

# Troop 924

## Patrol Leaders Council (PLC) Guide

Compiled for the Scouts and Leaders of Troop 924

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# Troop 924 PLC Guide

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# Troop 924 PLC Guide

## Section 1: Holding a Patrol Leader's Council Meeting

### Introduction

The Patrol Leaders Council (PLC) meeting serves as a forum for Scout leaders to collaboratively make decisions, plan troop activities, and ensure effective communication among patrols. During the meeting, participants review previous meeting notes, address ongoing matters, hear reports from each patrol, and plan major upcoming events and regular troop meetings. The agenda also provides time to discuss new ideas or initiatives, receive guidance from the Scoutmaster, and confirm the next meeting date. This structured approach helps the troop run smoothly and fosters youth leadership and teamwork.

### Summary of Patrol Leaders Council Meeting Structure

- Opening – Start with a formal opening led by the Senior Patrol Leader.
- Roll Call & Recap – Take attendance and review previous meeting notes.
- Old Business – Address any unresolved matters from the last meeting.
- Patrol Reports – Each Patrol Leader updates the council on their patrol's progress.
- Main Event Planning – Plan the main troop event, covering all key details.
- Troop Meeting Planning – Assign responsibilities for upcoming troop meetings.
- New Business – Discuss new ideas, initiatives, or proposals.
- Scoutmaster's Minute – Conclude with guidance or insights from the Scoutmaster.

### Opening

Led by the Senior Patrol Leader (SPL). Begin the meeting promptly with a simple opening, such as reciting the Scout Oath or the Pledge of Allegiance. The senior patrol leader should come prepared to start the meeting on time with a clear plan in place.

#### Opening

- Officially calls the meeting to order
- Start on time
- Be prepared

### Roll Call & Recap

Conducted by the Scribe. Note the date and time, list all attendees at the top of the agenda, and read the log from the previous meeting. Council members may suggest additions or corrections before approving the record. Tip: The Scribe should confirm who is present and ensure the minutes accurately reflect prior discussions.

#### Roll Call & Recap

- Scribe records attendance
- Review previous meeting notes
- Approve or amend minutes

### Old Business

Discussion of old business is managed by the Senior Patrol Leader (SPL). This phase focuses on any pending topics from prior meetings, such as completing details for meeting plans or campouts. The Patrol Leader's Council (PLC) also evaluates the previous month's Main Event to determine strengths, challenges, and possible improvements for future activities. Concluding any outstanding old business topics is a key objective. If further support is required, notification to the scoutmaster ensures appropriate guidance or information is provided. Both the SPL and PLC members are encouraged to facilitate idea sharing among participants. Outcomes from discussions are summarized into clear options, which are then presented for a vote among PLC members. Decisions are made by majority vote and results are documented by the scribe.

The scribe is responsible for compiling all Main Event information for the Troop Historian. If necessary, a more experienced scout may assist the scribe with recording or organizing information.

Discussion Tip: All members are encouraged to share their views before moving to a vote. Simple majority voting is utilized.

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### Old Business

- Address any unresolved topics from the previous meeting.
- Evaluation the prior month's Main Event.
- Share ideas and vote to finalize decisions.

## Patrol Reports

During this segment, each Patrol Leader provides a comprehensive update on their patrol's activities and progress since the last PLC meeting. These reports should cover several key points:

- **Attendance and Engagement:** Share current patrol attendance numbers, noting any new or departing members, and highlight Scouts demonstrating exceptional participation or leadership.
- **Advancements and Achievements:** Summarize recent rank advancements, merit badges earned, and any special recognitions. If a patrol member has contributed significantly or completed a challenging requirement, mention their accomplishment.
- **Activities and Outings:** Briefly describe recent patrol activities, such as hikes, service projects, or skill-building sessions. Highlight what worked well and any positive feedback from members.
- **Challenges and Support Needed:** Identify any obstacles your patrol has encountered—whether attendance issues, challenges with advancement, or activity planning. If support, resources, or guidance from troop leadership or other patrols is needed, specify your request.
- **Upcoming Plans:** Outline plans for future activities, including proposed outings, service projects, or skills practice sessions. This helps ensure coordination with the troop's overall calendar and allows other patrols to collaborate if desired.

Patrol Leaders are encouraged to come prepared with notes and, if possible, feedback from their members to ensure accurate and meaningful reports. Open communication during this segment allows the PLC to spot trends, share successful strategies, and address challenges early. The Senior Patrol Leader and other council members should ask clarifying questions as needed to ensure all patrols are supported and aligned with troop goals.

### Patrol Reports

- Patrol Leaders provide an update on their patrols accomplishments
- Patrols Leaders share any challenges or support needed
- Patrol leaders share plans for upcoming activities

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### Main Event Planning

Under the direction of the Senior Patrol Leader (SPL), this segment centers on effectively organizing the troop's forthcoming primary event—typically a campout. The SPL facilitates discussion, inviting each Patrol Leader and council member to offer ideas and constructive feedback, ensuring that the event aligns with the collective interests and needs of the entire troop.

The planning process begins with a thorough review of essential details: confirming the event's date, location, objectives, and projected number of participants. Deliberations should comprehensively address the “who,” “what,” “where,” “when,” “why,” and “how” of the outing, allowing each patrol to present their perspectives before finalizing decisions. The Scribe is responsible for accurately recording all key decisions and action items discussed.

- **Who:** Identify all Scouts, leaders, and parent volunteers participating; note any special guests or instructors.
- **What:** Specify the main event (e.g., campout, hike, service project), planned activities, and skills to be learned or demonstrated.
- **Where:** Confirm the exact campsite or event location, include address, directions, and any special site requirements or restrictions.
- **When:** Set the event date, departure and return times, meeting points, and key milestones or deadlines (such as permission slip collection).
- **Why:** Clarify the outing's objectives—team building, advancement opportunities, community service, or skill practice—and the benefits for patrol and troop development.
- **How:** Outline the logistics: transportation arrangements, equipment needs, meal planning, division of responsibilities, and contingency plans for weather or emergencies.

Following confirmation of the fundamental elements, patrols proceed to address the logistical and preparatory aspects of the event during the troop meeting:

- **Activity Plan:** The PLC is to collaboratively create a detailed campout itinerary outlining specific times and planned activities for each day. This schedule includes wake-up and meal times, activity blocks (such as hikes, games, skill sessions), service projects, and quiet hours. The itinerary ensures effective time management, maximizes engagement, and is reviewed by the SPL and Scribe for accuracy and clarity.
- **Meal Planning:** Each patrol develops an individualized menu, taking into account dietary requirements and preferences. Responsibilities for grocery procurement, meal preparation, and cleanup are assigned within patrols, emphasizing adherence to food safety protocols and organizational efficiency.
- **Gear Checklists:** Patrols systematically compile comprehensive lists of required personal and group equipment—including tents, stoves, lanterns, and first-aid kits—during the troop meeting. Scouts are designated specific responsibilities for equipment inspection, packing, and transportation to ensure readiness and functionality.
- **Duty Rosters:** Patrols establish duty rosters for essential camp tasks such as cooking, cleaning, water collection, and firewood gathering. These rosters are reviewed and revised as necessary during the meeting to guarantee equitable distribution of responsibilities and to foster skill development among members.

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The Scoutmaster and Outdoor Activity Coordinator review logistics and develop a travel plan. This information is provided to the Senior Patrol Leader to share and coordinate with the PLC.

- **Logistics:** The adult leaders confirm all transportation arrangements, including departure and return times and driver assignments, and collect requisite permission forms. Campsite reservations, emergency procedures, and contingency plans are finalized, with a premium placed on clear communication regarding meeting locations, arrival schedules, and required documentation.

Throughout the planning phase, the SPL promotes a collaborative environment and encourages innovative problem-solving. This structured approach not only ensures meticulous preparation for the upcoming campout but also cultivates teamwork, accountability, and leadership skills within each patrol. Prior to any major decision-making, patrols are explicitly invited to provide input, and all assignments or updates are documented by the Scribe to ensure nothing is overlooked as the event approaches.

### Main Event Planning

- Collaboratively plan the main event.
- Create activity plan and organize patrol preparations.
- Adult leaders provide logistics information.

## Troop Meeting Planning

SPL distributes meeting plan worksheets for upcoming meetings. The PLC assigns responsibilities for each meeting activity to patrols and troop leadership, aiming for equitable distribution. Ensure plans include three levels of skills instruction to engage all age groups. Prompt: Check off each assignment as roles are filled.

Refer to [Section 2: Planning a Troop Meeting](#) for guidance and resources to successfully plan a troop meeting.

### Troop Meeting Planning

- SPL distributes Meeting Plan Worksheets
- PLC creates meeting plans and assigns responsibilities

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### New Business

Facilitated by the SPL. Open floor to items not previously on the agenda, such as patrol hike requests or new service project opportunities. Determine if new business can be discussed and resolved during this meeting or if it is to be put into a parking lot for future discussion. The Scribe should record new business items and the results of any discussion or votes.

Tip: Maintain an inclusive environment by inviting all council members to voice new ideas.

#### New Business

- SPL opens the floor to new items not on the agenda
- Encourage all members to share ideas
- Scribe records new items

### Scoutmaster's Minute

The Scoutmaster provides guidance on specific topics, provide any additional relevant information for the PLC to consider prior to the next meeting, and give reflections on the decisions or proceedings of the Patrol Leader's Council Meeting .

#### Scoutmaster's Minute

- Scoutmaster provides reflections on the meeting or guidance on specific topics.

### Next Meeting Announcement

The Scribe announces the date and time for the next PLC meeting before adjournment.

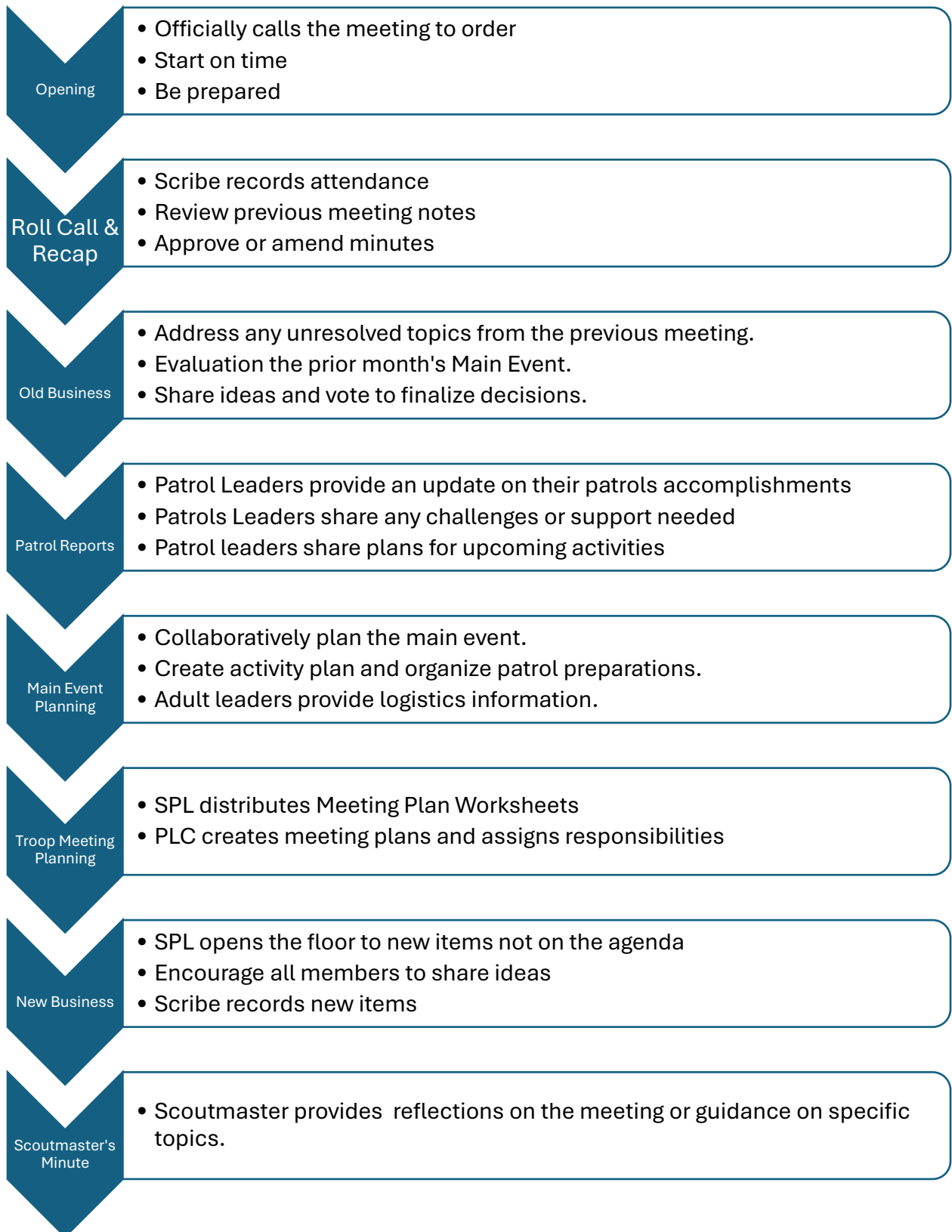
### Followup

After the next PLC meeting, once these minutes have been approved, the Scribe should provide them to the Troop Historian for permanent filing.



## Troop 924 PLC Guide

### Overview of Patrol Leaders Council Meeting Activities



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### Resources

#### **Patrol Leader's Council Monthly Planning**

<https://troopleader.scouting.org/troop-planning/monthly/patrol-leaders-council/>

#### **PLC Meeting Agenda**

[https://docs.google.com/document/d/1\\_fV29P96uHr8rXEBIqqBX3s-qQpFa9lu/edit?usp=drive\\_link&oid=100563715427252984585&rtpof=true&sd=true](https://docs.google.com/document/d/1_fV29P96uHr8rXEBIqqBX3s-qQpFa9lu/edit?usp=drive_link&oid=100563715427252984585&rtpof=true&sd=true)

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## Section 2: Planning a Troop Meeting

### Introduction

This guide is designed to support the effective planning and execution of Scouting meetings. Whether you are new to organizing troop activities or looking to refine your leadership skills, the following sections offer practical insights and step-by-step resources. By understanding the structure and purpose behind each activity, you can help create meetings that are both purposeful and enjoyable for every participant.

### Typical Troop Meeting Structure

The meeting structure is flexible and can be adapted to include the appropriate activities based on the program feature and goals for the meeting. A troop meeting typically consists of the following elements.

- Preopening
- Opening Ceremony
- SPL Announcements
- Group Instruction
- Skills Instruction
- Breakout Groups
- Game
- Leader's Minute
- Closing
- After the Meeting

The following sections in this guide provide a detailed description of each meeting activity, along with recommendations and resources for planning each one.

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### Preopening Conference

Before the meeting starts, the Senior Patrol leader will meet with the Scoutmaster to review the plans for the meeting. It is typical in Troop 924 for the entire PLC to meet with the Senior Patrol Leader and Scoutmaster before the meeting. The Senior Patrol Leader will review the plans for the meeting and check in with each patrol leader to ensure they understand the meeting plan. Responsibilities for meeting activities are reviewed, and any questions or concerns are addressed. The Scoutmaster will provide guidance, answer questions, and work to facilitate the needs of the SPL and PLC, enabling a successful meeting.

- Confirm who is responsible for all activities included in the meeting plan.
- Confirm that presenters and activity leaders are present and prepared.
- Confirm all necessary materials or equipment are available.
- Verify if any adjustments need to be made to the meeting plan.
- Review any important messages that need to be shared with the troop during the opening or closing.
- Discuss any open business related to upcoming meetings or activities

#### Preopening Conference

- SPL and Scoutmaster review plans
- PLC confirms responsibilities and preparation
- SPL and SM address questions and provide guidance

### Preopening Activity

A fun and engaging activity should be planned for scouts to participate in before the opening ceremony. These activities should let anyone join in as they arrive. This could be a game, craft, demonstration, or other hands-on activities. Preopening activities should begin approximately 15 minutes prior to the meeting's start. The activities should be fun, but allow a smooth transition into the opening ceremony.

#### Preopening Activity

- Engage scouts before the meeting starts
- Games, crafts, or demonstrations
- Begin ~15 minutes prior to opening

### Opening Ceremony

The opening ceremony signifies the start of the meeting. The opening ceremony can incorporate various elements, such as reciting the Pledge of Allegiance, the Scout Oath, the Scout Law, and the Outdoor Code. Additionally, this can be an opportunity to share important information. There is no requirement for what should be included in the opening ceremony. Thoughts should be given to troop traditions, but don't be afraid to change things up to keep it exciting or to focus on a particular topic.

#### Opening Ceremony

- Marks the official start
- Includes traditions like Pledge, Oath, Law
- Flexible format to fit goals of meeting

### SPL Announcements

Introductions and remarks by the senior patrol leader can follow the opening ceremony.

As part of the opening of the troop meeting, this is an opportunity for the senior patrol leader to share information with the troop regarding:

- what to expect during the meeting
- troop news of interest

Important reminders and appropriate announcements can be given or repeated during the closing, at the end of the meeting. Generally speaking, all announcements should be brief, well-paced, and to the point.

#### SPL Messages

- What to expect during the meeting
- Troop news

### Group Instruction

When it's appropriate to feature a special presentation, revealing demonstration, or the introduction of a new skill that's of interest to the entire troop, a period of group instruction can be included in the troop meeting agenda.

Depending on its content, group instruction can be brief or it can be scheduled to encompass the entire time devoted to the portion of the meeting dedicated to instruction.

Plan a group instruction session that focuses on a single skill, topic, or concept relevant to the troop's current needs or advancement requirements. Begin by selecting a subject that will engage scouts of all ages and experience levels, such as first aid, fire building, or navigation. Determine who will lead the instruction—this could be an experienced scout, an adult leader, or an invited expert.

Prepare all necessary materials, visual aids, and hands-on components in advance to ensure that everyone can actively participate. Structure the session with a clear introduction, demonstration, and opportunity for scouts to practice or discuss the skill. Encourage questions and interaction throughout, and try to keep the pacing dynamic to hold attention.

Allow for flexibility—if scouts show particular interest or need more time to grasp a concept, adjust the session accordingly. Wrap up with a brief review or group reflection to reinforce learning and highlight how the skill connects to upcoming troop activities.

#### Group Instruction

- Special presentations or new skills
- Engage all scouts with relevant topics
- Interactive and hands-on

### Skills Instruction

The Skills Instruction portion of a troop meeting can feature topics that are theme-related, rank-related, merit badge-related, or readiness-related, as in preparing for a special activity, project, or event.

Since Scouts most always are of different ages with varying degrees of experience and levels of proficiency, during skills instruction, the troop generally divides into different groups. In Program Features these groups are categorized by levels and termed: essential, challenging, and advanced. Often, the criteria for which instructional group a Scout attends is what will benefit him most in accordance with his individual needs, as well as the needs of the troop.

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To plan an effective skills instruction that supports scouts of varying abilities, start by identifying a skill that can be broken into multiple levels of challenge. Choose something broad enough—such as knot tying, map reading, or basic cooking—that beginners can grasp the essentials while more advanced scouts can refine or expand their expertise.

Once the skill is selected, outline clear learning objectives for each experience level. For example, beginners might focus on identifying basic materials and learning foundational techniques, while intermediate scouts can try more advanced applications, and seasoned scouts might be tasked with teaching or demonstrating for others.

Divide scouts into groups based on their comfort or experience with the skill. Assign mentors or more experienced scouts to assist newer members, fostering peer learning and leadership. Prepare sufficient materials and set up stations or rotations if the activity allows. This setup encourages hands-on practice and ensures everyone stays engaged.

Instructors should use a mix of demonstration, guided practice, and open-ended challenges. Encourage scouts to try, ask questions, and share their insights. Make adaptations for those who need extra support, and offer extension tasks for those ready to take the skill further.

As the session wraps up, bring the troop back together for a group recap. Highlight successes, invite scouts to share what they learned, and connect the skill to future activities or advancement opportunities. This inclusive approach ensures every scout feels valued and leaves the meeting with greater confidence and capability.

### Skills Instruction

- Divided by experience level: essential, challenging, advanced
- Focus on hands-on, peer learning, and leadership
- Recap as a full group at end

## Breakout Groups

Breaking out into groups gives Scouts a chance to plan and get organized. This is the time when patrols can plan their involvement in upcoming troop activities, select menus for hikes and campouts, assign patrol members to specific tasks, and work out any other details for the smooth operation of the patrol.

### Breakout Groups

- Patrols organize for upcoming activities
- Menu planning, task assignments, coordination

### Game

The game section of the Troop can be approached from various angles. In its most simple context, this portion of the meeting provides a chance to have some good, clean fun, serving to change the pace of the meeting, and/or allow Scouts to happily let off a little steam. From another direction, this time slot can afford a golden opportunity to put Scout skills into action in a way that is involving and challenging—often relative to a monthly theme.

All troop meeting activities, whether a Scout Skills Challenge, Team Building Opportunity, or Scout Game should contribute towards ensuring the troop meeting is fun with positive outcomes.

#### Game

- Fun and team-building
- Relate to monthly themes or Scout skills

### Leader's Minute

During this time, leaders will share essential updates on future events, advancement opportunities, and any necessary forms or fees.

The scoutmaster will then deliver the Scoutmaster Minute—a dedicated moment in the meeting for thoughtful reflection and guidance. This brief address often includes a meaningful story, a personal anecdote, or a lesson that highlights core Scouting values such as integrity, teamwork, or perseverance. The leader's minute is designed to inspire scouts, provide practical wisdom for their everyday lives, and encourage them to embody these principles both in and out of their Scouting activities.

#### Leader's Minute

- Updates on future events and opportunities
- Scoutmaster Minute: story or lesson highlighting Scouting values



### Closing Ceremony

The closing ceremony serves as the final touchpoint of a scout troop meeting—a time to reinforce unity, celebrate achievements, and end the gathering on a purposeful note. Typically brief yet meaningful, this ceremony provides an opportunity for scouts to reflect on the meeting, acknowledge one another's contributions, and recommit to the ideals of Scouting.

A well-planned closing ceremony might include a moment of silence, a recitation of the Scout Oath or Law, or a collective cheer to recognize shared accomplishments. Occasionally, the ceremony may feature a flag-lowering or a simple benediction, depending on troop tradition.

To plan an effective closing ceremony, begin by determining the purpose: Is it to inspire, to recognize, or simply to bring everyone together one last time? Next, select a format that suits your troop—whether a familiar tradition or something fresh and engaging. Involve scouts in the planning by giving them roles, such as leading a song, sharing a thought for the day, or coordinating the flag ceremony. Ensure all needed materials—like flags, scripts, or awards—are prepared and accessible. Finally, keep the ceremony concise and focused, allowing for a smooth transition as the meeting concludes.

#### Closing Ceremony

- Final touchpoint for unity and celebration
- Short, meaningful, and inspiring

### After the Meeting

After each troop meeting, the senior patrol leader should hold a brief meeting of the patrol leaders' council to review how the troop meeting went, go over the plans for the next meeting, and modify anything that might require adjustments.

The meeting room and troop storage room also need to be returned to the well-organized and clean state they were in before the meeting. The SPL and PLC should assign responsibility to specific patrols or scouts to ensure that all materials are appropriately stored, and the spaces are cleaned as needed.

#### After the Meeting

- Brief PLC review and future planning
- Clean up and restore meeting space

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## Overview of Troop Meeting Activities



### Step-by-Step Instructions for Filling Out a Troop Meeting Plan

1. Refer to the Annual Planning Worksheet to ensure the Troop Meeting is planned according to the Program Feature for the month and that specific activities are addressed properly.
2. List the Meeting Date, Time, and Place
  - Begin by entering the scheduled date, start and end times, and location of your upcoming troop meeting at the top of the plan. This ensures all participants and leaders are aligned on logistics.
3. Record Pre-Meeting Preparation Assignments
  - Identify tasks that need to be accomplished before the meeting begins, such as preparing flags, setting up chairs or tables, white boards, flip charts, or other materials needed for activities.
  - Assign these tasks to specific scouts or patrols and note their names and responsibilities in the pre-meeting section.
4. Outline Opening Ceremony Details
  - In the opening activity section, specify which scout(s) or patrol will lead, and describe the format (e.g., flag ceremony, recitation of Scout Oath/Law, a song, or another tradition).
  - Make a checklist of any materials required, such as flags or scripts.
5. Prepare SPL messages in advance. Write them down!
6. Organize the Group instruction
  - Determine the main topic or skill that needs to be taught to the entire troop. Refer to the Program Feature for guidance if needed.
  - Assign a leader, instructor, or experienced scout to conduct the group instruction. Ensure they have all necessary materials, visual aids, or handouts prepared in advance.
  - Set the location within the meeting room where the group instruction will take place and arrange the seating so all participants can see and hear clearly.
  - Begin the session by introducing the topic, explaining its importance, and outlining the objectives for the instruction period.
  - Present the information in an engaging way—using demonstrations, questions, or interactive elements as appropriate.
  - Allow time for questions and clarify any confusion before breaking into smaller groups for further practice.
7. Organize the Skills instruction

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- Identify the specific skills to be taught and practiced during the meeting, ensuring they align with the monthly focus or upcoming activities (e.g., camping skills, first aid, knot-tying).
- Divide the scouts into smaller groups if multiple skills will be taught simultaneously, or keep them together if there is only one skill to cover.
- Assign qualified instructors or older scouts to each skill station, providing them with clear instructions, materials, and any safety guidelines.
- Set up the room or meeting space so each skill area is clearly marked and has enough room for demonstrations and hands-on practice.
- Allow each group sufficient time to learn, practice, and ask questions about the skill. Rotate groups between stations if there are multiple skills.
- Encourage instructors to check for understanding and assist scouts as needed, adapting explanations or demonstrations for different learning styles.

### 8. Organize the breakout groups

- Based on the troop's size and meeting goals, divide scouts into patrols or smaller working groups for focused activities or discussions.
- Assign a leader or facilitator for each group, making sure they understand the task or discussion topic and what outcome is expected.
- Distribute any materials, worksheets, or supplies before the breakout sessions begin to minimize disruptions. This includes forms for items such as meal plans, shopping lists, duty rosters, and event planning.
- Clearly communicate the time frame for the breakout session and signal when it's time to regroup.
- Encourage each group to collaborate, share ideas, and complete their assigned task, whether it's planning an event, solving a challenge, or practicing a skill.
- After the breakout session, reconvene as a whole troop to allow groups to report back, share results, or demonstrate what they have learned.

### 9. Document Important Announcements and Updates

- Allocate time for leaders to share updates on events, advancement opportunities, forms, or fees.
- List who will speak (e.g., senior patrol leader, scoutmaster, outdoor activities coordinator, popcorn kernel, advancement chair, etc.) and what topics will be covered.
- Prepare any handouts or forms as necessary.

### 10. Organize the Closing Ceremony

- Detail the chosen format for the closing ceremony—whether it's a moment of silence, group cheer, recitation, flag-lowering, or benediction.
- Note who will lead each element and what materials will be needed. Ensure roles are assigned to scouts for greater involvement.

### 11. Schedule the Patrol Leaders' Council (PLC) Review

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- After the main meeting, allocate time for the senior patrol leader to briefly convene the PLC.
- Record the topics to review: feedback on the meeting, plans for the next event, and any needed adjustments.

### 12. Assign Cleanup and Storage Responsibilities

- List which patrols or scouts are responsible for cleaning the meeting and storage rooms, ensuring all materials are put away and the space is left tidy. Note any special instructions for equipment or supplies.

### 13. Review and Attach Additional Resources

- If your plan references external documents (like planning sheets or sample ceremonies), indicate where to find them or attach them directly. Include links or file names as appropriate.

### 14. Final Review and Distribution

- Before the meeting, review the entire plan to ensure completeness. Email or share copies with all involved leaders, and confirm each scout knows their role and responsibility for a smooth and effective meeting.

## Resources for Planning Troop Meetings

### **Program Features**

<https://troopleader.scouting.org/program-features/>

### **Sample Troop Meeting**

<https://troopleader.scouting.org/troop-planning/monthly/troop-meetings/sample-troop-meeting/>

### **Troop Meeting Agenda Worksheet (Scouting America)**

<https://troopleader.scouting.org/wp-content/uploads/sites/5/2019/10/Fillable-Meeting-Plan.pdf>

### **Troop Meeting Agenda Worksheet (Troop 924 Customizable)**

[https://docs.google.com/document/d/1hP9jhAuUezio7L8URIMcWW\\_vFbScgN\\_g/edit?usp=drive\\_link&oid=100563715427252984585&rtpof=true&sd=true](https://docs.google.com/document/d/1hP9jhAuUezio7L8URIMcWW_vFbScgN_g/edit?usp=drive_link&oid=100563715427252984585&rtpof=true&sd=true)

### **Sample Openings & Closings**

<https://troopleader.scouting.org/ceremonies/openings/>

<https://troopleader.scouting.org/ceremonies/closings/>

### **Games and Challenges**

<https://troopleader.scouting.org/activities/categorized-index/>

# Troop 924 PLC Guide

## Section 3: Planning a Successful Scout Campout

### Introduction

Planning a scout campout is an exciting opportunity to foster leadership, teamwork, and outdoor skills among scouts. A well-organized campout ensures participants enjoy memorable adventures while staying safe and achieving learning objectives. This guide provides a detailed, step-by-step approach, covering everything from setting a theme and logistics to assigning responsibilities, managing equipment, and preparing for unexpected events.

### Step 1: Define Main Event Theme

Choosing a theme adds focus and excitement to your campout, guiding activities and learning objectives. Whether it's "Wilderness Survival," "Orienteering' Challenge," "Rock Climbing," or "Commando," your theme should inspire your fellow Scouts and provide a framework for skills development.

- Brainstorm as a patrol or PLC: Gather ideas and select a theme that aligns with troop interests and advancement opportunities.
- Announce the theme: Share the chosen theme in advance so Scouts and leaders can prepare and gather the required materials or equipment in advance.

### Step 2: Set Date of Event

Available campout dates are established by the adult leaders based on schedule availability, the troop calendar and community calendars such as school, the charter organization, Council and District events, and holidays.

- Consult troop calendar: Avoid conflicts with school, holidays, or major community events.
- Propose options for events not yet scheduled: Circulate possible dates among Scouts and leaders for input.
- Confirm and announce: Finalize the date early to maximize attendance and allow sufficient planning time.

Example: Commando Campout scheduled for November 7–9 at Camp Sol. R. Crown.

### Step 3: Plan Logistics

#### Location

Select a campsite or park that suits your group's size and skill levels. Consider proximity, amenities, water sources, and restrictions. Select a preferred location and backup options in case reservations are not available for the selected dates.

Once the scouts have determined a location, the Scoutmaster will coordinate with the Outdoor Activities Coordinator to make reservations. The Scoutmaster will confirm reservations have been made and notify the PLC of the campout location.

Scouts should research the campsite and surrounding area and utilize maps for planning their activities.

Example: Camp Sol R. Crown, Sequoia Campsite

#### Departure and Arrival Times

Determine departure and arrival times for the event. Consider factors that may impact those times, such as distance to the campsite, drive time, and stops for refueling, restroom breaks, or meals. Other factors that impact these times include sunset or sunrise times, rush hour traffic, inclement weather, loading and unloading of gear, campsite setup or breakdown, and restrictions on arrival and checkout times.

- Meeting Times and Locations: Set clear times for departure, arrival, and pre-departure check-in. Designate a central meeting location for loading gear and roll call.
- Contingency Plans: Prepare backup plans for delays, unexpected events, or changes in location.

Example of Departure and Arrival times for a nearby location:

- Departure: Friday, 7:00 pm from the troop meeting place. Arrive at 6:00 pm for roll call, gear check, and loading of vehicles.
- Arrival: Sunday, 1:00 pm, back at the troop meeting place. Leave the campsite at 12:00 pm. Scouts to unload vehicles and distribute gear for cleaning before dismissal.

#### Transportation

- The SPL will be responsible for determining seat assignments for each vehicle.
- The SPL will provide any specific instructions regarding travel, such as items to include in a day pack, guidelines for bringing electronic devices, and whether snacks, a sack lunch, or money for food or souvenirs are necessary.
- The Scoutmaster will be responsible for confirming the adult driver list with the Outdoor Coordinator and providing to the SPL.
- Travel plans, including a roster, emergency contacts, health forms, travel directions, and campsite location, will be provided for each vehicle. These are prepared, maintained, and



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provided by members of the Committee. The Scoutmaster and Outdoor Coordinator will ensure these are distributed on the day of departure

Effective travel planning is essential to ensure the safety, preparedness, and smooth operation of any Scout outing. The Senior Patrol Leader (SPL) and Patrol Leaders' Council (PLC) play pivotal roles in organizing travel logistics and communicating clear instructions to all scouts. Below are the critical elements they need to plan and address.

### Adult Leaders and Scout Leaders

Determine who is attending the campout and ensure that responsibilities are assigned to specific scouts or adults. If a scout who holds a position is not available for a campout, then those responsibilities will be delegated to another scout in attendance by the SPL. Identify those individuals on the Main Event planning worksheet.

- Senior Patrol Leader (SPL): Oversees the event, coordinates with adult leaders, and delegates tasks to Patrol Leaders and ASPL.
- ASPL: Responsible for assisting the SPL and overseeing roles such as Quartermaster
- Patrol Leaders: Responsible for their patrol's preparation and accountability.
- Scoutmaster/Assistant Scoutmasters: Supervise, mentor, and ensure safety.
- Quartermaster: Tracks equipment and supplies. Coordinate the loading and unloading of equipment into vehicles and trailer.
- Outdoor Ethics Guide: Ensures the outdoor code and Leave No Trace principles are followed.
- Grubmasters: Manages meal planning and cooking teams.

## Step 4: Establish Goals for the Campout

### Define Goals

Determine what the troop wants to accomplish on the campout. These goals should align with the event's theme. Refer to the annual planning calendar for the determined theme. The activities may be flexible to allow for some time to relax or have patrol time to work on skills or advancements not specifically related to them, if time allows. The PLC should plan activities that allow all scouts to participate and incorporate skills appropriate to the scouts' age, experience, knowledge, and personal abilities. Below are examples of activities or skills that can be practiced on a campout, along with their corresponding skill levels. Document the chosen activities or skills to practice on the Main Event planning worksheet.

Refer to the Program Features resources for activity ideas specific to the theme for the month.

### Essential Skills (All Scouts)

- Setting up tents and campsite
- Fire safety and basic campfire cooking
- Leave No Trace principles
- First aid basics, including treating cuts, burns, and stings

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## Challenging Skills (Intermediate Scouts)

- Map and compass navigation
- Wilderness emergency scenarios
- Building functional camp gadgets (e.g., flagpoles, cooking racks)
- Basic orienteering course

## Advanced Skills (Older/Experienced Scouts)

- Backpacking and lightweight camping techniques
- Advanced knots and lashings for pioneering projects
- Wilderness survival (shelter building, water purification)
- Teaching younger Scouts and leading instruction sessions

## Step 5: Create a List of Activities and Assign Leaders

Creating a well-structured activity schedule ensures an organized and engaging event. Here's a guide to help you systematically list activities, assign times, and select leaders for each task:

### Step-by-Step Guide to Planning Activities, Scheduling, and Assigning Leaders

#### 1. Brainstorm and Prioritize Activities

- Gather your PLC to brainstorm all possible activities relevant to your event's goals and skill levels.
- Review each activity for feasibility, required resources, and participant interest.
- Prioritize the most essential and engaging activities to fit into your available time window.

#### 2. Sequence Activities Logically

- Arrange activities in a logical order that builds skills progressively or alternates between active and passive sessions for variety.
- Consider dependencies (e.g., teaching basic knots before advanced lashings).
- Group similar activities together if they use the same space or equipment.

#### 3. Estimate Time Requirements

- Estimate how long each activity will take, including setup and transition time.
- Be realistic—allow a buffer for unexpected delays and necessary breaks.
- Adjust activity lengths if you're over or under your total available schedule.

#### 4. Draft the Activity Schedule

- Create a table or list with columns for Time, Activity, and Leader(s).
- Block out key anchor points (e.g., meals, arrival/departure), then fill in other activities accordingly.
- Review the flow to ensure variety and avoid back-to-back intensive sessions.

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### 5. Assign Leaders or Facilitators

- Identify leaders for each activity based on expertise, experience, and interest.
- Distribute responsibilities fairly to balance workloads.
- Involve older or more experienced participants in leading to foster growth and engagement.
- Clearly communicate roles, expectations, and timing to all leaders ahead of time.

### 6. Review and Finalize

- Share the draft schedule with your Patrols for feedback and adjustments.
- Double-check for conflicts, overlapping roles, or insufficient transition times.
- Confirm leaders' availability and comfort with their assignments.
- Finalize and distribute the schedule to all participants and leaders.

This structured approach will help ensure each activity runs smoothly and every leader is prepared, creating a successful and memorable event for all involved.

#### Example of Activity Schedule

<b>Time</b>	<b>Activity</b>	<b>Leader(s)</b>
Friday 6:00 pm	Check-in, Load Gear	SPL, Quartermaster
Friday 7:00 pm	Leave Church	SPL, Scoutmaster
Friday 8:00 pm	Camp setup & site orientation	Quartermaster, Patrol Leaders
Friday 9:00 pm	Opening campfire & theme introduction	SPL, Scoutmaster
Saturday 6:00 am	Wakeup	SPL, All Scouts
Saturday 7:00 am	Flag Ceremony	SPL
Saturday 8:00am	Breakfast	PLs, See Duty Roster
Saturday 9:00 am	First aid relay challenge	Adult Leader, Patrol A Leader
Saturday 11:00 am	Pioneering project (build a gateway)	Older Scouts, Patrol B Leader
Saturday 12:00 pm	Lunch	PLs, See Duty Roster
Saturday 2:00 pm	Orienteering course	Assistant SPL, Adult Instructor
Saturday 4:00 pm	Scout games & challenges	All Patrol Leaders
Saturday 5:00 pm	Dinner	PLs, See Duty Roster
Saturday 7:00 pm	Campfire skits & songs	SPL, All Scouts
Sunday 6:00 am	Wakeup	SPL, All Scouts
Sunday 7:00 am	Breakfast	PLs, See Duty Roster
Sunday 8:00 am	Nature hike & reflection	Scoutmaster, Patrol Leaders
Sunday 10:00 am	Break camp & site cleanup	Quartermaster, All Scouts
Sunday 11:00 am	Depart Camp	SPL, Scoutmaster
Sunday 12:00 pm	Arrive at Church, Unload and distribute gear	Quartermaster, All Scouts

## Step 6: Equipment List and Responsibility Assignments

To ensure that every trip runs smoothly and nothing is forgotten, it's important to follow a clear process for determining what gear is needed and organizing who is responsible for each item. Here's a step-by-step guide:

### 1. Review the Itinerary

Go through the trip schedule and planned activities. For each activity, make a note of the gear required. For example, camping overnight means you'll need tents, sleeping bags, and ground tarps, while cooking meals means stoves, fuel, pots, utensils, and food storage.

### 2. Make a Master Gear List

Combine the needs from the entire itinerary into a single checklist. Double-check common essentials: shelter, kitchen equipment, personal gear, safety supplies, cleaning materials, and group gear.

### 3. Determine Quantities

Consider the group size and specific needs. For example, if you have 12 scouts and each tent sleeps 2, you'll need 6 tents. For cooking, consider how many groups will cook at once to decide the number of sets needed.

### 4. Assign Responsibility

For each item on the list, designate a person or group responsible for bringing, packing, and returning it. Typical roles include Quartermaster (overall gear), Grubmaster (food and kitchen), and Patrol Leaders for group gear.

### 5. Create a Tracking Table

Organize the information in a clear table with columns for:

- Equipment
- Quantity Needed
- Who is Responsible

### 6. Communicate and Check

Share the list with all responsible parties. Conduct a gear check before departure and again during pack-up to ensure all items are accounted for.

This method helps keep everyone informed and ensures accountability, making sure that all necessary gear accompanies the group and returns home safely.

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### Example of Equipment List

#### Shelter

✓	Item	Qty	Responsible Person/Group
<input type="checkbox"/>	Tents		
<input type="checkbox"/>	Ground Tarps		
<input type="checkbox"/>	Stakes		
<input type="checkbox"/>	Dining Fly		
<input type="checkbox"/>	Ropes		
<input type="checkbox"/>	Poles		
<input type="checkbox"/>	Nylon Rope, 50 feet		
<input type="checkbox"/>	Nylon Rope, 15 ft		
<input type="checkbox"/>	Extra Stakes		

#### Cooking Equipment

✓	Item	Qty	Responsible Person/Group
<input type="checkbox"/>	Stove, 1-burner (boiling water)		
<input type="checkbox"/>	Propane		
<input type="checkbox"/>	Stove Hose(s) Confirm Fittings		
<input type="checkbox"/>	Gooseneck(s)		
<input type="checkbox"/>	Charcoal		
<input type="checkbox"/>	Charcoal Chimney		
<input type="checkbox"/>	Fire Starters		
<input type="checkbox"/>	Large Kettle (boiling water)		
<input type="checkbox"/>	Dutch Oven(s)		
<input type="checkbox"/>	Dutch Oven Table		
<input type="checkbox"/>	Dutch Oven Tool / Hot-Pot Tongs		
<input type="checkbox"/>	Percolator or French Press		
<input type="checkbox"/>	Firewood		

#### Food/Water

✓	Item	Qty	Responsible Person/Group
<input type="checkbox"/>	Ice (from church)		
<input type="checkbox"/>	Plastic Water Container(s)		
<input type="checkbox"/>	Food (per Menu)		

<input type="checkbox"/>	Staples (check the Troop Room)		
<input type="checkbox"/>	Seasonings		
<input type="checkbox"/>	Vegetable Oil		

#### Safety

✓	Item	Qty	Responsible Person/Group
<input type="checkbox"/>	Troop First-Aid Kit		
<input type="checkbox"/>	Handwashing Station		

#### Axe Yard

✓	Item	Qty	Responsible Person/Group
<input type="checkbox"/>	Rope, 1/4", 100 feet		
<input type="checkbox"/>	Axe		
<input type="checkbox"/>	Bow saw		
<input type="checkbox"/>	Safety Glasses		

#### Scout Spirit

✓	Item	Qty	Responsible Person/Group
<input type="checkbox"/>	U.S. Flag		
<input type="checkbox"/>	Troop Flag		
<input type="checkbox"/>	Patrol Flag		
<input type="checkbox"/>	Rope for Flags		
<input type="checkbox"/>	Troop Sign		

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### Patrol Boxes

(1 per patrol, including adults)

#### Cook Kit (appropriate to menu)

✓	Item	Qty	Responsible Person/Group
<input type="checkbox"/>	4-quart pot w/ lid		
<input type="checkbox"/>	2-quart pot w/ lid		
<input type="checkbox"/>	Large Fry pan / pot lid		
<input type="checkbox"/>	Fry pan handle		
<input type="checkbox"/>	Griddle		
<input type="checkbox"/>	Small Kettle		
<input type="checkbox"/>	10" Non-stick Fry Pan		
<input type="checkbox"/>	Aluminum plates (4)		
<input type="checkbox"/>	Grill		

#### Chef Tool Kit (appropriate to Menu)

✓	Item	Qty	Responsible Person/Group
<input type="checkbox"/>	Slotted Spoon		
<input type="checkbox"/>	Stirring Spoon		
<input type="checkbox"/>	Ladle		
<input type="checkbox"/>	Turning Fork		
<input type="checkbox"/>	Tongs		
<input type="checkbox"/>	Slicing Knife		
<input type="checkbox"/>	Paring Knife		
<input type="checkbox"/>	Can opener		
<input type="checkbox"/>	Vegetable Peeler		
<input type="checkbox"/>	Measure Cups & Spoons		

#### Cleanup Kit

✓	Item	Qty	Responsible Person/Group
<input type="checkbox"/>	Dish Soap, Biodegradable		
<input type="checkbox"/>	Sponges (2)		
<input type="checkbox"/>	Scrub pads (2)		
<input type="checkbox"/>	Food scraper		
<input type="checkbox"/>	Sanitizing tablets, 2 per meal		

#### Other

✓	Item	Qty	Responsible Person/Group
<input type="checkbox"/>	Aluminum Foil		
<input type="checkbox"/>	Ziplock Bags, 1 gal		
<input type="checkbox"/>	Pliers, channel lock		
<input type="checkbox"/>	Camp Shovel		
<input type="checkbox"/>	Lantern		
<input type="checkbox"/>	Duct Tape		
<input type="checkbox"/>	Twine / Cordage		
<input type="checkbox"/>	Fire Bucket		
<input type="checkbox"/>	Leather Fire Gloves		
<input type="checkbox"/>	Matches		
<input type="checkbox"/>	Lighters		
<input type="checkbox"/>	Mallet		

## Step 7: Safety Risks, Concerns, and Contingency Plans

### Safety Risks and Concerns

- Weather hazards: Rain, storms, extreme heat or cold
- Wildlife encounters: Snakes, insects, large mammals
- Injuries: Cuts, burns, sprains, dehydration
- Lost scouts: Navigation errors or wandering off
- Food allergies or medical needs: Be aware of participants' health info

### Safety Procedures

- Conduct a safety briefing at start of campout
- Ensure first aid kit is accessible and that at least one adult is certified in first aid and CPR
- Establish buddy system for all activities
- Review emergency contacts, campsite address, and nearest hospital location
- Assign radios or whistles for communication in remote areas

### Contingency Plans for Inclement and Severe Weather

- Monitor weather forecasts leading up to the event and during the campout
- For light rain: Continue with waterproof gear and tarps. Postpone only activities involving steep or hazardous terrain.
- For thunderstorms or severe weather: Move all scouts and leaders to hard shelter (vehicles or park-provided shelters) until the threat has passed.
- Designate an emergency evacuation route and rendezvous point.
- If necessary, cancel or shorten the campout based on safety advice from local authorities and weather officials.

## Conclusion

A successful campout depends on thorough planning, clear communication, and shared responsibility. By following these steps—defining a theme, securing logistics, assigning roles, planning activities, preparing gear, and ensuring safety—you'll create an outdoor adventure that's safe, fun, and memorable for all. Regular review and feedback after the event will help future campouts be even better.

## Troop 924 PLC Guide

### Resources for Planning Campouts

#### **Program Features**

<https://troopleader.scouting.org/program-features/>

#### **Main Event Planning Worksheet**

[https://drive.google.com/file/d/15OZsxafhm7mH3U5y-UQ8kuG2OS7Oy-rD/view?usp=drive\\_link](https://drive.google.com/file/d/15OZsxafhm7mH3U5y-UQ8kuG2OS7Oy-rD/view?usp=drive_link)

#### **Meal Planner**

[https://drive.google.com/file/d/1MQwA05bmHGAKCSdUHD1V-6grw0N2WHRU/view?usp=drive\\_link](https://drive.google.com/file/d/1MQwA05bmHGAKCSdUHD1V-6grw0N2WHRU/view?usp=drive_link)

#### **Duty Roster**

[https://drive.google.com/file/d/15\\_VhLpqsMiVITpB\\_Pv4zgQ6SlrD5q7-H/view?usp=drive\\_link](https://drive.google.com/file/d/15_VhLpqsMiVITpB_Pv4zgQ6SlrD5q7-H/view?usp=drive_link)

#### **Troop Equipment List**

[https://docs.google.com/document/d/180rE4zb79CWdWJdild4-YmPyJZlXNK7k/edit?usp=drive\\_link&ouid=100563715427252984585&rtpof=true&sd=true](https://docs.google.com/document/d/180rE4zb79CWdWJdild4-YmPyJZlXNK7k/edit?usp=drive_link&ouid=100563715427252984585&rtpof=true&sd=true)

#### **Campfire Program**

[https://drive.google.com/file/d/1xsDAmjXI2pu1B7Hb3eEKs6Ny835vnxfv/view?usp=drive\\_link](https://drive.google.com/file/d/1xsDAmjXI2pu1B7Hb3eEKs6Ny835vnxfv/view?usp=drive_link)



# Troop 924 PLC Guide

## Section 4: Annual Planning Conference

### Introduction

The annual planning conference is a dedicated gathering where troop leaders and youth members come together to chart the course for the upcoming year. This essential event provides a structured opportunity for everyone to collaborate, share ideas, and set priorities that reflect the needs and aspirations of the troop. By planning activities, trips, and service projects in advance, the conference helps ensure a balanced, engaging, and meaningful program for all participants. Its importance lies in fostering teamwork, building leadership skills, and empowering scouts to take ownership of their experience, making each year memorable and successful.

### Preparation

Being well-prepared is the foundation of a successful annual planning conference. Preparation ensures that every voice is heard, potential conflicts are avoided, and the troop's goals are thoughtfully considered. By taking the time to gather relevant information and anticipate challenges, the planning process becomes smoother, more inclusive, and ultimately more rewarding for everyone involved. Careful groundwork empowers the troop to create a meaningful and achievable plan for the year ahead.

### Step 1: Gather Information

Gather the following key information prior to the conference.

1. Key school dates
2. Community event dates
3. Your chartered organization's dates
4. Personal dates that may affect your troops activities
5. District and council dates
6. Collected Family Talent Survey Sheets from all parents
7. Last year's troop annual plan if you have one
8. Troop's priorities
9. Scouts' advancement records
10. General outline of next year's program

Gather input from the scouts about what they want to do this year. Plan to do this during a meeting before the Annual Planning Conference.

1. The Senior Patrol Leader gathers ideas from each Patrol Leader.
2. Patrol Leaders collect input from their patrol members.

### Step 2: Scoutmaster and Senior Patrol Leader Discussion

Before launching into the Annual Planning Conference, it's essential for the Scoutmaster and Senior Patrol Leader (SPL) to come together for a focused discussion. This preparatory meeting ensures that all gathered information is thoughtfully reviewed, the troop's vision is clear, and both leaders are aligned on priorities for the coming year.

- **Review Gathered Information:** The Scoutmaster and Senior Patrol Leader (SPL) begin by systematically reviewing all materials collected in preparation for the conference, including last year's troop annual plan, the troop's priorities, scouts' advancement records, feedback from the Family Talent Survey Sheets, and input gathered from the scouts by the Patrol Leaders.
- **Clarify the Troop's Vision:** The SPL shares their interpretation of the troop's overarching vision, bringing forward the collective ideas and priorities gleaned from the patrols. This ensures that the planning process remains scout-led while incorporating the perspectives of the entire troop.
- **Identify Key Goals and Program Needs:** Together, the Scoutmaster and SPL identify key areas of focus for the coming year. This might include new program elements, areas requiring improvement, and special projects or events proposed by scouts.
- **Scoutmaster's Guidance:** The Scoutmaster acts as a mentor, offering advice and suggesting strategies to address challenges identified in the review. They encourage the SPL to think proactively about how to guide discussions, manage differing opinions, and foster collaboration among the patrols.
- **Anticipate Conference Logistics:** The pair discuss logistical preparations, such as venue, timing, required materials (flip charts, markers, previous plans), and roles for other adult leaders or troop members during the conference.
- **Empowerment and Support:** Before concluding, the Scoutmaster checks in with the SPL to ensure they feel confident in leading the Annual Planning Conference. The Scoutmaster offers support as needed and reiterates their trust in the SPL's leadership abilities.

By thoroughly discussing these areas, the Scoutmaster and Senior Patrol Leader lay a solid foundation for a productive and engaging planning conference, ensuring that all voices are heard and the troop's goals are clearly defined.

### The Annual Planning Conference

With a shared vision, clarified priorities, and logistical details addressed, the troop's leadership is ready to set the stage for the Annual Planning Conference itself. This foundational work ensures that when the entire troop gathers, discussions can move forward efficiently, focused on building a program that reflects both the aspirations and practical needs of all scouts. As the conference begins, the process shifts from preparation and alignment to collective action, bringing every scout into the conversation and setting the tone for a year of growth, adventure, and achievement.

### Step 3: Establish Ground Rules

The Senior Patrol Leader (SPL) begins this part of the meeting by leading a discussion on the importance of ground rules for the Annual Planning Conference. The SPL can present a set of suggested ground rules to help everyone understand expectations, such as:

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- Respect each other's views—listen actively and avoid interrupting.
- Stay focused on your task so the group can make good use of its time together.
- Write your ideas on a flip chart or board to ensure all voices are heard and remembered.
- Work toward agreement—seek consensus rather than a simple majority vote.

After sharing these initial ground rules, the SPL should invite additional suggestions from all participants, encouraging scouts to think about what will help everyone feel comfortable and engaged. This collaborative approach ensures the group's rules reflect the needs of all members and fosters an environment where everyone is encouraged to speak up, participate, and contribute to the planning process.

Once all ideas are collected, the SPL and the group can agree on the final set of ground rules to guide the rest of the meeting.

### Step 4: Establish Troop Goals

This portion of the meeting establish the framework of the Annual Planning Conference, where the scouts chart the course for the coming year. The focus is to translate the troop's collective vision into clear, actionable goals that inspire and guide all activities.

#### 1. Sharing the Troop Vision

The Senior Patrol Leader (SPL) begins by articulating the troop's vision—a statement that captures the spirit, ambitions, and values of the group. This vision sets the tone and serves as a compass, reminding everyone of their shared purpose and aspirations.

#### 2. Defining Goals

With the troop's vision as your compass, the SPL leads the scouts in brainstorming and selecting goals that bring the vision to life. Begin by inviting everyone to share their ideas for what success looks like in the coming year—encouraging suggestions that reflect growth, adventure, service, and teamwork.

As each idea is offered, write it clearly on a flip chart or board so everyone can see the developing list. This ensures transparency, helps record the discussion, and encourages every scout to participate in shaping the goals.

Offer examples to inspire creativity, such as:

- Attend summer camp to build skills and friendships.
- Hold an outdoor adventure at least once a month.
- Strengthen ties with the chartered organization by planning a service project and enhancing participation in events like Scout Sunday.
- Organize a fundraiser to support unit expenses, purchase new equipment, fund a high adventure trip, or provide scholarships.
- Challenge each patrol to earn the National Honor Patrol Award at least once.

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### 3. Review and Discussion

Once all suggestions have been collected, the SPL will guide the group in reviewing the list together. Discuss which goals best support the troop vision, combine or clarify similar ideas, and consider the feasibility of each proposal. Work toward consensus—ensuring the final list represents broad agreement and the commitment of the whole troop.

### 4. Finalizing Troop Goals

Record the agreed-upon goals clearly on the flip chart for all to see. This collaborative process helps the troop take ownership of their direction for the year and ensures every scout's voice is reflected in the goals that will guide their journey.

This collaborative and structured process ensures that every scout has a say in the troop's direction, and that the final goals are both inspiring and achievable. The result is a program built by scouts, for scouts—full of adventure, learning, and growth.

## Step 5: Review the Calendar

Taking time to thoughtfully review and establish the troop calendar is essential because it provides a clear and organized framework for the entire year's activities. By mapping out key events, holidays, and potential conflicts in advance, the troop can avoid last-minute surprises and ensure that everyone—scouts, leaders, and families—can plan ahead. This structured approach not only maximizes participation and excitement but also helps the troop set priorities, allocate resources, and balance adventure with the many other commitments in members' lives. Ultimately, a well-crafted calendar turns great ideas into achievable experiences, laying the groundwork for a successful and memorable year.

### 1. Review the Troop Calendar

Go through the troop's calendar month by month, ensuring all previously planned events are listed. Verify school breaks, holidays, and major community events to avoid scheduling conflicts.

### 2. Annual Planning Worksheet Discussion

Distribute copies of the annual planning worksheet. As a group, review how to fill it out.

### 3. Identify Event Dates and Conflicts

Ask scouts and leaders to suggest additional events or highlight any important dates not yet included. Discuss any potential conflicts or overlapping commitments and work together to resolve them.

### 4. Consensus and Voting

Once everyone is satisfied with the list of planned events and any necessary adjustments have been made, hold a vote. Approval by the group confirms commitment to the events listed so far and sets a solid foundation for the rest of the planning process.

### Step 6: Determine Monthly Program Themes

This crucial step is led by the Senior Patrol Leader (SPL), whose role is to provide leadership and ensure the group reaches well-informed decisions regarding the troop's program for the year. The process is collaborative, engaging everyone in thoughtful discussion and decision-making. By moving through this process month by month, the troop can thoughtfully construct a well-rounded program plan that reflects the interests and goals of its members. The SPL's leadership, group discussion, voting, and solid record-keeping lay the foundation for a successful and memorable scouting year.

#### 1. Senior Patrol Leader Recap

The SPL begins by recapping the key points, objectives, and priorities identified earlier in the meeting. This helps the group refocus and ensures everyone understands what has been decided and what remains to be planned. The SPL's summary sets a clear starting point for theme selection.

#### 2. Discuss and select a monthly theme, one month at a time

The group tackles the calendar month by month rather than trying to choose all themes at once. For each month, scouts share ideas and suggestions for program features or themes that will keep the troop engaged, learning, and having fun. Discussion is encouraged so that a wide variety of interests are considered.

Program themes are introduced at this stage as a creative spark to generate new ideas and help organize the year. The SPL or PLC may present a list of possible monthly themes—such as outdoor adventure, citizenship, STEM, or first aid—and brainstorm how activities can align with and reinforce these themes.

- Determine the main event for each month.
- Use themes to inspire unique or seasonal events.
- Assign each goal or activity to a relevant month based on the theme.
- Determine the focus for meetings each week of the month based on the selected theme.
- Ensure a balanced program, mixing outdoor, indoor, service, and fun activities across the months.

#### 3. Record proposed themes for visibility

As themes are suggested, the SPL or another designated person writes each idea on a flip chart or whiteboard. This visual reference keeps everyone on track and allows participants to see the options, compare choices, and avoid duplication.

#### 4. Build consensus and vote to finalize each theme

Once discussion for a given month concludes and options have been narrowed down, the group seeks consensus. When the majority is ready, a formal vote is held to select the official theme for that month. This democratic process ensures buy-in and commitment from all present.

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### 5. Record decisions on worksheets and master calendar

Each participant fills out their personal annual planning worksheet with the chosen themes and makes notes as needed. Meanwhile, a designated scribe updates the master troop calendar with the finalized themes, creating a reliable reference for future meetings and communications.

### 6. Take thorough notes during the process

It's essential to capture not just the final decisions, but also the reasoning behind them. Good note-taking ensures that ideas, preferences, and the rationale for each theme are preserved for future reference, making next year's planning easier and more effective.

### 7. Use resources for inspiration

The group refers to the "Program Features" resource (<https://troopleader.scouting.org/program-features/>) for inspiration, guidance, and examples. This resource can help generate new ideas and ensure that selected themes are in line with the troop's goals, interests, and opportunities for adventure.

## Step 7: Review and Approve the Plan

This next portion of the meeting is similar to the review and discussion process for the troop's overall goals, but applies specifically to the selection of monthly themes.

### 1. Review plans for each month

Begin by revisiting the proposed themes for each month, ensuring they align with the troop's interests and objectives. Encourage open discussion where everyone can share their thoughts and raise any concerns or suggestions for adjustments.

### 2. Build consensus and vote

Once the discussion has addressed all viewpoints and refinements, seek consensus within the group. Consensus means that most participants agree with the direction, even if it's not everyone's first choice. If consensus is reached and the group feels ready to decide, proceed to a formal vote. Each member casts a vote for their preferred monthly themes. The themes that receive a majority of votes are officially adopted for the annual plan.

### 3. Document the plan

After voting, clearly record the finalized themes in both individual planning worksheets and the master troop calendar. This ensures everyone is on the same page and provides a point of reference for all future meetings and activities. Thorough note-taking is encouraged to capture not only the final decisions but also the rationale behind each theme, making next year's planning even smoother.

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### After the Meeting

Effective follow-up is crucial to ensure that everyone—Scouts, leaders, and families—is informed and engaged with the annual plan. Promptly communicating the meeting outcomes helps build a shared sense of ownership, clarifies expectations, and enables all members to prepare for upcoming activities. By sharing finalized themes, the rationale behind decisions, and any important next steps, the troop fosters transparency, enthusiasm, and a collaborative spirit that sets the stage for a successful year.

### Step 8: Followup

Distribute copies of the troop calendar to troop members, families, members of the troop committee, and representatives of the chartered organization. Copies should be given to the Cub Scout pack leaders, Venturing crew leaders, unit commissioners, the chartered organization representative.

### Conclusion

In summary, the annual planning conference is a cornerstone event that sets the foundation for a vibrant and well-organized year. Through thoughtful discussion, collaborative decision-making, and clear documentation, the troop creates a shared vision that reflects everyone's interests and ambitions. By following up promptly and sharing outcomes with all stakeholders, the conference ensures that Scouts, leaders, and families move forward together with enthusiasm and clarity. This process not only strengthens the troop's sense of unity but also empowers its members to take on new adventures and succeed in the year ahead.

## Resources for Planning Campouts

### **Program Features**

<https://troopleader.scouting.org/program-features/>

### **Annual Planning Conference – Scouting America Online Guide**

<https://troopleader.scouting.org/troop-planning/annual/annual-planning-conference/>

### **The Annual Troop Program Planning Conference – Scouting America PDF Guide**

<https://troopleader.scouting.org/wp-content/uploads/sites/5/2019/03/Annual-Planning-Conference.pdf>

### **Preparing for the Annual Planning Conference - Checklist**

<https://troopleader.scouting.org/wp-content/uploads/sites/5/2016/03/Preparing-for-the-Annual-Planning-Conference-%E2%88%9A-List.pdf>

### **Annual Planning Worksheet**

[https://docs.google.com/spreadsheets/d/1n2XcywpiHFoom7T\\_XR3sO1zGapGxbBuw/edit?usp=drive\\_link&oid=100563715427252984585&rtpof=true&sd=true](https://docs.google.com/spreadsheets/d/1n2XcywpiHFoom7T_XR3sO1zGapGxbBuw/edit?usp=drive_link&oid=100563715427252984585&rtpof=true&sd=true)



# Troop 924 PLC Guide – Appendix A

## Mock Patrol Leaders Council Script

### Character Roles

- Senior Patrol Leader (SPL): Alex
- Assistant Senior Patrol Leader (ASPL): Morgan
- Patrol Leader, Eagle Patrol: Jamie
- Patrol Leader, Hawk New Scout Patrol: Casey
- Assistant Patrol Leader, Fox Patrol (Filling in for PL): Riley
- Troop Guide (Assisting New Scout Patrol): Taylor
- Quartermaster: Jordan
- Scribe: Sam
- Scoutmaster: Mr. Winslow

### Opening

**SPL (Alex):** I call this Patrol Leaders' Council meeting to order. Let's begin with roll call.

### Roll Call

**SPL (Alex):** Scribe, please call the roll.

**Scribe (Sam):** Senior Patrol Leader?

**SPL (Alex):** Present.

**Scribe (Sam):** Assistant Senior Patrol Leader?

**ASPL (Morgan):** Present.

**Scribe (Sam):** Eagle Patrol Leader?

**Eagle PL (Jamie):** Present.

**Scribe (Sam):** Hawk Patrol Leader?

**Hawk PL (Casey):** Present.

**Scribe (Sam):** Patrol Leader for Fox Patrol?

**Fox ASPL (Riley):** Charlie is sick and couldn't make it. Since I'm the Assistant Patrol Leader, he called and asked me to represent the Fox Patrol.

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**Scribe (Sam):** Troop Guide?

**Troop Guide (Taylor):** Present.

**Scribe (Sam):** Quartermaster?

**QM (Jordan):** Present.

**Scribe (Sam):** All officers are present. Scoutmaster Winslow, and Assistant Scoutmaster Carlton are also here.

### Recap

**SPL (Alex):** Next, we'll have the reading of the minutes from our last Patrol Leaders' Council meeting. Scribe, please read the minutes.

**Scribe (Sam):** [Reads summary of previous meeting's minutes.]

**SPL (Alex):** Are there any corrections to the minutes?

[Pause for corrections.]

If not, may I have a motion to approve the minutes as read?

**Eagle PL (Jamie):** So moved.

**Hawk PL (Casey):** Second.

**SPL (Alex):** The minutes of the last meeting are approved.

### Old Business

**SPL (Alex):** Before we move to new business, let's review old business that we didn't have time to finish last meeting. First, the camp stoves have stopped working and need to be repaired. Second, we have two new scouts who need to be placed into patrols.

**ASPL (Morgan):** Quartermaster Jordan, could you update us on the camp stoves situation?

**QM (Jordan):** Sure. Both our big camp stoves aren't lighting properly. I checked the fuel lines and they might need to be replaced. I recommend we either repair or replace the faulty parts before our next campout.

**ASPL (Morgan):** Jordan let's talk with the Adult Quartermaster to get the stoves repaired next week.

**QM (Jordan):** Sounds like a plan!

**SPL (Alex):** Next, we have two new scouts who joined last week. Taylor, as Troop Guide, have you spoken to them about joining their new patrol?

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**Troop Guide (Taylor):** Yes, I've talked with both. They are excited to join the Hawk Patrol

**SPL (Alex):** Casey and Taylor, are you able to welcome a new scout into your patrol?

**Hawk PL (Casey):** Hawk Patrol would be glad to have a new member.

**Troop Guide (Taylor):** We'll make sure they feel included.

**Fox ASPL (Riley):** Should the Troop Guide help them at their first meetings?

**Troop Guide (Taylor):** Absolutely, I'll support them until they're settled.

**SPL (Alex):** Let's also make sure they have all the supplies and handbooks they need. Taylor, can you confirm they're set up before our next activity?

**Troop Guide (Taylor):** Of course, I'll check in with each of them and coordinate with Quartermaster if anything's missing.

**SPL (Alex):** Perfect. Any other suggestions to help our new scouts feel at home?

**Eagle PL (Jamie):** Maybe we could pair them with a buddy from their patrol for the upcoming hike.

**Hawk PL (Casey):** Great idea! That'll help them get to know everyone and feel part of the team right away.

**SPL (Alex):** Let's do that. Thanks, everyone, for your support and enthusiasm. Anything else before we move on to the next topic?

## Patrol Reports

**SPL (Alex):** If there's nothing else, let's move on. Patrol Leaders, could each of you give your patrol report? Let us know how things are going and if there are any needs or concerns to address.

**Hawk PL (Casey):** Thanks, Alex. For Hawk New Scout Patrol, everyone is making solid progress on their advancement requirements—three scouts just finished First Aid merit badge work, and two are nearly done with Tenderfoot rank. The patrol is excited about trying a "mystery ingredient" cook-off during our next campout.

**Eagle PL (Jamie):** Thanks, SPL. Eagle Patrol has been focusing advancement, with most scouts working on their Second Class first aid requirements. We're also learning knots and lashings for setting up camp kitchens. Some of our scouts suggested we do a campfire cooking challenge. There's a lot of interest in learning to make bannock bread over the fire.

**Fox ASPL (Riley):** Hi, everyone. Fox Patrol's advancement is going smoothly—one member just completed their Scoutmaster conference for Star rank, and several are reviewing requirements for the Cooking merit badge.

**SPL (Alex):** Thanks, Patrol Leaders, for your detailed reports and the excellent progress across all patrols.

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### Main Event Planning

**SPL (Alex):** Now, let's talk about the main event this month—our backpacking campout to the Misty Mountains! I know everyone's excited, and now it's time to plan what we'll do while we're out there.

Before we set the itinerary, I'd like to hear ideas from each patrol for activities you'd like to include on this campout. Hawk Patrol, why don't you start us off—what would your group like to do?

**Hawk PL (Casey):** We'd love to do a scenic hike and try a "mystery ingredient" cook-off using our backpacking stoves. Some members are also interested in going fishing.

**SPL (Alex):** Great suggestions! Eagle Patrol, how about your group?

**Eagle PL (Jamie):** Our scouts want to work on finishing their Bird Study merit badge and have a cooking challenge between the other patrols. There's also interest in learning to make bannock bread over the fire.

**SPL (Alex):** Awesome ideas. Fox Patrol, what about you?

**Fox APL (Riley):** We'd like to test our solar ovens, and join in the cooking competition.

**SPL (Alex):** Fantastic! It sounds like we have a great variety of activities to choose from—hiking, cooking challenges, fishing, and advancement work.

**SPL (Alex):** All right, everyone, let's work together to plan our Misty Mountains campout itinerary. We need to make sure everyone's ideas get included. Let's go through the weekend step by step.

**Eagle PL (Jamie):** For Friday evening, once we arrive, we could focus on setting up camp.

**Fox APL (Riley):** Good idea! Maybe we can also do a quick fire-building refresher so everyone's ready, then each patrol prepares a simple backpacking meal for dinner.

**Hawk PL (Casey):** And for dessert, how about Eagle Patrol leads and teaches everyone how to bake bannock bread over the fire?

**SPL (Alex):** Perfect! That wraps up Friday. What do we want for Saturday morning?

**Hawk PL (Casey):** Hawk Patrol can organize a trail breakfast, maybe with a twist—a "mystery ingredient" cook-off for each patrol using backpacking stoves.

**Eagle PL (Jamie):** After breakfast, we'd like to go on a bird hike and work on the Bird Study merit badge. Anyone who wants can join us, while others work on their own advancement.

**Hawk PL (Casey):** Some of us are hoping to go fishing, too. Maybe we can organize that as an optional activity.

**SPL (Alex):** Sounds great. Now, Saturday afternoon?

**Hawk PL (Casey):** We'd love to lead a scenic group hike to a nearby overlook, with some nature observation along the way. I bet we can find more birds along the way!

**Fox APL (Riley):** Back at camp, we could run a cooking challenge between the patrols—everyone could use backpacking stoves, solar ovens, or the fire. The Scoutmasters could judge for flavor and teamwork.

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**SPL (Alex):** All right, moving to Saturday evening.

**Eagle PL (Jamie):** We could have the campfire cooking challenge finals, hand out some fun prizes, then wrap up the day with reflections, songs, and skits around the fire.

**SPL (Alex):** Let's make our campfire really awesome this month! I'd like each patrol to prepare a song and a skit to share during the campfire. If you can, try to come up with something new or put a fun twist on an old favorite. We'll check in on your ideas at the next troop meeting, so start brainstorming with your patrols!

**SPL (Alex):** That brings us to Sunday morning.

**Hawk PL (Casey):** We could have a packed trail breakfast and then a short scouts own.

**Fox ASPL (Riley):** And before departure, let's make sure everyone breaks camp and we put our leave no trace principles in action and spread our campfire ashes and fluff our duff.

**SPL (Alex):** For Sunday afternoon, we'll hike to the trailhead and load vehicles for the trip home.

**SPL (Alex):** Awesome work, everyone! I will work with the Scoutmaster to update this itinerary with times and share it with the PLC. This campout is going to be a lot of fun for all the patrols.

**SPL (Alex):** Patrol Leaders, during our group breakout two weeks before the campout, please discuss gear needs and meal plans for all five meals (Friday night through Sunday afternoon). Assign a Grubmaster for your patrol to organize food and equipment. Remember, the cost per meal is \$4 per person, so plan for \$20 for each scout for meals.

## Troop Meeting Planning

**SPL (Alex):** Okay, now that we've got the campout itinerary set, let's talk about our troop meetings this month. Remember, the theme is cooking, and we have three meetings before the campout.

**Fox ASPL (Riley):** Our patrol can handle the first meeting. We're thinking of focusing on basic outdoor cooking skills—things like using stoves and fires safely, knife skills, and assembling easy meals. Maybe a "Mystery Ingredient" relay for some hands-on fun.

**SPL (Alex):** Sounds great, Foxes! Make sure you fill out your meeting planning worksheet, and list out who's leading each demo. You'll be in charge of gathering supplies and setting up food stations.

**Eagle PL (Jamie):** The Eagles will take meeting two. We want to prep everyone for the campout cooking challenge, so we'll have skill stations—one for lighting stoves, one for building fires, and one for using solar ovens. Each patrol will cook something small at each station.

**SPL (Alex):** Awesome! Eagle Patrol, remember to bring sample gear and write up instructions for each station. Assign station leaders to help with each station. Also, don't forget to plan time to do gear checks, meal planning, and assign grubmasters during patrol breakouts.

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**Hawk PL (Casey):** I'll get Hawk Patrol to run meeting three. We'll do a creative "Iron Chef" style dessert challenge with surprise ingredients, then set time aside for patrols to practice their campfire songs and skits for Saturday night.

**SPL (Alex):** Love it! Hawk Patrol, you'll need to organize taste-testing and provide judging cards. Make sure everyone gets time to rehearse their campfire act.

**SPL (Alex):** Don't forget to assign responsibilities for each meeting activity on your meeting planning worksheet. My understanding is that the Fox Patrol leads meeting one with basic outdoor cooking skills, Eagles take meeting two with gear checks, meal planning, and cooking stations, and Hawks run meeting three with a dessert challenge and campfire prep.

**Scribe (Sam):** I'll track who's doing what and help the SPL share reminders.

**SPL (Alex):** Thanks, everyone! Let's keep talking with our patrols and check in at the next troop meeting to make sure the meetings are on track. This month is going to set us up for an awesome campout.

## New Business

**SPL (Alex):** Before we wrap up, I've invited our Quartermaster, Jordan, to join us and talk about gear for the upcoming campout.

**QM (Jordan):** Thanks, Alex. I checked the troop gear closet and realized we don't have enough backpacking tents for everyone. We'll need to buy three new tents so that all scouts have a spot to sleep on the next campout. I can research options and prices this week if that's okay.

**SPL (Alex):** Great heads-up, Riley! Scoutmaster Winslow, are we able to purchase three new tents before the campout?

**SM (Mr. Winslow):** That shouldn't be a problem. You all did a great job selling wreaths this year and we can definitely afford to buy new tents.

**Fox ASPL (Riley):** My patrol has something for next weekend—can we work on the Cycling merit badge together? We've got a few folks who want to start it and maybe do a group ride.

**SPL (Alex):** That's a fantastic idea, Riley. Let's talk about what's needed for the requirements and see if we can get a counselor to help out. Anyone else interested in joining that ride?

**Hawk PL (Casey):** Also, our new members need a Scoutbook. Can we get one for them before the next meeting?

**SM (Mr. Winslow):** We have extra scout books in the troop room. We can pass them out at the next troop meeting.

**Eagle PL (Jamie):** Eagle Patrol has a service project idea! We'd like to organize a work day to help clear the local mountain bike trails. It'll be a good way for everyone to help out and maybe count for service hours.

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**ASPL (Morgan):** That's awesome, Jamie! Can you put together a quick plan for what's needed—like tools, dates, and who to contact? Maybe we can partner with the local bike club.

**Scribe (Sam):** I'll make sure all these items go in the PLC notes and send reminders before the next meeting.

**SPL (Alex):** Thanks, everyone. Let's check in with our patrols and keep up the great teamwork! Scoutmaster Winslow do you have any remarks you would like to share.

### Scoutmaster's Minute

**Scoutmaster (Mr. Winslow):** I just want to take a moment to say how impressed I am with everyone's ideas and initiative tonight. We covered a lot—making sure everyone has a tent for campouts, getting new members set up with what they need, working on the Cycling merit badge as a group, and planning a service project for our mountain bike trails. That's the kind of teamwork and leadership that keeps our troop strong.

As you're planning the meetings and activities for the month, remember to build in enough time for each part—whether it's skills or fun. It's always better to have a little extra time for questions and unexpected stuff, especially with new skills. Keep communicating with each other and check in with your patrols, so nothing falls through the cracks.

You all did a fantastic job tonight. I'm proud of the way you listened to each other and took responsibility for making things happen. Keep it up!

### Next Meeting Announcement

**Scribe (Sam):** Thanks, Mr. Winslow. The next PLC meeting will be on Monday, the 17th, at 6:30 pm. I'll send out a reminder to everyone later this week.

**SPL (Alex):** Great! If there's nothing else, that wraps up our PLC for tonight. Thanks, everyone—see you at the next meeting!