

Boy Led Troop Meeting Planning

The [PLC Meetings](#) are where the SPL works with the scout leadership to define what topics or training will be covered at the troop meetings. Looking at the calendared events, we follow the [Outing Planning](#) to include any planning efforts needed to support the outings.

Outing Planning

The senior patrol figured out how they could lead the planning of a troop's outing. They learned that it takes four troop meetings. Notice we are not saying four weeks but four troop meetings. There are times where troop meetings will not occur due to winter or spring breaks and you lose those weeks. We use the Outing Plan during our Half Year Planning Meetings to figure out what we have to do during the troop meetings to properly plan for an event.

For each outing we assigned a scout leader and an adult leader. The scout leader is responsible for creating the Permission Slip, Outing Binder, keeping the permission slips, getting the information to the webmaster to post on the website, gathering the permission slips, creating the outing roster and working with the patrol leadership to organize and plan the outing event. The adult leader is responsible for the tour permit, health/insurance forms, scout medications, drivers, logistics of gear, adult gear, adult meals, ensure Adult Scout Ratio Policy is met, organizing adults or JASMs to support the outing, working with the scout leader on the roster and work with the scout leader and Patrol Adult Advisors to ensure the patrol leadership has what they need to be successful and have fun on the outing.

The scout and adult leader are responsible to define, plan, prepare and lead the campout. For each campout we choose a different adult and scout leader. We have found that a parent and son team work well working together for the campouts. This makes the permission slip and outing roster easy to keep synchronized. We also include committee members and parents as adult leaders for outings. We have found that this builds up a greater amount of trained adult leaders and increases adult participation and volunteerism for the Troop's program.

Why four troop meetings?

Our senior scouts learned that that it took four communication steps to get the information out to the patrols and provide the patrols an adequate amount of time to communicate and organize itself. After the first few attempts, the senior scouts realized that they could plan and lead outings as long as they gave themselves enough lead time to allow for communication break downs. By following the four communication steps below, they were able to provide themselves enough lead time that the senior scouts could back up the patrol leadership and ensure everyone was prepared for a fun time.

What about permission to treat for medical services?

The scout leader is responsible to create, distribute, collect and hold onto the permission slips which have a signature and provide permission to treat. The adult leader has a copy of everyone's health/insurance forms with signatures and permission to treat. Between the scout and adult leader, we have two sets of signatures for permission to treat. This provides a check and balance to ensure we are prepared in case of an emergency. One lesson learned is to have the health/insurance forms and permission slips stored in two different locations or vehicles during the outing. This will prevent an accident or someone driving home unexpectedly from taking away both copies at the same time.

Four communication steps:

- Troop Meeting 1) introduce the event information
- Troop Meeting 2) draft duty roster and figure out who is going
- Troop Meeting 3) finalize duty roster, meal planning and assign gear and food responsibilities
- Troop Meeting 4) final preparation

Lessons Learned

The SPL's have defined the below steps as the most effective process to plan the troop meetings with scouts leading:

- *Friday or Saturday* – SPL and SM have a phone call to review troop meeting plan, referencing the PLC meeting notes, event calendar and decide what needs to be accomplished for the week and at the troop meeting.
- *By Sunday* – SPL sends out the troop meeting plan to the PLC and adult leadership
- *Monday* – Patrol Adult Advisor? and PL review troop meeting plan, [Top 3](#) and review what the PL will be discussing on his patrol calls
- *Tuesday* – PL call his patrol, review what is needed for the week, what is going to go on at the troop meeting and ensure the scouts has what they need for the week.
- *Thursday* – Troop Meeting

Critical Factor – DO NOT rely on email. DO NOT rely on a voice mail message. Phone calls directly speaking to one another are the most reliable form of communication.

One lesson learned is that at the first two months of the year and at times of high activity, the SPL should call or work with his ASPL's to delegate calling PL's on Sunday evening when he emails the troop meeting plan. Talk to the scouts about the critical meeting objectives and what is expected or needed of their patrol. If the scout is not home, take a minute to speak to the scout's parent so that the urgency and importance is understood.

Check out the new and updated:

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