



# Troop Builder Planning Checklist

## “Stronger Troops. Empowered Youth.”

(Use this checklist to evaluate and strengthen your troop’s recruitment, retention, and program plans. Check what’s working well and note areas to grow!)

### ■ Recruitment & Welcoming New Scouts

Task	Notes
Our troop has a recruitment plan for the year with key dates.	
We host at least one “Bring a Friend” or open house event each semester.	
Scouts are trained and encouraged to invite friends to join personally.	
Our troop reaches out to local Cub Scout packs for AOL crossover nights.	
We have a welcoming committee or New Member Coordinator to greet new families.	
Parents receive a welcome handout or orientation during their first visit.	

### ■ Retention & Engagement

Task	Notes
We check in with Scouts about what’s fun and engaging during SM conferences or patrol time.	
Our PLC regularly discusses how to make meetings and outings more fun.	
We offer age-appropriate activities to keep older Scouts engaged.	
We celebrate milestones such as advancements, achievements, and birthdays.	
Parents are included in troop culture — they feel welcome but not intrusive.	
We intentionally build Scout-to-Scout friendships through games and patrol spirit.	

### ■ Program Planning & Adventures

Task	Notes
Our troop calendar includes monthly outdoor activities (campouts, hikes, service, or adventure trips).	
Scouts are involved in annual planning and help decide next year’s goals.	
We plan at least one “Wow!” event per year (something new, big, or memorable).	
Our patrols rotate leadership and responsibilities throughout the year.	
We work toward balanced programming — service, skills, fun, and advancement.	

## ■ Communication & Visibility

Task	Notes
Our troop uses consistent communication tools (Band, GroupMe, or email).	
We share weekly or monthly updates so everyone knows what's next.	
We maintain a troop social media presence for community visibility.	
Scouts and adults both know where to find the troop calendar.	
We highlight our troop's unique identity and adventures online or in flyers.	

## ■ Leadership & Training

Task	Notes
All adult leaders are Safeguarding Youth trained and have completed position-specific training.	
Our PLC has received youth leadership training this year.	
We coach youth leaders rather than doing the work for them.	
Scouts understand and practice the Patrol Method at meetings and outings.	
Adults attend Roundtable or supplemental training to stay connected and informed.	
We celebrate leadership growth — Scouts know their roles matter.	

## ■ Blueprint Review & Next Steps

Task	Notes
We reviewed our troop's strengths and identified areas to improve.	
Our troop set specific goals for this quarter or year.	
We'll revisit this checklist at least twice a year to track progress.	
We shared ideas with other troops and councils in the Troop Builder community.	

- Pro Tip: Print this checklist for PLC meetings, committee sessions, or annual planning campouts. Mark wins, discuss challenges, and add your own goals — it's your troop's custom blueprint for success!