

Troop 171 Meeting Planning Guide

***When:** *Date _____ *Time _____

***Where:** _____ PLC? Y N

***What:** _____

Who: *Planner(s) _____

*Critical leader/teacher(s) _____

Other leader/teacher(s) _____

***Why:** How does this help the Troop reach its goals or provide service? (List reqs to be covered)

How: Backup plans (weather, plans for older Scouts, what if you finish early, etc.):

Items to bring and who will bring: _____

*All marked items must be finalized at the PLC when the meeting is scheduled. All but the date should be brainstormed before scheduling. Other items may be determined before or after the meeting is scheduled but must be finalized at least 2 weeks in advance of the meeting, and the earlier the better.

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