

Troop 22
Whitman, MA



Patrol Leader's Notebook

Patrol Song

Record your Patrol song here:

Patrol Cheer

Record your Patrol cheer here:

Patrol Totem

Honor Patrol

Point Values

Attendance - This lists the maximum points available per category. Points are awarded as a percentage of the patrol's attendance.

Troop Meetings - attendance taken at the opening	25 pts.
Patrol Meetings	30 pts.
Service Project - Prior approval by Scoutmaster required	
Troop projects	10 pts. per hour
Patrol projects	15 pts. per hour
Troop Events	100 pts.
Patrol Campouts/ Hikes	200 pts.
Patrol Leaders' Council Meeting	
Patrol Leader	25 pts.
Assistant Patrol Leader	10 pts.
Parent attends troop committee meeting	10 pts.
Other categories:	
Patrol Flag	
At Troop meeting opening	25 pts.
On campouts	25 pts.
Advancement	
Merit Badge	20 pts.
Rank	30 pts.
Patrol Contests	
First place	20 pts.
Second place	10 pts.
Third place	5 pts.
Openings - for creativity in performing an opening	10 pts.
New Recruit	50 pts.
Parent Involvement	
Parent assists at a troop event	10 pts.

AWARDS

The Patrol that is winning at the end of a Troop meeting will receive a special award/prize.

The Patrol that is leading at the end of a Troop meeting before an event:

 For a campout, they will have first selection of sites at the campout.

 For a parade, they will have the lead position.

The contest runs for three months. At the conclusion of the contest, the winning Patrol will receive a permanent addition to their Patrol Flag and a special presentation by the Scoutmaster.

How to Pass on Instructions

1. Line up your patrol and stand facing them. Do not start talking until you are sure you've got their attention. If necessary, bring them to attention, then stand them at ease or let them squat.
2. If you have been given written instructions to pass on, read them out loud to the patrol. Read slowly. Keep glancing up in case anyone's attention is wandering. Never allow anyone to peer over your shoulder.
3. When you have put all your scouts "in the picture", give each one a definite job to do. If you can hand him his part of the instruction in writing, so much the better.
4. When you start working, remember that you are responsible for five or six pairs of hands -- not just one. If you become too deeply involved in the actual work yourself, you may immobilize yourself as a leader. Keep your own hands in your pockets until you see that every other pair of hands in the patrol is busy -- then you can join in. In other words, bring your own hands into action LAST.
5. When working with the patrol, try to occupy a position that will enable you to keep an eye on the work of the others.

Other Helpful Hints

1. Never give an order unless you are certain it will be carried out; Then, always check to be sure that it was carried out.
2. Never give unnecessary orders.
3. Be sure that you know the results that you want.
4. Your instructions should be as brief as possible, clear as daylight
5. Select the right person for the job.
6. Check for understanding.
7. Check for progress:
either make periodic inspections of the work-in-process or have the person check back with you.

Hints for Handling a Group

1. Don't start talking until you have the attention of the entire group. Just stand up and wait for the chatter to subside. Don't rap for attention. Someone will see you standing there, ready to begin, and will do the shushing for you.
2. Talk to the entire group. If you direct your attention exclusively to one or two you are eager to impress, the others will sense they are being ignored and start acting up to gain attention.
3. Don't let one person monopolize everyone's time.
4. Don't stand for whispering, talking or horseplay in your group. Stop and wait for the mannerless person to quit.
5. Don't "scold" -- just keep things so interesting that competition can't develop.
6. Never raise your voice to out shout someone who's trying to interrupt you. Keep talking till you've made your point -- but lower your voice. People will automatically strain to hear you and will tune out the loudmouth.
7. If things start to get out of hand -- stop -- then ask for cooperation, then go ahead.
8. Pause, occasionally, always at the end of a sentence to let your words sink in and to look around at your listeners.
9. NEVER allow anyone to stand behind you or peer over your shoulder.

***To keep Scouts alert -- ASK QUESTIONS!
Do this to keep their attention - not in order to embarrass anyone.***

Troop 22 Leadership Guidelines

Serving as a leader of our troop requires time and commitment. Although each scout will lead in his own way, the minimum commitment to the leadership positions are listed below. Unless a valid and pre-approved reason for not meeting the following requirements exists, scouts failing to meet these requirements will not qualify for rank advancement and in severe cases, may be asked to step down from their position. The troop functions only as well as its leadership. Any leader in the troop who fails to perform his function well, hurts the entire troop.

Senior Patrol Leader

1. Have minimally achieved the rank of Star
2. Have completed Leadership Training
3. May miss 1 meeting every two months with a valid reason (Preferably no absences)
4. May miss 1 camping trip during his year term, with a valid reason (Preferably no absences)
5. Attend and run all Patrol Leader Councils
6. If an absence is necessary, must make sure all obligations are covered
7. Set and Maintain a Leadership Example

Assistant Senior Patrol Leader

1. Have minimally achieved the rank of Star
2. Have completed Leadership Training
3. May miss 1 meeting every two months with a valid reason (Preferably no absences)
4. May miss 2 camping trips during his year term, with a valid reason (Preferably no absences)
5. Attend all Patrol Leader Councils
6. If an absence is necessary, must make sure all obligations are covered
7. Set and Maintain a Leadership Example

Patrol Leader

1. Have minimally achieved the rank of First Class
2. May miss 1 meeting every month with a valid reason (Preferably no absences)
3. May miss 1 camping trip during his year term, with a valid reason (Preferably no absences)
4. Attend all Patrol Leader Councils
5. If an absence is necessary, must make sure all obligations are covered
6. Call His Patrol once per week without fail
7. Set and Maintain a leadership Example

Assistant Patrol Leader

1. Have minimally achieved the rank of Second Class
2. Set and Maintain a leadership Example

Senior Patrol Leader

Job Description: The senior patrol leader is the elected by the Scouts to represent them as the top junior leader in the Troop.

Duties:

- Runs all Troop meetings, events, activities, and the annual program planning conference
- Runs the Patrol Leader's Council meeting
- Appoints other Troop junior leaders with the advice and counsel of the Scoutmaster
- Assigns duties and responsibilities to junior leaders
- Assists the Scoutmaster with junior leader training
- Sets a good example
- Enthusiastically wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows Scouts spirit

Responsibilities:

Notify the Scoutmaster and Assistant Senior Patrol Leader as soon as you know you will be unable to attend (or will be late to) any outing, meeting, or activity.

Attend Junior Leader Training.

As chairman of the Patrol Leaders' Council:

- Attend all Patrol Leaders' Council Meetings.
- Develop the agenda with the Scoutmaster before the meeting.
- Review the agenda with the Assistant Senior Patrol Leader before each meeting.
- Talk with the Scoutmaster at least once a week between Troop Meetings.
- Regularly communicate with the other members of the PLC.

On Troop Outings:

- Arrive 20 minutes prior to departure.
- Have on hand a copy of the Outdoor Program Plan and be familiar with it.
- Ensure the plan created by the Patrol Leaders' Council is followed.
- Upon arrival, meet with the Patrol Leaders (and an adult representative) and assign patrol campsites (if not done in advance).
- Inform the Assistant Senior Patrol Leader and Scoutmaster whenever you leave camp (does not apply for merit badge classes at Summer Camp).
- Dismiss Troop when their responsibilities have been completed.

At Troop Meetings

- Arrive at 7:00 PM and plan to stay until 15 minutes after the meeting concludes.
- Have on hand a copy of the Troop Meeting Plan and be familiar with it.
- Prior to the start of the meeting, make sure all presenters are ready to go.
- Ensure the plan created by the Patrol Leaders' Council is followed.
- Conduct a brief evaluation session at the conclusion of each meeting.

Troop Scribe

Job Description: The scribe keeps the Troop records. He records the activities of the Patrol Leader's Council meeting and keeps a record of dues, advancement, and Scouts attendance at Troop meetings. He reports to the assistant senior patrol leader.

Duties:

- Attends and keeps a log of Patrol Leader's Council meetings
- Records individual Scout attendance and dues payments
- Records individual Scout advancement progress
- Works with the Advancement Chairman and Troop Treasurer
- Sets a good example
- Enthusiastically wears the uniform correctly
- Lives by the Scout Oath and Law
- Shows Scout spirit

Responsibilities:

The Scribe is responsible for attending all Patrol Leaders' Council meetings. At those meetings he is responsible for keeping the Troop Log consisting of attendance, patrol reports, business discussed, Troop Meeting Plans, and Outdoor Program Plans. The Troop Scribe is responsible for typing the Troop Meeting Plans and PLC Minutes and having them available to the Troop Staff and Patrol Leaders by the Thursday meeting following the PLC.

The Scribe is responsible for arriving a few minutes early and staying a few minutes later in order to collect permission slips and money by the appropriate due date. The money is to be turned over to the Troop Treasurer or Scoutmaster after every meeting. In the spring the Scribe is responsible for collecting Summer Camp money, Registration and Dues, and Summer Camp Medical Forms. The Scribe is responsible for filling out and completing the Activity Roster for each and every activity requiring such documentation.

The Scribe will also work with the Patrol Leaders in maintaining a copy of Patrol Scribe records. These records include a Patrol Menu, Patrol Grocery List Patrol Duty Roster, and Patrol Equipment Check-out List.

Maintain Troop advancement chart consisting of current rank, requirements needed until next advancement, and merit badges. In addition, when advancement occurs the Troop Scribe is responsible for submitting an Advancement notification to the Troop Committee Member in charge of Advancement.

The Scribe will maintain Troop attendance and uniform inspection records that will be gathered by the Patrol Leader and submitted to the Troop Scribe. In addition, when advancement occurs the Troop Scribe is responsible for submitting an Advancement notification to the Troop Committee Member in charge of Advancement.

Patrol Leader

Job Description: The patrol leader is the elected leader of the patrol. He represents his patrol on the patrol leaders' council. He reports to the senior patrol leader.

Duties:

Appoints the assistant patrol leader

Appoint Patrol positions (Scribe, Quartermaster, Grubmaster) and train individuals for those positions

Represents the patrol on the patrol leaders' council and the annual program planning conference

Plans and steers patrol meetings and activities

Acts as the chief recruiter of new Scouts

Keeps patrol members informed

Knows what his patrol members and other leaders can do

Work with other Troop Leaders to make the Troop run well

Sets the example

Wears the uniform correctly

Lives by the Scout Oath and Law

Show Scouts spirit

Responsibilities:

Contact every patrol member prior to every meeting and remind them of anything that is due, what the skill is going to be, to bring handbooks, pad and pen, permission slips, etc.

Hold patrol meetings.

Run a minimum of four patrol activities during the Scouting year which can include Patrol hikes, Patrol merit badges, attend Town meetings, etc.

Every patrol member must advance prior to the end of the Scouting year.

Troop Quartermaster

Job Description: The quartermaster keeps track of Troop equipment and sees that it is in good working order. He reports to the assistant senior patrol leader.

Duties:

- Keeps records on patrol and troop equipment
- Makes sure equipment is in good working condition
- Issues equipment and makes sure it's returned in good condition
- Makes suggestions for new or replacement items
- Works with the Troop committee member responsible for equipment
- Sets a good example
- Enthusiastically wears the uniform correctly
- Lives by the Scout Oath and Law
- Shows Scout spirit

Responsibilities:

The Troop Quartermaster is responsible for overseeing the maintenance of Patrol Equipment boxes and Troop gear. All Patrol gear boxes must have an initial inventory taken. In addition, periodic (minimum of six) inspections of Patrol Gear Boxes should be conducted with the Patrol Quartermaster. Any discrepancies should be recorded and reported to the ASPL. The Quartermaster is responsible for maintaining and supplying all Troop Gear on weekend outings or other activities. Troop gear includes such items as Troop Leader equipment, rope and twine, ax yard supplies, spare lanterns, Troop Pantry, fund raising supplies, etc.

The Troop Quartermaster is responsible for signing out all equipment on the Patrol Equipment Check-out Sheet and for signing that equipment back in when it is returned. In the event that the Quartermaster is unable to attend, the ASPL will sign out equipment for weekends. If any discrepancies occur during sign-out and sign-in, the Troop Quartermaster is responsible for resolving the problem. In the event that equipment is returned damaged, it is the responsibility of the ASPL or Troop adult to determine whether or not the damage was accidental, and thus whether or not the Troop or the Patrol will replace the equipment. Equipment recommendation and damage replacement notification should be given to the Assistant Senior Patrol Leader to be brought up at the Patrol Leaders' Council Meeting.

The Troop Quartermaster is responsible for coordinating a Troop Equipment Day designed to sort and distribute all Troop equipment to the appropriate Patrol Gear Boxes. At this time, tents should be opened, checked for any problems or missing parts, and waterproofed. Dining flies should be checked for all poles, grommets, ropes, and pegs, and stoves and lanterns should be tested for proper functioning. In addition, at this time all Patrol equipment should be washed and properly stored, for example, coolers and water jugs are to be stored with lids open at all times. Also, all equipment will be marked with the Patrol color code and engraved when possible.

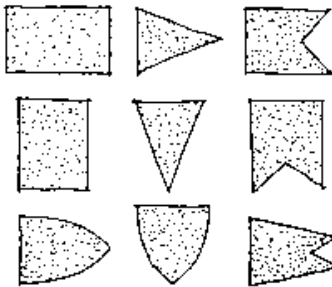


The PATROL SKETCHBOOK



NO. 1 PATROL FLAGS:

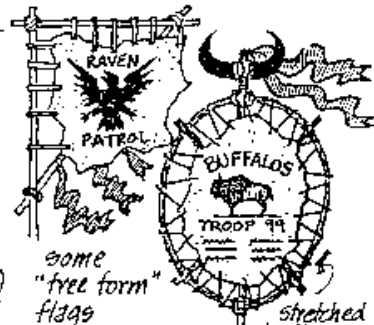
Every Boy Scout patrol should have its own custom designed and custom made patrol flag. Such a flag should speak well of the patrol and be an object of pride for each patrol member. It should be attractive and easy to carry; it should also withstand rain, sun, snow and wind. The patrol flag goes with the patrol on all outings - its their calling card and recognition sign! Below and on the next page are some ideas to get a patrol started. Have fun!



some traditional flag shapes

FLAG "STEPS"

1. Have a patrol "Art Contest". Everyone submits an idea. Choose the best ideas and form a final design.
2. Make a full size drawing on a large piece of paper.
3. Work out details of construction.
4. Make flag (get some help from a patrol Mom if needed)
5. Attach to flag staff and attach honor ribbons, etc.

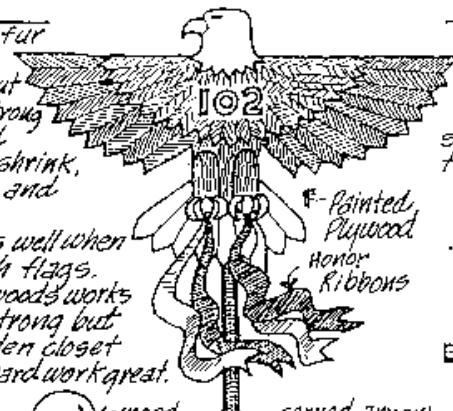


some "tree form" flags

stretched leather on wood "hoop"

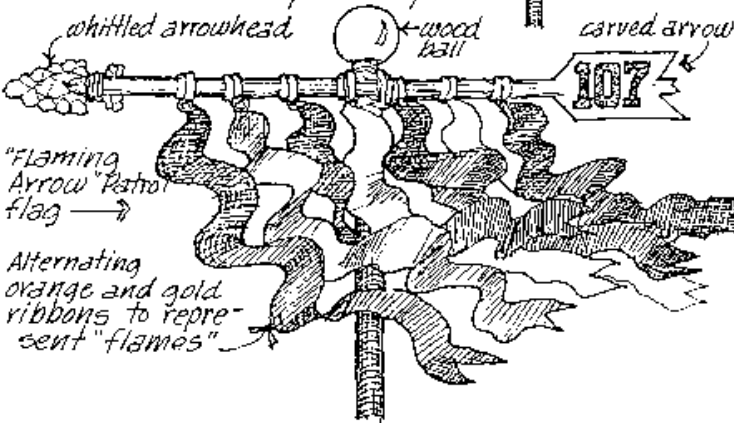
MATERIALS

- Cloth, leather, rawhide, fur, canvas, plastic, metal - whatever works best but remember to make it strong but not too heavy. Avoid materials that might shrink, fade, or run from rain and sun.
- Quilt edging tape works well when hemming/edging cloth flags.
- A cut staff from the woods works well (sassafras is strong but light weight) and wooden closet rods from the lumber yard work great.



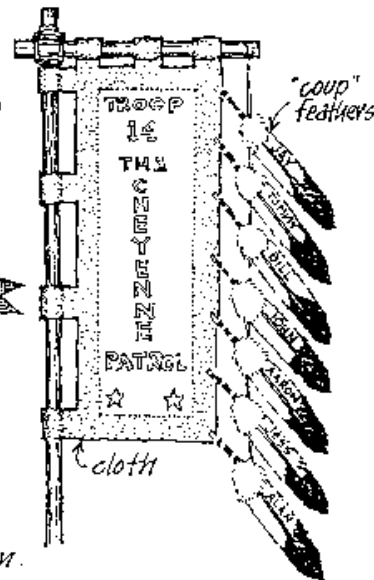
SIZE

- There is certainly no "official" size so that is up to the patrol.
- Remember to keep it of such a size and shape for the flag to be easily carried.
- A recommended size is in the 1 1/2 foot x 2 foot range.
- Make flag staff about 6 foot long (approx 1" diameter)



"Flaming Arrow" Patrol flag

Alternating orange and gold ribbons to represent "flames"



cloth

"coup" feathers

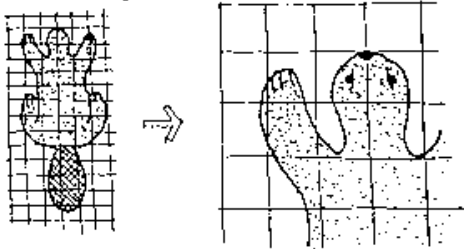
Remember "flags" can be of many different shapes, sizes, materials and so forth, so use your imagination.



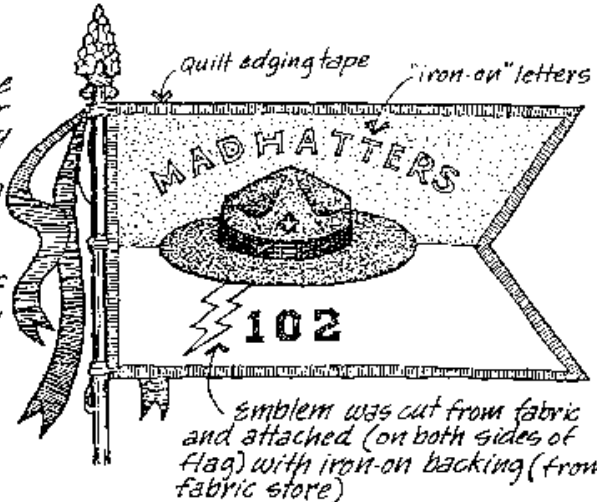
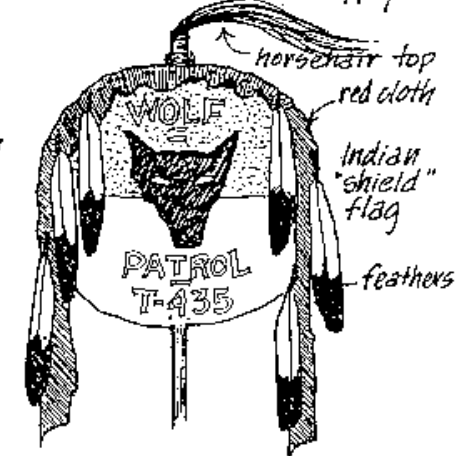
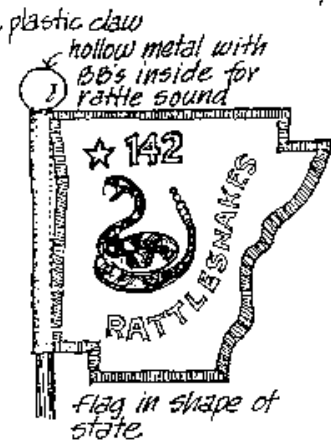
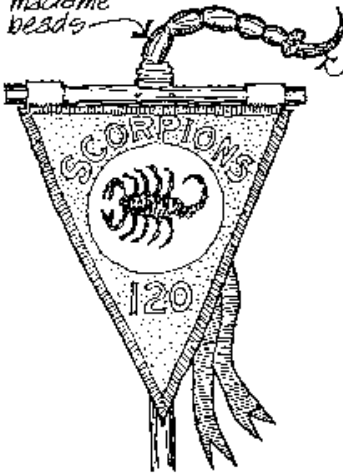
PATROL FLAGS

"ART" TIPS

- Patrol symbol or "totem" can be enlarged from a small drawing or photo to the desired size by many copying (xerox) machines.
- Another way to enlarge a drawing or photo is drawing a grid of lines over the subject matter then drawing a larger grid of the same number on a piece of paper, then fill in the squares on the larger version where they appear proportionately on the smaller grid.



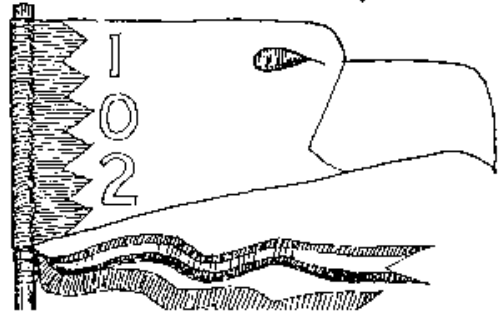
Grid method of enlarging macrame beads



- Transfer final drawing to flag surface or "iron-on" with carbon paper.
- Avoid felt tip markers on fabric because they blot and fade too easily.
- Acrylic paints are easy to use and work great on cloth, leather or wood. Acrylics can be found at art supply stores

DECORATIVE SUGGESTIONS

- Patrol name written in letters may not always be necessary - totem may say it.
- Include troop number always
- Add honor awards as they are earned.
- Include patrol members names in some manner on flag or staff.
- Carve a notch in the staff for every overnight camp and every 5 miles hiked.
- on "traditional" cloth flags apply art work on both sides of flag.



Patrol Campout Log

Location: _____

Dates: _____

Name	Paid	Name	Paid
_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
_____	<input type="checkbox"/>	_____	<input type="checkbox"/>

Menu & Duty Roster

Friday:

Cracker-barrel:

Cooks:

Cleanup:

Water:

Wood:

Saturday:

Breakfast:

Cooks:

Cleanup:

Water:

Wood:

Lunch:

Cooks:

Cleanup:

Water:

Wood:

Dinner:

Cooks:

Cleanup:

Water:

Wood:

Cracker-barrel:

Cooks:

Cleanup:

Water:

Wood:

Sunday:

Breakfast:

Cooks:

Cleanup:

Water:

Wood:
