
	Meeting Plan: _____ _____		
	Week __ Date _____		
ACTIVITY	DESCRIPTION	RUN BY	TIME*
Preopening __ minutes before meeting			_____
Opening Ceremony __ minutes	Flag presentation Oath and Law Uniform inspection		_____
Group Instruction __ minutes	<ul style="list-style-type: none"> • • • • 		_____
Skills Instruction __ minutes	<ul style="list-style-type: none"> • • • • 		_____
	<ul style="list-style-type: none"> • • • • 		_____
	<ul style="list-style-type: none"> • • • • 		_____
Breakout Groups __ minutes (Patrol Meetings)			_____
Game (or Challenge) __ minutes			_____
Closing __ minutes	Announcements Leader's minute Closing		_____
Total 90 minutes of meeting			
After the Meeting __ minutes	Leadership team review plans for the next meeting and for the main event.		



Main Event: _____



Date _____

Logistics

Location: _____

Departure time: _____

Return time: _____

Duration of activity:

Budget: Completed _____ Approved _____

Camping: Duty roster _____ Menu _____

Transportation: Group _____ Self _____

Tour and activity plan: Completed _____ Submitted _____



Essential | Challenging | Advanced

Equipment List

-
-
-
-
-
-
-
-

Activity

-
-
-
-
-
-
-
-

Safety

Notes

SCOUT PLANNING WORKSHEET

“Plan on a Page”

If needed, use attachments for additional information.

GOAL

Describe what you intend to accomplish, the objectives.

WHY?

Describe the purpose or need for this activity – why it is important.

WHO?

Team leader _____

Telephone _____ Email _____

Team members _____

Name _____ Telephone _____ Email _____

Name _____ Telephone _____ Email _____

Name _____ Telephone _____ Email _____

Name _____ Telephone _____ Email _____

WHEN?

Consider creating a work-back schedule based on the completion date.

Anticipated start date _____ Projected completion date _____

WHERE?

Location _____

Permissions/permits required

Transportation/parking needs

Weather contingencies

Liability and possible site hazards



WHAT?

What resources do you need to complete the goal?

Equipment, materials, volunteers, shelter, food/water, and other resources needed and the sources

Estimated expenses and the sources

Safety issues

Health, sanitation, and cleanup

HOW?

Outline the anticipated phases of your activity, specific actions to be taken in each phase, and target dates for completion.

For example: choosing a location, setting an agenda, securing equipment, implementation.

Planning Phases	Steps to Completion	Target Date	Person Responsible

ASSESSMENT

If you could start over, consider what you would

Start _____

Stop _____

Continue _____



PLC MEETING AGENDA

Activity	Run by
Opening and Call to Order	Senior Patrol Leader
Roll Call and Reading of the Log (Minutes)	Troop Scribe
Patrol Reports	Patrol Leaders
Old Business	Senior Patrol Leader
Main Event Planning	Senior Patrol Leader
Troop Meeting Planning	Senior Patrol Leader
New Business	Senior Patrol Leader
Scoutmaster's Minute	Scoutmaster

• **OPENING AND CALL TO ORDER**

Start the meeting on time with a simple opening ceremony such as reciting the Scout Oath or Pledge of Allegiance.

• **ROLL CALL AND READING OF THE LOG**

Ask the troop scribe to call the roll and read the log from the previous meeting. Council members may make additions or corrections to the log before voting to approve it as part of the council's permanent record.

• **PATROL REPORTS**

Each patrol leader should be prepared to make a report on the progress of his patrol. His report should include information about new members, advancement progress, and anything the patrol has done since the last patrol leaders' council meeting.

• **OLD BUSINESS**

Take up any discussion items left unresolved at the last patrol leaders' council meeting. When necessary, bring matters to a close by calling for a vote.

• **BIG EVENT PLANNING**

Review and discuss the big event related to the upcoming month's troop program feature. Determine the "who", "what", "where", "when", "why", and "how" of the event. Patrol leaders can add the discussion by voicing ideas raised by their patrols. Explore the issues and bring any essential matters to a vote.

• **TROOP MEETING PLANNING**

Distribute meeting plan worksheets for the month's troop meetings. A meeting plan is included with each of the program features in the *Program Features for Troops, Teams, and Crews*. Fillable planning sheets are available online at troopleader.org. As you and the patrol leaders' council review plans for each of the month's meetings, assign responsibilities for portions of the meetings, taking care to distribute the load equally among the patrols and troop leadership. Be sure to plan three levels of skills instruction for each meeting so that all age groups will be equally challenged.

• **NEW BUSINESS**

This portion of the meeting is devoted to discussions of items not previously on the agenda. A patrol may be requesting permission to embark on a patrol hike, for example, or the opportunity for a special troop service project may have recently come up.

• **SCOUTMASTER'S MINUTE**

Up to now the Scoutmaster has probably observed the patrol leaders' council meeting and asked a question or two, but otherwise allowed you to run the meeting and guide the agenda. As a closing to the meeting, the Scoutmaster can share some constructive thoughts on what has happened and offer an upbeat, supportive Scoutmaster's Minute to provide a sense of completion to the proceedings..

• **Assessing the Patrol Leader's Council Meeting**

Immediately following a patrol leaders' council, take a few minutes to review events with the Scoutmaster.

The following questions can guide your assessment:

- Was there a written agenda, and was it followed?
- Were all patrols allowed input on troop decisions?
- Were specific tasks assigned to individuals or patrols?
- Were necessary resources for troop activities considered?
- Were tasks spread evenly among patrols and individuals?
- Was a specific schedule planned for upcoming events?
- Did the group come to a consensus on handling problems?
- Was a log kept?

Green Bar Agenda



Date and time:

Attendees:

SPL:

Scribe:

Agenda Item	Run by
Opening	SPL
Roll Call & Recap	Scribe
Old Business	SPL
Patrol Report	PLs
Main Event Planning	SPL & PLs
Troop Meeting Planning	SPL & PLs
New Business	Group
Scoutmaster's Minute	Scoutmaster

Next meeting date & time:	
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Scribe:

Take note of the date and time of the Green Bar meeting, list the attending SPL, your name and the names of all in attendance at the top of the agenda.

GREEN BAR Agenda Item Descriptions:

- **Opening** - Start the meeting on time with a simple opening ceremony such as reciting the Scout Oath or Pledge of Allegiance.
- **Roll Call & Recap** - The troop scribe will call the roll and read the log from the previous meeting. Council members may make additions or corrections to the log before voting to approve it as part of the troop's permanent record.
- **Old Business** - Take up any discussion items left unresolved at the last patrol leaders' council meeting. When necessary, bring matters to a close by calling for a vote. Also, use this time to evaluate the previous month's Main Event. The scribe will combine all information about the Main Event and provide it to the Troop Historian to file in the troop's permanent records.
- **Patrol Report** - Each patrol leader should be prepared to make a report on the progress of their patrol. Each report should include information about new members, advancement progress, and anything the patrol has done since the last patrol leaders' council meeting.
- **Main Event Planning** - Review and discuss the big event related to the upcoming month's troop program feature. Determine the "who," "what," "where," "when," "why," and "how" of the event. Patrol leaders can add to the discussion by voicing ideas raised by their patrols. Explore the issues and bring any essential matters to a vote.
- **Troop Meeting Planning** - Distribute meeting plan worksheets for the month's troop meetings. A meeting plan is included with each of the program features in Program Features for Troops, Teams, and Crews (volumes 1, 2, and 3). As the patrol leaders' council review plans for each of the month's meetings, assign responsibilities for portions of the meetings, taking care to distribute the load equally among the patrols and troop leadership. Be sure to plan three levels of skills instruction for each meeting so that all age groups will be equally challenged.
- **New Business** - This portion of the meeting is devoted to discussions of items not previously on the agenda. A patrol may be requesting permission to embark on a patrol hike, for example, or the opportunity for a special troop service project may have recently come up.
- **Scoutmaster's Minute** - Up to now the Scoutmaster has probably observed the patrol leaders' council meeting and asked a question or two, but otherwise allowed you to run the meeting and guide the agenda. As a closing to the meeting, the Scoutmaster can share some constructive thoughts on what has happened and offer an upbeat, supportive Scoutmaster's Minute to provide a sense of completion to the proceedings.

Scribe:

- Be sure to announce the date and time of the next Green Bar meeting before closing the meeting.
- After the next Green Bar meeting, when these minutes have been approved, provide these minutes to the Troop Historian to file in the troop's permanent records.

Patrol Meeting Plan

Date _____ Week _____

Activity	Description	Run By	Time
Opening _____ minutes			
Business _____ minutes			
Skill activity _____ minutes			
Game _____ minutes			
Closing _____ minutes			
After the Meeting			

The Patrol Meeting Agenda

Adapted from "The Patrol Leader Handbook", pub. # 32502A

A written agenda can help you plan a meeting and can guide you as the meeting unfolds. The agenda you prepare will include these key items:

1. **Opening** – This can be a call to order or a simple 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.

2. **Business** – Items of business may include one or more of the following:
 - Plan for upcoming activities and make assignments.
 - Address new business.
 - Present the patrol leader's report on the patrol leaders' council meeting (once a month).
 - Check and repair camping equipment.
 - Vote on issues that need to be decided.
 - Build patrol spirit (yell, song, flag, logo, etc.).

3. **Skill activity** – Practice a Scouting skill that will be needed in the future.

4. **Game** – Play a Scouting game. It may be selected from the troop's program resources.

5. **Closing** – Use a brief closing thought by the patrol leader or another member of the patrol to end the meeting and remind Scouts of the importance of what they are doing.