

Guidelines for Successful Troop Meetings

- A good troop meeting follows the seven-step troop meeting plan
- The BSA publications, Troop Program Features, Volumes I, II, and III, are full of great ideas to bring troop meetings to life
- The Patrol Leaders' Council plans the troop meetings
- Except for the Scoutmaster's Minute, each section of the troop meeting is the responsibility of the Scouts themselves
- The Scoutmaster checks with the Senior Patrol Leader 48 hours before a troop meeting to make sure everything is ready
- The Senior Patrol Leader contacts each Patrol Leader and any other appropriate youth leaders 48 hours before a troop meeting to ensure preparedness
- The Patrol Leaders contact their patrol members each week to update them on the agenda and of anything required

Seven-Step Troop Meeting Plan
1. Preopening
2. Opening
3. Skills instruction
4. Patrol meetings
5. Interpatrol activity
6. Closing-Scoutmaster's Minute
7. After the meeting

Tips for Effective Troop Meetings

1. Troop meetings must have variety, action and purpose
2. Many meetings can and should take place outdoors
3. The patrol assigned as the Service Patrol should arrive early to prepare the room or outdoor area
4. Rotate assignments among patrols weekly

5. The Senior Patrol Leader is in charge of every troop meeting
6. Start and end on time. Some troops meet for ninety minutes, others meet for two hours.
7. The Senior Patrol Leader should move about during the meeting and make observation notes to coach is youth leaders after the meeting.
8. Use the Scout Sign to maintain order and deal with any disruptions immediately
9. Alternate favorite activities to avoid reducing popularity
10. Interpatrol contests should relate to the skills instruction
11. During the planning stages of skills instruction, remind instructors that demonstrations are most persuasive when they *show* rather than simply *tell*
12. Instructors arrive prepared and have their materials gathered ahead of time
13. Hands on experience is a very effective method of teaching
14. Keep the program moving
15. Be flexible, if part of the program is not working well, end it and move on to the next item
16. Recognize Scouts and Patrols for positive outcomes –well planned presentations, proper uniforming, a good opening ceremony, point system and other good efforts deserve praise
17. Debrief with the Patrol Leader’s Council after the meeting to discuss Start, Stop, Continue

Evaluating Troop Meetings
<i>After the meeting the Patrol Leader’s Council discusses the meeting results and reviews the agenda for the next meeting.</i>
<ul style="list-style-type: none"> • Did we accomplish a purpose?
<ul style="list-style-type: none"> • Was the meeting fast paced and fun
<ul style="list-style-type: none"> • Was the meeting well attended?
<ul style="list-style-type: none"> • Did we do something new and different?
<ul style="list-style-type: none"> • What worked well that we can do again?