

PATROL LEADERS

TO DO LIST

a Guide for new Patrol Leaders

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DUTIES OF A PATROL LEADER

- Keep and organized and up to date ROSTER**
- Record ATTENDANCE frequently**
- Take charge of your patrol's:**
 - troop assigned weekly activities
 - behavior at troop meetings
 - patrol meetings
 - duties for the troop/ events
- Keep your absent patrol members updated on that nights meeting and upcoming events and deadlines**
- Call the members of your patrol of there is a change of meeting location, activity, or anything urgent**
- Plan and lead patrol meetings to discuss**
 - upcoming events and deadlines
 - duties of the patrol
 - advancement
 - important news and announcements

**The duty of the patrol should not be solely on your shoulder. Assign duties for your assistant patrol leader and patrol members to get things done more efficiently. Remember, you are their leader not their mother!*

ROSTER

An organized list of the members of your patrol

Your patrol roster is very important for a patrol leader and it should look like this

NAME	PHONE #	EMAIL	RANK
Name	123-456-7890	name@email.com	Scout
Name	123-456-7890	name@email.com	Scout
Name	123-456-7890	name@email.com	Scout
Name	123-456-7890	name@email.com	Scout
Name	123-456-7890	name@email.com	Scout
Name	123-456-7890	name@email.com	Scout
Name	123-456-7890	name@email.com	Scout

It should contain:

- Names (first and last)
- Phone Numbers (Cell and or home)
- Email Addresses (most frequently used one)
- Rank

“Extra Credit”

** as you'll find with many things in this guide, the more records you have that are organized and easy to read the better impression it will give for you as an organized and active patrol leader.*

- Allergies (was a requirement for Klondike also you don't want to kill or ail him)
- Address (for carpooling purposes)
- Age and Grade
- Any extra notes like scheduling that interferes with patrol meeting or anything you find important to record.

Attendance

The record of your patrol member's attendances to troop gatherings

**Although attendance is recorded at the meeting it is the Patrol Leader's job to know who attended each meeting so that the absentees can be updated on what happened at the meeting.*

TAKE ATTENDANCE WHEN?

-Every weekly meeting

-Patrol meetings, activities, and projects

-Events like the Klondike, Community Service, and Eagle Projects

**Pretty much take attendance for everything (the more records you have the better impression you leave as an organized leader.*

EXAMPLE ATTENDANCE LOG

	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE
NAME	X	X	X	@	X	X	X	X	X	@	X	X	X
NAME	X	@	X	X	X	X	X	@	X	X	@	X	X
NAME	X	X	X	X	@	X	X	X	X	X	X	X	X
NAME	X	X	X	X	X	X	X	X	@	X	X	X	X

NOTES

-I kept a key on my attendance log so I was not constantly writing "present" or "absent" I used X's as present marks and @'s for absences. You can use whatever you want that makes the log easy to read

-I brought a notebook every meeting and took the attendance in that and then logged them onto the saved file on my computer in a folder with my other patrol leader duties

OTHER IMPORTANT STUFF

- Try and keep the scoutmaster updated about important things
- Help members of your patrol advance
- Keep all of your records in a place that you can change and find
- Record everything you can
- involve everyone in all activities
- Form a good (or even decent) relationship with patrol members you may not like them but if you are a jerk you'll be like that boss that everyone hates (this is supposed to prepare you for the future and you will DEFINITELY not get along with everyone but you can at least try to be civil
- You are in charge of your patrol but still discuss everything with them so you don't rule dictatorially
- If you feel like it's a bazillion degrees out and you don't want to wear your uniform give your scoutmaster or senior patrol leader a call and if they feel you deserve it you can have a class B meeting (remember to call everyone in your patrol to notify them because not only will they be mad when they're melting but it shows your lack of competence as a patrol leader)

*****Not everything in this guide is mandatory or the exact way to do something but this is what I have gathered in my time as patrol leader as well as many discussions and suggestions from the scoutmaster and my patrol members. You may find methods you prefer and that's good because you're not a robot or clone.**

GO FOR IT AND GOOD LUCK!