

## How to Run a Scout Meeting

Our Motto is “Be Prepared” ... so that is what you need to be PREPARED.

Remember the six Ps (Prior Preparation Prevent P\*\*\* Poor Performance)

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### AIMS – What are the aims of your meeting?

- A product e.g. meal, chariot
  - a prize e.g. twix bar
  - just for fun
  - is there a badge e.g. Fire Safety, Equestrian
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### CONTENT:

- What will everyone be doing – PLs, APLs, Scouts, you?
  - Is everyone involved?
  - Is there enough to keep all ages interested and engaged?
  - Is it long enough for a whole meeting or do you need more than one activity?
  - Will behaviour be a problem if not all are doing?
  - Are there any Health and Safety instruction before you start? Do you need to demonstrate?
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### KIT

- What do you need to run the meeting?
  - What space is required? Indoors, outdoors?
  - Is everything you need at HQ?
  - Do you need to buy something?
  - What clothes should they wear?
  - Leave time to wash and tidy up after the activity.
  - Do you need ingredients stored?
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### COMMUNICATION/COLLABORATION

- Who needs to know what?
  - Have you emailed the leaders well before the meeting?
  - Do the other PLs and APLs need to know about the meeting so they are ready to go.
  - What do the scouts need to know beforehand?
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### FINALLY

- What is the backup plan if something goes wrong e.g. we cannot go outside
- If you incur expense then bring the invoice and Pete will sort that out – bring a receipt
- Build a uniform inspection into the meeting
- Remember the Patrol Leaders Council at the end