



Troop 306 Patrol Leader Handbook

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- 1. Enter your name and the date that you started this position.**
- 2. Read and understand the enclosed material.**
- 3. Photocopy and use enclosed forms where appropriate.**
- 4. Bring this binder with you when you have a job review or board of review.**
- 5. At the end of your term, return this binder to your Leadership Position Coordinator.**

Name	Start Date	End Date

Patrol Leader Leadership Card

Name: _____

Patrol: _____

Term: ____/____/____ to ____/____/____

Job Description: Each patrol in a troop elects a patrol leader. The patrol leader takes a leading role in planning and conducting patrol meetings and activities, and represents the patrol at meetings of the patrol leader's council. Each patrol leader can appoint an assistant patrol leader to serve with him.

Leadership Position Coordinator: Senior Patrol Leader

Ranks that this job may apply toward: Star, Life, Eagle

Duties of Patrol Leader:

- Must attend Troop Leadership Training.
- Reports to the Senior Patrol Leader.
- Carries out assignments given by the SPL.
- Takes attendance.
- Read the "**Patrol Leader Handbook (No. 32502A)**".
- Attach the "**Patrol Box Contents**" form to the Patrol Box and keep it filled out.
- As needed, assign gear to patrol members to be cleaned when returning from an outing.
- Check gear in with the Quartermaster when it is returned.
- Do at least one patrol service project in a 6 month period.
- Plan and lead patrol meetings and activities.
- Utilize the "**Camping Menu Planner**" and "**Shopping List**" when preparing a menu before a troop outing.
- Fill out a "**Patrol Duty Roster**" for each camping trip.
- When you get to camp help get your patrol setup by using the "**Camp Set Up Checklist**".
- Keep patrol members informed. If you are asked to communicate a message via a phone chain, do it promptly and completely.
- Assign each patrol member a job and help them succeed.
- Represent the patrol at all Patrol Leaders Council meetings and at the annual program planning conference.
- Prepares the patrol to take part in all troop activities.
- Develop patrol spirit.
- Appoint an assistant patrol leader to fill in if you are absent.
- Fill out and bring the "**Patrol Leader's PLC Report**" to the PLC.
- Set a good example
- Enthusiastically wear the Scout uniform correctly
- Live the Scout Oath and Law
- Show Scout Spirit

Position Coordinator (Date/Initials)

- _____ Briefed on duties and responsibilities
- _____ Lead the patrol in at least one opening or closing flag ceremony.
- _____ Conduct at least one patrol meeting.
- _____ Complete and post duty roster for each campout (verified at campout)
- _____ Take notes at, and disseminate information from the PLC to members in the patrol.
- _____ Bring concerns of the patrol to the PLC.
- _____ Complete all other Patrol Leader duties during term in office

Patrol Leader's PLC Report

Patrol Leader

Think: What's the status of your patrol?

Did your patrol do any Patrol activities outside the regular Troop Meeting? If so, what?

Are most of the people in your patrol attending most of the troop meetings?

For those that are missing meetings, have you asked why they are missing?

Does anyone in your patrol have any suggestions they'd like to see for upcoming Troop Meetings, Campouts, Outings, Service Projects, or Activities?

Ten Tips for Being a Good Patrol Leader

1. **Keep Your Word.** Don't make promises you can't keep.
2. **Be Fair to All.** A good leader shows no favorites. Don't allow friendships to keep you from being fair to all members of your patrol. Know who likes to do what, and assign patrol tasks to patrol members by what they like to do.
3. **Be a Good Communicator.** You don't need a commanding voice to be a good leader, but you must be willing to step out front with an effective "Let's go." A good leader knows how to get and give information so that everyone understands what's going on.
4. **Be Flexible.** Everything doesn't always go as planned. Be prepared to shift to "plan B" when "plan A" doesn't work.
5. **Be Organized.** The time you spend planning will be repaid many times over. At patrol meetings, record who agrees to do each task, and fill out the duty roster before going camping.
6. **Delegate.** Some leaders assume that the job will not get done unless they do it themselves. Most people like to be challenged with a task. Empower your patrol members to do things they have never tried.
7. **Set an Example.** The most important thing you can do is lead by example. Whatever you do, your patrol members are likely to do the same. A cheerful attitude can keep everyone's spirits up.
8. **Be Consistent.** Nothing is more confusing than a leader who is one way one moment and another way a short time later. If your patrol knows what to expect from you, they will more likely respond positively to your leadership.
9. **Give Praise.** The best way to get credit is to give it away. Often a "Nice job" is all the praise necessary to make a Scout feel he is contributing to the efforts of the patrol.
10. **Ask for Help.** Don't be embarrassed to ask for help. You have many resources at your disposal. When confronted with a situation you don't know how to handle, ask someone with more experience for some advice and direction.

Camping Menu Planner

PATROL _____

Menu for: _____

Date: _____

FRIDAY

CRACKER BARREL

SATURDAY

BREAKFAST

LUNCH

DINNER

CRACKER BARREL

SUNDAY

BREAKFAST

Grubmaster: _____

Camp Food Shopping List

DAIRY

- Eggs
- Milk
- Butter
- Margarine
- Sour Cream
- Yogurt

Cheeses:

- Block Cheese
- Sliced Cheese
- Parmesan
- _____

MEAT, FISH & POULTRY

- Bacon
- Sausage
- Deli Meat
- Hot Dogs
- Chicken
- Turkey
- Beef
- Pork
- Ham
- _____

FRUIT

- Apples
- Bananas
- Berries
- Grapes
- Melon
- Oranges
- Pears
- _____

VEGETABLES

- Lettuce
- Onions
- Peppers
- Potatoes
- Tomatoes
- _____

DRY GOODS

- Cereal
- Oatmeal
- Cookies
- Crackers
- Pasta/Noodles
- Beans
- Lentils
- Rice
- Bread Crumbs
- Flour
- Sugar
- Cake Mix
- Pancake Mix
- Potato Chips
- Tortilla Chips
- _____

BREADS

- Bagels
- Bread
- Buns
- English Muffins
- Rolls
- _____

BEVERAGES

- Fruit Juice
- Gatorade
- Other

CANNED GOODS

- Applesauce
- Fruit
- Chili
- Soup
- Spaghetti Sauce
- Tuna
- Vegetables
- _____

PAPER PRODUCTS

- Paper Towels
- Aluminum Foil
- Plastic Wrap
- Lunch Bags
- Sandwich Bags
- _____

CONDIMENTS

- Oil
- Vinegar
- Ketchup
- Mayonnaise
- Mustard
- Olives
- Pickles
- Relish
- Salsa
- Salad Dressing
- Soy Sauce
- Honey
- Jelly/Jam
- Peanut Butter
- Syrup
- _____

Patrol Duty Roster

Patrol:

Dates:

NAME	Saturday Breakfast	Saturday Lunch	Saturday Dinner	Sunday Breakfast
	Cook	Fire / Water	Meal Cleanup	Site Setup/ Cleanup
	Assistant Cook	Meal Cleanup	Site Setup/ Cleanup	Fire / Water
	Meal Cleanup	Site Setup/ Cleanup	Cook	Assistant Cook
	Meal Cleanup	Assistant Cook	Fire / Water	Meal Cleanup
	Site Setup/ Cleanup	Cook	Meal Cleanup	Site Setup/ Cleanup
	Site Setup/ Cleanup	Fire / Water	Assistant Cook	Meal Cleanup
	Fire / Water	Meal Cleanup	Site Setup/ Cleanup	Cook

Job Descriptions:

Cook: Prepares meals, wash kitchen utensils used for meal preparation.
Assistant Cook: Assist cook as requested, prepare pot of water for dish washing, supervise meal cleanup.
Meal Clean-up: Clean table , wash, dry, and put clean dishes away
Site Setup/ Clean-up: Set table and police patrol campsite. Help with putting camp kitchen in order.
Fire / Water: Get stove, charcoal, or fire ready for cooking. Get water for drinking and water for washing dishes

Camp Setup Checklist

When you arrive at the campsite, do *not* unload the gear in a pile.

Do the following in order:

1. SPL

- Get scouts under cover, together away from the camp site.
- Call the roll.

2. TG, SPL, PL

- Check for hazards

3. SPL, PL

- Select patrol sites

4. PL

- Unload dining flies and set up.
- Unload troop gear and store under dining flies.
- Unload tents and pitch them.
- Unload personal gear into tents.