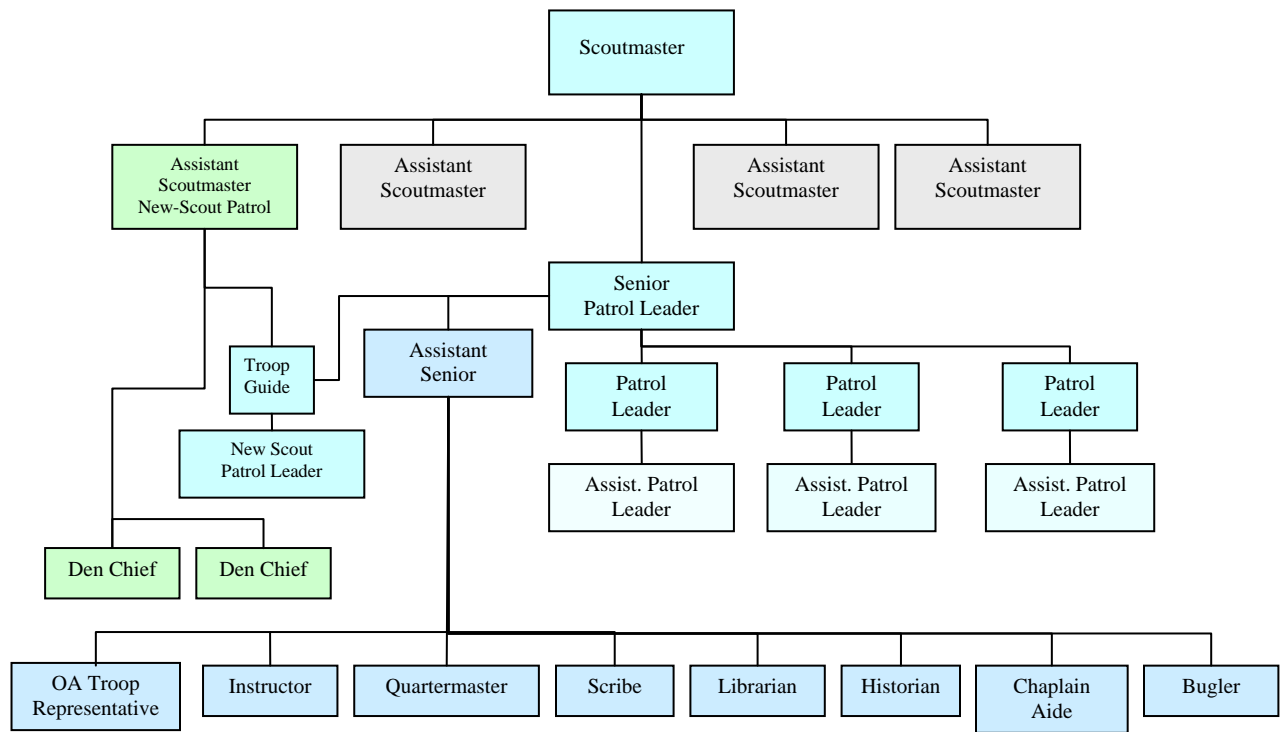
Assistant Patrol Leader (APL)

The following is a picture of how the Troop Hierarchy works. This will help you visualize where each position of Leadership in the troop falls and how the troop will work.

A description of each position along with duties and qualifications follows the Troop Hierarchy.

After reading about the different leadership positions that are available, you can get a Position of Responsibility Application from the Scoutmaster and apply for the position you are most interested in holding. A copy of the form is included in this manual for you to see.

Troop Hierarchy



Senior Patrol Leader (SPL):

Elected by the troop; responsible to Scoutmaster

This position represents the top junior leader of the troop. By accepting this position you agree to provide service and leadership to your troop. The responsibility should be fun and rewarding. This job description outlines some the things you are expected to do while serving in this position. A SPL is not part of a patrol while holding this position.

Length of Commitment: 6-12 months

Duties:

- Preside at all troop meetings, events, activities, and the Annual Planning Campout.
- Chair the Patrol Leaders Council (PLC)
- Appoint the other Troop Junior Leaders (with advice of the scoutmaster).
- Work as a team with the ASPL to lead the troop.
- Assign duties and responsibilities to others in the troop.
- Establish a plan for the SPL duties to be carried out in your absence.
- Communicate with the Troop Junior Leaders to accomplish the goals of the troop.
- Set a good example
- Enthusiastically wear the Scout uniform correctly.
- Live by the Scout Oath & Law.
- Show Scout Spirit.
- Perform any additional duties assigned by the Scoutmaster.

Qualifications for this position:

- 14 years or older
- Life Rank or Higher
- Experience of Patrol Leader or Assistant Patrol leader
- Must attend at least 75% of Troop Meetings and Activities

When you take the position, the Scoutmaster will meet with you to review what is expected. You will also have a conference midway through your tenure to discuss and evaluate your responsibilities and the performance of your duties. (Note: you can have a conference with your advisor at any time to review or discuss your duties, just ask.)

Assistant Senior Patrol Leader (ASPL):

Responsible to the Senior Patrol Leader

The Assistant Senior Patrol Leader is the second highest-ranking Scout leadership in the Troop. The ASPL acts as the SPL in the event he is absent from the troop meeting or activity. He also acts as the leader for several of the troop leadership positions. The ASPL must stay current with work being done in the troop. An ASPL is not part of a patrol while holding this position. At the end of your term, you will meet with the Scoutmaster to review your task and make sure you met the requirements of the position.

Length of Commitment: 6-12 months

Duties:

- Be responsible for training and giving direct leadership to the following appointed junior leaders: Scribe, librarian, troop historian, instructor, quartermaster, and chaplain's aide.
- Help with leading meetings and activities as called upon by the Senior Patrol Leader.
- Take over troop leadership in the absence of the SPL.
- Perform any task assigned by the SPL.
- Attend the PLC meetings.
- Set a good example
- Enthusiastically wear the Scout uniform correctly.
- Live by the Scout Oath & Law.
- Show Scout Spirit.
- Perform any additional duties assigned by the Scoutmaster.

Qualifications:

- 13 years or older
- First Class Rank or Higher
- Served as Patrol Leader or other Troop service position.
- Attend 75% of Troop Meetings and Activities

When you take the position, the Scoutmaster will meet with you to review what is expected. You will also have a conference midway through your tenure to discuss and evaluate your responsibilities and the performance of your duties. (Note: you can have a conference with your advisor at any time to review or discuss your duties, just ask.)

Patrol Leader (PL)

Elected by the Patrol; responsible to the SPL

This leadership position will run the individual patrols by the SPL's direction. He will run patrol level activities and represent his patrol at the TLC. He has the closest contact with the patrol and will help them along with scouting trail. At the end of your term, you will meet with the Scoutmaster to review your task and make sure you met the requirements of the position.

Duties:

- Plan and lead patrol meetings and activities.
- Keep Patrol members informed of Troop Activities
- Assign patrol members a job and help them succeed.
- Represent the Patrol at the PLC meetings and at the annual program-planning meeting.
- Prepare the patrol to take part in all troop activities
- Develop Patrol Spirit (assign duties for flag, yell, etc.)
- Work with other troop leaders to make the troop run well.
- Set a good example
- Enthusiastically wear the Scout uniform correctly.
- Live by the Scout Oath & Law.
- Show Scout Spirit.

Qualifications:

- 12 years or higher
- Attend 75 % of Troop meetings and activities

When you take the position, the Scoutmaster will meet with you to review what is expected. You will also have a conference midway through your tenure to discuss and evaluate your responsibilities and the performance of your duties. (Note: you can have a conference with your advisor at any time to review or discuss your duties, just ask.)

Assistant Patrol Leader (APL)

Appointed by the Patrol Leader; responsible to the Patrol Leader

The APL is appointed by the Patrol Leader and leads the patrol in his absence. **Note: *this position does not satisfy the Star and Life Rank requirements for a position of leadership in the Troop.***

Length of Commitment: 6-12 months

Duties:

- Assist the Patrol Leader in planning and leading patrol meetings and activities
- Assist PL in keeping patrol members informed of Troop Activities
- Represent the Patrol at the PLC meetings and at the annual program-planning meeting if the Patrol leader is not available.
- Prepare the patrol to take part in all troop activities
- Help develop Patrol Spirit (assign duties for flag, yell, etc.)
- Work with other troop leaders to make the troop run well.
- Set a good example
- Enthusiastically wear the Scout uniform correctly.
- Live by the Scout Oath & Law.
- Show Scout Spirit.

Qualifications:

- 12 years or higher
- Attend 50 % of Troop meetings and activities

Positions of Service Elected by the Troop

The following positions are service related positions for the troop. They will help the troop run smoothly and keep it informed. They are all positions where scouts will develop skills to teach them life lessons. They are:

OA Troop Representative

Troop Quartermaster

Troop Scribe

Troop Librarian

Troop Chaplain's Aide

Troop Historian/Photographer

Troop Instructor

Troop Guide

Den Chief

Troop Bugler

Junior Assistant Scoutmaster

A description on each position along with duties and qualifications follows.

OA Troop Representative

Reports to the Assistant Senior Patrol Leader

The Order of the Arrow troop representative serves as a communication link between the troop and the local Order of the Arrow lodge or chapter. By enhancing the image of the Order as a service arm to the Troop, he promotes the OA in the troop while encouraging year-round and resident camping in the troop and participation of older Scouts in high adventure programs.

The OA Troop Representative assists with leadership skills training in the troop and supports fellow Arrow men who undertake leadership roles in the troop.

Length of Commitment: 6-12 months

Duties:

- Set a good example
- Enthusiastically wear the Scout uniform correctly.
- Live by the Scout Oath & Law.
- Show Scout Spirit.

Qualifications:

- Be a member of the Order of the Arrow

Troop Quartermaster:

Appointed by the Scoutmaster; responsible to ASPL & troop Committee members

This position is a service position to the troop. You will be responsible for the Troop's equipment and keeping track of any damage or missing pieces of equipment that the troop owns. You will give reports at the monthly meetings. If you are unable to attend the meeting, you must supply a report and review to the Scoutmaster for his presentation at the meeting. The scoutmaster and / or SPL will appoint this position as requested by a scout. At the end of your term, you will meet with the Scoutmaster to review your task and make sure you met the requirements of the position.

Length of Commitment: 6-12 months

Duties:

- Keep records of troop equipment
- Keep equipment in good repair
- Issue equipment and see that it is returned in good order
- Suggest any new or replacement items.
- Attend monthly Committee meetings (if needed) to report on the status of the troops equipment.
- Make sure that all equipment for a troop activity or campout is available and packed
- Set a good example
- Enthusiastically wear the Scout uniform correctly.
- Live by the Scout Oath & Law.
- Show Scout Spirit.

Qualifications:

- 12 years or older
- 1st Class rank or higher
- Attend at least 50% or all troop meetings and activities

Troop Scribe

Appointed by the Scoutmaster; responsible to the ASPL

The troop Scribe keeps troop records. He records the activities of the Troop Leadership (PLC) meetings and keeps records of advancement and Scout attendance at troop activities. He keeps a notebook (with the help of the Scoutmaster and Assistant Scoutmasters) that the scouts in the troop can refer to in order to help chart their progress in ranks and merit badges. He may even help keep updated information on the Troop Website. At the end of your term, you will meet with the Scoutmaster to review your task and make sure you met the requirements of the position.

Length of Commitment: 6-12 months

Duties:

- Keep records of attendance (with help of ASPL)
- Attend and keep records of PLC meetings
- Place records on Troop Website
- May assist troop committee with finance, records and advancements
- Maintain troop correspondence (thank you notes, donation request, etc.)
- Set a good example
- Enthusiastically wear the Scout uniform correctly.
- Live by the Scout Oath & Law.
- Show Scout Spirit.

Qualifications:

- 12 years or older
- 1st Class rank or higher
- Attend at least 50% or all troop meetings and activities

Troop Librarian

Appointed by the Scoutmaster; responsible to the ASPL

The troop Librarian takes care of the troop's literature. The library may contain books of historical value as well as current material for merit badges, reference material, etc. All together, the library may be worth hundreds of dollars and the librarian manages this library. At the end of your term, you will meet with the Scoutmaster to review your task and make sure you met the requirements of the position.

Length of Commitment: 6-12 months

Duties:

- Establish and maintain a troop library
- Keep records on literature owned by the troop
- Add new or replace items as needed
- Have literature available for borrowing at troop meetings (merit badge books, etc.)
- Keep system to check literature in and out
- Follow up on late returns
- Set a good example
- Enthusiastically wear the Scout uniform correctly.
- Live by the Scout Oath & Law.
- Show Scout Spirit.

Qualifications:

- 12 years or older
- 1st Class rank or higher
- Attend at least 50% or all troop meetings and activities

Troop Historian (and/or Photographer)

Appointed by the Scoutmaster

The troop historian keeps a historical record or scrapbook of Troop activities. The true value of a troop historian does not show up until years later. The Historian provides material for displays and presentations of current activities. In addition, the work of the Historian provides a link to the troop's past. At the end of your term, you will meet with the Scoutmaster to review your task and make sure you met the requirements of the position.

Length of Commitment: 6-12 months

Duties:

- Gather and/or take pictures and record facts about past activities of the troop
- Keep scrapbooks, wall displays, or information files
- Take care of troop trophies, ribbons and keepsakes.
- Inform SPL of any announcements at troop events when trophies, ribbons, etc. are awarded to the troop.
- Keep information on Troop Alumni.
- Set a good example
- Enthusiastically wear the Scout uniform correctly.
- Live by the Scout Oath & Law.
- Show Scout Spirit.

Qualifications:

- 12 years or older
- 1st Class rank or higher
- Attend at least 50% or all troop meetings and activities

Troop Chaplain Aide:

Appointed by the Scoutmaster; responsible to the Assistant Senior Patrol Leader

“Duty to God” is one of the core beliefs of Scouting. The Chaplain Aide helps everyone in the troop by preparing short religious observations for campout and other functions. The Chaplain Aide does not always lead the observation himself and can have other Troop members help. He works with the troop to help meet the religious needs of the scouts and works to promote the religious awards program. At the end of your term, you will meet with the Scoutmaster to review your task and make sure you met the requirements of the position.

Length of Commitment: 6-12 months

Duties:

- Serve as an active member of the Troop Leadership Committee
- Explain to Scouts the religious emblem program and how to get information for their faith.
- Help Scouts get started earning their religious emblem
- Assist the Troop Chaplain with religious service at Troop Activities
- Make sure religious holidays are considered during Troop program planning
- Help plan religious observances in Troop activities
- Set a good example
- Enthusiastically wear the Scout uniform correctly.
- Live by the Scout Oath & Law.
- Show Scout Spirit.

Qualifications:

- 12 years or older
- 1st Class rank or higher
- Attend at least 50% or all troop meetings and activities

Troop Instructor

Appointed by the Scoutmaster; responsible to the ASPL

Instructors work with scouts below the First Class rank. An instructor must be knowledgeable and able to teach the scouting skills needed for Tenderfoot, Second Class and First Class. Instructors work closely with the Troop Guides and Patrol Leaders. The troop can have many Instructors. At the end of your term, you will meet with the Scoutmaster to review your task and make sure you met the requirements of the position.

Length of Commitment: 6-12 months

Duties:

- Instruct Scouting skills as needed within the troop or patrols (wood tools and fire safety within their first few months in the Troop).
- Prepare well in advance for each teaching assignment
- Test scouts on the skills they learn for Tenderfoot, Second Class and First Class
- Sign-off rank requirements in the back of the Scout's handbook when a scout has demonstrated proficiency and /or completion of a rank.
- Help the PLC plan meeting programs, arrange for whatever material is needed to teach skill
- Work with Troop Guide and Patrol Leaders to set up learning situations for the Scouts to work on developing skill and advancement. Recruit additional help as needed.
- When the troop is working on a merit badge together, arrange for additional support as needed. With the assistance of the Scoutmaster, recruit merit badge counselors if unavailable within the troop.
- Set a good example
- Enthusiastically wear the Scout uniform correctly.
- Live by the Scout Oath & Law.
- Show Scout Spirit.

Qualifications:

- 12 years or older
- 1st Class rank or higher
- Attend at least 50% or all troop meetings and activities

Troop Guide

Appointed by the Scoutmaster; responsible to Assistant Scoutmaster-new Scout patrol

The Troop Guide works with Scouts below the rank of First Class. He makes them feel comfortable and helps them earn their Scout, Tenderfoot, Second Class and First Class ranks. He welcomes them to the troop, have fun and be successful in scouting. He works closely with the Assistant Scoutmaster who is in charge of the new Scout patrols. A troop can have several Troop Guides. At the end of your term, you will meet with the Scoutmaster to review your task and make sure you met the requirements of the position.

Length of Commitment: 6-12 months

Duties:

- Help scouts meet advancement requirements through First Class
- Advise new scout patrol leaders on his duties and his responsibilities at patrol leaders' council meetings.
- Attend patrol leaders' council meetings with the new Scout patrol Leader
- Prevent harassment of new Scouts by older Scouts
- Help assistant Scoutmaster train new patrol leaders when he is elected.
- Guide new Scouts through early troop experiences to help them become comfortable in the troop and the outdoors.
- Set a good example
- Enthusiastically wear the Scout uniform correctly.
- Live by the Scout Oath & Law.
- Show Scout Spirit.

Qualifications:

- 12 years or older
- 1st Class rank or higher
- Attend at least 50% or all troop meetings and activities

Den Chief

Appointed by Scoutmaster; reports to Scoutmaster and Den Leader

A Den Chief works with Cub Scouts, Webelos and Den Leaders in Cub Scout Packs. He provides knowledge of games and Scout skills that many Den Leaders lack. The Den Chief is also a recruiter for the Troop. This function is very important because no Troop can thrive without new members and most will come from Cub Scouting. The Den Chief will also attend the weekly den meetings and monthly Pack meetings. At the end of your term, you will meet with the Scoutmaster to review your task and make sure you met the requirements of the position.

Length of Commitment: 12 months

Duties:

- Serve as the activities assistant at den meetings (songs, skits, games & sporting activities).
- Meet regularly with the Den Leader to review the den and pack meeting plans and discuss your role and responsibilities to the Den and Pack.
- If serving as a Webelos Den Chief, prepare the boys to join Boy Scouting.
- Project a positive image of Boy Scouting.
- Set a good example
- Enthusiastically wear the Scout uniform correctly.
- Live by the Scout Oath & Law.
- Show Scout Spirit.
- Be on time for Den and Pack activities.
- If unable to attend a meeting (den or pack) you must call the Den Leader and let them know you will be absent.

Qualifications:

- 12 years or older
- 1st Class rank or higher
- Attend at least 50% or all troop meetings and activities

Troop Bugler

Appointed by the Scoutmaster

The troop Bugler sounds the call to action at Troop activities and events. Bugle calls make an important contribution to Troop ceremonies. At the end of your term, you will meet with the Scoutmaster to review your task and make sure you met the requirements of the position.

Length of Commitment: 6-12 months

Duties:

- Sound appropriate call to attention with cornet/trumpet/bugle at Troop events.
- Know how and when to sound the following bugle calls:
 - First Call
 - Reveille
 - To the Colors
 - Retreat
 - Call to Quarters
 - Taps
- Set a good example
- Enthusiastically wear the Scout uniform correctly.
- Live by the Scout Oath & Law.
- Show Scout Spirit.

Qualifications:

- 12 years or older
- 1st Class rank or higher
- Must have a cornet/trumpet/bugle
- Attend at least 50% or all troop meetings and activities

Junior Assistant Scoutmaster

Appointed by the Scoutmaster

The Junior Assistant Scoutmaster serves in the capacity of an Assistant Scoutmaster except where legal age and maturity are required. He's appointed by the Scoutmaster because of his leadership ability. By accepting the position of Junior Assistant Scoutmaster, you agree to provide service and leadership to your troop. The responsibility should be fun and rewarding. This job description outlines some of the things you are expected to do while serving in this leadership role. Participate in a conference with your advisor midway through your tenure to discuss and evaluate your responsibilities and the performance of your duties. (Note: You can still have a conference with your advisor at any time. If you feel like having a discussion, just ask.)

Length of Commitment: 6- 12 months

Duties:

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

Qualifications:

- Must be at least 16 years of age and not yet 18
- Completed Junior Leader Training and held a position of leadership in the troop
- Must be Star or higher rank
- Attend at least 50% or all troop meetings and activities

Participate in a conference with your advisor midway through your tenure to discuss and evaluate your responsibilities and the performance of your duties. (Note: You can still have a conference with your advisor at any time. If you feel like having a discussion, just ask.)

Resources: As Junior Assistant Scoutmaster, there are many resources available to you to help you do your job. These include people such as your Scoutmaster, ASM's, Troop Committee Members, and other Scouts. Other resources include teachers, religious leaders, community leaders, and fellow junior leaders.

Troop 167 Position of Responsibility Application

Name: _____ Age: _____

Current Rank: _____

Current Position: _____ Previous Positions: _____

Attendance (last 12 months) _____

List your first 3 choices:

| | | |
|------------------------|------------------------|------------------------|
| 1 st Choice | 2 nd Choice | 3 rd Choice |
|------------------------|------------------------|------------------------|

For your first choice, use this space to tell why you want this job, how you would do the job and why you are the best choice for this position.

Scout's Agreement

I have read the job description for these positions and I understand the duties and responsibilities. If selected, I promise to do my best to fulfill the requirements of the position I am given. I understand that the Senior Patrol Leader and adult Leaders on the basis of my abilities and the job description given above, as well as my demonstration of Scout Spirit and leadership at the Troop meetings and events will evaluate my performance in this position.

(signature)

(date)

Parent's Support Agreement

I agree with the commitment my son is making. I promise to support him in attending training, Troop meetings, and Troop activities as well as with encouragement at home. I realize that once selected his presence is necessary for the smooth operation of the Troop.

(signature)

(date)

Running the Troop Meeting

Now that you are familiar with the positions of Leadership in the Troop, you will need the tools to carry out your duties.

The following are forms to help you run the Patrol Leadership Committee, keep track of attendance at meetings and outings. Also forms for camping, assigning specific task to the different patrols and scout for meetings and outings.

The forms are:

PLC Meeting Notes

PLC Meeting Log

Patrol Responsibilities at Troop Meetings

Troop Calendar

Monthly Troop Meeting Plan

Weekly Troop Meeting Plan

Troop 167 Attendance Form

Rules for Troop 167

The 7 Steps to Discipline

Patrol Camping Equipment Checklist

Troop 167 Outing Plan--Troop Duty Roster by Patrol/Scout

Campsite Inspection Sheet

Troop 167 – Campout Meal Planner

Grocery List for Campout Meals

Scout Camping Check List

Blank forms are available from the Scoutmaster. Make sure you get copies before you start your tenure as SPL or other Leadership position.

PCL Meeting Notes

Date: _____ **Topic:** _____

Who: _____

What: _____

When: _____

Locations: _____

Description of Event: _____

Plans for Event: _____

Materials needed for Event: _____

Cost: _____

Patrol Leader Committee Meeting Log

Meeting Date: _____

Event Date: _____

| | SM | SPL | ASPL | PL | PL | PL | Scribe | Troop Guide | Instructor | |
|----------------------|----|-----|------|----|----|----|--------|-------------|------------|--|
| Present | | | | | | | | | | |
| Prepared | | | | | | | | | | |
| Uniform | | | | | | | | | | |
| On Time | | | | | | | | | | |
| Participation | | | | | | | | | | |

Verified by Scribe: _____ Checked by Scoutmaster: _____

Meeting Date: _____

Event Date: _____

| | SM | SPL | ASPL | PL | PL | PL | Scribe | Troop Guide | Instructor | |
|----------------------|----|-----|------|----|----|----|--------|-------------|------------|--|
| Present | | | | | | | | | | |
| Prepared | | | | | | | | | | |
| Uniform | | | | | | | | | | |
| On Time | | | | | | | | | | |
| Participation | | | | | | | | | | |

Verified by Scribe: _____ Checked by Scoutmaster: _____

Meeting Date: _____

Event Date: _____

| | SM | SPL | ASPL | PL | PL | PL | Scribe | Troop Guide | Instructor | |
|----------------------|----|-----|------|----|----|----|--------|-------------|------------|--|
| Present | | | | | | | | | | |
| Prepared | | | | | | | | | | |
| Uniform | | | | | | | | | | |
| On Time | | | | | | | | | | |
| Participation | | | | | | | | | | |

Verified by Scribe: _____ Checked by Scoutmaster: _____

Patrol Responsibilities at Troop Meetings

Service:

The Service Patrol is responsible for preparing the meeting place prior to a scout meeting. All Tables and chairs are put in place; the podium (if needed) is set in the front of the room. The Service Patrol is responsible for putting everything back where it belongs when the meeting is over. Everything must be put away before the Service Patrol is dismissed.

Opening:

The Opening is conducted by a patrol. The Opening consists of the Pledge of Allegiance, the Scout Oath, and the Scout Law. The Opening may also include a brief statement of the history of the day or a memorable event. Roll Call and Uniform Inspection (if needed) follow the Opening.

Skill:

The Skills portion of the meeting is conducted by a patrol. The skills taught are related to the topic or theme of the month agreed upon by the Patrol Leaders' Council. The skills may be taught by the patrol or the patrol may arrange for a guest speaker or presentation. The skill taught should be hands-on instruction for the rest of the troop. The Troop Instructors and Troop Guide may need to help a new scout patrol with this portion of the meeting.

Activity:

The Activity portion of the meeting should be related to the skills that the scouts just learned. Whenever possible, these activities should include inter-patrol competition on a topic related to the skills portion of the meeting. At times, the activity may simply be a game.

Closing:

The Closing should be somber and quiet while scouts reflect on the events of the meeting. A closing may include words of wisdom, tales of relative experience, song or prayer. The Troop's Chaplain Aide may prepare something for the patrol in charge of this portion. An adult may also conduct the Closing if the patrol in charge plans this ahead of time.

Troop Meeting Plan

Date: _____

Topic: _____

Patrol Responsibilities:

Service: _____

Opening: _____

Skills: _____

Activity: _____

Closing: _____

7:00---Roll Call

7:05-7:10---Opening and Inspection

7:10-7:15---Announcements

7:15-7:40---Skill Instruction or Merit Badge Work

7:40-8:00—Patrol Meetings

8:00-8:15 Inter Patrol Activity or Game

8:15-8:20 Closing and Scoutmaster Minute

Notes:

Monthly PLC Troop 167 Meeting Plan

Month: _____

Year: _____

Theme: _____

Date: _____

Topic: _____

Patrol Responsibilities:

Service: _____

Opening: _____

Skills: _____

Activity: _____

Closing: _____

7:00 Roll Call

7:05-7:10—Opening and Inspection

7:10-7:15—Announcements

7:15-7:30—Skill Instructions _____

7:30-7:45—Patrol Meeting

7:45-8:00—Inter Patrol Activity: _____

8:00-8:05—Closing and Scoutmaster Minute

Notes:

Date: _____

Topic: _____

Patrol Responsibilities:

Service: _____

Opening: _____

Skills: _____

Activity: _____

Closing: _____

7:00 Roll Call

7:05-7:10—Opening and Inspection

7:10-7:15—Announcements

7:15-7:30—Skill Instructions _____

7:30-7:45—Patrol Meeting

7:45-8:00—Inter Patrol Activity: _____

8:00-8:05—Closing and Scoutmaster Minute

Notes:

Date: _____

Topic: _____

Patrol Responsibilities:

Service: _____

Opening: _____

Skills: _____

Activity: _____

Closing: _____

7:00 Roll Call

7:05-7:10—Opening and Inspection

7:10-7:15—Announcements

7:15-7:30—Skill Instructions _____

7:30-7:45—Patrol Meeting

7:45-8:00—Inter Patrol Activity: _____

8:00-8:05—Closing and Scoutmaster Minute

Notes:

Date: _____

Topic: _____

Patrol Responsibilities:

Service: _____

Opening: _____

Skills: _____

Activity: _____

Closing: _____

7:00 Roll Call

7:05-7:10—Opening and Inspection

7:10-7:15—Announcements

7:15-7:30—Skill Instructions _____

7:30-7:45—Patrol Meeting

7:45-8:00—Inter Patrol Activity: _____

8:00-8:05—Closing and Scoutmaster Minute

Notes:

Rules for BSA Troop 167

1. No Tobacco—Adults consuming tobacco must not be in the presence of the scouts.
2. No Cussing
3. No Alcohol
4. No Fighting, Pushing, Tripping, or any other aggressive type action.
5. No Name Calling
6. No Sheath knives or folding knives 4” or longer.
7. No liquid stoves. No lighting stoves or lanterns except under adult supervision.
8. No personal radios, electronics, etc.
9. Be on time to all events and meetings.
10. Cell phones must be off during meetings.
11. Cell phones are not to be used on campouts unless an approved emergency by Adult Leaders.
12. Field Dress Uniforms are to be worn at Board of Reviews, PLC meetings, and Courts of Honor.
SPL and Adult Leaders wear Field Dress most all times. Full Field Dress Uniforms are worn at all Eagle Board of Reviews. Only official BSA hats are to be worn at scouting activities.
13. Activity uniforms may be worn at SPL/Scoutmasters discretion.
14. Scouts must inform PL if they are going to be absent from Troop meeting or activity. This can either be through email or phone call.
15. Scouts may be denied troop activity for behavior problems.
16. If a scout does not help at a campout and is defiant towards the troop leadership, he will not be allowed to attend the next campout.
17. Discipline will be handled according to “The 7 Steps of Discipline”.
18. Major disciplinary items will be discussed with Parents at troop committee meetings.

The 7 Steps of Discipline

(taken from the Troop W.I.S.E. training program)

In the event a scout violates any rule of our troop, the following steps will be taken. The steps will be taken with each instance. If the severity of the problem warrants, the scout may be skipped ahead one or more steps.

1. The Patrol Leader will warn the Scout.
2. The SPL and the Patrol Leader will warn the Scout.
3. The Scout will be required to write and sign a note acceptably explaining his inappropriate behavior.
4. The Scout will meet with the PLC for counseling.
5. The Scout, his parent(s), the SPL and the Scoutmaster will meet.
6. The Scout will not be allowed to participate in the next 3 Troop activities.
7. The Scout will be expelled from the troop.

Patrol Camping Equipment Checklist

The following is a list of items that may be required on a campout. Work with the Troop Quartermaster to make sure equipment is available and in working order. Most of these items are stored in the Troop's trailer. Scoutmaster and Assistant Scoutmasters may assist Patrol in packing the equipment if the trailer is not going on the campout.

| | | | |
|----------------------|-------|-------------------|-------|
| Tents (no. needed) | _____ | Slotted Spoon | _____ |
| Dining Fly | _____ | Solid Spoon | _____ |
| Chuck Box | _____ | Can Opener | _____ |
| Table (s) | _____ | Kitchen Box | _____ |
| Cooler for food | _____ | Cast Iron Skillet | _____ |
| Water Containers | _____ | Dutch oven | _____ |
| Bug Juice Container | _____ | Pots/Pans/Lids | _____ |
| Lanterns | _____ | Cleaning Bucket | _____ |
| Propane (no. needed) | _____ | Soap | _____ |
| Stoves | _____ | Brush | _____ |
| Griddles | _____ | Paper Towels | _____ |
| Tongs | _____ | Sponges | _____ |
| Spatulas | _____ | Scrub Pads | _____ |
| First Aid Kit | _____ | | |

NOTES:

Troop 167 Outing Plan Troop Duty Roster by Patrol/Scout

Each patrol/Scout is responsible for setting up their tent.
Additional troop duties to be preformed:

Flag Ceremony

| | |
|------------------|----------------|
| _____ | _____ |
| Saturday Morning | Sunday Morning |
| _____ | _____ |
| Saturday Retreat | Sunday Retreat |
| _____ | |
| Bugler | |

Campfire Preparation

Pre-Trip Duty

Prepare Fire Ring (pit)

Water & Bug Juice Coolers

Gather Wood

Water Jugs

Prepare Fire Buckets

Ice Detail—All Coolers

Dismantle Fire Ring

Load Scout Gear

Ax Yard Preparation

Skits by Patrol

Rope off Area

Properly Store Tools

Activities:

Skills:

Conservation Project (SPL Discretion)

Vespers:

Campsite Inspection Sheet

- The Scoutmaster or Assistant Scoutmaster and the Senior Patrol Leader conduct campsite inspections.

- Tents placed and pitched properly
- Tents neat inside
- Duty Roster Posted
- Cook site in proper location
- Cooking equipment properly cleaned and stored when not in use
- Clean campsite grounds
- Patrol Flags and Troop Flags displayed properly
- Camp fire cleared ten feet in diameter
- Fire buckets at tents and camp fire
- Bear Bag at proper distance (if required)
- Campsite properly lighted

- Extra Points
- Camp Gadgets
- Patrol Spirit

Additional Comments:

Troop 167 – Campout Meal Planner

When completing this form, remember to use the food pyramid to create balanced meals. Also keep in mind what you will need to prepare the meals.

Location: _____ Dates: _____

No. of People: _____ Budget: _____

Patrol in Charge of Meals: _____

FRIDAY DINNER: you can plan to eat on the way or eat during setup (\$5.00 per person of standard meal plan).

Food:

Cooking utensils:

Drink:

Extras: (ex: oil, butter, etc.)

Snacks:

SATURDAY BREAKFAST: Substantial meal to get through the morning activities--*Avoid bacon and other foods that make cleanup difficult.

Food:

Cooking utensils:

Drink:

Extras: (ex: oil, butter, etc.)

SATURDAY LUNCH: Consider environment, liquids for hydration, warm or cold weather, time before activities begin again, etc.

Food:

Cooking utensils:

Drink:

Extras: (ex: oil, butter, etc.)

SATURDAY DINNER: Substantial meal.

Food:

Cooking utensils:

Drink:

Extras: (ex: oil, butter, etc.)

Dessert or evening snack:

SUNDAY BREAKFAST: Ready to eat, minimal cleanup, we have packing to do. *Avoid donuts, they do not keep:*

Food:

Cooking utensils:

Drink:

Extras: (ex: oil, butter, etc.)

SUNDAY LUNCH: If trip has a long drive, lunch needs to be prepared before departing, or purchased on the way home (add extra \$5.00 to camp standard meal cost).

Food:

Cooking utensils:

Drink:

Extras: (ex: oil, butter, etc.)

Grocery List for Campout Meals

Location: _____

Dates: _____

No. of People: _____

Budget: _____

When purchasing food, read the serving size on the label to calculate the amount you will need to feed everyone at camp. If portions are small, you may want extra. Check with Troop Quartermaster to see if there are items that the Troop already has available.

Meats:

Fruits and Vegetables:

Bread:

Cereal/Breakfast Bars:

Drinks:

Dairy/Cheese/Eggs:

Condiments/ Spices for cooking: (Ketchup, jelly, etc.)

Canned Goods: (ex. tomatoe sauce, canned veggies, etc.)

Other: (cleaning supplies, etc.)

Scout Camping Check List

This is just a sample list of what might be required on a Troop Campout. You can adjust this list to meet summer or winter camping needs.

| | |
|---|-------|
| Mess Kit/Cup | _____ |
| Blanket | _____ |
| Pillow | _____ |
| Sleeping Bag | _____ |
| Slippers | _____ |
| Sleeping Clothes | _____ |
| Toothbrush/Paste | _____ |
| Deodorant | _____ |
| Sweatshirt/Hoodie | _____ |
| T-Shirt (2) | _____ |
| Pants (2) | _____ |
| Shorts (2) | _____ |
| Swimsuit/towel (weather permitting) | _____ |
| Water shoes for Lake (weather permitting) | _____ |
| Bug Spray | _____ |
| Sunscreen | _____ |
| Bug Netting | _____ |
| Bear Bell | _____ |
| Socks/Underwear | _____ |
| Long underwear (cold weather) | _____ |
| Boots (Winter) | _____ |
| Mittens/Gloves (Winter/Snow) | _____ |
| Snow Pants (Winter/Snow) | _____ |
| <u>Extras:</u> | |
| Scout Handbook | _____ |
| Book/Magazine | _____ |
| Cards | _____ |
| Games | _____ |
| Sled | _____ |
| Pocket Knife | _____ |
| Tote & Chip Card | _____ |
| Compass | _____ |