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# A Guide to Troop Leadership

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## Troop 167 The Eagle Makers

*Boy Scouts of America*

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Macedon, NY  
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## ***Congratulations!***

*You have been elected or appointed to a Youth Leadership role in the Troop or Patrol. This is a very important in our troop as we are a “boy run troop”. That means that the scouts take the positions of leadership within the troop and help make the decisions, with the guidance of the adult leaders, on the direction of the troop.*

*This guide will help you understand what it means to be a patrol leader within our troop.*

*Over the next several pages, you will learn about the duties and responsibilities of a Youth leadership within the troop. You will need to understand the hierarchy the troop (chain of command) so that you understand how the patrol leader fits into the troop.*

*Each scout that is elected or appointed to a position of leadership will attend the PLC (Patrol Leader Council) meeting that the troop holds once a month. The dates are on the troop calendar that is located on the troop website. They are also included in the troop monthly newsletter. During the PLC meeting, the scouts decide what they would like to do at the upcoming troop meetings. They suggest and plan outdoor activities as well as plan to attend district or council events.*

*The most important part of the patrol leader’s job is to bring information from his patrol to the PLC meeting and to take information back to his patrol from the PLC meeting. You will do this during the patrol meeting that is held at each weekly troop meeting.*

*There are copies of forms that the troop leadership uses to take notes at the PLC meeting and help the PLC plan for troop meetings and activities. Some of these you will not be using at this time, but they are there for your reference and some day you may find yourself in the position to use them. You may also want to use them to help you and your patrol plan a patrol activity.*

*We want to make this experience one you will build on as you take on more leadership duties within our troop.*

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## 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 leads by example, and works with others 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.

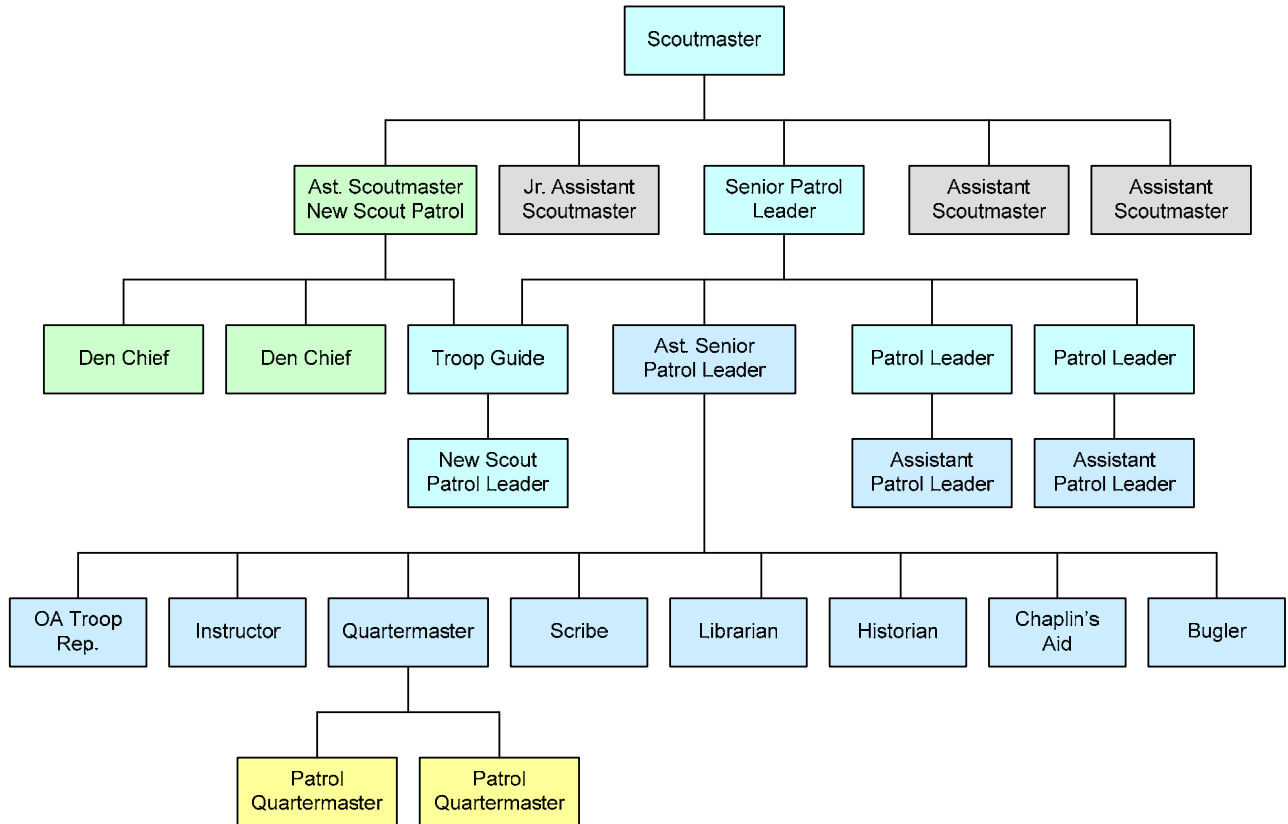
Boy Scouts of America offers a Junior Leadership program. Through junior leader training you will learn to become an effective “leader” for your troop or patrol. You will be expected to attend Junior Leadership training before you take one of these positions. This training will be provided by your Troop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

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 four to six month tenure, you will have specific duties or tasks 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.

# Troop Hierarchy

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.

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 and Patrol Leadership Positions**

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.

### **Senior Patrol Leader (SPL)**

### **Assistant Senior Patrol Leader (ASPL)**

### **Patrol Leader (PL)**

### **Assistant Patrol Leader (APL)**

### **Troop Guide**

These positions form the Patrol Leaders Council. A description on each position along with duties and qualifications follows.

## Senior Patrol Leader (SPL):

*Elected by the Troop; Reports to the Troop and the Scoutmaster*

This position represents the top youth 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, though he may continue to join his patrol in activities.

### **Length of Commitment: 6-12 months**

#### **Duties:**

- Preside at all troop meetings, events, activities, and the Annual Planning Meeting.
- Chair the Patrol Leaders Council (PLC)
- Appoint other Youth Leaders (with advice of the scoutmaster).
- Work as a team with the ASPL(s) 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 Youth and Adult Leaders to accomplish the Troop goals.
- 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
- Star Rank or Higher
- Experience of Assistant Senior Patrol Leader or 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):**

*Appointed by the Senior Patrol Leader; Reports 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 youth 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; Reports to his Patrol and ASPL*

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 PLC. 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.

**Length of Commitment: 4-12 months (depending on requirement for your rank)**

### **Duties:**

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

### **Qualifications:**

- 11 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 his Patrol Leader; Reports to the his Patrol and his 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, Life or Eagle Rank requirements for a position of leadership in the Troop.*

**Length of Commitment: 4-12 months**

### **Duties:**

- Assist the Patrol Leader in planning and leading patrol meetings and activities
- Assist PL in keeping patrol members informed of Patrol and 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:**

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

## Troop Guide

*Appointed by the Scoutmaster; Reports 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:**

- Introduce New Scouts to troop operations
- Guide new scouts through advancement requirements to First Class
- Coach 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 with Training.
- Set a good example
- Enthusiastically wear the Scout uniform correctly.
- Live by the Scout Oath & Law.
- Show Scout Spirit.

### **Qualifications:**

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

## **Troop Service Positions**

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**

**Instructor**

**Quartermaster**

**Scribe**

**Librarian**

**Historian**

**Chaplain's Aide**

**Bugler**

**Den Chief**

**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 O/A 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 Arrowmen who undertake leadership roles in the troop.

#### **Length of Commitment: 6-12 months**

#### **Duties:**

- Encourage Scouts to actively participate in community service programs.
- Encourage Arrowmen in the troop to assume leadership positions in the Troop.
- Encourage Arrowmen in the troop to be active participants in the lodge/chapter activities and to seal their membership in the Order by becoming Brotherhood members.
- 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

## Instructor

*Appointed by the Scoutmaster/SPL; Reports to the ASPL*

Instructors work with scouts below the First Class rank. An instructor must be knowledgeable and able to teach the scouting skills need 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
- 1<sup>st</sup> Class rank or higher
- Attend at least 50% or all troop meetings and activities

## Quartermaster

*Appointed by the Scoutmaster/SPL; Reports 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. This position will be appointed by the scoutmaster and /or SPL 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
- 1<sup>st</sup> Class rank or higher
- Attend at least 50% or all troop meetings and activities

## Scribe

*Appointed by the Scoutmaster/SPL; Reports 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
- 1<sup>st</sup> Class rank or higher
- Attend at least 50% or all troop meetings and activities

## Librarian

*Appointed by the Scoutmaster/SPL; Reports 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
- 1<sup>st</sup> Class rank or higher
- Attend at least 50% or all troop meetings and activities

## Historian

*Appointed by the Scoutmaster/SPL; Reports to the ASPL*

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
- 1<sup>st</sup> Class rank or higher
- Attend at least 50% or all troop meetings and activities

## **Chaplain's Aide:**

*Appointed by the Scoutmaster/SPL; Reports to the ASPL*

“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
- 1<sup>st</sup> Class rank or higher
- Attend at least 50% or all troop meetings and activities

## Bugler

*Appointed by the Scoutmaster/SPL; Reports to the ASPL*

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
- 1<sup>st</sup> Class rank or higher
- Must have a cornet/trumpet/bugle
- 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
- 1<sup>st</sup> Class rank or higher
- 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 <sup>st</sup> Choice	2 <sup>nd</sup> Choice	3 <sup>rd</sup> 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 my performance in this position will be evaluated by 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.

\_\_\_\_\_  
(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**

**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**

**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.

# Patrol Leader Council Meeting Notes for Monthly Activity

**Date:** \_\_\_\_\_ **Topic:** \_\_\_\_\_

**Who:** \_\_\_\_\_

**What:** \_\_\_\_\_

**When:** \_\_\_\_\_

**Locations:** \_\_\_\_\_

**Description of Event:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Plans for Event:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Materials needed for Event:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Cost:** \_\_\_\_\_

Respectfully submitted by \_\_\_\_\_, Troop Scribe

# Patrol Leader Council Meeting Log

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

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

	SM	SPL	ASPL	Patrol Leader: Rattlesnakes	Patrol Leader: Froks	Patrol Leader: Wolverines	Patrol Leader: Eagles	Patrol Leader: Dragond	Patrol Leader: Spider Pigs	Troop Guide	Scribe
<b>Present</b>											
<b>Prepared</b>											
<b>Uniform</b>											
<b>On Time</b>											
<b>Participation</b>											

Verified by Scribe: \_\_\_\_\_

Checked by Scoutmaster: \_\_\_\_\_

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

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

	SM	SPL	ASPL	Patrol Leader: Rattlesnakes	Patrol Leader: Froks	Patrol Leader: Wolverines	Patrol Leader: Eagles	Patrol Leader: Dragond	Patrol Leader: Spider Pigs	Troop Guide	Scribe
<b>Present</b>											
<b>Prepared</b>											
<b>Uniform</b>											
<b>On Time</b>											
<b>Participation</b>											

Verified by Scribe: \_\_\_\_\_

Checked by Scoutmaster: \_\_\_\_\_

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

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

	SM	SPL	ASPL	Patrol Leader: Rattlesnakes	Patrol Leader: Froks	Patrol Leader: Wolverines	Patrol Leader: Eagles	Patrol Leader: Dragond	Patrol Leader: Spider Pigs	Troop Guide	Scribe
<b>Present</b>											
<b>Prepared</b>											
<b>Uniform</b>											
<b>On Time</b>											
<b>Participation</b>											

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/Inspection:**

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. Uniform Inspection (if needed) follows the Opening.

### **Patrol Meeting:**

The Patrol Leader and Assistant Patrol leader will conduct a patrol meeting. First, they must take attendance. Attendance Form is located inside each patrol folder. There will also be a Patrol Meeting Information Form in the patrol folder. This form will help guide you in planning your activities at the troop level as well as any patrol activities, skills needed, merit badge work, etc. Some of the information that needs to be completed on this form will come from the previous Patrol Leader Council meeting. The scout who represented your patrol at that meeting will be the scout in charge of conveying the information to all members of the patrol. Each patrol leader will receive notes from the Troop Scribe after each PLC meeting. Your patrol will have an assistant scoutmaster available during the patrol meeting to guide you and answer any questions.

### **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. The Troop Instructors and Troop Guide may need to help a new scout patrol with this portion of the meeting. Your patrol may also be working on a specific Merit Badge in which case you would have made arrangements for that counselor to attend your meeting.

### **Activity/Game:**

The Activity portion of the meeting should be related to the skills that the scouts just learned or has learned in the past. 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.

### **Announcements:**

The SPL/ASPL will call the troop back to formation and make any announcements at this time. The announcements will consist of any activities/troop outings, any service projects, or troop fundraising opportunities.

### **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. The Closing may also be conducted by an adult if the patrol in charge plans this ahead of time.

# Monthly PLC Troop Meeting Plan Guidelines

Month: \_\_\_\_\_

Year: \_\_\_\_\_

Theme: \_\_\_\_\_

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

Topic: \_\_\_\_\_

Patrol Responsibilities:

Service: \_\_\_\_\_

Opening: \_\_\_\_\_

Skills: \_\_\_\_\_

Activity: \_\_\_\_\_

Closing: \_\_\_\_\_

7:00 -- Meeting called to order by SPL/ASPL

7:05-7:10—Opening and Inspection

7:10-7:30—Patrol Meeting

7:30-8:00—Skill Instruction

\_\_\_\_\_

8:05-8:20-- Inter Patrol Activity/Game

8:20-8:30—Announcements, Closing & Scoutmaster  
Minute

Notes:

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

Topic: \_\_\_\_\_

Patrol Responsibilities:

Service: \_\_\_\_\_

Opening: \_\_\_\_\_

Skills: \_\_\_\_\_

Activity: \_\_\_\_\_

Closing: \_\_\_\_\_

7:00 -- Meeting called to order by SPL/ASPL

7:05-7:10—Opening and Inspection

7:10-7:30—Patrol Meeting

7:30-8:00—Skill Instruction

\_\_\_\_\_

8:05-8:20-- Inter Patrol Activity/Game

8:20-8:30—Announcements, Closing & Scoutmaster  
Minute

Notes:

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

Topic: \_\_\_\_\_

Patrol Responsibilities:

Service: \_\_\_\_\_

Opening: \_\_\_\_\_

Skills: \_\_\_\_\_

Activity: \_\_\_\_\_

Closing: \_\_\_\_\_

7:00 -- Meeting called to order by SPL/ASPL

7:05-7:10—Opening and Inspection

7:10-7:30—Patrol Meeting

7:30-8:00—Skill Instruction

\_\_\_\_\_

8:05-8:20-- Inter Patrol Activity/Game

8:20-8:30—Announcements, Closing & Scoutmaster  
Minute

Notes:

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

Topic: \_\_\_\_\_

Patrol Responsibilities:

Service: \_\_\_\_\_

Opening: \_\_\_\_\_

Skills: \_\_\_\_\_

Activity: \_\_\_\_\_

Closing: \_\_\_\_\_

7:00 -- Meeting called to order by SPL/ASPL

7:05-7:10—Opening and Inspection

7:10-7:30—Patrol Meeting

7:30-8:00—Skill Instruction

\_\_\_\_\_

8:05-8:20-- Inter Patrol Activity/Game

8:20-8:30—Announcements, Closing & Scoutmaster  
Minute

Notes:

## Troop Meeting Plan

**Date:** \_\_\_\_\_ **Topic:** \_\_\_\_\_

### Patrol Responsibilities:

Service: \_\_\_\_\_ Opening: \_\_\_\_\_ Skills: \_\_\_\_\_

Activity: \_\_\_\_\_ Closing: \_\_\_\_\_

---

7:00--- SPL/ASST. SPL call meeting to order (attendance taken at patrol meeting)

---

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

---

7:10-7:30--- Patrol Meetings (attendance form in patrol fold with Patrol Meeting Information Form)

---

7:30-8:00--- Skill Instruction or Merit Badge Work

---

8:05-8:20 --Inter-Patrol Activity or Game

---

8:20-8:30 – Announcements/Scoutmaster Minute/Closing

---

Notes:

# Running the Patrol Meeting

## *What do you need to run a successful patrol meeting?*

Each patrol has a folder that will be distributed at the beginning of the weekly troop meeting to the patrol leader. Inside the folder is an attendance sheet. It is very important that you take attendance at each meeting so that the scoutmaster and assistant scoutmasters can keep track of which scouts have completed a particular skill or requirement.

Also in each folder will be the agenda for that week's patrol meeting. These will change depending on the monthly activity or task that the troop is doing. This agenda will be used for your patrol to take notes.

There may also be other forms or questionnaires that the scouts will need to answer. These should be completed and given to the Senior Patrol Leader at the end of the meeting. You should also have extra paper and a pencil or pen.

## *How do you run a successful patrol meeting?*

Be prepared! If you are unable to attend the troop meeting, let your assistant patrol leader know as soon as possible so that he knows he will be running the meeting for that night. You should also have any information and/or details that were discussed at the last PLC meeting. This might include when your patrol is assigned an opening or closing or if you are responsible for a game during a troop meeting. Your patrol may also be responsible for bring items for the troop skill or activity. This is the information that you need to discuss with your patrol and plan so that you are prepared for the troop meeting.

You may want to delegate tasks to the scouts in your patrol. An example would be if you are assigned to contact someone for a meeting, you could give the information to a scout and have him complete the task. You may want to assign a scribe or note taker for your patrol meetings. Each member of your patrol should be helping in some way.

Another task at the patrol meeting is planning patrol activities. You do not need to wait for the troop to plan an activity; you can do this as a patrol. **Remember**, you need to have the scoutmaster's approval before you do the activity.

And finally, you will need to discuss any items that need to be brought to the monthly PLC meeting. This could include, but not limited to, any requirements that you need for rank advancement, ideas for activities, ideas for community service, and discipline problems within the troop or patrol (see *Rules for BSA Troop 167 and The 7 Steps of Discipline*).

# Patrol Meeting Information Form

Month of \_\_\_\_\_

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

*Take attendance (form is inside patrol folder)*

## Agenda:

1.--Troop Activity for this month is:

a. \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

*Who is attending from your Patrol?*

b. \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

*Who is attending from your Patrol?*

2. What activities/merit badges would you like to plan for your next several patrol meetings?

Skill/Merit Badge: \_\_\_\_\_

Who will contact the Merit Badge Counselor: \_\_\_\_\_

Other \_\_\_\_\_

3. Patrol Activity--Is there any special activity that your patrol would like to do this month?

Location of activity: \_\_\_\_\_ Date of activity: \_\_\_\_\_

Planning for activity:

Scoutmaster Signature: \_\_\_\_\_ Date: \_\_\_\_\_

4. Are there any inter-patrol activities, games, or scout skills you are in charge of for this month's troop meetings?

Activity/Game/Scout Skill: \_\_\_\_\_ Date: \_\_\_\_\_

Items needed: \_\_\_\_\_

Who is in charge of these items:

5. Are there any issues or concerns that you need to bring to the attention of the PLC at the next meeting? *(use other side if needed)*

## 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 Scout will be warned by the Patrol Leader.
2. The scout will be warned by the SPL.
3. The scout will be required to write and sign a note acceptably explaining his inappropriate behavior.
4. The Scout will meet with the Committee for counseling.
5. The Scout, his parent(s), the Committee 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

**Campout:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Patrol in Charge of Equipment:** \_\_\_\_\_

The following is a list of items that may be required on a campout. The Patrol that is in charge of equipment for the troop outing should work with the current 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 the 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:

\_\_\_\_\_  
(Supervising Leader)

\_\_\_\_\_  
(Date)

# Troop 167 Outing Plan & Troop Duty Roster by Patrol/Scout

Post this form at campsite

**Campout:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Each patrol/Scout is responsible for setting up their individual tent. Food prep and cleanup are on a separate duty roster.

## Additional troop duties to be preformed:

### Flag Ceremony

\_\_\_\_\_ Saturday Morning \_\_\_\_\_ Sunday Morning

\_\_\_\_\_ Saturday Retreat \_\_\_\_\_ Sunday Retreat

\_\_\_\_\_ Bugler for Event

### Campfire Preparation:

Prepare Fire Ring (pit)

\_\_\_\_\_ Gather Wood

\_\_\_\_\_ Prepare Fire Buckets

\_\_\_\_\_ Dismantle Fire Ring

Chopping Ring Preparation

\_\_\_\_\_ Rope off Area

\_\_\_\_\_ Properly Store Tools

### Pre-Trip Duties:

Water & Bug Juice Coolers

\_\_\_\_\_ Water Jugs

\_\_\_\_\_ Ice Detail—All Coolers

\_\_\_\_\_ Load Troop Gear

### Skits by Patrol:

**Activities:** \_\_\_\_\_

\_\_\_\_\_

**Skills:** \_\_\_\_\_

\_\_\_\_\_

**Conservation Project (SPL Discretion)** \_\_\_\_\_

**Vespers:** \_\_\_\_\_

(Troop Chaplain's Aide to plan and/or assist patrol)

# Campsite Inspection Sheet

Campout Location: \_\_\_\_\_ Date: \_\_\_\_\_

Campsite inspections are conducted by the Scoutmaster or Assistant Scoutmaster and the Senior Patrol Leader.

- 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:

\_\_\_\_\_  
(Senior Patrol Leader)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Scoutmaster or Asst. Scoutmaster )

\_\_\_\_\_  
(Date)

# 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) \_\_\_\_\_
  
- Extras:
- Scout Handbook \_\_\_\_\_
- Book/Magazine \_\_\_\_\_
- Cards \_\_\_\_\_
- Games \_\_\_\_\_
- Sled \_\_\_\_\_
- Pocket Knife \_\_\_\_\_
- Tote & Chip Card \_\_\_\_\_
- Compass \_\_\_\_\_