



Troop 32 Patrol Call Guidelines

PURPOSE: To ensure weekly Troop 32 patrol messages (or calls) are executed timely

SCOPE: Applies to Troop 32 Scouts and Scouters

INSTRUCTIONS:

Format:

Patrol messages need to include the activity/outing, date AND action (if applicable). An example of an effective patrol message looks like this:

Example of a TEXT message:	Example of a PATROL CALL:
Patrol Call Meeting 3/11 Class A Parent Meeting at 7:15PM. Inform your parent that they need to attend Be prepared: Roses, buds & thorns Pancake Breakfast; Camporee planning Next outings: Joshua Tree, Camporee SP: Bald Eagles Confirm receipt	Hello, this is XXXXX calling for XXXXX for the weekly Patrol Call. Do you have a pen and paper ready? The next Monday meeting is 3/11; Class A (or XXX) We will be doing XXXXX The next Outing is XXXX The next Activity is XXXX Before the next meeting, you need to XXXX (an Action Item) The service patrol is XXXX Do you have any questions?

Method:

Patrol messages may be delivered via text OR call. **If the Scout receiving the patrol message is unable to text, then the patrol messages must be delivered via call.** If a Scout is not answering a CALL, then leave a message with the details above and add, "Please call me back at xxx-xxx-xxxx to confirm receipt of this message."

Schedule:

WHO:	CONNECTS WITH:	WHEN (Deadline):
SPL	Mr. Leonard	Tuesday
SPL	ASPL's & Mrs. Kearney	Wednesday by 6PM
ASPL	Patrol Leaders	Wednesday by 7PM
Patrol Leaders	Patrol Members & Patrol Mentors	Thursday by 7PM

If a Scout (ASPL, Patrol Leader or Patrol Member) has not received a patrol message, follow this process:

1. **If an ASPL and Mrs. Kearney (for PPC),** contact the SPL first at 7PM on Wednesday. If no patrol message by 8PM on Wednesday, contact the Scoutmaster.
2. **If a Patrol Leader,** contact the ASPL first at 7PM on Wednesday. If no patrol message by 8PM on Wednesday, contact the SPL. If no patrol message by 8:30PM on Wednesday, contact the Scoutmaster.
3. **If a Patrol Member,** contact the Patrol Leader first at 7PM on Thursday. If no patrol message by 8PM on Thursday, contact the ASPL by 8:30PM. If no patrol message, contact the SPL.