



Troop 180

Oklahoma City, Oklahoma

Assistant Patrol Leader

Leadership Smart Book

Preface to This Book

Many times adult leaders hear this phrase from boy leaders “I didn’t know I was supposed to do that.” This book is designed to help prevent that phrase from being spoken too often. We hope that it will help you in the performance of your duties and that it is organized so that you can quickly find help. We believe that if you follow the responsibilities listed in this book that you will find your job much easier and more enjoyable, but most of all, that you will be a better leader.

It took about six months to write and produce the original version of these Smart Books and they are continually updated. We would like your input on what can be done to make this book better for the next Scout that holds this position. Please put your comments on the Feedback Sheet found elsewhere in this book.

You are responsible for the maintenance of this book while you are in possession of it. There will be periodic updates of various documents that you should promptly place in the book in the correct location. If additional materials or document protectors are needed, please see the Scoutmaster. The monetary value of this book is \$30.00. If you lose, destroy, or damage this book beyond use you are responsible for its replacement cost. We do expect these books to be used and not left at home gathering dust, so you will not be charged for normal wear and tear.

And this book *should* be used. We want to see it with you on every Troop activity – meetings, campouts, and other events. It can help to answer the question, “What do I do now?” In addition, there are other resources you can, and should use: the Handbook, Field book, Merit Badge Books, Junior Leader Handbook, and others. Many of these are found in the Troop library and can be checked out when you need them.

Good luck in your tenure!

Letter to Parents

Dear Parents,

We're proud to announce that your son was recently selected as Assistant Patrol Leader!

This is an important leadership position within our Troop that, if performed properly, will provide your son with experience and credit toward his next rank. We have a number of things we expect from our boys while serving in a leadership position.

We've attached an outline of the responsibilities your son now has and need your help as he learns his new position. Please review the attached sheet **with your son** and discuss how he can accomplish his new duties. We believe by doing so, you will provide one of the single most important aspects toward your son's success – your support. We will also be working with your son to ensure he understands his responsibilities. We ask that you sign the *Parent's Agreement* below to signify you have done this.

In addition, we'll provide him assistance as required and feedback on a continual basis. Our goal is to make him a success, so that the Troop can be a success.

During his term in this new position, we also ask that you help him jot down any lessons learned on the enclosed "lessons learned" worksheet. We've developed this worksheet to have the Scouts provide us feedback on what works, doesn't work, and could be done better or maybe in another way, to continue to improve our programs. We believe your son's honest feedback will enable us to fine tune our programs to ensure we provide quality programs for the boys. We plan to withhold assigning credit to the boys for performing these duties until the feedback sheet is provided to us. Your help in ensuring these sheets are filled out and provided to us is essential.

We look forward to working with you and your son as he assumes his new duties. If you have any questions, please feel free to contact one of the Assistant Scoutmasters, the Committee Chairman, or me.

Sincerely,

Dale E. Dutton
Scoutmaster

Letter to Parents

Assistant Patrol Leader Leadership Smart Book

Parent's Agreement

I have reviewed the job description for Assistant Patrol Leader with my son and understand the commitment he is making. I agree to support him by helping to make him available for meetings and activities, and by encouragement at home. He and I both realize that his **active** involvement in this position is necessary for the smooth operation of Troop 180.

Parent's signature

Letter to Parents

Letter of Commitment

Congratulations on attaining this leadership position. While performing the duties in this position, we hope you will learn and grow in your abilities as a leader. In order to do so, we challenge you to set goals for yourself so that you can be successful in this position.

Success does not come easily – it takes personal commitment and hard work. However, we believe you have what it takes to succeed and plan to work with you to make your term in this position a rewarding experience for you as well as for the other members of your Troop.

Your Troop adult leadership stands committed to provide you the necessary tools (training, guidance, and resources) for success. However, none of these will work without personal commitment on your part.

In order to receive credit for performing in this position, you must use the tools we provide and apply them to your duties. You must fulfill all requirements of the position in order to grant you credit toward rank advancement. ***Failure to show commitment and willingness to perform all duties will result in you not receiving credit during your tenure in this position.***

By signing below, you are stating that you have read this letter and accept the terms stated herein.

Printed Name	Signature	Date Started	Date Completed	Approved By
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Assistant Patrol Leader (APL) Job Description



INTRODUCTION: Upon accepting the position of Assistant Patrol Leader, you have agreed to provide a service to your Patrol and Troop. The responsibility should be fun and rewarding. This job description will provide you with some of the things for which you are responsible while serving in this position. The APL is a position appointed by the Patrol Leader. If you have any questions, difficulties or suggestions, bring them to the attention of the Patrol Leader or an adult leader.

RESPONSIBLE TO: The Patrol Leader (PL)

GENERAL DUTIES:

- Help the Patrol Leader (PL) lead your Patrol.
- Act as Patrol Leader when he is absent.
- Take the initiative to help the PL lead your Patrol by setting an example for other Scouts and ensuring the members of his Patrol follow the rules of Scouting as well as the specific rules of Troop 180.
- Set a positive example for all other Scouts by following the Scouts Oath, Law, Motto, and proudly wearing the correct uniform to all meetings and activities.

SPECIFIC DUTIES:

One or two nights prior to each weekly Troop meeting:

- Review the monthly schedule to ensure you're prepared for the meeting.
- Be sure to help your PL call Patrol members to remind them to bring anything special they have to bring to the meeting. Especially important to remind them if they have a skit or ceremony to perform or campout information.

At the weekly Troop meeting:

- Show up at least 10 minutes early to help set up the meeting room.
- During the meeting, help the PL make sure Patrol members follow all Scouting and Troop 180 rules.
- After the opening remarks and when told to go to the Patrol corners, help the PL do the following:
 1. Get dues envelopes from the Troop Scribe and collect dues from each Scout.
 2. Be sure to count the money received from each scout.
 3. Write down how much you collected from each Scout in the correct block on the dues envelope.
 4. Write a mark in the attendance block of the dues envelope for all Scouts attending the meeting.
 5. Do a uniform inspection of each Scout and record whether they are wearing the right uniform. If so, mark that down on the uniform block on the dues envelope.
 6. Once the dues, attendance, and uniform inspections are completed, be sure that the amount of money in the envelope is the same as the amount written on the outside. Close the dues envelope and return to the Troop Scribe or Scoutmaster if the Scribe isn't there.
- Help the PL review the advancement status of each Patrol member and select items to work on for advancement.

At the monthly Patrol Leaders Conference (PLC):

- Be sure either you or your PL plan to attend. You should always attend if possible. If you are unable to attend be sure you call the Patrol Leader (PL) to make sure he will be there or can assign someone to fill in for both of you. Also, give the PL and information you have that will be needed at the PLC.
- Write down and bring ideas you or any member of your patrol have.
- Help the other APL, PL and senior Patrol Leader develop a well-planned schedule for the next month.

Monday night before a campout:

- Help you PL find out which of your Patrol members are planning to attend the campout, and make a list of them.
- With your Patrol members, make a menu, food and shopping list, collect food money, and appoint food shoppers.
- Make a duty roster for the campout and assign duties to the members in your Patrol (see sample forms).

Assistant Patrol Leader (APL) Job Description

- Remind your Patrol members to wear their Scout uniform to the church on Friday night.

One or two nights before the campout:

- Make sure you have the food required for the campout.
- Be sure to review the month's schedule to make sure you have any special things your Patrol needs for the campout.
- Check to be sure you have everything needed for the campout.

During the campout:

- Make sure that upon arrival at the camping area that you and your Patrol members pick a safe camping area (free of broken glass, away from washout area, as flat as possible, etc.)
- Work with you Patrol Leader and Patrol members to make sure your campsite is set up, to include cooking area, duty roster posted, tents up, dining fly or shelter up, personal gear stowed, and water collected, before you begin your Cracker Barrel or other activities.
- Make sure that is there are scheduled activities during the campout that your Patrol members arrive at the activity on time with any needed equipment.
- Make sure that all campers act responsibly, safely, and follow the rules of Scouting during the campout.
- Make sure that the Scouts have prepared hot water for cleaning the dishes.
- Make sure your Patrol members clean up their area after each meal to include: cleaning all dishes, wiping down the table, return all items to the Patrol box, and close the Patrol box.

At the end of a campout:

1. Make sure your Patrol box, pots and pans, and utensils are clean.
2. Remove any items in the Patrol box that will go bad before it's used again.
3. Inventory your Patrol box to be sure you have an accurate record of what's in it.
4. Report any missing or damaged Patrol box items to the Troop Quartermaster.
5. Check to make sure the tents are swept out, and the tents and ground cloths are dry before they are folded up. If wet weather prevents this, tents and ground cloths will need to be taken home for drying.
6. Help put the Troop gear and your Patrol equipment in the trailer.
7. Make sure your Patrol cleans up their camping area to remove all trash and debris they may have left behind.
8. Take your Patrol Box Inventory with you to the Troop meetings. Do this to help you decide what you will need to buy for the next campout.

At the end of your tenure in this position:

1. Make sure you read the Lessons Learned Feedback Sheet contained in this book and provide the Scoutmaster any comments you may have at least 2 weeks before the new elections.
2. Plan to spend some time during the next Troop meeting with the Scout who was appointed to replace you. We want you to review with him what you did during your tenure and what worked, didn't work, and could have been done better. Give him a good turnover to make sure there's a smooth transition of duties from you to him.

Lessons Learned

Feedback Sheet

Position: _____

Name: _____

Date: _____

The purpose of this sheet is to provide you a place to jot down any lessons that you learned while serving in this position. What we ask that you do is during the time that you are in the position, that you keep a record of things that worked, did not work, and any other comments that you may have that could help us improve this package for the next person.

You have assumed a great deal of responsibility by agreeing to perform these duties. A Scouting program can only be a success if we get effective feedback from our members on what works and what could be improved upon.

Please jot down any thoughts you may have and pass them to the Scoutmaster or other adult leader. Thank You.

Patrol Campout Attendance Report

Notes to Patrol Leader:

- Keep the top portion of this form for your records and use
- Return the bottom portion of the form to the Scoutmaster along with camping fees and permission forms

Patrol: _____

Campout Date: _____

Patrol Leader: _____

Campout Place: _____

Scout Name	Food Money	Camping Fee	Permission Form
Totals			

Patrol: _____

Campout Date: _____

Patrol Leader: _____

Campout Place: _____

Scout Name	Food Money	Camping Fee	Permission Form
Totals			

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Scout Name	Food Money	Camping Fee	Permission Form
Totals			

Patrol: _____

Campout Date: _____

Patrol Leader: _____

Campout Place: _____

Scout Name	Food Money	Camping Fee	Permission Form
Totals			



PATROL CAMPOUT DUTY ROSTER

Patrol Name: _____

Date: _____

SETUP

FRIDAY

Patrol Box			
Water			
Boundary & Gate			

BREAKFAST

SATURDAY

Cooking			
KP			

LUNCH

Cooking			
KP			

DINNER

Cooking			
KP			

BREAKFAST

SUNDAY

Cooking			
KP			

PACKING

Patrol Box			
Water			
Boundary & Gate			

OTHER DUTIES:

DUTY TO BE DONE

1.			
2.			
3.			
4.			
5.			
6.			
7.			



PATROL CAMPOUT DUTY ROSTER

Patrol Name: _____

Date: _____

SETUP

FRIDAY

Patrol Box			
Water			
Boundary & Gate			

BREAKFAST

SATURDAY

Cooking			
KP			

LUNCH

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DINNER

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SUNDAY

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PACKING

Patrol Box			
Water			
Boundary & Gate			

OTHER DUTIES:

DUTY TO BE DONE

1.			
2.			
3.			
4.			
5.			
6.			
7.			



CAMPOUT PLANNER

PATROL: _____

DATE: _____

CAMPOUT: _____

PL	Name	ATTENDING	PAID	INITIAL
APL				
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				

SHOPPING LIST

	HAVE	NEED
Paper Towels		
Aluminum Foil		
Salt		
Matches		
Charcoal		

GROCERY LIST

Saturday

Breakfast Entrée _____

Drink
 Notes

Lunch Entrée _____

Drink
 Notes

Dinner Entrée _____

Drink
 Desert
 Notes

Breakfast Entrée _____

Drink _____

Person buying food: _____

Adult signature: _____

Person buying food is responsible for the food/ice/cooler for the duration of the campout.
Please attach food receipt to this form and return to Troop Treasurer after campout.



CAMPOUT PLANNER

PATROL: _____

DATE: _____

CAMPOUT: _____

PL	Name	ATTENDING	PAID	INITIAL
APL				
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				

SHOPPING LIST

	HAVE	NEED
Paper Towels		
Aluminum Foil		
Salt		
Matches		
Charcoal		

GROCERY LIST

Saturday

Breakfast Entrée _____

Drink _____
 Notes _____

Lunch Entrée _____

Drink _____
 Notes _____

Dinner Entrée _____

Drink _____
 Desert _____
 Notes _____

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Drink _____

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