

PATROL MINUTES & GUIDE

TO: Scoutmaster, Senior Patrol Leader, Troop Scribe, Patrol Mentor,
Patrol Leader, Patrol Binder, Patrol Scribe

FROM: _____
(Name of the person preparing this document)

SUBJECT: Patrol Meeting or Activity Report

Date and time of Meeting or Activity: _____

Location of meeting or Activity (address) _____

Patrol Members Present: (Indicate name and patrol position for each person. One person per line.)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Opening (describe the opening ceremony or write none if none was used.)

Business (Describe in detail what business was discussed at the meeting. If the event was an activity, describe the activity.)

Skill Activity (Describe what skill activity/s the patrol worked on, who taught the activity, why this skill was chosen, etc.)

Game (describe the game the group played as part of the meeting and who led the game.)

CLOSING (Describe the formal closing of the meeting and indicate the time that the meeting was formally ended.)

THINGS TO BE DISCUSSED AT THE NEXT MEETING (Describe items that may have been tabled or that need to be acted on at the next meeting. Indicate if anyone has responsibility for investigating anything and when their report is due.)

DATE, TIME AND LOCATION OF THE NEXT PATROL MEETING (No meeting is complete until the next meeting has been scheduled.)

OTHER (Notes and items not covered in the above categories.)

Submitted (person making out this report. This should NOT be the patrol leader.)

PRINT NAME; _____

SIGNATURE: _____

PATROL LEADER SIGNATURE: _____

PATROL MINUTES INSTRUCTIONS

This document is to be made out by the patrol scribe. It is NOT to be made out by the patrol leader. In the event that the scribe is not at the meeting, the patrol leader shall appoint a temporary scribe at the beginning of the meeting. This person will then make out this form and sign it.

Ensure that a copy of these minutes gets to call the persons/places named in the "TO" line at the top of the report. Patrols only receive credit for a patrol meeting when they properly submit completely filled out, patrol minutes.

When listing members who attend make certain to indicate their patrol position. Abbreviations (PL, APL, QM, SC, GB, CH) are recommended for use.

Every patrol meeting should have a formal opening and formal closing. Describe in the appropriate places what these consisted of. For example: 'we opened the meeting by repeating the Scout Oath' or 'we closed the meeting by humming Taps'.

Business items will include such things as preparing menus, working on the patrol box, repairing the patrol flag holder, collecting fees for the upcoming patrol outing, deciding on the next patrol outing, etc.

Skill activity refers to scout skills or advancement items. For patrols with a majority of members who are not yet First Class, these skill will generally be things that scouts need to know in order to advance to first class. Examples include: how to fold a flag, how to tell directions day and night, how to use a compass, etc. For patrols who have a majority of members who have achieved first class, a merit badge may be a good idea. Perhaps the patrol might like to work on woodworking merit badge (a trip to the Park District wood shop could

be part of this). Perhaps the patrol want to work on the 'Collections' or some other merit badge and the counselor has met with the patrol and given assignments.

If at all possible, some kind of game should be a part of the meeting. The amount of time spent on the game should be indicated in the minutes. The game should be no more than a 10 to 15 minute portion of the meeting.

Things to be discussed at the next meeting. The best time to remember what you need to do at the next meeting is during the current meeting. Therefore, record things that you know now are going to be part of the next meeting. Of course, things may be added, but it is important to record items that you know will need to be covered.

DATE TIME AND LOCATION OF THE NEXT MEETING

This is essential. Decide when and where your next patrol meeting will be. This should be indicated in the minutes and the patrol leader should also make out the 'Patrol Leader's Patrol Meeting Report' and submit it to the SM and SPL.