

Troop Meeting Agenda

Standard BSA troop meeting format. Fill in the details before each meeting and hand to the SPL.

Date: _____ **Time:** _____ **Location:** _____
SPL: _____ **Theme / Focus skill:** _____ **Attendance expected:** _____

Opening

Led by: Color Guard / SPL 7:00–7:10

- Assemble patrols
- Flag ceremony — color guard: _____
- Scout Oath and Law
- SPL announcements (keep brief — under 3 min)
- Introduce any guests

Skills Instruction

Led by: Patrol Leaders / Instructor 7:10–7:40

- Skill / requirement focus: _____
- Instructor: _____
- Materials needed: _____
- Patrols work in separate areas
- SM circulates and is available for sign-offs

Activity

Led by: SPL 7:40–8:00

- Activity type: _____
- Inter-patrol competition: _____
- Equipment needed: _____

Scoutmaster's Minute

Led by: Scoutmaster 8:00–8:02

- Topic / story: _____
- (2 minutes max — if you don't have one, skip it)

Closing

Led by: SPL 8:02–8:10

- Patrol Leaders give report to SPL
- Upcoming events reminder
- Retire the colors
- Dismiss

SM note: Hand this agenda to the SPL before the meeting. Let them run it. Your job is to be available, observe, and debrief afterward — not to direct from the front.

Independent resource — not affiliated with or endorsed by Scouting America. Always verify current BSA advancement requirements at [scouting.org](https://www.scouting.org) or with your local council. Requirements are updated periodically.