

Patrol Leaders' Council Meeting Plan

DATE: _____

Activity	Done	Description of Activity	Who	Time
Meeting Prep		SPL calls all PLs and ASPL, then SM	SPL	Day before
		Get Details (get current calendar, annual plans, troop goals)		
Attendance/ Read Minutes/ Read Troop Goals		Scribe takes attendance and reads minutes from last month	Scribe	7:00 PM
		SPL		
		ASPL		
		Scribe		
		Quartermaster		
		Flaming Arrows PL		
		SM: Outing Leader: Outing Leader:		
<i>5 minutes</i>				
Review of Actions Assigned		Review Actions Assigned section of last month's PLC notes	SPL	7:05 PM
<i>5 minutes</i>				
Review Troop Calendar		Look at this month and next and note all upcoming events Address input/action from Troop Committee or SM	SPL	7:10 PM
<i>5 minutes</i>				
This Month's Outing Planning		Outing: Permission slips distributed	SPL	7:15 PM
		Permission slips collected		
		Menus approved by SPL		
		Duty Rosters approved by SPL		
		PLs report on their patrol		
<i>10 minutes</i>		Outing Leader: Open issues for this month's outing		
Next Month's Outing Planning		Outing: Permission slips distributed	SPL	7:25 PM
		Promote outing to Scouts		
<i>10 minutes</i>		Outing Leader: Open issues for next month's outing		
ASPL Report		Scribe: Attendance, Minutes	ASPL	7:35 PM
		Historian: Photo website		
		Quartermaster: Equipment		
<i>5 minutes</i>		Chaplain's Aide: Reverent OA Rep: OA activities Librarian: MB Booklet Library		

Troop Meeting Planning

Goals/Theme for this month's Troop Meetings:

Date:

Set up/Opening/Clean up:
Skill:
Game:
Patrol Time Activity:

Date:

Set up/Opening/Clean up:
Skill:
Game:
Patrol Time Activity:

Date:

Set up/Opening/Clean up:
Skill:
Game:
Patrol Time Activity:

Date:

Set up/Opening/Clean up:
Skill:
Game:
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Date:

Set up/Opening/Clean up:
Skill:
Game:
Patrol Time Activity:

SPL and all PLs

7:40 PM

15 minutes

Actions Assigned

Fill in *specific* actions *named* Scouts agree to take during this meeting. Fill this in throughout the meeting, then read it back at the end. Include specifics for who, what, when, where, how, etc.
e.g. Joe will call the QM before Monday and find out how many tents are available

SPL

7:55 PM

5 minutes

