

Patrol Notebook Instructions

Receipt - following your election/appointment to a leadership role, you will need to:

1. Update Patrol Notebook cover page.
2. Add/Update Patrol Song, Cheers and Skits
3. Confirm you have at least 2 copies of all planning documents in each section.
4. Bring the Patrol Notebook to all scout meetings – Patrol, Troop and PLC.
5. Ensure that updates to the planning documents/templates are maintained.
 - a. Updates to these documents will be announced by the SPL.
 - b. A master copy of the notebook is maintained by the Scoutmaster or his designate.

Transition – at the end of your term of leadership, you will need to complete the following before turning in the notebook:

1. Return the Notebook in better shape than you received it.
2. Ensure that there are two copies of all planning documents included in the appropriate sections.
3. Remove any documents, notes or miscellaneous paperwork that were not part of the Patrol Notebook you received – except for section VII.
Songs/Skits/Cheers
 - a. Partially completed planning documents for the next campout should be placed in the front pocket of the notebook.
 - b. Keep the other documents for your own records.
4. A master copy of the notebook is available for reference at all troop meetings.