

ORDER & BUSINESS

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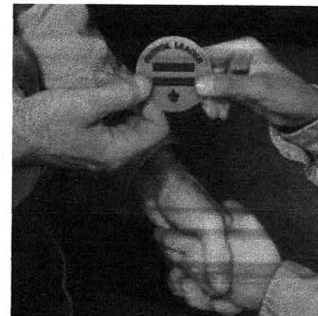
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Your Duties as Patrol Leader

When you accepted the position of patrol leader, you agreed to provide service and leadership to your patrol and troop. No doubt you will take this responsibility seriously, but you will also find it fun and rewarding. As a patrol leader, you are expected to do the following:

- Plan and lead patrol meetings and activities.
- Keep patrol members informed.
- Assign each patrol member a specific duty.
- Represent your patrol at all patrol leaders' council meetings and the annual program planning conference.
- Prepare the patrol to participate in all troop activities.
- Work with other troop leaders to make the troop run well.
- Know the abilities of each patrol member.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show and develop patrol spirit.



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 manner less 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.
10. To keep Scouts alert -- ASK QUESTIONS -- do this to keep their attention - not in order to embarrass anyone.

Maintaining Order and Control

1. Use the Patrol Leader's Council to develop a troop code of conduct to establish expectations and limits for behavior and progressive consequences for offending behavior. Review the code of conduct with the troop.
2. Deal with disruptive behavior immediately. Ignoring it will only encourage others to join in. Be observant and pay attention to what is going on. Respond quickly and gently (not harshly) when someone disrupts. Don't let them see you get mad. Sometimes they are just trying to get attention and want a reaction.
3. Focus on the attitude of the Scout and base your response on it. Emphasize the Oath and Law, setting the example, loyalty to the patrol/troop, and the high expectation of a scout compared to a non-scout. Generally speaking, the scout knows better and a lecture on breaking rules doesn't cut it. Focus on the values and character that we are trying to develop that is missing from his attitude.
4. Use the Scout Sign. Explain what the delay will result in.
5. Involve disruptive scouts in the activity by having them perform a demonstration or answer a question and they will be more apt to stay focused. Hands on activities work best for everyone.
6. Minimize behavior problems from occurring in the first place with good program planning.
7. Praise in public, reprimand in private. Don't embarrass a Scout in front of his peers. Take him aside if you need to deal with an issue.
8. Use the chain of command. PL > ASPL/SPL > ASM > SM. It is not easy to control Scouts and you should not feel embarrassed to ask for ideas and help from your troop leaders.
9. Be respectful of all Scouts. Treat them with respect. If you want to be treated with consideration, you must show the same to others.

How do you earn respect?

- Be fair, strict but not inflexible—have a heart
- Set the example—if you want someone to work hard, you must be willing to work hard
- Treat everyone the same
- Be consistent—follow through on what you say
- Congratulate and praise others for doing well
- Don't lie, be honest, say what you mean. Don't make idle threats.
- Be helpful
- Be knowledgeable on what you teach
- Set a good example

Holding Effective Patrol Meetings

Preparation:

- Set the meeting time and place. Try to have it the same time each month for easy recall. Have a meeting place that is conducive to patrol learning and without interruptions and distractions.
- Insure two adult leaders can attend. BSA rules require two leaders for all gatherings.
- Prepare a Patrol Meeting Plan (Agenda). Review your Patrol Leader Council notes for important information to share with your patrol and check with the SPL on input for upcoming events to plan.
- Define activities to accomplish during the patrol meeting and order the agenda items logically and by priority.
- Have a "Plan B" with some extra ideas or activities in case something does not go as planned.
- Delegate responsibilities to all patrol members to contribute and participate actively at the meeting.
- Set a time limit for each item.
- If possible, distribute the agenda in advance (ie. Tuesday troop meeting)
- Remind everyone the day before the meeting. Insure that everyone knows about the meeting
- Determine what materials (Patrol Leader Notebook, white boards, flip charts, handbooks, equipment, etc) are required for the meeting.

At the Patrol Meeting:

- Start on time.
- Review the Patrol Meeting Plan Agenda to ensure everyone knows the expected outcomes of the meeting.
- Identify duties:
 - Topic Leader—Leads the meeting (usually the Patrol Leader)
 - Scribe— Takes the Official notes but everyone should take notes. Periodically summarizes information and decisions.
 - Time Keeper— Keeps track of the time and reminds everyone when time is up.
 - Topic Monitor— Interrupts when discussion is straying away from the agenda.
- Decide on the "Rules of Order" by having everyone agree to certain rules of patrol behavior. You can use the following as a guideline:
 - √ The Scout Law (particularly Courteous and Helpful)