## **Guidelines for Successful Troop Meetings**

- A good troop meeting follows the seven-step troop meeting plan
- The BSA publications, Troop Program Features, Volumes I, II, and III, are full of great ideas to bring troop meetings to life
- The Patrol Leaders' Council plans the troop meetings
- Except for the Scoutmaster's Minute, each section of the troop meeting is the responsibility of the Scouts themselves
- The Scoutmaster checks with the Senior Patrol Leader 48 hours before a troop meeting to make sure everything is ready
- The Senior Patrol Leader contacts each Patrol Leader and any other appropriate youth leaders 48 hours before a troop meeting to ensure preparedness
- The Patrol Leaders contact their patrol members each week to update them on the agenda and of anything required

## Seven-Step Troop Meeting Plan 1. Preopening 2. Opening 3. Skills instruction

- 5. Skins histraction
- 4. Patrol meetings
- 5. Interpatrol activity
- 6. Closing-Scoutmaster's Minute
- 7. After the meeting

## Tips for Effective Troop Meetings

- 1. Troop meetings must have variety, action and purpose
- 2. Many meetings can and should take place outdoors
- 3. The patrol assigned as the Service Patrol should arrive early to prepare the room or outdoor area
- 4. Rotate assignments among patrols weekly

- 5. The Senior Patrol Leader is in charge of every troop meeting
- 6. Start and end on time. Some troops meet for ninety minutes, others meet for two hours.
- 7. The Senior Patrol Leader should move about during the meeting and make observation notes to coach is youth leaders after the meeting.
- 8. Use the Scout Sign to maintain order and deal with any disruptions immediately
- 9. Alternate favorite activities to avoid reducing popularity
- 10. Interpatrol contests should relate to the skills instruction
- 11. During the planning stages of skills instruction, remind instructors that demonstrations are most persuasive when they *show* rather than simply *tell*
- 12. Instructors arrive prepared and have their materials gathered ahead of time
- 13. Hands on experience is a very effective method of teaching
- 14. Keep the program moving
- 15. Be flexible, if part of the program is not working well, end it and move on to the next item
- 16. Recognize Scouts and Patrols for positive outcomes –well planned presentations, proper uniforming, a good opening ceremony, point system and other good efforts deserve praise
- 17. Debrief with the Patrol Leader's Council after the meeting to discuss Start, Stop, Continue

## **Evaluating Troop Meetings**

After the meeting the Patrol Leader's Council discusses the meeting results and reviews the agenda for the next meeting.

- Did we accomplish a purpose?
- Was the meeting fast paced and fun
- Was the meeting well attended?
- Did we do something new and different?
- What worked well that we can do again?