

Troop Meeting Planning and Communication Process

Wednesday – Senior Patrol Leader (SPL) reviews meeting plan for the coming week.

Friday – Senior Patrol Leader (SPL) emails a draft of the upcoming Tuesday meeting to the Patrol Leaders Council (PLC), Leadership Patrol and Scoutmaster.

Sunday – PLC and Scoutmasters respond with comments. SPL calls leaders to confirm assignments and reminds Patrol Leaders to call their patrol.

Monday – SPL sends updated troop meeting plan to the PLC, Leadership Patrol and Scoutmasters to print a copy. Patrol Leaders call their members.

Tuesday – Execute troop meeting plan. Patrol Leaders, Assistant Patrol Leaders and Leadership Patrol should have a copy of the plan. Debrief after troop meeting for lessons learned.

Weekly Meeting Update by Telephone

On or before Monday evening before a Troop meeting, the Patrol Leader or his designee will call each Scout in his patrol to provide them with any information regarding the troop meeting and about any upcoming activities and outings.

If the Scout has not received a call by Monday at 8:00 p.m., he is to call his Patrol Leader. If unable to reach the Patrol Leader, he should call his Assistant Patrol Leader. The Assistant Senior Patrol Leader or the Senior Patrol Leader can be called as a last resort.

If a Scout is not planning to attend a troop meeting, he is to notify his Patrol Leader by telephone.

If a Scout is not planning to attend a Required Troop Activity (Wreath Sales, Scout Sunday, Klondike or Pilgrim Church Service Project), he is to notify the Scoutmaster in advance by telephone or at a troop meeting prior to the activity.

Additional Troop information may be distributed by email and/or posted at www.troop19.org

Troop Campout Planning Process

4 Troop Meetings Prior

- Scout leader prints out permission slip and posts a sign-up sheet
- Troop website is updated with permission slip

3 Troop Meetings Prior

- SPL provides draft campout program and schedule
- Adult Leader starts collecting permission slips
- PL eliminates “maybes” –gets Scouts to commit by next meeting
- PL identifies advancement and skill learning opportunities for members

2 Troop Meetings Prior

- Adult Leader finishes collecting permission slips (deadline)
- Patrol creates duty roster and menu and has it approved by SPL/ASPL
- Patrol Quarter Master (QM) reviews equipment box with Troop QM
- PL assigns Grub Master for shopping
- SPL finalizes campout program and schedule

1 Troop Meeting Prior

- Adult leader finalizes transportation logistics and prepares packet for drivers (map, list of participants by patrol and drivers, permission slips)
- Patrol equipment is assigned to Patrol QM by Troop QM