**Leadership Tips to Get You Started**

* **Keep your word.** Don’t make promises you can’t keep.
* **Be fair to all.** A good leader shows no favorites.
* **Communicate.** A good leader knows how to get and give information so that everyone understands. Communication is a two-way street. Be sure to follow up.
* **Be flexible. C**ampouts and other events will not always go as planned.
* **Be organized.** Time spent preparing for troop events will be repaid many times over.
* **Delegate.** Among the greatest strengths of a good leader is the willingness to empower others to accomplish all they can.
* **Set the example.** Whatever you do, Scouts in the troop are likely to do the same.
* **Be consistent.** When the troop members know what to expect from you, they will be more likely to respond positively to your leadership.
* **Give Praise.** Offer honest complements whenever you can.
* **Ask for help.** Do not be embarrassed to draw on the many resources available to you.
* **Criticize in private.** Pull the Scout aside and quietly explain what he is doing wrong. Add a suggestion on how it should have been done correctly.
* **Have Fun.** Most of all, have fun learning to be a leader. Your joy and enthusiasm will spread to other Scouts and will help energize the troop.

**Roles and Responsibilities**

**Scout Lead**

* Complete the Troop 97 Boy Led Trip Plan
* Announcements at the troop meetings prior to the event
* Communicate details of the event to the webmaster
* Communicate equipment needs to the quartermaster
* Advise SPL & ASPL on event planning progress

**Adult Lead**

* Advise the scout lead as he completes the Troop 97 Boy Led Trip Plan
* Oversee date deadlines
* Reserve campgrounds
* File registration paperwork as required
* Coordinate transportation needs with Troop Committee
* Coordinate adult patrol including adult grub master
* Advise Scoutmaster on event planning progress

**Planning Timeframe**

The scout lead should meet with the adult lead in the 15-30 minutes before troop meetings to discuss the planning progress for the event. During the course of the program year there will be several events being planned, each in a different stage of planning with different scouts working each event. Whenever possible or as discussions allow, all scouts should meet with the adult lead together. This will be a valuable learning process for the scouts new to this process to see where the process is headed and to learn from the scouts that are farther ahead. It will also allow the scouts that are farther along to answer some of the questions of the scouts that are just starting their planning process.

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| **Action** | **Notes** | **Responsible Role** |
| **T-120 Days** | | |
| Plan event date, theme and rough location | This is done during the biannual planning conference.  The scouts plan the month of the event, the theme and pick a rough or general location.  Adult lead (ASM’s) to advise on exact date and begin to identify possible constraints on the location. | SPL at the PLC.  ASM Logistics with SM. |
| **T-90 Days** | | |
| PLC with the SPL select a scout lead for the event. | A specific scout needs to be identified not a patrol. | SPL |
| Reserve campsite if necessary. | Adult lead should consult with scout lead if possible. | Adult lead |
| Begin to plan the trip using the Troop 97 Boy Led Trip Plan. | The adult lead will advise as necessary. | Scout lead |
| **T-45 Days** | | |
| Begin to calculate cost per scout. |  | Scout lead |
| Prepare notes for the SPL to announce at the next PLC and the upcoming troop meetings. |  | Scout lead |
| **T-30 Days** | | |
| Present event plan at PLC. | Make any changes as needed according to discussion at PLC. | Scout lead |
| Open registration on the troop website. | Send event details to the troop webmaster. | Scout lead |
| **T-14 Days** | | |
| Identify adult grub master. |  | Adult lead |
| Identify who will pull the troop trailer if needed. |  | Adult lead |
| Submit registration numbers and payment to the event organizer. | May only be needed for council and district events. | Adult lead |
| Coordinate drivers | The troop has a committee member to help with this task. | Adult lead |
| Event details to SM for email blast to the troop. |  | Scout lead |
| Communicate any special planning needs for the trip to the SPL. |  | Scout lead |
| Communicate any special equipment needs to the scout QM. |  | Scout lead |
| **T-5 Days (last troop meeting before the event)** | | |
| Go/No-Go Call based on weather, logistical issues, etc. | Criteria to assist in making this call may be identified by the scout lead in the trip planning process. | Adult lead with SM |
| Assist patrols in event planning |  | Scout lead |
| Confirm special equipment is available |  | Scout lead |
| Close registration | Some events may need more advance notice of registration numbers and therefore registration will be closed earlier in this planning process. This will need to be identified in the trip plan completed by the scout lead. | Adult lead |
| Confirm head count for drivers |  | Adult lead |
| Identify adult medical officer |  | Adult lead |
| **T-2 Days (Wednesday before the weekend event)** | | |
| Complete troop logistics plan & email to adults going on the trip as well as any adult drivers. |  | Adult lead |
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