

Patrol Leaders Council Meeting Format

1. **Roll Call and Minutes** The Scribe calls the roll and reads the minutes of the last meeting.
2. **Patrol Reports** Each patrol sums up patrol status. Attendance, activities, advancement requests, or areas for improvement, patrol box needs.
3. **Quartermaster Report** Report status on supplies/equipment and troop trailer needs
4. **Troop Guide Report** Report status on training required for Patrols or Troop based upon Troop Meeting requirements
5. **Unfinished (Old) Business** The council discusses those items not resolved since the last meeting
6. **Troop Meeting Planning** Meetings should be planned incorporating the month's campout theme if possible. Meetings should incorporate advancement requirements for scouts working on 1st Class and older scouts to expand their skills development. The troop guide or instructor should have an active role/plan for any type of instruction. Duties for the upcoming meetings should be assigned at this time. (Flags, instructors, materials needed)
7. **Planning Ahead** Review the upcoming campouts/troop events. Address any issues related to those events.
8. **New Business** Announcements by the SPL, patrol leaders need to take back to their patrols.
 - Review needed action items for other YLs
 - Quartermaster / Equipment
 - Librarian / media needs for troop
 - Webmaster / web site changes
9. **Scoutmaster's Minute** Scoutmaster discusses any items needing attention
10. **Meeting Review & Closing** The Senior Patrol Leader and Scoutmaster review the meeting and any action items that need to be covered or brought to the Troop Committee.

Patrol Leader Council Meeting Minutes

Use this form to organize your note taking during the PLC. Continue your notes on a separate paper if needed.

Date _____

1. **Roll Call and Minutes**

2. **Patrol Reports**

- a. Raptors
- b. Penguins
- c. Black Bulls
- d. Dragons

3. **Quartermaster Report**

4. **Troop Guide Report**

5. **Unfinished (Old) Business**

6. Troop Meeting Planning

Troop Meeting Date: _____

Theme: _____ Service Patrol: _____

Topics: _____

Special items to bring: _____

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Theme: _____ Service Patrol: _____

Topics: _____

Special items to bring: _____

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Topics: _____

Special items to bring: _____

Troop Meeting Date: _____

Theme: _____ Service Patrol: _____

Topics: _____

Special items to bring: _____

7. Planning Ahead

Monthly Camping Trip/Event:

Date: _____ Location: _____ Activity: _____

Special items to bring:

Monthly calendar events and upcoming special activities:

Date: _____ Activity: _____

Date: _____ Activity: _____

Date: _____ Activity: _____

8. New Business

9. Scoutmaster's Items

10. Meeting Review & Closing