

PLC Meeting Agenda

Follow these (7) steps at **every** PLC meeting. This is your agenda outline.

Have your Scribe keep track of what is discussed / decided.

The Scribe should share what was written with the PLC afterwards.

Important: Sit in a circle, so all Scouts can see each other. (Adults sit outside the circle.)

1) Opening

(By the SPL)

Start the meeting on time with a simple opening ceremony such as reciting the Scout Oath, or Pledge of the Allegiance.

2) Roll Call

Ask the Troop Scribe to call the roll (check attendance).

PLC = SPL, ASPL's, PL's, Troop Guides, Instructors, Scribe (Non-voting), Jr. Asst. SM.

Make note of anyone not in attendance and contact them later.

3) Patrol Reports

(Each Patrol Leader gives a report about their patrol.)

Ask each PL these questions:

- a) What did you do last month with your patrol?
- b) What will you do this month with your patrol? (Goals)
- c) What do you need help with?
- d) If the patrol has a Troop Guide: How can your Troop Guide help you?

4) Old Business

Quickly review your last month Troop meetings. What worked? What did not?

Quickly review any discussions left unresolved at the last PLC meeting.

When necessary, bring matters to a close by calling for a vote.

5) Troop Meeting Planning

Make a monthly & weekly meeting plan, so you can get it approved by the Scoutmaster.

As you build your plan, assign responsibilities for portions of the meetings, taking care to distribute the load equally among the patrols, Scouts, and troop leadership.

If your meeting has skill instruction, be sure to plan different levels, so that all age groups will be equally involved and challenged.

Set the date for your next PLC meeting.

6) New Business

This portion of the meeting is devoted to discussions of items not previously on the agenda. (Ex. What are future meeting ideas and wants? Any hikes or outings desired? Do Patrols need a skills day, or help with service hours? Other?)

7) Scoutmaster Comments / Input

(From the Scoutmaster & ASM's)

This is their chance to ask a few questions and share some constructive thoughts.

(The SPL will present the written meeting plans to the Scoutmaster later.)

*** End on time**