

**girl scouts**   
greater los angeles



**A LEADER'S GUIDE  
TO THE  
PATROL SYSTEM**

## NOW YOU ARE A PATROL

What difference does that make? A big difference!

As a Patrol, you can choose the things you would like to do in Patrol and troop meetings. As a Patrol, you help make the plans to do those things. How? Read this patrol Handbook and see.

To make exciting things happen, your Patrol must be a good one. This handbook will help you make your Patrol a good one.

Find out step-by step how to get ideas and how to choose the ones you like best.

Learn how to make plans and carry them out. Learn how to share in good Troop program. Find out about the Court of Honor.



## **PATROL SYSTEM**

### **PATROL & COURT OF HONOR = PATROL SYSTEM**

To start this system your troop divides into small groups called Patrols. Each Patrol will choose a name for itself. For example- "Star Patrol", "Daisy Patrol", "Horseshoe Patrol", Etc. next, the Patrol elects a Patrol Leader and Assistant Leader. If you have been elected Patrol Leader this handbook will help you carry on your responsibilities.

## **PATROLS**

As a patrol Leader, you are a Patrol member and a Troop member. Patrols sometimes have special interests within the Troop but their main purpose is to carry out the work of the troop. The Troop is richer because of the strength and action of its Patrols, all working together on Troop plans.

A Patrol Leader sees that her Patrol has a share in making plans for the troop.

### **Plus + COURT OF HONOR**

Every Patrol member has a voice in the Court of Honor through the Patrol Leader. The Court of Honor is the heart of the troop. It makes possible a continuous flow of ideas to and from Patrol; it sorts out ideas, makes decisions and plans troop meetings. A Patrol Leader considers her Patrol ahead of herself and her Troop ahead of her Patrol.

### **Equals = PATROL SYSTEM**

A Girl Scout Troop belongs to all its members. It is not only every Troop member's privilege but her duty to take part in the government of the Troop. You may do this best by entering into the activities of your Patrol and by contributing your full share to its work and play.

## COURT OF HONOR

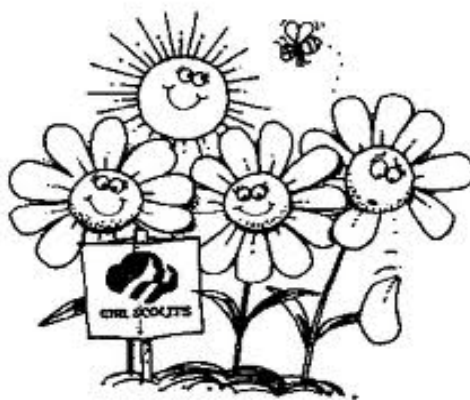
The Court of Honor makes plans and decisions for the whole Troop just as Patrol members make plans and decisions for their Patrol. All the Patrol Leaders plus the Troop secretary and the Troop treasurer and the Troop Leader are members of the Court of Honor.

The Court of Honor decides what each Patrol will do for the next Troop meeting.

The Court of Honor makes suggestions for Patrols to vote on.

The Court of Honor asks Patrols for suggestions.

The Patrols Leader makes sure all ideas from her Patrol are shared with the Court of Honor and all ideas from the Court of Honor are shared with the Troop members in her Patrol. This is called "representative government" because all Troop members share in Troop plans through you, their Patrol Leader, who is their representative to the Court of Honor.



## GETTING STARTED WHERE TO FIND IDEAS

Good ideas are important to your Patrol.

Sometimes an idea starts in a Patrol.

Patrols think of ideas.

At Court of Honor meeting, Patrol Leaders tell about Patrol ideas. Court of Honor members decide which idea is the best and decide what each Patrol needs to plan and do.



Patrols plan their own parts and decide what each Patrol member will do.

Sometimes an idea starts in the Court of Honor.  
Court of Honor members think of an idea.



At Patrol meetings, Patrol Leaders tell about Court of Honor ideas. Patrol make suggestions about what part of the idea they would like to carry out.



Court of Honor gets Patrol suggestions from Patrol Leaders. Then Court of Honor decides what part each Patrol will do.

**THE PATROL IN ACTION  
GETTING EVERYONE'S IDEAS**

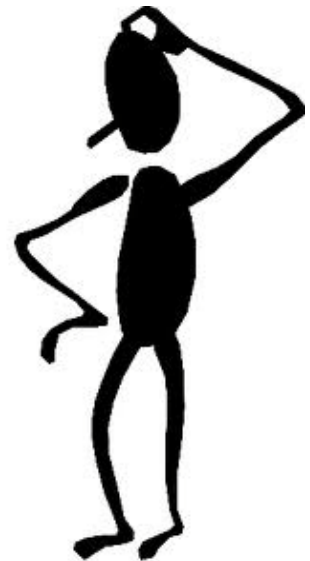
YOUR PATROL IS A GOOD PATROL...  
WHEN EVERYONE HAS IDEAS!

The Patrol Leader asks for suggestions on what to do, and she asks someone to make a list of the ideas.

Sometimes everyone has ideas right away.



Sometimes one girl thinks her ideas is good,  
But she's not sure. The Patrol Leader asks everyone to give  
their suggestions.



When everyone has told her ideas, the whole Patrol checks the list together to be sure each girl's idea has been included.

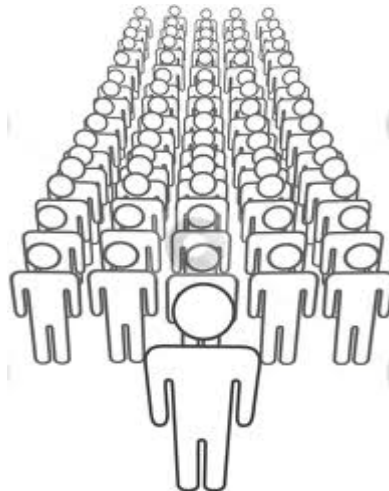
The Patrol plans what each Patrol member will do.



The Patrol lists the things they will need to bring or make.



The Patrol Leader checks to be sure everyone knows what she is going to do.





## THE PATROL IN ACTION

### SHARING THE WORK

YOUR PATROL IS A GOOD PATROL...  
WHEN EVERYONE CARRIES OUT HER PART!

Each Patrol has a different job to do at a large event.



Whether your Patrol's part is Compass

Or Fire Building....



.....the success of the event depends on each and every Patrol member doing the thing she said she would do!

## THE PATROL IN ACTION HOW TO MAKE AN AGENDA



What is an agenda? An agenda is an orderly list of things to be done in a meeting.

Who makes an agenda?

The Patrol Leader makes the agenda for Patrol meetings.

The Troop Leader/Adviser and Patrol Leader, working together, make the agenda for Court of Honor meetings.

Nine suggestions for making an agenda

1. Write all your notes in a notebook at Patrol meetings and Court of Honor meetings. Don't trust to memorize or use odd bits of loose paper.
2. Develop a system for organizing your notes. For example you might star (\*) items to be reported at the next week's Court of Honor, and check (✓) items to be given to the Troop Leader at the close of the Troop meeting.
3. Be sure all the facts are included and are correct.
4. State in the form of a question all items on which discussion is desired or opinion is to be solicited.
5. Decide the order in which the items are to be considered. Keep all items on a related subject together. Leave space to write in answers and you will have a complete record in one place.
6. Go over the list and set an approximate time limit for each item.

7. At the patrol meeting, share content of agenda with members of Patrol or of possible, give each girl a copy.
8. FOLLOW the agenda.
9. Toward the end of the meeting, ask girls for ideas for the next meeting. Write down the ideas on the back of your agenda sheet- and your agenda for the next meeting is well begun.



**A GOOD TROOP IN ACTION  
YOUR TROOP IS A GOOD TROOP  
WHEN EVERYONE DOES HER PART**

Sometimes a Patrol is in charge of one part of a Troop Meeting.....



For instance...One Patrol carries out a flag Ceremony for the whole troop.

Or a Patrol arranges the room  
For a Troop meeting.

Sometimes Patrols carry out activities by themselves...

For instance at a Troop cookout each Patrol may plan and cook its own food. That way everyone gets to do part of the cookout.



Or... if the Troop decides to make toys for a children's home, each Patrol could make a different kind of toy.

## JOBS IN PATROLS KAPER CHARTS

In Girl Scouting, a job is called a KAPER

The list of jobs and who does them is called Kaper Chart. Here are some examples of Kaper Charts. Each one uses the symbols of Patrols in the Troop to show which Patrol is doing each job. (See Patrol Symbols at bottom of page.)

This Kaper Chart  
Lists the jobs to be done  
And shows which Patrol  
Will do them at each  
Troop meeting

KAPER CHART FOR SEPTEMBER TROOP MEETINGS	SEPT.7	SEPT.14	SEPT.21	SEPT.25
Closing the troop meeting (choose and carry out )	☆	6	€	Ω
Put chairs and supplies away at the end of meeting	Ω	☆	6	€
Game to play during meeting	€	Ω	☆	6
Surprise! You may be asked to help or do something this week or you may have a free week	6	€	Ω	☆

Patrol	Sept.7	Sept.21	Sept.14
☆	Opening song or game	Clean up meeting room	Closing ceremony
€	Closing ceremony	Opening song or game	Clean up meeting room
6	Clean up meeting room	Closing ceremony	Opening song or game

This Kaper chart lists  
The Patrols and what jobs  
They will do at each troop meeting.

## SYMBOLS OF PATROLS

☆	Shooting Star	€	Lightning Patrol
6	Snappy 6	Ω	Horseshoe Patrol

## TAKING TURNS

Everyone in a Patrol should have a turn at the different jobs to be done. Rotate the jobs, on a Kaper Chart or on a list. That way, everyone will feel an important part of the Patrol.

KAPERS FOR "SHINING STAR" PATROL	
Make cookies, everybody take a turn mixing, cutting or decorating the cookies.	
Scrape & stack the bowl, spoons, cups- ready for washing	Linda & Kim
Wash cooking utensils	Katie & Lauren
Wipe table tops	Jenny & Diane
Put everything away	Lisa & Kristie
Sweep the floor	Kathy

## TWO SAMPLES OF KAPER CHARTS FOR A PATROL

KAPERS FOR SPECIAL EVENT	
Shopping for Supplies	Terrie & Shannon
Preparing food	Amber & Alison
Decorating the room	Mica & L'Jon
Hostessing guest	Bonnie & Robin
Clean up	Everyone

## PATROL JOBS

Here are a few suggestions. Which can your Patrol use? Can you think of other jobs that would be useful for your Patrol?

- Patrol Leader- in charge of seeing that things go well and smoothly in Patrol and during Troop activities.
- Assistant Patrol Leader-in charge of Patrol when Patrol leader is absent and helps Patrol Leader in every way she can.
- Finance Manager (Patrol Treasurer) - in charge of Patrol financial matters such as collecting dues from Patrol members.
- Recorder (Secretary) - in charge of Patrol records such as log of Patrol program and correspondence (invitations, thank you notes, etc.).
- Transportation Manager- in charge of Patrol transportation, arranges transportation for Patrol activities & Troop events.
- Equipment Manager- in charge of Patrol equipment, makes out lists of Patrol equipment needed for events and responsible for Patrol flag if one exists.

Here are some ways to start collecting suggestion from your Patrol for the Court of Honor.

Everyone look at a chapter or a handbook. What ideas on these pages do YOU want to try?
Look at the calendar. What is fun to do outdoors this month? What holidays or other special days are there this month? Is there a story, game, or song to celebrate a special day this month? A place to visit or an interesting exhibit to see?
Look at a recipe book. What recipes would be fun to try? Does anyone have a special / favorite recipe or snack that your Patrol or the Troop might have?
Look at Girl Scout literature. Do you see any activities you would like to try?
What did you or others do at camp that someone else would enjoy learning to do? Would the troop like to know more about your Girl Scout or family camping? Would the troop like to visit the camp or see slides of it?

Below is a suggestion on how to make a Patrol decision.

OUR PATROL IDEAS	YES	OR	NO
Have a Valentine Party			
Have a picnic for Brownies in the Park			
Have a First Aid Workshop			

**GETTING STARTED  
CHOOSING ACTIVITIES**

Your Patrol can use steps like these to plan the Patrol's Part of Troop activities.

The Court of Honor can use steps like these to plan What your Troop will do and how each Activity can be carried out.

**STEP 1**

List all the things you want to do.

**STEP 2**

Next to each idea put down who wants to do the activity.

THINGS TO DO	WHO WILL DO THEM

**Step 3**

Choose which activity you will do first. Read questions in the box.

QUESTIONS TO ASK...

- \*What do most of the girls want to do most?
- \*Are some ideas similar?
- \*Could they be combined into one activity or project?
- \*Do we have enough money in the budget?
- \* Is this a good activity for this time of year?

**STEP 4**

List who will do what to get the activity started.

Court of Honor	Patrols	Individual Girls	Leader



## HOW TO PLAN AN EVENT

### HOW TO PLAN AN EVENT

These pages can be used by Patrols and the Court of Honor to plan a cookout. Use them as a pattern for planning other events or projects.

#### AT COURT OF HONOR

Patrol Leaders; answer these questions as you plan, so that you can inform your Patrols.

1. Where will the skills day be? \_\_\_\_\_
2. When will the skills day be? \_\_\_\_\_
3. Which Patrol will:
  - Teach fire building? \_\_\_\_\_
  - Teach knives & knots? \_\_\_\_\_
  - Teach camp set-up? \_\_\_\_\_
4. What should each Troop member bring? \_\_\_\_\_
5. What will we do if it rains? \_\_\_\_\_

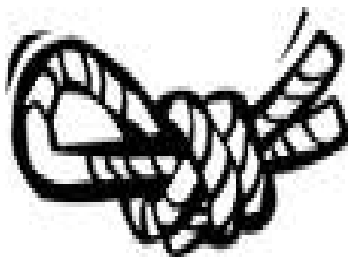
#### AT PATROL MEETING

Your Patrol Leader reports to the Patrol about plans made at Court of Honor. Look on this page and the next two pages for the section which fits your Patrol's part of the skills day, and use that section at your next Patrol meeting.

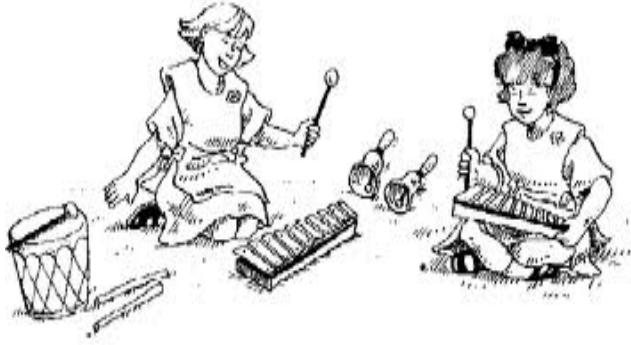


### FIRE BUILDERS

1. Who will clear ring for the fire to be sure that it is safe and chooses a place for the woodpile? \_\_\_\_\_
2. Who will gather/ wood? \_\_\_\_\_
3. Who will bring the water or sand pail, fill it, and check to be sure the fire is out? \_\_\_\_\_
4. Who will be in charge of laying and lighting the fire? \_\_\_\_\_
5. Who will bring the matches? \_\_\_\_\_

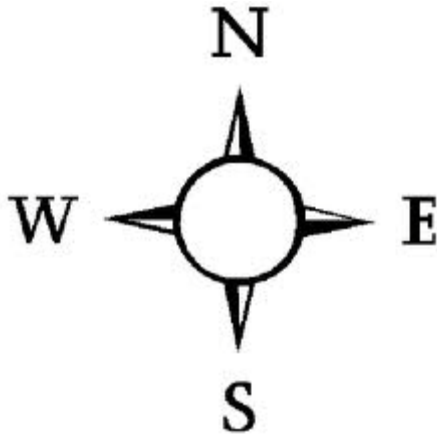


1. Who will teach knife safety? \_\_\_\_\_
2. Who will teach knots? \_\_\_\_\_
3. Which knots will we teach? \_\_\_\_\_
4. What equipment do we need? \_\_\_\_\_
5. Who will bring the equipment? \_\_\_\_\_



### ORIENTEERING

1. What equipment do we need? \_\_\_\_\_
2. Who will teach compass? \_\_\_\_\_
3. Who will teach map reading? \_\_\_\_\_
4. Who will bring the equipment? \_\_\_\_\_



### CAMP SET-UP

1. What equipment do we need? \_\_\_\_\_
2. Who will teach tent set-up? \_\_\_\_\_
3. Who will teach dishwashing set-up? \_\_\_\_\_
4. Who will teach hand washing set-up? \_\_\_\_\_
5. Who will be in charge of equipment? \_\_\_\_\_

## HOW TO TEACH A SKILL

1. Know the skill really well.  
For example: all the words of a song; the exact rules of the game.
2. Have at hand all necessary materials.  
For example: the rope, and easy to understand instructions for teaching knots.
3. Demonstrate step by step, explaining the reasons why and how.  
For example: it is important to have a pail of water close to the fire ring to put out the fire in an emergency.
4. Give each girl a chance to practice for herself.
5. If necessary, demonstrate the proper procedure again.
6. Find something well done to praise, before you point out any errors.
7. Be sure girls get a chance to use the skills they have learned. There is small satisfaction in knowing how to lay and light a fire, if you never get to cook over one!



**HELPFUL FORMS**  
**PATROL CALENDARS**

Use these forms to note dates of Patrol meetings; and Troop Meeting too, if they are held on a different day. In addition include special Patrol occasions and Troop or Council events. Note the dates of any non-Girl Scout events which should be avoided when planning Patrol or Troop activities.

PATROL CALENDAR FOR 20
September
October
November
December
January
February
March
April
May
June
July
August

