

SAMPLE AGENDA

Topic	Topic Leader	Time
I. Opening	Committee Chair	7:05
A) Call to order		
B) Welcome and introduction of guests		
C) Special requests		
D) Approval of agenda: additions, changes		
E) Special presentations, awards, etc.		
F)		
II. Reports		7:10
A) Minutes of the last meeting	Secretary	
B) Financial report	Treasurer	
C) Scoutmaster	Scoutmaster	
III. Old Business		7:20
A) Item	Committee Member	
B) Item	Committee Member	
C) Item	Committee Member	
D) Item	Committee Member	
IV. New Business		7:40
A) Item	Committee Member	
B) Item	Committee Member	
C) Item	Committee Member	
D) Item	Committee Member	
V. Working/Planning Sessions		8:00
A)		

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VI. Updates from committee members		8:05
A) Advancement	Advancement Coord.	
B) Camping / Outdoor / Transportation	Outdoor Coord.	
C) Chaplain	Chaplain	
D) Clothing & uniforms	Clothing volunteer	
E) Eagle Coordinator	Eagle Advisor	
F) Equipment & Trailer	Equipment Coord.	
G) Fund-Raising		
Popcorn	Fundraising Coord.	
Other		
H) High Adventure	High Adv. Coord.	
I) Hospitality	Hospitality Coord.	
J) Membership	Membership Coord.	
K) Parent Coordinator	Scout Parents Coord.	
L) Secretary	Secretary	
M) Service	Service Coord.	
N) Summer Camp	Summer Camp Crd	
O) Training	Training Coord.	
P) Treasurer	Treasurer	
Q) Webelos Liaison	Webelos Coord	
R) Youth Protection/Health & Safety	YP Coord.	
S) Chartered Organization Representative	Chartered Org Rep	
T) Unit Commissioner	Unit Commissioner	
U) Committee Chair	Committee Chair	
VII. For the Good of the Troop – General comments from anyone, points to ponder		8:20
VIII. Adjournment – Next meeting – (Date of next meeting)		8:25