



## Patrol Leader Specific Duties

### Patrol Leader's Council Planning

- Review Calendar for Troop, District, & school events
- Review Annual Plan for Monthly Program Feature
- Call to Assistant Patrol Leader and remind of meeting
- Have advancement and other needs ready.

### Troop Meeting Planning

- PL & APL discuss meeting plan
- Call patrol members and remind about meeting duties & activities
- Carry out assigned responsibilities
- Obtain needed materials (Duty Rosters, Menu Planning Sheets, Etc.)
- Prepare Agenda for Patrol Meeting

### Troop Meeting Administration

- All PL/APL arrive 15 minutes before meeting
- Service patrol arrive 15 minutes early for setup
- Program patrol performs opening and closing
- Patrol sits in assigned area with flag
- Watch SPL for "Signs Up"
- Assist In skills instruction wherever needed
- Conduct patrol meeting
- Assist SPL in organizing Interpatrol Activity
- Service patrol returns room to pre-meeting setup, released by SPL
- Participate in mini-PLC

### Patrol Meeting Agenda

- Scribe read the minutes of the last meeting
- Review of Troop Calendar
  - Campout & other activity plans
    - Menu plans & duty rosters
    - Grubmaster reimbursement
  - Transportation for patrol to events
- Develop list of suggested games for PLC
- Review member advancement needs (ranks / merit badges)
- Scribe takes attendance & collects dues & fees. Give to Troop Scribe
- Scribe lists scouts attending next activity. Give to Troop Scribe
- QM lists special needs for next activity. Give to Troop QM
- Skill activity preparation

### Campouts

#### **Pre-arrival**

- Prepare skits, songs, etc. for campfire
- Remind patrol about departure and return times
- Ensure patrol transportation available (alert SPL if there is a problem)

#### **Departure to camp day**

- Arrive 15 minutes before departure time
- Have patrol members stack gear by vehicles
- Work with QM to get patrol gear to trailer
- If service patrol, work with troop QM to load troop gear
- Report arrival of patrol members to the SPL
- Assist in loading gear and scouts in vehicles

#### **At Campsite**

- Assist SPL in selecting campsites
- Organize setup of campsite
- Participate in Cracker Barrel and mini-PLC
- Cooperate with SPL in lights out / Wake Up patrol

#### **Meals**

- Wake up / rally cooks / organize start of meal preparation
- Ensure water, fire, and cleanup organized / monitor cleanup
- Check storage of cooking gear after cleanup

#### **General**

- Check tents for organization of personal gear
- Remind patrol members about day's activities
- Assist in getting scouts to activities on time
- Finalize campfire preparations

#### **Departure Day**

- Organize breaking of campsite
- Have QM check Troop gear before packing
- Have patrol stack gear near vehicles
- Cooperate with policing of campsite
- Assist in loading gear and scouts in vehicles

#### **After Return**

- Organize stowage of gear
- With QM, get wet or dirty gear organized
- Check no open food in food boxes
- If service patrol, stow troop gear