



## Troop 209 Patrol Leader Handbook

### Contents:

Patrol Roster.....	.....
Baden-Powell Award.....	.....
Duties of Patrol Leader:.....	.....
Patrol Leader's PLC Report.....	.....
Patrol Meeting Minutes.....	.....
Program Patrol.....	.....
Camping Menu Planner.....	.....
Camp Food Shopping List.....	.....
Patrol Duty Roster.....	.....
Patrol Locker Contents.....	.....
Action Packer Inventory List.....	.....
Patrol Leader Trailer Packing List.....	.....
Camp Setup Checklist.....	.....
Bacement Procedures.....	.....
The Seven Leave No Trace Principles.....	.....

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

<b>Name</b>	<b>Start Date</b>	<b>End Date</b>



## Introduction

Congratulations on your appointment as Patrol Leader. Being a Patrol Leader is a challenging and thankless job and yet it's also one of the most rewarding and influential positions in the Troop. As a Patrol Leader you not only guide your patrol to achieve their goals, but you are also a key member of the Troop's leadership – The Patrol Leader Council, or PLC. This notebook is designed to assist you in becoming familiar with your new roles, responsibilities and common tasks.

**Job Description:** 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

## Duties of Patrol Leader:

1. Reports to the Senior Patrol Leader.
2. Carries out assignments given by the SPL.
3. Helps the scribe take attendance. In particular, report to the scribe which patrol members have an excused absence.
4. Keep patrol gear in the patrol's locker.
5. Attach the "**Action Packer Inventory List**" to your patrol's action packer and check it before going camping.
6. Attach the "**Patrol Locker Contents**" form to the patrol locker and keep it filled out.
7. Use the "**Patrol Leader Trailer Packing List**" with the Quartermaster when the patrol goes camping.
8. Assign gear to patrol members to be cleaned when returning from an outing.
9. Make sure gear is returned to the patrol's locker in the basement the week following an outing.
10. Check gear in with the Quartermaster when it is returned.
11. Plan and lead patrol meetings and activities.
12. Utilize the "**Camping Menu Planner**" and "**Shopping List**" when preparing a menu before a troop outing.
13. Fill out a "**Patrol Duty Roster**" for each camping trip.
14. When you get to camp help get your patrol setup by using the "**Camp Set Up Checklist**".
15. Keep patrol members informed. If you are asked to communicate a message via a phone chain, do it promptly and completely.
16. Assign patrol members a job and help them succeed.
17. Represent the patrol at all Patrol Leaders Council meetings and at the annual program planning conference.
18. Prepares the patrol to take part in all troop activities.
19. Develop patrol spirit.
20. Appoint an assistant patrol leader to fill in if you are absent.
21. Fill out and bring the "**Patrol Leader's PLC Report**" to the PLC.
22. Set a good example
23. Enthusiastically wear the Scout uniform correctly
24. Live the Scout Oath and Law
25. Show Scout Spirit

Assistant Patrol Leader – Second in charge, performs responsibilities of Patrol Leader in his absence.

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

Useful resources: "**Patrol Leader Handbook (No. 32502A)**".

## Tips for Being a Good Patrol Leader

**Keep Your Word** – Don't make promises you can't keep.

**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 duties to do what they like to do. Disliked tasks should be shared by all.

**Be a Good Communicator** – Stay in contact with all members of the patrol. A good leader knows how to get and give information so that everyone understands what is going on.

**Be Flexible** – Everything doesn't always go as planned. Be prepared to shift to "plan B" when "plan A" hits a snag.

**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.

**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 never tried.

**Set an Example** – The most important thing you can do as a leader is to lead by example. What ever you do, your patrol members are likely to do the same. A cheerful attitude can keep everyone's spirits up.

**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.

**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.

**Ask for Help** – Don't be embarrassed to ask for help. You have many resources at your disposal, all wanting you to be successful. When confronted with a situation you don't know how to handle, ask someone with more experience for some advice and direction

### Patrol Meetings

Patrol meetings are typically conducted at troop meetings, troop outings and as necessary. Meetings should be businesslike and focus on accomplishing the task at hand – only one person speaks at a time. The Patrol Leader runs the meeting and begins by identifying the purpose/objectives of the meeting and outlines an agenda/schedule for the meeting. The Patrol Leader should invite participation from all members during group discussions and in decision-making. One member of the patrol should take notes and, at the conclusion, read back the key results/decisions.

### Patrol Activities

Patrols are encouraged to meet and participate in activities outside the framework of the troop. Patrol activities can range from going to the movies, to skills training, service projects, to taking a day hike. Patrol activities must not interfere or detract from troop functions and should be approved by the Scoutmaster or advising Assistant Scoutmaster.

### Patrol Leader's Council

The Patrol Leader's Council (PLC) is made up of the Senior Patrol Leader, Assistant Senior Patrol Leaders, Patrol Leaders and Troop Guides. The PLC plans and organizes all of the troop functions to include the annual planning conference. As such, the PLC is the key decisionmaking body in the troop. Each Patrol Leader represents his patrol at the PLC. His active participation in the PLC is vital to achieve the patrol's objectives, to support the troop's objectives, and is an opportunity for him to share his ideas on how to improve the Troop.

# 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?*



## Program Patrol

The Program Patrol period of service is normally one month, but can be tailored for unique situations such as summer camp or a troop trek. The Program patrol will:

- Be the color guard for Troop activities and outings (see section on Color Guard).
- Present an LNT learning point at every Troop Meeting
- Organize and Lead/MC the Troop Campfires

### Service Patrol

The Service Patrol period of service is normally one month, but can be tailored for unique situations such as summer camp or a troop trek, and should coincide with Program Patrol. The Service patrol will:

- Should arrive at Troop meetings 15 minutes early to set up the meeting area.
- Lead the Troop in cleaning the meeting room and returning furniture to its proper position.
- Build and tend to Troop campfires to include extinguishing and scattering ashes.
- Assist Troop Quartermaster in packing and maintaining the Troop trailer and equipment (i.e., service Troop axes and saws – not patrol equipment)

### Spirit Patrol

The Spirit Patrol period of service is normally one month, but can be tailored for unique situations such as summer camp or a troop trek, and should coincide with Program Patrol. The Spirit patrol will:

- Lead Troop games as coordinated and approved by the PLC.
- Lead the Troop in a song or a prayer at every Troop activity.
- Organize and conduct the Cracker Barrel on Troop outings.

### Troop Duty Roster

Month	Program Patrol	Service Patrol	Spirit Patrol
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			

# Camping Menu Planner

Patrol: \_\_\_\_\_

Menu For: \_\_\_\_\_

Date: \_\_\_\_\_

## FRIDAY

<b>BREAKFAST</b>	<b>LUNCH</b>	<b>DINNER</b>	<b>Cracker Barrel</b>

## Saturday

<b>BREAKFAST</b>	<b>LUNCH</b>	<b>DINNER</b>	<b>Cracker Barrel</b>

## SUNDAY

<b>BREAKFAST</b>	<b>LUNCH</b>	<b>DINNER</b>	<b>Cracker Barrel</b>

## Monday

<b>BREAKFAST</b>	<b>LUNCH</b>	<b>DINNER</b>	<b>Cracker Barrel</b>

Grubmaster \_\_\_\_\_



# Camp Food Shopping List

## DAIRY

- Eggs
- Milk
- Butter
- Margarine
- Sour Cream
- Yogurt
- Cheeses:
  - Cream Cheese
  - Parmesan
  - other \_\_\_\_\_

## MEAT, FISH & POULTRY

- Bacon
- Sausage
- Deli Meat
- Hot Dogs
- Chicken
- Turkey
- Beef
- Pork
- \_\_\_\_\_ ham
- other \_\_\_\_\_

## FRUIT

- Apples
- Bananas
- Berries
- Grapes
- Melon
- Oranges
- Pears
- other \_\_\_\_\_

## VEGETABLES

- Lettuce
- Onions
- Peppers
- Potatoes
- Tomatoes
- other \_\_\_\_\_

## DRY GOODS

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

## BREADS

- Bagels
- Bread
- Buns
- English Muffins
- Rolls
- other \_\_\_\_\_

## BEVERAGES

- Fruit Juice
- Mineral Water

## CANNED GOODS

- Applesauce
- Fruit
- Chili
- Soup
- Spaghetti Sauce
- Tuna
- Vegetables
- Ketchup
- other \_\_\_\_\_

## PAPER PRODUCTS

- Facial Tissue
- Napkins
- Paper Towels
- Aluminum Foil
- Plastic Wrap
- Lunch Bags
- Sandwich Bags
- Garbage Bags
- other \_\_\_\_\_

## CONDIMENTS

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

# Patrol Duty Roster

**Patrol:**

**Dates:**

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

**Job Descriptions:**

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

## Patrol Locker Contents

Enter the date checked, who checked it and the number of items below. If any items are missing, report it to the Quartermaster. This form should be fastened to the patrol locker door.

<b>Date Checked:</b>					
<b>Checked By:</b>					
<b>Item</b>					
<b>Tents</b>					
<b>Propane Stoves.</b> Make sure that the stove has a regulator.					
<b>Water Cooler</b>					
<b>Lanterns</b>					
<b>Dutch Oven</b>					
<b>Folding Table</b>					
<b>Plastic Tent Hammer</b>					
<b>Action Packer</b>					

# Action Packer Inventory List

Report missing items to the Quartermaster immediately.

<b>Date Checked:</b>					
<b>Checked By:</b>					
<b>Item</b>					
<b>Nested Pot Kit</b> 1. Large Pot & Lid 2. Medium Pot & Lid 3. Small Pot & Lid 4. 2 Plastic Measuring Cups 5. 2 Pot Handles					
<b>1 Cast Iron Skillet</b>					
<b>1 Cooking Grate</b>					
<b>1 Cutting Board</b>					
<b>1 Griddle</b>					
<b>1 Box Waterproof Matches</b>					
<b>2 Spare Mantles for Lantern</b>					
<b>1 Pair High Heat Gloves</b>					
<b>1 Hot Pot Tong</b>					
<b>2 Dish Washing Bins</b>					
<b>1 Bottle Dish Washing Soap</b>					
<b>2 Scrubbing Pads</b>					
<b>1 Roll Paper Towels</b>					
<b>2 Trash Bags</b>					
<b>1 Tent Brush and Pan</b>					
<b>Condiments (Salt/Pepper)</b>					
<b>1 Plastic Tent Hammer</b>					
<b>1 Can Opener</b>					
<b>1 Can Cooking Oil Spray</b>					
<b>1 Roll Aluminum Foil</b>					
<b>1 Ladle</b>					
<b>1 Large Spoon</b>					
<b>1 Meat Knife</b>					
<b>1 Spatula</b>					
<b>1 Pair Tongs</b>					

## Patrol Leader Trailer Packing List

To be used when packing the trailer for a campout.

Check:

- Dining fly has 4 lines, 4 stakes, 5 poles
- Tents have all parts (body, fly, poles, stakes)
- Action Packer is complete (check inventory)
- Cook kit in Action Packer is clean
- Griddles in Action Packer are clean
- Propane stove hose in Action Packer
- Propane stove has regulator
- Water jug is clean

Check Out Troop Gear:

- Dutch oven, if needed

Pack:

- Action Packer
- Tents (3)
- Dining fly (with lines, stakes, poles)
- Water jug
- Propane stove (if needed)
- Aluminum table (if needed)
- Dutch oven (if needed)

\* Pack flies and tents last.

## 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, away from the camp site.
- Perform Roll Call.

### 2. TC, 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.

## Steps to Setting Up backpacking Camp

1. Reconnoiter the area to select a safe and suitable place to camp. Locate a source] of water. Minimize impact by camping on durable surfaces; away from delicate foliage.
2. Designate and mark a cooking area/fire pit, latrine, sump, bear bag site, pack-line (all within the Bear-muda Triangle) and a separate area for sleeping (75 meters away).
4. Erect the patrol's dining fly over the cooking area and collect all food, water bottles and smellables.
4. Dig the sump, setup the cook area and prepare to hang the bear bag.
5. Replenish/purify water bottles.
6. Set up tents close together being careful not to damage delicate plants. In the rain, erect tents under the dining fly and then move them to the sleeping area.
7. Hang backpacks on trees, or ground them in a pack-line AWAY from the sleeping area, within the Bear-muda Triangle.

# Basement Procedures

- **Patrol Lockers**
  - It is the PLs job to make sure that all of their patrol's gear is in their locker.
  - A checklist of what should be in the patrol box will be posted on the door of each locker.
  - The PL should tell the QMs what they need. The QMs will bring it up to the Committee to get the gear you need.
  - All equipment (including utensils in the action packers) will be color-coded.
  - The PL and QMs will periodically take an inventory of the contents of each patrol gear.
  - Nobody will be allowed in the basement without the permission of the QMs.
  - The key to the basement is keep by the QMs, Scoutmaster and Assistant Scoutmasters.
- **Packing for camping trips**
  - PLs must put all the gear they want to bring on the trip in the center of the basement floor within the first half of the meeting on the Thursday before the trip.
  - If your gear isn't in the center of the basement floor, it won't be going. (If the PL won't be there the APL must cover for them. Give them a list.)
- **Distributing gear after the camping trip**
  - After a camping trip it is the PLs job to assign the gear to his patrol to take home (including tents). We will give you a list so that we know who has what gear.
  - It is the PLs job to make sure the gear is back in their patrol locker by the next trip (preferably the next Tuesday). If someone in your patrol doesn't clean their gear, you will use the same gear on the next trip, so it's your patrol's problem.
  - Gear should be returned to and stored in the patrol locker by the patrol leader, not the QMs.

# The Seven Leave No Trace Principles

## 1. Plan Ahead and Prepare

- Know and comply with regulations and recommendations for the area you'll visit.
- Carefully plan and prepare for your trip to accomplish your goals safely and enjoyably while minimizing disturbance to resources or other visitors.
- Select appropriate equipment and clothing.
- Minimize trash through careful meal planning and food repackaging.
- Travel in small groups of less than 12

## 2. Travel and Camp on Durable Surfaces

- Stay on designated trails where available. Walk single file in the middle of the path to avoid widening treads.
- Do not shortcut switchbacks.
- When traveling cross-country, choose the most durable surfaces available: rock, gravel, dry grasses or snow.
- In high-use areas choose an established, legal site that will not be damaged by your stay.
- Restrict activities to the area where vegetation is compacted or absent.
- In remote areas choose a pristine place with resistant surfaces and disperse activities to avoid permanent impact.

## 3. Properly Dispose of Waste

- Pack out all trash: yours and others.
- Deposit human waste in catholes dug 6 to 8 inches deep at least 200 feet from water, camp or trails. Cover and disguise the cathole when finished.
- Use toilet paper sparingly, pack it out if possible.
- To wash yourself or dishes, carry water 200 feet away from streams or lakes, and use small amounts of biodegradable soap. Scatter or bury strained dish water.
- Inspect your campsite for trash and evidence of your stay.

## 4. Leave What You Find

- Treat our natural and cultural heritage with respect.
- Leave plants, rocks and historical artifacts as you find them.
- Good campsites are found, not made. Altering a site should not be necessary.
- Do not leave structures or furniture or open trenches.

## 5. Minimize Campfire Impacts

- Campfires can cause lasting impacts to the backcountry. Always carry a lightweight stove for cooking. Enjoy a candle lantern instead of a fire.
- Where fires are permitted, use established fire sites, fire pans, or mound fires. Keep fires small.
- Gather sticks no larger than an adult's wrist.
- Do not snap branches off live or standing dead trees.
- Let fires burn to ash and then put them out completely.
- Remove all unburned trash from fire pits, scatter the cool ashes over a large area away from camp.

## 6. Respect Wildlife

- Enjoy wildlife from a distance. Avoid any interruption or disturbance to their normal activities.
- Protect wildlife and your food by storing rations securely - hang bear-bags.
- Pick up all spilled foods and never feed any wildlife.
- In deserts, camp away from water sources. Your presence may prevent wildlife from using them.
- Ask about the locations of sensitive or critical wildlife habitats to avoid during travel and camping.

## 7. Be Considerate of Other Visitors

- Visit the backcountry in small groups.
- Avoid popular areas during times of high use.
- Choose equipment and clothing in subdued colors.
- Step to the downhill side of the trail and talk softly when encountering pack stock.
- Let nature's sounds prevail. Avoid loud voices and noises.