



Scouts BSA Troop 141

Patrol Leaders' Council Minutes EXAMPLE

This is an example. These minutes should be completed by the Troop Scribe for each PLC meeting.

Date: _____

Call to Order

The meeting was called to order at _____ p.m. by _____, SPL

Roll Call (*Scribe*)

- ☘ SPL _____
- ☘ ASPL _____
- ☘ Scribe _____
- ☘ Troop Guide _____
- ☘ Patrol Leader _____
- ☘ Patrol Leader _____
- ☘ Patrol Leader _____
- ☘ Others present _____, _____, _____

Reading and Approval of Previous Minutes (*Scribe*)

Patrol Reports (*Patrol Leaders*)

Old Business (*SPL*) *These are action items or leftovers from previous PLC meetings.*

Event/Campout Planning (*SPL*) *Review and discuss major upcoming events, both short-term planning (activities in the coming month) and long-term planning (activities beyond the coming month). Consider ideas from patrol members. Determine the Who, What, When, Where, Why and How of each event.*

Troop Meeting Planning (*SPL*) *Review and discuss plans for upcoming troop meetings. Assign responsibilities to patrols and leaders for parts of each meeting. Ask for Troop Committee help if needed.*

New Business (*SPL*) *Discuss any items not on the agenda, such as service opportunities, or patrol activities outside troop meetings.*

Closing/Scoutmaster's Minute (*Scoutmaster*)

Reminder of Date and Time of Next PLC meeting (*SPL*)

Adjournment (*SPL*)

The meeting was adjourned at _____ p.m.

Submitted by _____, Troop Scribe