



# **Troop 180**

**Oklahoma City, Oklahoma**

**Senior 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 Senior 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

## Senior Patrol Leader Leadership Smart Book

### **Parent's Agreement**

I have reviewed the job description for Senior 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
--------------	-----------	--------------	----------------	-------------

---

---

---

---

---

---

---

---

---

---

# Senior Patrol Leader (SPL) Job Description



**INTRODUCTION:** Upon accepting the position of Troop Senior Patrol Leader (SPL), 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. If you have any questions, difficulties or suggestions, bring them to the attention of the Scoutmaster or an adult leader.

**RESPONSIBLE TO:** The Scoutmaster (SM)

## **GENERAL DUTIES:**

- Primary responsibility of the SPL is to lead the Scout Troop.
- SPL makes sure the Scouts enjoy a well scheduled and thought out activities program.
- SPL works directly with the Scoutmaster (SM), Troop Committee, other adult leaders, and Scouts, as required to make sure Troop 180 provides a well-rounded Scout education program.
- SPL is invited to attend the monthly Committee meeting every month (noted on Troop Monthly and Yearly Calendars).
- Set a positive example for all other Scouts by following the Scout oath, law, motto, and proudly wearing the correct uniform to all meetings and activities.
- Appoint, with Scoutmasters approval, Scouts to the following positions: Bugler, Chaplain Aide, History, Librarian, Order of the Arrow Troop Representative, Quartermaster, and Scribe.

## **SPECIFIC DUTIES:**

### **One or two nights prior to each weekly Troop meeting:**

- Review the monthly schedule to ensure you're prepared for the meeting.

- Call each Patrol Leader and scheduled adult Merit Badge councilor and/or other program leaders to ensure they are aware of the duty(s), they are scheduled to do during the upcoming meeting.
- If the SPL cannot make the meeting, make sure you call the ASPL and let him know he is in charge of the meeting. Also the SPL will review with the ASPL, the schedule of events to make sure the ASPL is prepared for the upcoming meeting.

### **The night of the weekly Troop meetings:**

1. Show up at least 10 minutes prior to the meeting's start time of 7:00pm to get the meeting area set up.
2. Assign PL to get other Scouts to help get the opening ceremony area prepared (flags out, chairs and tables moved, etc.).
3. Get with the Scoutmaster and other adult leaders prior to the meeting to see if they have any items that need to be brought up to the Scouts during the opening or closing.
4. Have the PLs form patrol lines when calling the meeting to order.
5. Call the meeting to order promptly at 7:00pm and assign opening responsibility to PL or other Scouts.
6. During the opening, review the schedule for that night to make sure all Scouts are aware of what's planned for the night.
7. Ensure that the meeting is organized, that the rules of the Troop are followed by all Scouts during the meeting. Plan the meeting to allow at least 30 minutes for free time let the Scouts pick a game to play, but have some suggestions, remember make it fun for all. Don't forget to plan some Scout skills in the meeting, and always ask if a Scout needs to work with a Troop Guide, SM, ASM, about advancement.
8. If a campout is planned the following weekend, check with all the PLs to make sure they have planned a menu and made up a duty roster for the weekend. Make sure to review these to be sure duties are spread out between all campers and that the menu is acceptable (not all junk food).
9. Remain in the main meeting room area when possible.
10. Be sure to check with the Patrol Leaders during the meetings and make sure that you or the ASPL help them if needed.
11. If you or any of the Patrol Leaders have trouble with any of the Scouts, be sure to help the Patrol Leader resolve the problems. If the problem(s) continue, report to the Scoutmaster for help if needed.
12. Make sure the meeting ends promptly at 8:30pm.
13. Ensure that the meetings area(s) are clean and returned to the same or better condition they were in prior to the Scout meeting.

### **One or two nights prior to the monthly Patrol Leaders Council (PLC):**

Senior Patrol Leader (SPL) Job Description

- Call the Patrol Leaders, Venture Crew Leaders, Troop Guide(s), Scribe(s) and Scoutmaster to remind them of the upcoming PLC.
- Spend a few minutes reviewing the past month's schedule and jot down and ideas you may have for the upcoming month's schedule.
- Make sure you have all information required for the PLC ready and organized for the meeting.

#### **The night of the monthly PLC meeting:**

- Make sure you have a copy of last month's schedule as well as the yearly schedule.
- Work with the PLs and other meeting attendees to put together a schedule for the upcoming month.
- Make sure the proposed schedule includes the month's theme, camping plans, and other special activities that are listed on the annual calendar or, are received from SM.
- Make sure the Scribe records all needed information.

#### **Friday nights when preparing for campout:**

1. Get the sheet of people signed up for the campout from the SM, and have one of your ASPLs check the people off as they arrive. Make sure everyone is there and let the SM know if they are or aren't.
2. Get PLs to assign Scouts to help load the Troop trailer campout.

#### **During the campout:**

- Make sure that upon arrival at the camping area that all Patrols pick a safe camping area (free of broken glass, away from washout area, as flat as possible, etc.)
- Have the ASPL make sure the Quartermaster (QM) fills out the equipment list to show who has what equipment (tents, etc.) is checked out.
- Work with the PLs to make sure all camp sites are set up, to include cooking area, duty roster posted, tents up, personal gear stowed and water collected, before the Scouts have their Cracker Barrel or other program.
- Make sure that if there are scheduled activities during the campout that all PLs make sure their members arrive at the activity on time.
- Make sure that all campers act responsibly, safely, and follow the rules of Scouting during the campout.
- Make sure that the Scouts heat water for cleaning the dishes at every meal.
- Make sure the Patrols 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:**

Senior Patrol Leader (SPL) Job Description



- Make sure the QM checks off all equipment returned.
- You are in charge of policing the camping area to pick up all trash, ours or someone else's, and dispose of it properly.
- Make a campout report of lessons learned and give a copy to the SM.

---

**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 elected 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.

---

---

---

---

---

---

---

## **Other Job Descriptions**

The following job descriptions will help you to do your job better. The SPL Job Description is included to let you know what your responsibilities will be when the SPL is absent from an event. Since you will be in charge of the other Troop leaders, their job descriptions are included here so you will know what their responsibilities are.

# Assistant Senior Patrol Leader (ASPL) Job Description



**INTRODUCTION:** Upon accepting the position of Assistant Senior Patrol Leader (SPL), 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 ASPL is appointed by the Senior Patrol Leader with the approval of the Scoutmaster. If you have any questions, difficulties or suggestions, bring them to the attention of the Senior Patrol Leader (SPL) or an adult leader.

**RESPONSIBLE TO:** The Senior Patrol Leader

## **GENERAL DUTIES:**

- Primary responsibility is to assist the SPL is to lead the Scout Troop.
- Make sure the Scouts enjoy a well scheduled and thought out activities program.
- Works directly with the SPL, Scoutmaster (SM), Troop Committee, other adult leaders, and Scouts, as required to make sure Troop 180 provides a well-rounded Scout education program.
- Provide leadership, guidance, and assistance as required to the Troop Quartermaster, Scribe, Librarian, Historian, Chaplain Aide, and Bugler.
- Set a positive example for all other Scouts by following the Scout 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.
- Assist the SPL in calling each Patrol Leader and scheduled adult Merit Badge councilor or other program leaders to ensure they are aware of the duty(s), they are scheduled to do during the upcoming meeting.
- If the SPL cannot make the meeting, you are in charge of the meeting. Also the ASPL will review, with the SPL, the schedule of events to make sure the ASPL is prepared for the upcoming meeting.

### **The night of the weekly Troop meetings:**

1. Show up at least 10 minutes prior to the meeting's start time of 7:00pm to help the SPL and PLs get the meeting area set up.
2. Assist the SPL and PL in assigning other Scouts to help get the opening ceremony area prepared (flags out, chairs and tables moved, etc.).
3. Get with the SPL, Scoutmaster and other adult leaders prior to the meeting to see if they have any items that need to be brought up to the Scouts during the opening or closing.
4. Make sure the Scouts are in patrol lines when calling the meeting to order.
5. Ensure the meeting is called promptly at 7:00pm.
6. Ensure that the meeting is organized, that the rules of the Troop are followed by all Scouts during the meeting.
7. If a campout is planned the following weekend, check with all the PLs to make sure they have planned a menu and made up a duty roster for the weekend. Make sure to review these to be sure duties are spread out between all campers and that the menu is acceptable (not all junk food).
8. Remain in the main meeting room area when possible.
9. Be sure to check with the Patrol Leaders during the meetings and make sure that you or the SPL help them if needed.
10. If you or any of the Patrol Leaders have trouble with any of the Scouts, be sure to help the Patrol Leader resolve the problems. If the problem(s) continue, report to the Scoutmaster for help if needed.
11. Make sure the meeting ends promptly at 8:30pm.
12. Ensure that the meetings area(s) are clean and returned to the same or better condition they were in prior to the Scout meeting.

### **One or two nights prior to the monthly Patrol Leaders Council (PLC):**

- Help the SPL call the Patrol Leaders, Venture Crew Leaders, Troop Guide(s), Scribe(s), Scoutmaster and other leaders as needed, to remind them of the date, time, and location for PLC.
- Spend a few minutes reviewing the past month's schedule and present month's themes and jot down any ideas you may have for the upcoming month's schedule.
- If the SPL can't make the meeting, you are in charge.

### **The night of the monthly PLC meeting:**

- Make sure you have a copy of last month's schedule as well as the yearly schedule. Also, bring a sheet for the upcoming month that outlines the items that make up a nightly list of meeting activities.

- Work with all PLs and other meeting attendees to put together a schedule for the upcoming month.
- Make sure the proposed schedule includes the month's theme, camping plans, and other special activities that are listed on the annual calendar or, are received from SM.
- Ensure the upcoming month's schedule is typed up; copies are made, and passed out during the last meeting of the month.

**Friday nights when preparing for campout:**

3. Make sure all Scouts arrive in uniform for the campout.
4. Get the sheet of people signed up for the campout from the SPL, and check the people off as they arrive.
5. Help the Quartermaster get some Scouts to help load the Troop trailer campout.

**During the campout:**

- Make sure that upon arrival at the camping area that all Patrols pick a safe camping area (free of broken glass, away from washout area, as flat as possible, etc.)
- Work with the PLs to make sure all camp sites are set up, to include cooking area, duty roster posted, tents up, personal gear stowed and water collected, before the Scouts have their Cracker Barrel or other program.
- Make sure that if there are scheduled activities during the campout make sure that all PLs make sure their members arrive at the activity on time.
- Make sure that all campers act responsibly, safely, and follow the rules of Scouting during the campout.
- Make sure that the Scouts build a fire to heat water for cleaning the dishes.
- Make sure the Patrols 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:**

- Let the Quartermaster (QM) know if any equipment is missing, broken, or needs to be taken home by a Scout to be dried out or repacked.
  - Make sure Patrol boxes and other equipment is clean and packed properly.
  - Help the QM load the trailer.
  - Help the SPL with policing the camping area.
-

**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 elected 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.

# Patrol Leader (PL) Job Description



**INTRODUCTION:** Upon accepting the position of 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 Patrol Leader is elected by members of the Patrol. If you have any questions, difficulties or suggestions, bring them to the attention of the Senior Patrol Leader or an adult leader.

**RESPONSIBLE TO:** The Senior Patrol Leader (SPL)

## **GENERAL DUTIES:**

- Help the Senior Patrol Leader (SPL) run the Troop by being responsible for your Patrol.
- Take the initiative to lead your Patrol by setting an example for other Scouts and ensuring the members of your Patrol follow the rules of Scouting as well as the other Scouts as well as the specific rules of Troop 180.
- Set a positive example for all other Scouts by following the Scout 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.
- Plan skills instruction for Patrol corners.
- Be sure to call any of your 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:**

- Be sure to show up to the meetings at least 10 minutes early to help get the room ready.
- During the meeting, 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.
- Review the advancement status of each Patrol member and select items to work on for advancement.

#### **At the monthly Patrol Leaders Conference (PLC):**

- Write down and bring ideas, actions items, concerns, or problem, you or any member of your Patrol have.
- If you are unable to attend be sure you call the Assistant Patrol Leader (APL) to make sure he will attend for you. Also, give the APL any information you have that will be needed at the PLC.
- Help the other Patrol Leaders and senior Patrol Leader develop a well-planned schedule for the next month.

#### **Monday night before a campout:**

1. Find out which of your Patrol members are planning to attend the campout, and make a list of them.
2. With your Patrol members, make a menu, food and shopping list, collect food money, and appoint food shoppers.
3. Make a duty roster (see sample form) for the campout and assign duties to the members in your Patrol.
4. If you aren't going on the campout, make sure your APL has all the information he needs to make the campout successful.
5. Remind your Patrol members to wear their Scouts uniform to the church on Friday night.

### **One or two nights before 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 your 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 if 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. (sanitizing tables, and soap used).
- 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.

# 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:**

1. Help you PL find out which of your Patrol members are planning to attend the campout, and make a list of them.
2. With your Patrol members, make a menu, food and shopping list, collect food money, and appoint food shoppers.
3. 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**

4. 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.

# Patrol Leaders' Council Agenda

Date: \_\_\_\_\_

## Opening

Call the meeting to order and take roll call (the scribe will record). The scribe reads the minutes of the last meeting. Give everyone a chance to comment or make changes if necessary. When correct, have someone "move" and someone else "second" a motion to approve the minutes. The members show their approval by saying "Aye".

NOTES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Patrol Leaders' Reports

Ask each Patrol Leader for his "Patrol Report." Each Patrol Leader reports on progress his patrol has made since last meeting. The Patrol Leader will also report on advancements.

NOTES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Old Business**

Discuss items that were to be worked on between meetings. Discuss anything left undone after the last meeting. Get progress report on tasks assigned to Troop leaders, patrols, etc.

NOTES: \_\_\_\_\_

---

---

---

---

---

---

---

---

---

---

**Program/Meeting Planning**

Take this time to plan the next Troop meeting or work on planning several Troop meetings. Patrol leaders should be able to give their Patrol's suggestions. Use the Troop Meeting Plan Sheets from Woods Wisdom.

NOTES: \_\_\_\_\_

---

---

---

---

---

---

---

---

---

---

**New Business**

New ideas, items held over from last month for a decision, assign jobs to be worked on until the next meeting. Get ideas from everyone.

NOTES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Scoutmaster's Time**

Offer a moment for the Scoutmaster to make comments.

NOTES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 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
<b>Totals</b>			

Patrol: \_\_\_\_\_

Campout Date: \_\_\_\_\_

Patrol Leader: \_\_\_\_\_

Campout Place: \_\_\_\_\_

Scout Name	Food Money	Camping Fee	Permission Form
<b>Totals</b>			

## 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
<b>Totals</b>			

Patrol: \_\_\_\_\_

Campout Date: \_\_\_\_\_

Patrol Leader: \_\_\_\_\_

Campout Place: \_\_\_\_\_

Scout Name	Food Money	Camping Fee	Permission Form
<b>Totals</b>			



# 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

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.			





# 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 \_\_\_\_\_  
\_\_\_\_\_  
                        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.