

Troop 518 Meeting Planner

Date _____

Activity	Description	Run By	Time
Pre-Opening Activity			
Opening Ceremony	Flag detail		
Skill Instruction	New Scouts: Experienced Scouts: Older Scouts:		
Patrol Time			
Inter-Patrol Time			
Enrichments	This Month's Outing Next Month's Outing Following Month's Outing Other Events Gen Announcements Scoutmaster's Minute Prayer	SM	
Closing	Flag Retirement		
After the Meeting			

Using the “Meeting Planner”

- To get the most from the Meeting, plan ahead and use every minute.
- Always consult the latest Troop calendar !! Always consult the Scoutmaster !!
- Start the meeting at 7 PM sharp. End the Meeting at 8:30 PM sharp.
- Send **Troop Email** out on Sunday and announce ALL the activity leaders in advance. Such as, “Bobby Long to run the opening flag detail and pledge. Sammy Short to lead the Scout Oath. ASPL to teach *Tenderfoot* requirements 3 & 7. Patrol Leaders to plan menus for next outing.” Use different Scouts every week. Remember that everyone likes to prepare.
- **Opening Ceremony** includes the flag presentation, *Pledge of Allegiance*, and possibly the recitation of the Scout Oath and/or the Scout Law.
- **Skill Instruction** will depend upon the skill levels of those involved. New Scouts will need to work on items **directly** from the *Scout Handbook*. Experienced Scouts will want to work on items **related** to the Handbook. Items such as general cooking, general knot tying, flag ceremonies. Older Scouts should always be the instructors for both these. ASMs can assist.
- **Patrol Time** is more necessary before any type campout or outing; less important just after.
- **Inter-Patrol Time** can be a game or contest between patrols. It can also be a general training session, such as a Merit Badge Class. It can also be used to prepare for a more general gathering, such as a Troop-wide fund raising event. Check the Troop calendar! Remember: Misbehavior time or loud time is always subtracted from game time.
- **Enrichments** are where the Scouts test their skills. Scouts need to know about the next 3 outings or activities at **every** meeting. The closest outing should be announced with a printed handout with all the details. Make sure the outing planner has emailed or gives a outing flyer to every Scout in the Troop, not just those that are present.
- **Closing Ceremony** includes the flag retirement, prayers. and possibly the recitation of the Scout Oath and/or the Scout Law.
- **After the Meeting** would be the time for any Patrol Leader meetings, or items not involving the entire Troop. They should be kept to a minimum
- Remember to **always** consult the latest Troop calendars, and the Scoutmaster.
- **Make a new planner sheet for every meeting** and you’ll see that you can actually plan meetings weeks in advance. Then if you have extra homework on Monday night it’s not a problem, since most of the meeting will already be researched and written down.