

PLANNING EQUIPMENT

The Patrol Meeting Agenda

A written patrol meeting plan can help you plan the meeting and can guide you during the meeting. Be sure to distribute the agenda to your patrol members in advance so they can arrive prepared to share in the responsibilities. The agenda you prepare will include these key items:

Opening

This can be a call to order or a simple ceremony. A patrol member can be assigned to research a ceremony to lead that the patrol can later use for a troop meeting ceremony.

- Scribe takes roll
- Scribe reads the log of the last meeting.
- Patrol Leader announces the purpose of the current meeting.
- Assistant Patrol Leader reviews advancement by patrol members

Business

Items of business may include one or more of the following:

- Plan for upcoming activities and make assignments
- Plan menu and duty roster
- Address new business
- Present the Patrol Leader's report on the Patrol Leader's Council Meeting (once a month)
- Check and repair patrol camping equipment
- Vote on issues that need to be decided
- Build patrol spirit (yell, flag, song, logo)
- Ask for ideas on what the patrol members want to do at the next meeting or for a special patrol activity

Skill Activity

Practice a Scouting skill that will be needed in the future

Game

Play a Scouting game.

Closing

Use a brief closing thought by the Patrol Leader or other member of the patrol to end the meeting and remind scouts of the importance of what they are doing.

Patrol Meeting Plan

Date: _____ **Time Start:** _____ **Time Finish:** _____

Activity	Description	Run By	Time
Opening _____minutes			
Business _____minutes			
Skill Activity _____minutes			
Game _____minutes			
Closing _____minutes			
After the Meeting			

OUTINGS / CAMPOUTS

Monthly outings or campouts are the backbone of Boy Scouts. *While you are Patrol Leader, you may be in charge of your Patrol for up to 6 outings.* If YOU cannot attend you still need to help your Patrol prepare and make sure you have proper leadership in your absence by making sure your Assistant or Quartermaster will be attending.

Things you need to do, or appoint another Patrol Member to do:

- 1) Make sure everyone who is going has signed up, paid, and turned in proper paperwork for the event TWO WEEKS before the event.
- 2) Make sure everyone has paid their food money to the Patrol at least ONE WEEK prior to campout. Use the envelopes provided in binder to collect money.
- 3) Use menu planner sheets (provided in binder) to plan necessary meals.
- 4) Appoint shoppers and make sure they have the envelope with the shopping list, money and any information necessary for shopping (ie. Is it a "pack it in" campout?)
- 5) **Make sure your shoppers turn in all change and receipts to the Troop Treasurer in a timely manner.** Use envelopes provided. **This is very important! The leftover money goes into your Patrol account for you to buy necessary items for your Patrol.** Encourage your shoppers to shop wisely.
- 6) Fill out a Patrol Duty Roster (provided in binder) prior to campout, bring it with you and post in a prominent place for your Patrol to see.



Boy Scouts of America

Troop 447

Golden Empire Council . Sacramento . California

PATROL CAMPOUT MENU PLANNER

Name	Attending	Paid	Initial
PL			
APL			
GM			
1			
2			
3			
4			
5			
6			
7			

PATROL: _____

DATE: _____

CAMPOUT: _____

SHOPPER: _____

SHOPPING LIST

Paper towels
Aluminum foil
Soap / Bleach
Matches
Hand Cleaner

Have	Need

GROCERY LIST

Saturday

Breakfast Entree _____
 Others _____

Lunch Entree _____
 Others _____

Dinner Entree _____
 Others _____

Sunday

Dinner Entree _____
 Others _____

ICE for cooler _____

PATROL: _____
CAMPOUT: _____
DATE: _____

PATROL DUTY ROSTER

Breakfast

Fire/Water

Cook

Asst. Cook

Clean-up 1

Clean-up 2

Lunch

Fire/Water

Cook

Asst. Cook

Clean-up 1

Clean-up 2

Dinner

Fire/Water

Cook

Asst. Cook

Clean-up 1

Clean-up 2

Leader Initials _____