

Troop 342 SPL Resources



Original resources guide constructed by Karl Lenz using resources from the *Senior Patrol Leader Handbook* and www.scouting.org

Annual Troop Planning Meeting

This meeting should be between all Patrol Leaders, the SPL, and all other junior leaders but the Scoutmaster may also be included. This meeting should be held once a year during the troop Christmas party. It is the responsibility of the SPL to plan this meeting in advance and he must have the following items planned before the meeting :

- evaluation of troop past year (meetings, campouts, etc)
- collect dates of district and council events such as camporees and summer camp
- collect dates for school events, holidays, and events the church may have (camp meeting and other events)
- review where scouts are at with advancements and decide what will help the majority of the boys advance
- determine priorities for troop to focus on

During the meeting the SPL must get Patrol Leader input on his events and activities and priority events he has decided are important. The yearly schedule may be changed during the meeting to meet the patrol leaders suggestions. The main goals of the meeting should be the following :

- develop troop goals for the coming year
- select major events for the coming year
- select program features for meetings
- fill out troops calender for coming year

After the plan has been made it must be submitted to a church representative for approval. When it is approved it should be given to all troop members so they can plan their schedules for the coming year.

Annual Troop Meeting Chart

	Details	Time Log
evaluation of troop past year		
dates of district and council events		
dates for school events, holidays, and church activities		
scout advancements needed		
troop priorities		
troop goals		
major events		
program features		
troop calendar		

Patrol Leaders Council (PLC)

This meeting should be between all Patrol Leaders, the SPL, and all other junior leaders but the Scoutmaster may also be included. The main purpose this monthly meeting is to fine-tune the plans for the coming month that were made at the annual troop planning meeting. The council may discuss the following as needed :

- advancement needs
- special ceremonies or awards
- fund-raising programs
- recruiting plans
- arrow of light \ webelos graduation
- community events (parades, festivals, etc)
- disciplinary issues
- patrol leader reports

The PLC may also be used during campouts to discuss the events and schedule for the following day. The SPL should lay out the plan to the Patrol Leaders describing what the days activities will be and how they need to organize their patrols for those activities. This may include the time to get up their patrol, how much time for breakfast, lunch and dinner, time for the days activities, etc. The PLC on campouts may be held Friday night to discuss events for Saturday and Saturday night to discuss the plan for Sunday.

PLC Meeting Agenda

Date _____ Week _____

Activity	Description	Run By
Patrol Leader Reports		
Unfinished Business from Last Meeting		
Big Event Planning		
Troop Meeting Plan		
New Information		
Scoutmasters Minute		

Troop Meeting Plan

The troop meetings are what hold a troop together so it can do the things all Boy Scouts enjoy. A well-planned meeting will help to strengthen and grow a troop. The following are five things that should be planned into a good meeting :

- **Motivating Scouts** - the scouts see meetings as a chance to get together with their friends and have fun, but a meeting should include chances for scouts to improve themselves and advance in rank with fun still involved.
- **Strengthening Patrols** - the individual patrols should have the chance to work together as a team and share their skills with their patrol and troop.
- **Learning and Practicing Scout Skills** - some of every meeting should include ways for the scouts to advance and prove their skills.
- **Exercising Leadership** - the leaders of the troop should get a chance to take leadership and exercise their skills. The troop meetings provide a good time for that to happen
- **Promoting Scout Spirit** - patrols should have the opportunities to compete against each other and demonstrate scout spirit.

Troop Meeting Plan

Date _____ Week _____

Activity	Description	Run By	Time
Opening Ceremony ____ minutes			
Announcements ____ minutes			
Monthly Patrol Meetings ____ minutes			
Skills Instruction ____ minutes			
_____ ____ minutes			
Inter-patrol Activity ____ minutes			
Closing ____ minutes			
After the Meeting			

Troop Trip Plan

This is designed to be sent home before campouts to ensure that the parents and scouts know the details of their trip. It can be given out the meeting before the scouts leave on a trip.

Troop Trip Plan

Date _____ Week _____

Trip Plan of _____

Where :

Destination _____

Route Going _____

Route Returning _____

Who :

Names of Participants

Names of Leaders _____

Contact Info _____

Why :

Purpose of trip

What :

Gear to be taken _____

Scout essentials needed _____

Other gear

Permits required _____

Special equipment _____

Special clothing _____

Money Needed _____

Patrol Duty Roster and Menu

The patrol duty roster is an essential part of planning any campout. It helps to make sure that everyone does an equal share to help his patrol. A copy of this duty roster must be kept by the Patrol Leader and a copy by the SPL. It must be enforced with no exceptions and no changing positions. This helps to keep the patrol running smoothly on campouts with as little confusion as possible.

The patrol menu should consist of what food the patrol needs and when it will be used. This menu is determined by the entire patrol. A copy of the menu will be kept by the patrol leader and a copy will be submitted to the SPL. The food will be bought by the Patrol Leader or Patrol Quartermaster with funds provided by the patrol.

Patrol Duty Roster

Date _____ Week _____

	Head Cook	Assistant Cook	Head Cleaner	Assistant Cleaner	Quartermaster
Saturday Breakfast					
Saturday Lunch					
Saturday Dinner					
Sunday Breakfast					

Patrol Menu

Date _____ Week _____

	Fruits and Vegetables	Bread and Grains	Meats and Protein	Dairy Products	Fats and Sugars
Saturday Breakfast					
Saturday Lunch					
Saturday Dinner					
Sunday Breakfast					
Drinks					
Other Needed Items					

Leadership Positions

The SPL should have a list of all leadership positions at any given time. The need may come to change positions or a scout may ask if a position is open. The SPL should know who has which position, at which time, for how long. This chart will help you to organize troop positions.

Troop Positions Chart

Position	Name of Holder	Date Position was Assigned	Date Position was Withdrawn
Patrol Leader(s)	_____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____
ASPL			
OA Troop Rep.			
Chaplin's Aid			
Quartermaster			
Troop Guide			
Den Chief			
Librarian			
Scribe			
Historian			
Bugler			
Crew Chief			
Instructor			
Junior Assistant Scoutmaster(s)	_____ _____ _____	_____ _____ _____	_____ _____ _____