

This Troop Meeting Plan shall be prepared by the SPL at least one-month prior to each Troop Meeting, reviewed with the PLC, and approved by the Scoutmaster. Activities shall be selected based on advancement, trip preparation, and skill development needs. The SPL is responsible for putting this Plan into action, by notifying all responsible parties of their role, at the meeting, at least 2-weeks in advance.

For Troop Meeting: _____

Time	Activity	Responsible Party	Contact Date
5:50-6:10	Gathering Activity		
	_____	Instructor(s): _____	
	_____	Other: _____	
	Setup (Make sure meeting Room is Situated)	Patrol/PL: _____	
6:10	Assembly Call		
6:10-6:15	Opening Ceremony	Patrol/PL: _____	
	Roll Call Announcements	Scribe: _____	
6:15-6:20	Dues & Attendance	Scribe: _____	
6:20-7:10	Primary Activities:		
	_____	SM: _____	
	_____	ASM: _____	
	_____	Other: _____	
	_____	_____	
	_____	_____	
	_____	_____	
	_____	_____	
	_____	_____	
	_____	_____	
	_____	_____	
	_____	_____	
	_____	_____	
	_____	_____	
7:10-7:30	Patrol Meeting Activities		
	Bear: _____	PL: _____	
	Hawk: _____	PL: _____	
	: _____	PL: _____	
7:30-7:45	Secondary Troop Activity		
	_____	Instructor(s): _____	
	_____	_____	
7:45-8:00	Closing		
	SM Minutes: _____	SM: _____	
	Prayer: _____	CA: _____	
	Taps/Dismissal: _____	SPL: _____	
	Cleanup: _____	Patrol/PL: _____	