How to run a PLC meeting

Before the PLC:

* Set the date and location for the PLC.
* SPL should speak with the Scoutmaster to make sure the agenda is created and everything is covered in the PLC.
* Prepare copies of the agenda for the PLC attendees.
* SPL should verify attendance for the PLC 2 days in advance.

At the meeting:

* What is the theme of the month?
* What Merit Badge(s) will be covered?
* What advancement requirements are needed?
* Are there activities for all groups of Scouts (new Scouts, experienced Scouts below First Class, Scouts above First Class not in Merit Badges)?
* Are there any Quartermaster jobs that need to be accomplished?
* Make sure the appropriate forms are filled out. 1 Meeting agenda for each meeting. 3 Campout program for each campout (Friday, Saturday, and Sunday). Please make sure that forms are legible and that all information is completed. The SPL (or his designate) needs to be able to run a meeting from these forms. It is critical that we note who is responsible for each task. Also put the Service and Program Patrol on the top of each form.
* After the forms are filled out keep the originals and have copies made for each of the participants.
* Email the forms to adults@troop728.org.

Reference & Documents

<http://www.troop728.org/resources/TroopMeetingPlan.pdf>

<http://www.troop728.org/resources/TroopMeetingPlan_Condensed.doc>

* Stop/Start/Continue – 5 minutes
* Develop Month’s Meeting Plan – 30 minutes
* Review calendar – 10 minutes
* Plan monthly activity – 15 minutes