

**Troop 541 Junior Leader Tasks  
at Summer Camp  
6/23/2024**

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## SENIOR PATROL LEADER

### OBJECTIVE:

As always, the troops objectives at camp are to have fun while avoiding injury and damage to property. You, as the SPL, have the objective of making this happen. Being the SPL of a troop is a big job. It's also an amazing opportunity to really learn something about leadership and organizational skills. If you approach it with a positive "can do" attitude, and a willingness to devote yourself to the job, this will be a once in a lifetime experience. Here is a plan for camp based on our years of experience. The more of this you do without the Scoutmaster's intervention, the smoother things will go and the more you'll learn.

### BEFORE CAMP:

1. Find out from the Scoutmaster if there are any changes to the program from previous years
  - Campwide activities
  - Other activities the camp may have to offer
2. About a month before camp call a PLC meeting. You need patrol leaders, guides, quartermaster, scribe, instructors, and ASPLs. We'll cover the following topics:
  - Tent pairings, it's really important it is for each Scout to know who they're bunking with.
  - If we plan an outpost hike, we'll need the equipment (avoid asking new Scouts to buy it)
  - Plans for camp activities
  - Differences from previous years
  - Advancement plans (this is the responsibility of the Scribe and Instructors)
  - COPE participants must mail applications to the camp a couple of weeks ahead
  - Delegate responsibility for the Cradle of Liberty Troop Award to an ASPL
  - Responsibilities of each Jr. Leader as outlined in this handout
  - Skits for the Troop Campfire and props if needed
  - PLs and Guides need to get back to you 2 weeks before camp
2. Two weeks before camp:
  - Make sure your ASPLs know their assignments and are on top of them (see ASPL job description)
  - You should have the tent pairings from all PLs and Guides. If not, follow up
  - Have COPE participants sent in their applications
  - How are preparations for activities in camp going?
  - If you don't have all this information follow up.
3. One week before camp:
  - Make sure you have a notebook.
  - Follow up on camp awards and make sure our program includes the required items
  - Review the schedule, which may have changed, with the Scoutmaster. Make sure you understand it fully.
  - Touch base with the Scribe, QM, and Librarian to make sure everything is getting done.
4. Remember that you are the key to the troops success at camp. You must keep enough free time to allow you to carry out your duties.
  - Do not plan to take COPE, or any merit badges that will require work outside of class. Your extra time should be devoted to your leadership responsibilities.

**GETTING STARTED ON SUNDAY:**

- Arrive at the church 1/2 hour before the scheduled departure time:
  - Arrange for an adult and one of your assistants to arrive early and collect all medications and any straggler medical forms:
    - Check off roster as medical forms are collected. We need
      - ✓ Health and medical record form signed this year by parent and physician
      - ✓ Drug Administration Form
      - ✓ Medications, if any, in zip lock with Scouts name and troop number clearly marked (ASPL should bring zip lock bags and a marker)
    - Place medications in the meds box
    - File medical forms alphabetically
  - **Assembly at the Church:** -When everyone has arrived, fall them in:
    - Explain that the whistle means drop what you're doing and fall in.
    - Mention that tent pairings are all arranged (if anyone doesn't know who they're with, tell them).
    - Tents will be in patrol areas which you will assign as soon as we get to our site. Scouts must wait till you assign their patrol an area before they move into a tent.
    - When the Scouts get to camp they should unload the cars (including troop gear) as quickly as possible, move into their tents, and, if we need to do a swim test, get into their bathing suits.
- When you arrive in camp:
  - Define the patrol areas. Get your assistants busy facilitating the moving in process.
  - Introduce yourself to our campsite host and go with them to inspect our site.
  - As soon as everyone is in camp fall everyone in:
    - If we're doing a swim test, tell them to put on bathing suits.
    - Tell them that they must be on our site and in uniform one hour before our dinner time each day starting today.
  - Assign a fire Marshall and have them post the fireguard chart.
  - Get the patrol leaders and Guides to assign **experienced waiters** for Sunday's dinner.
  - Schedule a PLC meeting for right after the Sunday campfire. Tell the Patrol Leaders to bring waiter assignments for the rest of the week. Remind them to take into account the COPE schedule and boating classes when scheduling waiters.
  - Before the evening leadership meeting, find out about camp activities such as; birds of prey, electro-fishing, vespers, the camp wide game, and campfires.
  - **Before Dinner** Fall everyone in again (in uniform):
    - Review how to stand at attention, parade rest, and fall in in retreat formation.
    - Go over standard troop rules for camping.
    - Remind each Scout to make sure the scribe knows what advancement they will work on.
    - Tell everyone to return to the site immediately after dinner so you can give them more information.
    - Remind everyone that the Scout sign means, "Please be quiet."
    - If we have the late dinner, do the "After Dinner" topics at this time as well
    - Send the waiters at the designated time.
    - Take the troop to the parade ground and show them where to fall in for retreat. Then go to either retreat or dinner depending on our meal schedule.
- **After Dinner (or continue from previous if we have the late dinner):**
  - Tell everyone they must be in the campsite every day during the break before or after lunch, for the hour before we leave for dinner/retreat (in uniform), and after 10:00 PM.

- There will be a PLC meeting after the Sunday campfire, then each day during the lunch break. You should cover the next days activities at this meeting.
- Each patrol should have a meeting during the dinner break each day to go over the next day's activities which their leader took from the PLC meeting.
- Explain campsite cleanup: This will need to be during the breakfast break. You need to get tent flaps rolled, get inside of tent neat and clean, no litter in or around tent, no litter in Patrol's area.
- Each day, one patrol will be assigned to latrine duty in the morning. This will also need to be done during the breakfast break. They must move fast since they also have their normal cleanup duties.
- At 8:45 each morning we'll fall in and dismiss Scouts for 9:00 classes.
- At each meal, someone is assigned as waiter for each table.
- Encourage people to do the Polar Bear Swim, find out who will do it, and get it written down so we can wake them up.
- At the Sunday night Jr. Leader's meeting:
  - Lay out the week's schedule. Include camp wide activities, troop activities such as Outpost, and Resica adventures. (post this on the bulletin board)
  - Agree to a schedule for latrine duty by patrols. (post this on the bulletin board)
  - Compile a complete waiter's schedule. (post this on the bulletin board).
  - Review the requirements for the Cradle of Liberty Troop Award, agree on how the troop will complete them.
  - Review the plans for campsite cleanup each morning.
  - Remind everyone of the daily lunchtime meeting.
  - Remind patrol leaders to schedule a patrol meeting during the dinner break each day to review items that come out of the lunchtime leadership meeting.

### **THROUGH THE WEEK AT CAMP:**

Your responsibilities include the following items. You'll need to move quickly on Sunday afternoon to be sure you know the camp's schedule. Work out troop activities in around the camp wide activities. Get the whole week scheduled by Sunday night. Plan for each thing ahead of time. Work with the other junior leaders to make sure we have good communications and all of these items run smoothly.

1. Camper's Council meetings - Be prepared to attend the camp's Camper's Council meetings at 7:15 each evening.
2. Outpost - Delegate the main responsibility for Outpost to the ASPL for Activities, but the ASPL for Patrols should also be making sure each Patrol is ready. With the ASPLs, patrol leaders, guides and QM, make sure everyone is properly packed, properly equipped, and ready to go at the correct time.
3. Vespers – This will be on Wednesday evening, make sure it's included on our schedule.
4. Miscellaneous camp activities (song fest, birds of prey, water polo etc.) Make sure you know when these are scheduled. Try to avoid conflict with them, and encourage Scouts to participate in them.
5. Troop campfire and pizza party – This should be on Thursday night, possibly with 542. Delegate your ASPL for Communications to make sure all patrols have skits and be prepared with good cheers, walk-ons, and lots of enthusiasm.
6. Twilight boating - This could be either Tuesday or Thursday evening, work it into our schedule.
7. Camp wide game. - Ask the host about this and make sure you know what it will be and when it will happen. Work it into our schedule.

8. Anything needed for the Cradle of Liberty Troop Award - The ASPL for the Troop should organize this. You just need to make sure it happens.
9. Daily campsite cleanup. - Before 9:00 you shouldn't think about anything else. Delegate the ASPL for Patrols to supervise latrine cleanup (one patrol is responsible each day.)
10. Advancement Record Keeping - The scribe will take care of this, but you and the other Jr. Leaders should plan to help with the book keeping. It is also important that you offer all the Scouts encouragement.
11. Advancement Below First Class - Delegate the Instructors to be responsible for this, but pay attention yourself to be sure it starts on Monday and provides a chance for every younger Scout who is behind in advancement to advance a rank during the week.
12. Quartermaster - You and the ASPL for the Troop should be aware of what these Scouts should be doing and making sure it happens.
13. Troop service project - This will be part of the Cradle of Liberty Troop award, and the ASPL for the Troop should organize it. You just need to make sure it happens.

**GET AWAY DAY:**

On our last day in camp you need to be concerned with the following.

1. Tent and latrine clean up.
2. Make sure everyone knows which dad is organizing transportation.
3. The QM and Librarian should be making sure to get everything back.
4. Our Host will be back for the site inspection. Plan to walk around with him again.

## PATROL LEADER AND GUIDE

### OBJECTIVE:

As always, the troop wants to have fun while avoiding injury and damage to property. Your objective is to make this happen for your patrol. The more of this you do without the Scoutmaster's or SPL's intervention, the smoother things will go and the more you'll learn.

### BEFORE CAMP:

#### 1. Tent assignments

- If your Scouts are unhappy with them it may spoil their week at camp and they may become homesick. Because of campsite duty assignments, tents will be assigned by patrol, but within the patrol Scouts should pick their own tent mates. Make lots of phone calls to work this out.
- Here are the ground rules:
  - ✓ Scouts may not share a tent with anyone more than two years different from them in age
  - ✓ Let the Scouts pick their tent mate and keep friends together.
  - ✓ You and all your patrol members must be in your patrol's area.
  - ✓ No Scout should be in a tent by themselves, even for one night unless age considerations force it.
  - ✓ Adults, even the Scout's parent, may not stay in a tent with a Scout.
  - ✓ If you have an odd number of people, you will share the tent with the PL of another patrol.
  - ✓ If the troop has an odd number of Scouts, the SPL will get their own tent.
  - ✓ Make sure everyone knows who their tent mate will be, and is happy.
- Assume your patrol will have its own table in the dining hall and work out your patrol's waiter assignments in advance. Be sure to take each Scout's schedule constraints such as COPE and boating classes into account when scheduling waiters.
- Call the SPL at least two weeks before camp and report your tent and waiter assignments.
- When you get to camp find out where your patrol's area is and help the whole troop get tent assignments figured out before a mad scramble starts.

#### 2. Call every Scout in your patrol who is signed up for camp. Make sure:

- They have all the required medical forms with proper parent and doctor signatures
- They know to wear a class A uniform and bring a class B
- They know to be at the church by 8:30 AM
- They know who they will be sharing a tent with.
- They have given us the advancement request and know their schedule
- They know how to sign up for special activities at camp
- Answer other questions they may have

#### 3. If we decided to do an outpost hike at our planning meeting, make sure your patrol has the equipment you need for it without asking anyone to buy any. Try to get patrol members who have extra items to bring them. The troop has some backpacks and mess kits to loan. You are responsible to get the equipment from the troop leaders and have it ready before you get to camp.

+ Backpacks      + Canteens      + Mess kits      + Vittles kits

#### 4. Learn what special activities there will be at camp and prepare for them

- We always have a troop campfire
- The camp may have other events or competitions

#### 5. As a patrol leader you will have a lot of responsibilities to the other members of your patrol. First time campers really need you to look out for them.

- Keep a lot of free time in your schedule to help your patrol members with their advancement.

- You are expected to make sure your patrol has finished its morning duties.
- Know what time our daily leadership meeting is and make sure you're there for it
- Review the daily schedule in our summer camp guide book.

**AT CAMP:**

1. Set the standard for behavior
  - Support the SPL and adult leaders
  - Show enthusiasm and be prepared and on time yourself.
  - Follow the rules.
2. First day
  - Get your patrol settled in its area.
  - If we're doing the swim test at camp, get everyone out in their bathing suit right away.
  - Get everyone ready on time to fall in and learn about retreat.
  - If we have the early dinner shift, push everyone back from dinner for the all troop meeting.
  - Attend Sunday night's Jr. leader's meeting and help plan the week's schedule.
3. Daily campsite cleanup.
  - During the free time before 8:45 you shouldn't think about anything else.
  - One patrol is responsible for latrine cleanup each day, on your days, make sure it's done right.
4. Junior Leader's Meetings - every day during lunch break, your attendance is required.
5. Patrol meetings
  - You are expected to have a patrol meeting every day during the dinner break.
  - Tell the Scouts about the things that were discussed at the lunchtime meeting.
6. Outpost Hike
  - If we're doing one, help everyone in your patrol get properly packed equipped, and ready on time.
  - You'll need to help your patrol members get their meals cooked.
  - It's important we get everyone packed and out in the morning so we can get back for breakfast and not miss any classes.
7. Advancement
  - It's important to everyone in your patrol that they go home from camp with a couple merit badges.
  - Give them help and encouragement.
  - Talk to each of them every day about the badges they're working on. If you see problems, get help from the scribe and adult leaders.
8. Troop Campfire – Make it the best of the week
  - Rehearse your skit before the campfire. Prepare props if you need them.
9. Everyone Has Fun
  - You are a key person in making sure everyone in your patrol has fun.
  - Pay attention to what's going on around you. Watch for:
    - ✓ Scouts who might be a little homesick.
    - ✓ Scouts who aren't making good advancement progress.
    - ✓ Scouts who are picking on other Scouts (stop this if you see it)
    - ✓ Scouts who don't know what is going on.
  - Get help from an adult if you notice a problem.

## **SCRIBE:**

### **OBJECTIVE**

Your job is to help everyone accomplish their advancement goals, and make sure everyone earns enough badges to go home proud of themselves. You are also responsible to make sure the paperwork is complete and correct, reviews are scheduled, all the badges are presented at the campfire in September, and all the computer records are updated.

### **BEFORE CAMP**

1. Make sure you have the scribe's book and troop records. Be sure to find out where the records are and make sure all the newest Scouts are listed.
2. The advancement plan will be in an Excel spreadsheet. Every badge being earned is in a row with columns for the Scout's name, name of the badge, type of badge, date earned, time of day he'll be working on it, and what the outcome was (passed, dropped, partial, etc.) We'll want to be able to sort by Scout's name, badge type, or time of day. You and the Scoutmaster will exchange copies of the file before camp and the Scoutmaster will bring a soft copy to camp on a laptop. You should be sure to bring several printouts of it just in case.

### **AT CAMP**

1. On Sunday, meet with each Scout. Make sure your list is correct and update it with changes.
2. Review everyone's progress with them on Tuesday and again on Thursday. If someone is having trouble help them get help. Ask the Guide and the Instructors to work with the Scouts who are having trouble. We want everyone to earn at least one badge.
3. On Friday night, plan to stay up late completing all records.
4. You are required to attend our daily leadership meeting.

### **AFTER CAMP**

1. Provide all records to the adult in charge of advancement so that reviews can be scheduled if necessary, paperwork can be filed with Council and badges can be purchased.
2. Prepare envelopes for each Scout with all the badges he earned. These will be presented at the September opening campfire.



## QUARTERMASTER

### BEFORE CAMP

1. Check the condition of equipment. There is no convenient place to purchase equipment items:
  - Make sure we have three full propane tanks.
  - Make sure none of the lanterns are broken.
  - Check the first aid kit to be sure it's stocked.
2. Make sure our lantern box is properly stocked, we should have the following:
 

8 extra lantern mantles.	Matches	Wrench
4 working lantern heads	Pipes and hoses for 4 setups	
3. We'll use a patrol box and food box for teaching. The patrol box should have all the standard items in it including a working propane stove. The food box should have a supply of trash bags, dish soap, blue shop towels, plenty of paper towels, a large pump bottle of hand soap, plastic spoons, aluminum foil, and SOS pads. If we don't have these items buy them.
4. Although not normally in the food box, buy a small bottle of Pine-Sol to use at the latrine.
5. Bring a combined Rope and Ax Box with tape for an ax yard and enough rope to put up clothes lines. You should have a hand ax, bow saw, sharpening tools, gloves and eye protection.
6. Bring the other equipment we need for camp:

Item	Number Needed
✓ Propane tanks	1 per patrol + 1 for adults
✓ First aid kit	1
✓ Lantern heads	1 per patrol + 1 for adults
✓ 40 Cup coffee pot	1
✓ Coolers	1 per patrol + 1 for adults
✓ White board	1 per patrol
✓ Patrol flags	All
✓ American & troop flags	All
✓ Dutch Ovens	1
✓ Short length of hose to clean latrine	1
✓ Misc. items you're unsure about	Just bring them

7. If we have an overnight outpost hike planned, bring enough tents, butane stoves, and butane for everyone. Find out from Patrol Leaders and Guides if any loaner backpacks are needed. Arrange to give these to the people who need them before we leave for camp.
8. Don't plan too much advancement. You are expected to devote time to your duties while in camp.

### AT CAMP

1. Place the equipment in the site where it is needed. Make sure it is safe from rain.
2. Issue equipment to those who need it, make sure you keep track of who has what and get it back.
3. If we've planned an outpost, work through the patrol QMs to equip each patrol with tents and stoves for Outpost. Write down who took what, and make sure the patrol QM brings it all back to you.
4. Take some time during the week to fix up and clean up the troop gear that's at camp.
5. At week's end make sure the troop's equipment is safely loaded and returned to the equipment shed.
6. Plan to help the SPL escort the site host at the end of the week and make sure all the camp's equipment is in the same condition as when we arrived.

## ASPL

### OBJECTIVE:

The ASPL is responsible for getting our Troop ready for camp activities, and helping them approach the activities with enthusiasm.

### THROUGH THE WEEK AT CAMP:

Work with the SPL to divide these responsibilities among the ASPLs in camp.

1. Learn the camp schedule and coordinate getting us entered in all the activities
2. Evening events including camper's campfire, troop campfire, and pizza party
  - Know the evening program and make sure the troop participates with enthusiasm
  - Work with the PLC to prepare a skit and/or song for the camper's campfire
  - Work with the patrol leaders to make sure all patrols have good skits that follow our guidelines for the troop campfire.
  - Be prepared yourself to lead the troop campfire with good cheers, walk-ons, and lots of enthusiasm.
  - Invite some staff members to our campfire.
3. If we've planned an outpost hike, prepare for it
  - Fill out the food order, turn it in, and get Scouts to help you pick it up.
  - Make sure the quartermasters have the equipment distributed
  - Work with the Patrol Leaders and Troop Guides to make sure all patrols are ready to go
  - Schedule times for groups to leave camp and make lists of who will be in which group.
4. If the camp has a Troop Award
  - Study the requirements for this before you get to camp.
  - Make a plan for addressing everything that needs to be done to earn the Cradle of Liberty Troop Award
  - Work with the Troop Ecologist to organize the conservation project.
  - Get the necessary items into the troop's schedule.

## **INSTRUCTOR**

### **OBJECTIVE**

Your responsibility is to try to make sure everyone who joined our troop this year at least completes the Scout rank, and anyone else who isn't First Class yet advances at least one rank at camp.

### **BEFORE CAMP**

1. Review the requirements for Scout, tenderfoot, second class and first class, so you'll have an idea what the Scouts will need to do.
2. Obtain a troop roster sorted by rank so you'll know where the Scouts stand.
3. Obtain a list of Scouts going to camp so you'll know who will be there.
4. When you arrive at the church check with the Scribe to be sure they have the advancement charts.

### **AT CAMP:**

1. Get together with the other instructors (ues the assistants), guides, and the ASPL to divide up the work.
2. Figure out what the Scouts you're concerned with would need to do to advance a rank.
3. Using other junior leaders, adult leaders, try to be sure each Scout does what he needs for his next rank.
4. Try to make sure every Scout in camp has Tote-N-Chip before he goes home.

## OUTDOOR ETHICS GUIDE

### OBJECTIVE:

To make the Scouts in our Troop more aware of the environment and the role they can play in protecting it. They make sure the Troop lives up to the Outdoor Code on our activities. The Outdoor Ethics Guide helps the troop make recreational choices that reduce impact to the land and preserve outdoor experiences for others. They use the resources of the Troop to promote environmental awareness and to carry out environmental projects in our community.

### BEFORE CAMP:

1. Prepare to work with the younger Scouts on their outdoor ethics requirements at camp. Brush up on the outdoor ethics related rank requirements, and find out which Scouts attending camp need to complete them:
  - Tenderfoot 1C. Tell how you practiced the Outdoor Code on a campout or outing.
  - Second Class 1B. Explain the principles of Leave No Trace and tell how you practiced them on a campout or outing. This outing must be different from the one used for Tenderfoot requirement 1c.
  - First Class 1B. Explain each of the principles of Tread Lightly! and tell how you practiced them on a campout or outing. This outing must be different from the ones used for Tenderfoot requirement 1c and Second Class requirement 1b.
2. Find out what requirements for the Cradle of Liberty Troop Award are conservation related, and make plans to fulfill them.
3. Make a plan for trash recycling at our campsite. Work with the quartermasters to make sure they bring whatever supplies are needed to support this.

### AT CAMP:

1. Schedule times to work with younger Scouts on outdoor ethics requirements and get as many of them through them as possible.
2. Work with the camp ranger or other camp staff to set up a conservation project at camp. Schedule the activity with the PLC and get as many Scouts as possible to take part. Hopefully this project will meet one of the requirements of the Cradle of Liberty Troop Award.
3. Organize trash recycling on our campsite. Communicate how it works, and which items are recyclable to the other Scouts. Check periodically to be sure trash is being separated properly and take corrective action if it isn't. If the camp doesn't recycle, arrange to take the recyclables home and put them in the recycling dumpster at the church.