

## The Patrol Meeting Agenda

Adapted from "The Patrol Leader Handbook", pub. # 32502A

A written agenda can help you plan a meeting and can guide you as the meeting unfolds. The agenda you prepare will include these key items:

1. **Opening** – This can be a call to order or a simple ceremony.
  - Scribe takes roll.
  - Scribe reads the log of the last meeting.
  - Patrol leader announces the purpose of the current meeting.
  - Assistant patrol leader reviews advancement by patrol members.
  
2. **Business** – Items of business may include one or more of the following:
  - Plan for upcoming activities and make assignments.
  - Address new business.
  - Present the patrol leader's report on the patrol leaders' council meeting (once a month).
  - Check and repair camping equipment.
  - Vote on issues that need to be decided.
  - Build patrol spirit (yell, song, flag, logo, etc.).
  
3. **Skill activity** – Practice a Scouting skill that will be needed in the future.
  
4. **Game** – Play a Scouting game. It may be selected from the troop's program resources.
  
5. **Closing** – Use a brief closing thought by the patrol leader or another member of the patrol to end the meeting and remind Scouts of the importance of what they are doing.

# Patrol Meeting Plan

Date \_\_\_\_\_ Week \_\_\_\_\_

Activity	Description	Run By	Time
Opening  _____ minutes			
Business  _____ minutes			
Skill activity  _____ minutes			
Game  _____ minutes			
Closing  _____ minutes			
After the Meeting			