



One Troop Year Activity  
 Adventure Provide Live Leadership Oath Mountain Split  
 Adult Larger Game Risk Health Up Experience Earn Worthy  
 Group Make Advancement Overview Time Distinct  
 Child Don Ask Ceremony John Live Leadership Staff Split  
 Costs Female Scripture Foundations Member

Two Guide Peak  
 Charter Method Build Moral Project Core Session  
 Jr Troop Serve Parent Steps Fundraise Practice  
 Objectives Help Provision  
 Present Based  
 Disciplinary Mentored Important Home

Life Plan Program  
 Youth Outdoor Event Pay Meeting  
 Open Sign Hit Lead  
 Calendar Branch Camp  
 Standards Monthly Budget Understand

Three Trail  
 Learn Values Connect Questions Walls  
 Fox role Sponsor  
 Take Encourage  
 History Necessary Social  
 God Learn Values Connect Questions Walls  
 Fox role Sponsor

Annual Award  
 Conference Set Rank Lion Involve Sign  
 Patch Worldview  
 System Award  
 Review

Train Patrol  
 Spirit Introduction Organization Discipleship  
 Best Cont  
 Conflict Registered Essential Run  
 Dream Family Protected

Award Fee Each  
 Closing Month

# TRAIL LIFE PEAK ONE & TWO PARTICIPANT HANDBOOKS 2022-2023 EDITION

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## Protected Elements

### Statement of Faith

We believe there is One Triune God – God the Father; Jesus Christ, His one and only Son; and the Holy Spirit – Creator of the universe and eternally existent. We believe the Holy Scriptures (Old and New Testaments) to be the inspired and authoritative Word of God. We believe each person is created in His image for the purpose of communing with and worshiping God. We believe in the ministry of the Holy Spirit, Who enables us to live godly lives. We believe each of us is called to love the Lord our God with all our heart, mind, soul, and strength, and to love our neighbors as ourselves. We believe God calls us to lives of purity, service, stewardship and integrity.

### Statement of Values

#### Purity

God calls us to lives of holiness, being pure of heart, mind, word and deed. We are to reserve sexual activity for the sanctity of marriage, a lifelong commitment before God between a man and a woman.

#### Service

God calls us to become responsible members of our community and the world through selfless acts that contribute to the welfare of others.

#### Stewardship

God calls us to use our God-given time, talents, and money wisely.

#### Integrity

God calls us to live moral lives that demonstrate an inward motivation to do what is biblically right regardless of the cost.

### Membership Standards

Membership in Trail Life USA has youth, young adult, and adult classifications. Each classification requires that the qualifications relevant to the particular classification and prescribed in these Standards are met.

- Youth membership is open to all boys at least 5 years old and less than 18 years of age.
- Young adult membership is open to men and women who are at least 18 years old yet have not reached their 21st birthday.
- Adult membership is open to men and women 21 years of age or older.

We welcome youth members who aspire to live in accordance with the values expressed in the program's Oath and Motto and whose parents or guardians seek a faith-based outdoor adventure program that places an emphasis on character development, leadership, and moral purity. The program is undergirded by biblical values and unapologetically reflects a Christian worldview. Our goal is to enable families to place their boys in a program that endeavors to instruct and instill moral integrity and consistency in its members. All members must honor their God-given identity revealed in their biological

sex by presenting as and living consistent with that sex. We affirm that sexual immorality—any sexual activity outside the context of the covenant of marriage between one man and one woman—is sinful before God and therefore inconsistent with the values and principles of the program. All members, therefore, should refrain from engaging in or promoting sexual immorality or any other behavior that would become a distraction to the mission of the program. Young adult and adult members must subscribe to and abide by the Trail Life USA Statement of Christian Faith and Values as well as the Oath and Motto.

## Oath

On my honor,  
I will do my best  
To serve God and my country;  
To respect authority;  
To be a good steward of creation;  
And to treat others as I want to be treated.

## Motto

“Walk Worthy”  
Colossians 1:10 “... that you may walk worthy of the Lord, fully pleasing Him, being fruitful in every good work and increasing in the knowledge of God;...”

## Our Mission

Our Mission is to guide generations of courageous young men to honor God, lead with integrity, serve others, and experience outdoor adventure.

## Our Vision

Our vision is to be the premier national character development organization for young men which produces godly and responsible husbands, fathers, and citizens.

# Unprotected Elements

## Core Values

### Christ-Centered

Trail Life USA (TLUSA) is a Christian outdoor adventure program that emphasizes and teaches biblical moral values. The program is unapologetically Christian, but is intended to be presented without feeling overly “churchy” or “religious,” focusing on outdoor adventure, character, and leadership development. The essentials of a Christian worldview are present throughout the entire program.

### Church-Owned & Operated

The Christ-Centered program of Trail Life USA is delivered to families through local Troops, each of which is owned and operated by a Charter Organization (typically a local church). Charter Organizations vet and select Troop leaders. Each Charter Organization is expected to run its Troop as a ministry of the church. So long as it remains true to the general Trail Life program guidelines this ministry may be uniquely expressive of the Charter Organization's Trinitarian faith tradition.

### **Outdoor-Focused**

We believe there is something special about being outdoors. Camping, hiking, and other outdoor activities help build deep relationships and allow boys to develop character, practice leadership, and experience adventure. The outdoor focus helps a boy appreciate the wonder, majesty, and grandness of God as reflected in His creation.

### **Safety**

Trail Life USA is committed to the health, welfare, and safety of our youth, volunteers, and staff. We aim to provide challenging, adventurous, and fun activities in a manner that no injuries occur beyond those that are readily treatable by simple first aid.

### **Courage**

Societal shifts and challenges will require the increased demonstration of Christlike character and courage by both adult and youth members as they stand for the timeless values articulated in the Trail Life USA Statements of Faith and Values, which originate from Scripture. With this cultural pressure in mind, we will continually commit ourselves to biblical truths that we are to fear God and not man and that the fear of the Lord is the beginning of wisdom and understanding.

### **Male-Centered Adult Leadership**

While women can serve in a number of roles in the organization, Trail Life USA is focused on turning boys into godly men. Our firm conviction is that this can only be done by allowing a boy the opportunity to be mentored by Christian men. All direct contact positions, other than in the Woodlands Trail unit, are filled by men.

### **Family-Oriented**

Trail Life USA is boy-focused and encourages Troops to protect the male-focused emphasis in camping and adventure activities. We also recognize the family as the primary building block of society. In order to facilitate this, fathers are encouraged to participate with their sons, and Charter Organizations are encouraged to create a “family-centered” youth-enrichment experience where on one night, in one location, boys and their dads can participate in Trail Life USA, and girls and their moms can be involved with American Heritage Girls. There are many obvious strengths to this model, and those who are able to experience it will discover lasting impact and accelerated spiritual growth for every member of the family.

### **Volunteer-Driven**

Trail Life USA is operated and supported by volunteers at every level. Troop leaders utilize levels of support through Area and Regional volunteer committees. By design, Home Office staff will be kept to a minimum. This is not only good stewardship, it also allows the members to fully invest their passion, skill, and expertise.

### **Program Flexibility**

The flexibility principle behind our program elements allows local Troops to adapt the program to fit the needs and teachings of their Charter Organization. Mission-critical and foundational program elements are unyielding and mandatory, but there is sufficient flexibility to fit the needs, culture, and faith traditions of the local Troop and Charter Organization.

### **Shared Leadership**

Since the founding of the organization by a wide coalition of leaders in Louisville, Kentucky in June of 2013, Trail Life USA has endeavored to operate under the principle of shared leadership. We appreciate the need for strong leadership at every level but recognize that the greatest strength comes when leaders serve through equipping and releasing others to lead along with them. Therefore, leaders throughout the ministry seek to intentionally involve others in decision-making and to collaboratively share influence.

### **Utilization of Patrol Method**

In order to deliver on our promise of “Leadership,” youth should be given every opportunity appropriate to their age and development to lead others. We encourage Troops to use the Patrol Method, which puts leadership squarely in the hands of patrols of Trailmen. While adults can and should advise, counsel, make suggestions, and provide oversight to youth leaders, beginning at the Navigator level and fully-implemented at the Adventurer level youth should be planning, organizing, making decisions, and leading in the Troop.

### **Servant Leadership**

Servant leadership is characterized by humility and a willingness to work alongside others and not just “boss” people around. Leading by example and sacrifice are also qualities of servant leadership.

### **Character-Focused, Not Awards-Focused**

Although boys in Trail Life USA can experience a robust and challenging awards program, we are more concerned with building character. The focus should always be on building character over merely earning awards.

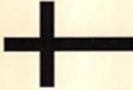
### **Decentralized Decision-Making**

Pursuant to the Trail Life USA By-Laws, decisions regarding changes to the most important elements of the organization are made by each Charter Organization casting a vote, and not by professionals or delegates chosen by professionals. To ensure fidelity to the principles and values of Trail Life USA, any changes to the Statement of Faith, Statement of Values, or Membership Standards require an 80% acceptance vote by the Charter Organizations.

### **Debt Averse and Member Dependent**

The National Board of Directors is committed to a debt-averse and member-supported organization. Trail Life USA is self-funded with the annual operating budget derived from member fees and store sales. Generous donations are generally used to pay for one-time planned expenses or to provide initial funds for initiatives that will be subsequently sustained by fees and sales. The organization will only accept gifts from which it can clearly benefit without incurring debt from operational or other costs associated with them. This commitment ensures that the primary “customer” of the organization is the enrolled member and not a corporation.

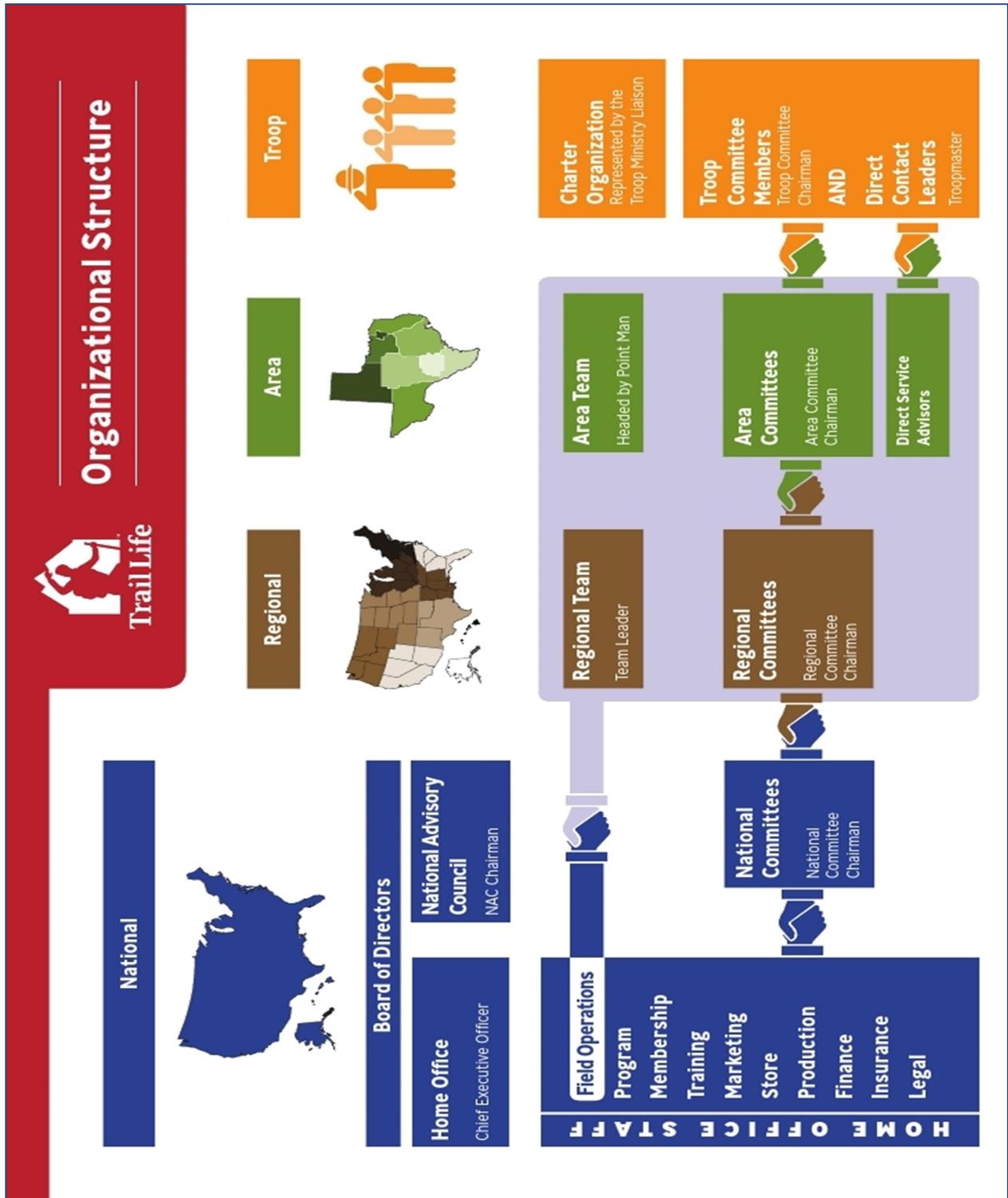
**Trail Life USA's Six Essential Concepts of a Christian Worldview**

<p><b>1. TRUTH</b></p> 	<p>a. There are absolute and unchanging truths about God and life.</p>	<p>b. Morality and moral law are absolute and unchanging because they proceed from and reflect God's unchanging nature and character.</p> 	<p>c. A Trailman should show respect, understanding and charity to others different from him, while maintaining firm Christian convictions.</p>
<p><b>2. CREATION</b></p> 	<p>a. The eternal God created the universe for His purposes and according to His plan which is evident by the design, order, and complexity found in all of creation.</p> 	<p>b. All of God's creation is good. The entrance of sin into the world has affected every part of creation such that it is now fallen and imperfect.</p>	<p>c. Because man is sinful and imperfect, he is in need of salvation through Jesus Christ alone.</p> 
<p><b>3. HUMAN DIGNITY</b></p> 	<p>a. Out of all of God's creation, human beings are uniquely made in His image and likeness, and therefore all human life, from conception through natural death has unquestionable value, worth, and dignity.</p>	<p>b. Because each human person is sacred and has intrinsic value, worth, and dignity, they should receive proper respect and protection regardless of age, disability, economic status, ethnicity, location, race, sex or sinful tendencies.</p>	<p>c. Natural marriage which unites one man and one woman before God is an earthly reflection of God's Triune nature. Marriage also depicts the loving relationship between Christ and His church.</p>
<p><b>4. FAMILY</b></p> 	<p>a. By His design, God created men and women different from each other and uniquely for His purposes.</p>	<p>b. God's design for marriage and family is that one man and one woman be united in marriage, and from that union, the blessing of new life comes forth.</p> 	<p>c. Therefore, each human being must be a good steward of the resources God provides and responsibly cultivate and conserve them for His glory.</p>
<p><b>5. STEWARDSHIP</b></p> 	<p>a. God has given all human beings dominion over His earth and commanded us to use its natural resources.</p>	<p>b. God actively intervenes in peoples' lives for His purposes. He mysteriously uses all things, good and bad, for His glory.</p>	<p>c. God is good and can be trusted in all things.</p> 
<p><b>6. PROVIDENCE</b></p> 	<p>a. God is sovereign over all history.</p> 	<p>b. God actively intervenes in peoples' lives for His purposes. He mysteriously uses all things, good and bad, for His glory.</p>	<p>c. God is good and can be trusted in all things.</p> 

**Inclusion Policy**

All boys are welcome irrespective of religion, race, national origin or socio-economic status.

# National Organization Structure



# Levels of Support

## Levels of Troop Support

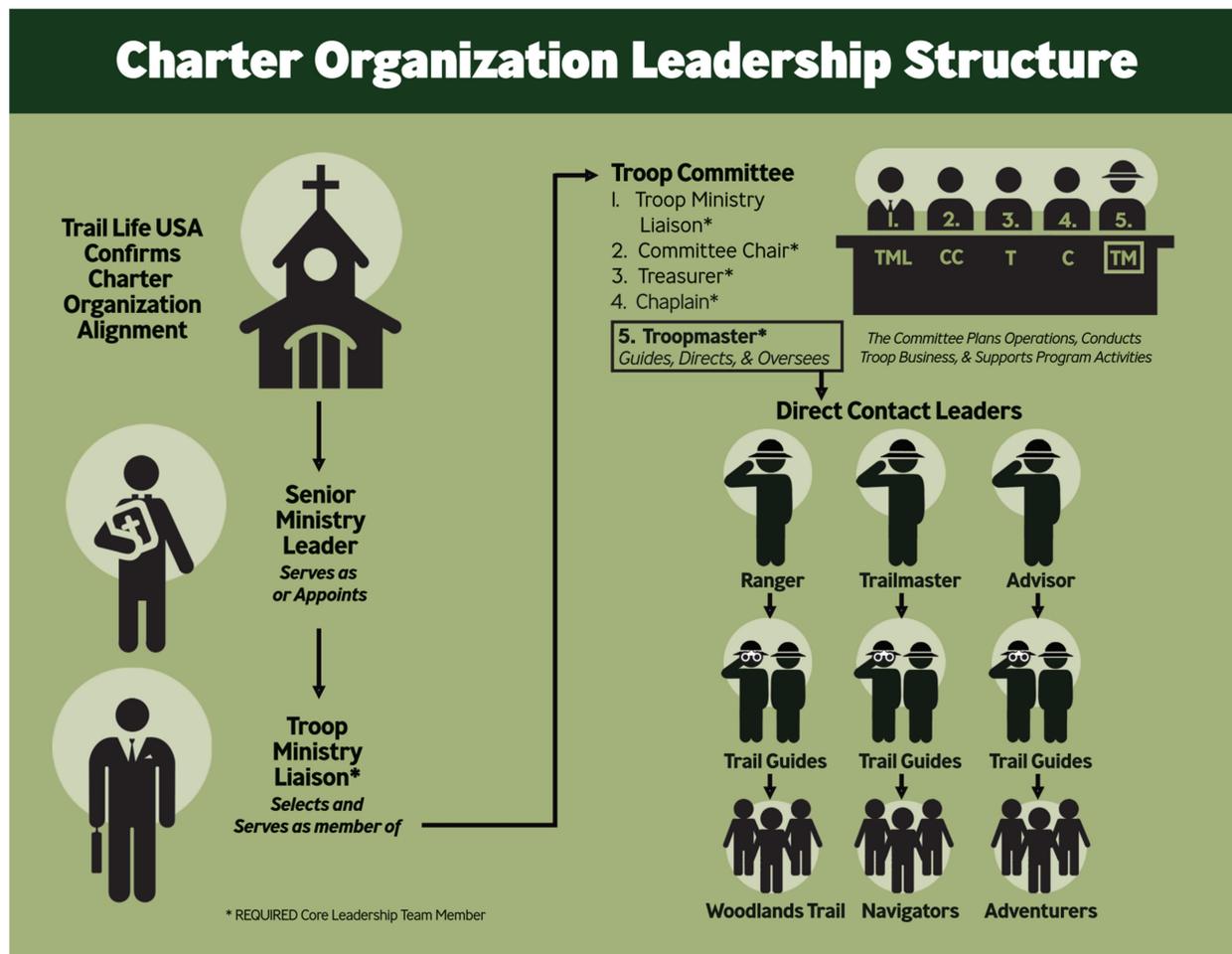
### GOT A QUESTION? NEED HELP?

Remember, Trill Life USA Is Volunteer-Driven!  
Here is a visual reminder of our volunteer support structure.\*



\*See the detailed Levels of Troop Support document in the Leader Guides or the Leader Pages.

## Charter Organization Leadership Structure



## Relationship between Trail Life USA and this local Charter Organization

### The Charter Organization agrees to:

- Facilitate the Trail Life USA Program according to its own policies and guidelines as well as those of Trail Life USA but never in conflict with Trail Life USA's policies and guidelines, except as permitted in writing, which permission shall not be unreasonably withheld.
- The extent reasonable and feasible, incorporate the Trail Life Troop as part of its overall ministry benefitting youth and families.
- Appoint a Troop Ministry Liaison ("TML") (formally Charter Organization Representative ("COR") who is trusted and authorized to act on behalf of the Charter Organization and gives oversight to all Troop operations.
- Ensure the TML approves all Troop volunteers and, if deemed necessary, removes a volunteer from Troop participation.
- Ensure the TML is the primary "gatekeeper" regarding youth protection and must vigilantly uphold all Child Safety and Youth Protection policies.
- Requires the TML to keep the Charter Organization informed of Troop activity.

- The TML serving as the voting member representing the Charter Organization to Trail Life USA relative to applicable Trail Life USA Board business, though nothing altering the terms of this Agreement may be voted on/approved without Charter Organization or Trail Life USA, Inc. approval.
- The TML completing TML Training, as it is offered by Trail Life USA. Typically, this is online and free-of-charge.
- Provide safe and adequate meeting facilities for this Trail Life Troop in which to meet on a regular basis with time and place reserved.
- If feasible, provide financial assistance for Troop (e.g. Charter fee, scholarship opportunities, Trail Life USA Leadership Conference attendance, etc.).
- All assets acquired through Troop operations become the property of the Charter Organization. At no time will the assets become the property of an individual boy or adult member. When a Troop disbands, assets will not be disbursed to boys or families but will rather remain with the Charter Organization that owns the Troop. The Charter Organization may determine whether to transfer those assets to another Charter Organization if it no longer owns and operates a Trail Life USA Troop.
- Mediate conflict with Troop volunteers.
- Support Troop compliance with the Charter Organization Code of Conduct and associated, required safe environment training when available.

### Trail Life USA agrees to:

- Respect and abide by the aims, objectives, and policies of the Charter Organization, except to the extent they conflict with Trail Life USA’s policies and guidelines.
- Provide program resources to the TML and the Troop to assist them with respect to training, service, advancement, camping, high adventure and volunteer selection.
- Provide prayer, encouragement, and support for the Troop.
- Conduct a criminal background check on all adults selected by the Charter Organization to serve its Troop prior to approving the adult’s application for Trail Life USA Membership (a “Registered Adult”).
- Ensure completion of Child Safety and Youth Protection Training by all Registered Adults.
- Provide expertise in program development, branding and marketing, and merchandise to assist the Charter Organization and its volunteers.

### Program Level Emphases

- Knowledge
- Understanding
- Wisdom

Colossians 1:9 ESV 9 “And so, from the day we heard, we have not ceased to pray for you, asking that you may be filled with the knowledge of his will in all spiritual wisdom and understanding.”

### Age Requirements

- 5 years by October 31 – Woodland Trail Fox



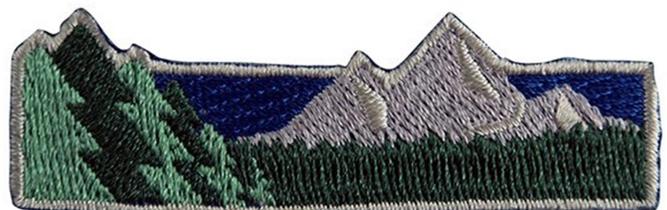
- 7 years by October 31 – Woodland Trail Hawks
- 9 years by October 31 – Woodland Trail Mountain Lions
- 
- 11 years by October 31 – Navigator
- 14 years by October 31 - Adventurer



## Program Overview

### Woodland Trail Program

- Three patrols – 2 years each
- Trailmen split into patrols by age
- Led by Adult Trail Guides
  - Fox & Hawk Trail Guides may be women
  - Mountain Lion Trail Guides must be men
- Program Themes Divided into 7 Branches
  - Heritage
  - Life Skills
  - Science and Technology
  - Hobbies
  - Values
  - Sports and Fitness
  - Outdoor Skills
- Worthy Life Program
  - Devotional Activity
  - Discipleship Activities
  - Disciplines Activities
  - Demonstration Activities
- Advancement
  - First year Trailmen earn a branch in each area
  - Second year Trailmen earn a sylvan star in each area
  - Those completing at least one year earn the Forest Award for their age group
  - Mountain Lions have a capstone award called the Timberline Award



## Navigator Program

- 3 year program
- Trailmen split into peer group patrols
- Led by a Jr. Patrol Leader along with Adult Trail Guides
- Earn required and optional trail badges in these areas:
  - Heritage
  - Hobbies
  - Life Skills
  - Sports & Fitness
  - Outdoor Skills
  - Science & Technology
  - Values.
- Age appropriate Worthy Life Program
- Three advancement opportunities:



## Adventurer Program

- 4 year program
- Trailmen split into peer group patrols, led by a Patrol Leader
- Youth 1st Officer, 2nd Officer, and Quartermaster
- Required and optional trail badges are the same as with Navigators.
- Age appropriate Worthy Life Program
- Three advancement opportunities
- Capstone Award: Freedom
  - Freedom Experiences
  - Servant Leadership Project
  - Troop Involvement
  - Worthy Life Award



*The Freedom Award™ is the highest award in Trail Life USA and is a symbol of the many traits young men should now be able to unlock for themselves. This award is a visible reminder of the real freedom that can only be possible because of the life, death, and resurrection of Jesus Christ.*

## Health & Safety – Our Commitment

Trail Life USA (TLUSA) is committed to the health, welfare, and safety of our youth, volunteers, staff, and employees. Physical, emotional, mental, and spiritual health considerations are integrated into everything we do.

While remaining intensely committed to the value of outdoor adventure, we are also thoroughly practical in our recognition that, as boys follow the trail to manhood, there is an inherent risk that results from the Trail Life USA program. The goal should always be to provide challenging, adventurous, and fun activities in a manner that no injuries occur beyond those that are readily treatable by simple first aid.

Our intention is to develop, encourage, and create a culture of safety that, while having necessary rules and policies in place, is driven responsibly by qualified leaders who respect the critical nature of the task of caring for boys. The adventurous spirit of boys must be stirred for them to grow into winning men, but it must also be responsibly managed to limit injury and tragedy.

Great responsibility lies in the fact that, since the range of perspectives of knowledge in an organization like Trail Life USA is so wide, we should be respectful and attentive to one another in determining what is safe, permissible, or forbidden in the process of carrying out our mission.

## Youth Protection

# Youth Protection Essentials

**It's as Simple as 1-2-3**



## No 1-on-One

The no one-on-one rule is in place for youth protection so no boy is ever alone with an adult. This is for both the protection of the boy and the adult.



## 2-Deep Leadership

The two-deep rule is in place for safety so there is always a minimum of two Registered Adults in proximity to provide backup and oversight.



## Buddy System of 3

The buddy system of three is suggested to keep youth safe from other abusive youth when out of sight of adult leadership. Buddies must be of the same program level.



There should always be a minimum of two Registered Adults on premises and either within eyesight or earshot or both at all Trail Life gatherings and activities (including transport), with the recommendation being that, whenever possible, a minimum of 2 adults should be with every group of boys. Within that context, for gathering in individual rooms, single building locations at a larger facility, or vehicles transporting boys in the conduct of a Trail Life activity, there should never be an adult alone with a boy who is not his or her own son. The proper ratios as provided in the Health and Safety Guide should always apply.

## Program Costs

### Troop Fees Year #1:

- Pre-charter Fee (\$99): The pre-charter application fee; includes a Welcome Kit with key Trail Life resources.
- Original Charter Fee (\$325): The first year charter fee is assessed to each church/Charter Organization (all age-level Unit Programs are included in one charter).

### Troop Fees Subsequent Years:

- Subsequent Year Re-charter Fee (\$195): The charter fee for subsequent years is assessed to each church/Charter Organization (all age-level Unit Programs are included in one charter).
- Annual Troop Program Fee (\$20/youth registered): The Annual Troop Program Fee is assessed at the time of re-charter and is charged at \$20 for each Registered Youth Member, with payment due by the Troop within six months. Some Troops may have many registered youth, so this six-month period allows each Troop the opportunity to determine its own plan for covering this program expense, whether that is through assessing their Troop members or conducting a Troop fundraiser.

### Annual Membership Fees:

- This fee is paid directly to Trail Life USA by each individual youth and adult member when they submit their initial membership application to Trail Life USA, and annually thereafter on the anniversary of their membership.
- Youth fee (\$30.70) broken down as follows:
  - Member Fee (\$25.60): This base fee provides for operations of the Home Office.
  - Annual Insurance Assessment (\$5.10): This variable amount accounts for market fluctuations in the costs of accident and sickness coverage, general liability, and umbrella coverage. It is, basically, a "pass through" fee.
- Adult fee (\$35.68) broken down as follows:
  - Member Fee (\$17.77): This base fee provides for operations of the Home Office.
  - Annual Insurance Assessment (\$5.10): This variable amount accounts for market fluctuations in the costs of accident and sickness coverage, general liability, and umbrella coverage. It is, basically, a "pass through" fee.
  - Annual Youth Protection Assessment (\$12.81): This variable adjusts for fluctuations in the costs of criminal background checks, supplemental evaluation processes, and youth protection training for adult members.

## Other Training Opportunities

- **Peak Two** - is all about Troop Operations. It covers in depth training on the Troop Committee roles and responsibilities, the Patrol method for all levels of the program, the Officer's Conference and how it operates, the Discipleship Square for mentoring, an in depth look at advancement, service projects, and ceremonies, and other details to help your Troop operate successfully.
- **Peak Three** - is a two-night weekend training designed to be hands-on training in outdoor skills as well as learning how to effectively lead using the patrol method. You will also learn various outdoor skills for mentoring youth as well as how to plan and execute campouts, outdoor activities, and introduction to Backpacking. You will learn numerous and invaluable skills needed to effectively lead your Troop in a camping/outdoor setting.
- **Train the Trainer** - Regions hold Train the Trainer Weekends to learn how to present training material for Trail Life USA. You will learn best practices for teaching and presenting presentations, how to teach Trail Life USA's 3 Peaks trainings as well as various other training treks, group facilitation principles, and other valuable teaching skills. Completion of Train the Trainer enables you to be a Course Director for any National Training Initiative.

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Trail Life Troop \_\_\_\_\_

Opening Ceremony

Troop is lined up by patrol...with the "patrol First Officer" at the front of each line.

First & Second Officers are at the front of the room. Troopmaster is to their left. Other adult Leaders are in the back of the room.

Have the color guard in the back of the room, ready holding the flags. The US Flag is on the right and the Troop flag on the left as the color guard is facing towards the front of the room.

First Officer: "Color Guard, Attention!"

First Officer: "Trailman Salute!"

First Officer: "Color Guard, Forward March!"

Wait for color guard to reach the front.

First Officer: "Color Guard, Halt!"

First Officer: "Color Guard, Cross the Colors!"

US Flag and crosses in front of the Troop flag. Wait for flag bearers to move to the flag pole stands.

First Officer: "Please recite the Pledge of Allegiance!" Holder of the Troop flag...lowers it. Flag bearers do not salute.

First Officer: "Color Guard, Post the Colors"

Flag bearers put the flag in their respective stands.

First Officer: "Color Guard, Honor your Colors!"

Flag bearers salute the US flag.

First Officer: "Color Guard, return to ranks!"

Wait for flag bearers return to formation.

First Officer: "TWO!"

Everyone drops salute.

First Officer: "Trailman Sign!"

Everyone raises right hand making the Trailman sign.

First Officer: "Please join us in reciting the Trailman Oath

*On my honor,*

*I will do my best*

*To serve God and my country;*

*To respect authority;*

*To be a good steward of creation; And to treat others*

*as I want to be treated*

First Officer: "TWO!"

Everyone drops Trailman sign.

First Officer: "Patrol Reports"

Patrol First Officer Foxes: "All present or accounted for sir!"....when we get a little better the patrol may present their patrol call.

Patrol First Officer Hawks: "All present or accounted for sir!"

Patrol First Officer Mt. Lions : "All present or account for sir!"

[Navigators & Adventurers if you have them]

First Officer: "Mr. Troopmaster, the Troop is formed"

Troopmaster: Announcement....."Mr. [name of first officer] please proceed"

First Officer: "Will our chaplain please open our meeting with a word of prayer?:"

Chaplain: Comes forward and offers a pray. (If the troop has a Chaplain's Aide...they may do this role)

Troopmaster: "You may be seated"

# The Patrol Method—The Only Method

By Bill Nelson, February 4, 2010 Updated by Bennie Good 2022 for Trail Life USA

Initially the Boy Scouts of America did not utilize the Patrol Method. It wasn't until William "Green Bar Bill" Hillcourt introduced it in the late 1920s and wrote extensively about it in the 1936 edition of the *Handbook for Scoutmasters* that it became an integral part of American scouting. The BSA has found that the Patrol Method makes for better functioning Scout Troops, and better retention. In short, the Patrol Method is where the Patrols and their boy leaders run the program in the Troop. The adults stand aside and let the Scouts do it all. The Scoutmaster takes upon himself the role of leadership trainer, mentor, safety officer, and guide. The following in compiled form, is some of his Patrol Method wisdom, modified to apply to Trail Life.

At this point--if not before--some Troopmaster will step forward and say, "That is all right, all you have been saying about The Patrol Method. But I have tried it in my Troop, and it just doesn't work!" And he goes on, "Take last week, for instance. We had our program all outlined, but the boys fell down on it. The Patrol Leaders had forgotten to prepare their Trailmen, equipment was missing, our game leader didn't show up. I simply had to take over the meeting myself in order to keep it from being a general mix-up!"

This altogether proves nothing against the Patrol Method, but on the contrary, the Troopmaster wasn't using it. He proved it by making the mistake of taking over the meeting. And for two reasons: In the first place, the First Officer will expect him to do the same thing next time they fail and failure under those circumstances will mean nothing to them, will teach them nothing. And secondly, the Troopmaster by his action showed all the members of the Troop that he had no faith in the leaders they had chosen, breaking down completely the respect for them.

The failure was the Troopmaster's, not the Trailmen, nor the Patrol Method. He had failed to apply to himself the "test of the easy chair," and had not remembered the simple formula for success in using his Patrol Leaders: "*Train 'em trust 'em, and let 'em lead!*"<sup>1</sup>

Hillcourt instructs the Troopmaster to trust the Trailmen. Don't hide behind a corner to see if Johnny will do what is right, but trust that he will in fact do what is right. Hillcourt quotes Baden-Powell, "To get the best results, you must give the leader real, freehanded responsibility. If you only give partial responsibility, you will only get partial results." Praise the First Officer & Patrol Leaders when they succeed, encourage them when they fail.

The trust must be within reason. Don't give him a job a Troopmaster may not even be able to accomplish. Give him easy burdens and increase them as his leadership grow stronger.

## Let Them Lead!

So again, "Train 'em, trust 'em, and let 'em lead!" And remember that that last point is of tremendous importance. Let them lead in practically everything. Let them work out their own problems, interfere as little as possible but be ever ready to give wise guidance--not when you think they need it, but when they seek it. Keep in mind that unwarranted, ill- advised interference discourages leadership and that those boy leaders of yours are "learning by doing." Mistakes, some of them serious, are bound to be made; therefore, be ever ready with a kindly and friendly spirit to urge them to try again.

Help them occasionally with constructive criticism. *But do your coaching on the side lines always, never in front of the Patrols.*

And then, when the First Officer succeeds in his job, praise him for it. Commendation which is justified and not overdone is an absolute necessity. Such statements of approval

<sup>1</sup> Handbook for Troopmasters by William "Green Bar Bill" Hillcourt, 1936, pg 223

should be made occasionally before the interested group. They like it, and so does the leader, as long as it is short, free from "soft soap," and genuine.<sup>2</sup>

Hillcourt presents some self examination questions that the Troopmaster can periodically utilize to make sure he is using the Patrol Method to its highest advantage:

- ✓ "Do I *always* think of my Patrols in terms of the leaders? Do I always transmit announcements and information to the Trailmen through the First Officer & Patrol Leaders?"
- ✓ "Do I *always* answer the Trailmen' questions about routine details by saying, 'Ask your Patrol Leader; he knows!' instead of giving them the answer myself, thus doing my part to develop in them a certain amount of respect for those leaders, to whom they have to look for vital facts and guidance?"
- ✓ "Do I keep asking the Patrol Leaders for specific pieces of information about their boys, such as advancement, progress, home conditions, finances?"
- ✓ "Do I stick these alleged leaders right out in front at *every opportunity* where they get a *feeling* of leadership?"
- ✓ "*Do I commend* them publicly whenever they show signs of taking responsibility, and do I *always* refrain from criticizing them before their group?"
- ✓ "When something goes wrong in one of those Patrols during a Troop meeting, say a little matter of discipline, do I jump on the boys themselves, or do I *first* call the Patrol Leader aside and point out the situation to him, making him realize that it is his responsibility to handle it?"
- ✓ "Those are *some* of the questions a Troopmaster may ask himself. If his answer to most of them is "Yes!" then he is truly a leader of boy leaders. But not only that—*he is using the Patrol Method in his Troop!*"

Yes, siree, the Patrol Method does work, but it must be given its chance.

### **The Test of the Patrol Method**

An old experienced Troopmaster said once: "The test of the Patrol Method is in the easy chair!" His audience looked nonplused, so he elaborated his statement: "Get an easy chair and place it in a corner of the Troop meeting room. If you can sink into it just after the opening ceremony and just sit throughout the meeting, without a worry for its success, without lifting a finger or moving a foot until time comes for the closing-well, then your Troop is run on the Patrol Method—your boy leaders are actually leading."

That indicates the condition toward which you should aim for the future of your Troop. For unless a Troop makes use of the Patrol Method it cannot be considered a Scout Troop, since "the Patrol Method is not ONE method in which Scouting can be carried on. It is the ONLY method."

And the two-fold secret of success is simple:

- I. Make the Patrol the unit ALWAYS, in and out through thick and thin, for better and worse in victory and defeat, in games and on hikes, and in camp.
- II. Train your boy leaders for their positions, place the responsibility of leadership on them and let them exercise it.

Only as a Troopmaster acts on this principle does he understand—and use—the Patrol Method.<sup>3</sup>

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<sup>2</sup> Handbook for Scoutmasters by William "Green Bar Bill" Hillcourt, 1936, pg 225

<sup>3</sup> From the Handbook for Scoutmasters by William "Green Bar Bill" Hillcourt, 1936.

# Patrol Duty Roster

Patrol Name: \_\_\_\_\_ Campout: \_\_\_\_\_

Campout Patrol Leader:

	Friday Dinner	Saturday Breakfast	Saturday Lunch	Saturday Dinner	Sunday Breakfast
Cook (s)					
Clean Up					
Fire					
Water					

Signed by First Officer, Trailmaster or Advisor: \_\_\_\_\_

## Head Cook

Wash hands, assign responsibilities to assistant cook and others, prepare meals, advise Patrol when meal will be served, ensure all utensils used for cooking are clean.

## Assistant Cook

Assist with meal preparation as determined by cook, prepare hand washing station with warm water and rinse water (use same tubs used for cleanup), heat water for cleanup.

## Fire Builder

Ensure fire buckets are full (water and dirt), and as applicable: 1) Light camp stove and clean afterwards; or 2) Arrange or clean fire pit. Find and stack wood needed for fire or start charcoal if needed. Keep fire going throughout meal. Ensure fire is completely out when done.

## Water Man

Keep water jugs full and refill when needed. Purify water if fresh water is not available.

## Kitchen Cleanup

Wash all *non-personal* utensils and cooking equipment (*Each Scout washes his own personal gear*). Clear table and secure Patrol box. Oil Dutch Oven if used. Notify Quartermaster if any supplies are needed.

## Patrol Site Cleanup

Set up garbage bags and secure camp gadgets. Secure garbage bags at night and start new one when current one is full.

## Other Patrol Responsibilities

The whole patrol should share campsite set up. After pitching individual tents, the Patrol may want to set up a dining fly and secure their food with their Patrol box. Build a fire ring if Patrol fire rings will be used. Gather wood for the weekend. Build any camp gadgets agreed upon by the Patrol. At the conclusion of the camp out, the site should be returned to the same condition it was in with all trash carried out and brush returned where possible.





# STEP TWO

## PLAN AND HOLD YOUR "DREAM" SESSION

### DETAILS

Schedule your Troop's Annual Planning "Dream" Session for late July, plus follow-up meetings outlined below. Afterward, add all dates to the calendars on pages 10-33.

Ask the Troopmaster to schedule an Annual Program Planning Meeting with youth and adult program leaders soon after the "Dream" session to determine and schedule their unique advancement activities and high-adventure plans.

Promote your Troop's Annual "Dream" Session to families through multiple methods:

#### Responsible Person

Announcement

Email

Handout

Facebook

Church Bulletin

Other

#### On Dates

### SUG. TIMELINE

June

June

June

### OUR TROOP INFO



### DETAILS

Gather your "stakeholders" (all leaders, parents, and Trailmen in the Troop) and hold your Annual Planning "Dream" Session.

#### Goals:

- 1) to achieve buy-in from all Troop member families—so it's their plan; and
- 2) to help them understand the costs involved to offer a full year of fun and adventure

#### Supplies:

A large board to write on and the appropriate marker. Perhaps promote a special unannounced gift for each family that participates like an inexpensive Trail Life bumper sticker or other promotional item.

#### How:

A facilitator (a well-spoken, upbeat leader) asks everyone attending: "What do you want to do this year?" Another person records the audience's suggestions as they are yelled out, writing down every idea mentioned. Have other leaders clueed in to mention the less-exciting essentials, handbooks, uniforms, equipment, leader training, annual re-registration costs, annual program fee (\$20/youth), etc. You can get the ball rolling by

mentioning the ideas for

consideration identified in

Step 1. Watch a short video

depiction of this meeting at

<http://bit.ly/2Tvqlut>



During the meeting, a couple of leaders, including your Troop Treasurer, should quickly estimate the # of attendees for each event recorded and multiply by the estimated cost for each, and roughly estimate the grand total for a full year. Whether it's \$5,000 or \$25,000, the impact when you announce the total cost will create "sticker shock"! Assure attendees that the Troop Committee will take a look at the suggestions, agree on realistic numbers of attendees and activities and recommend the best way to pay for this awesome year of fun and adventure!

Last Week  
in  
July

Facilitator:

Recorder:

Cost Estimator(s):

### SUG. TIME-LINE

### OUR TROOP INFO

Date/Time

Supplies

# STEP THREE



## FINALIZE THE SCHEDULE AND BUDGET

OUR TROOP INFO	SUGGESTED TIMELINE	DETAILS
Date: _____	1st week in August	Youth and adult program leaders meet to finalize each Patrol's plans for the year so scheduling conflicts can be resolved and additional costs, if any, can be included in the budget. <b>See Part 2, Patrol Planner for details.</b>
Date: _____	2nd week in August	<p>Leaders meet and finalize the annual Troop calendar including:</p> <ul style="list-style-type: none"> <li>• Troop and leader meetings</li> <li>• Service projects</li> <li>• Outdoor activities/camping trips</li> <li>• Fundraiser</li> <li>• Award ceremonies</li> <li>• Recruiting opportunities</li> </ul> <p>Including all the above elements ensures that each Trailman sees his favorite part of Trail Life in the plan.</p> <p>Add all events to the calendars on pp. 10-33.</p>
Date: _____	3rd week in August	<p>The Troop Treasurer finalizes the budget and sends those actual amounts to all families. Explain what that \$ figure means to them specifically: the cost per Trailman.</p> <p>Make it clear that there are just two ways to pay for this:</p> <ol style="list-style-type: none"> <li>1. Either parents pay out-of-pocket, or</li> <li>2. Everyone works as a team on one fundraiser to pay for it.</li> </ol> <p>*Review the Annual Program Planning Spreadsheet at <a href="http://bit.ly/2DZoh4C">http://bit.ly/2DZoh4C</a> or scan the QR code.</p> 
Date: _____	September/October	<p>The Fundraising Chair(s) plan, promote and execute comprehensive, focused fundraiser.</p> <p><b>See Part 3, Annual Troop Fundraising Guide for details.</b></p>
Date: _____ Peak Two Participant Handbook	September	<p>Carry out your Open House plan and other Join The Trail! activities. <b>See Part 4, Join the Trail! Recruiting Guide EARLY</b> in the summer! Page 9</p>

# PLAN YOUR EVENTS

## Event Planning Template (Copy as needed)

# STEP FOUR



- Troop
- Patrol
- Woodlands Trail
- Navigators
- Adventurers
- Parents/Siblings

### Event For:

### Event Name:

### Date(s) and Time(s):

### Location:

### Event Info:

#### Troop Planning Lead

#### Troop Planning Assistant Lead

Event Reservations/Registration Needed by \_\_\_\_\_  
 Made on \_\_\_\_\_  
 Event Payment/Deposit Needed by \_\_\_\_\_  
 Made on \_\_\_\_\_  
 Event Contact, Email, Phone, Website \_\_\_\_\_

#### Supplies Needed by Leaders:

(medical forms/permission slips, cooler/ice, reservation info, first aid kit, etc.)

#### Troop Health and Safety Lead

- Review Health and Safety Guide
- Adequate Youth/Leadership Ratio
- CPR/First Aid Trained Leader Attending

#### Activity Form Needed: (see page 35)

Troop Trip/Activity Form ..... Yes / No  
 High Adventure/Restricted Activity Form ..... Yes / No  
 High Adventure Medical Form ..... Yes / No  
 Flying Plan ..... Yes / No  
 Peak Two Participant Handbook ..... Yes / No

#### Promotion/Communication Lead

Participant RSVP Deadline \_\_\_\_\_  
 Participant Departure/Return Meeting Location: \_\_\_\_\_

Date/Time \_\_\_\_\_ to Date/Time \_\_\_\_\_

**Uniform:**  Trail Life T-shirt  Travel Polo  Troop Uniform

**Footwear:**  Boots  Closed-toed Shoes

#### Participants should bring/wear:

(water, lunch, money, notebook, pen, hat, handbook, gloves, chair, sunscreen, towel/suit, etc.)

#### Communication plan:

Dates/Frequency

Email \_\_\_\_\_

Website Update \_\_\_\_\_

Announcement \_\_\_\_\_

Flyer/Handout \_\_\_\_\_

Facebook \_\_\_\_\_

*Including the pertinent information from this page in your communications will ensure participants are prepared and your event will be more successful.*  
 Page 10



# STEP THREE

## Plan Program Topics & Activities



Write down your program topics and activities for each month to cover desired achievements for the year.

### July 2020

Date \_\_\_\_\_ Activities \_\_\_\_\_

Step/Hit the Trail! Activity/Trail Badge \_\_\_\_\_

### August 2020

Date \_\_\_\_\_ Activities \_\_\_\_\_

Step/Hit the Trail! Activity/Trail Badge \_\_\_\_\_

### September 2020

Date \_\_\_\_\_ Activities \_\_\_\_\_

### September (cont.)

Step/Hit the Trail! Activity/Trail Badge \_\_\_\_\_

### October 2020

Date \_\_\_\_\_ Activities \_\_\_\_\_

Step/Hit the Trail! Activity/Trail Badge \_\_\_\_\_

### November 2020

Date \_\_\_\_\_ Activities \_\_\_\_\_

Step/Hit the Trail! Activity/Trail Badge \_\_\_\_\_

### December 2020

Date \_\_\_\_\_ Activities \_\_\_\_\_

Step/Hit the Trail! Activity/Trail Badge \_\_\_\_\_

### January 2021

Date \_\_\_\_\_ Activities \_\_\_\_\_

Step/Hit the Trail! Activity/Trail Badge \_\_\_\_\_

### February 2021

Date \_\_\_\_\_ Activities \_\_\_\_\_

Step/Hit the Trail! Activity/Trail Badge \_\_\_\_\_

### March 2021

Date \_\_\_\_\_ Activities \_\_\_\_\_

Step/Hit the Trail! Activity/Trail Badge \_\_\_\_\_

### April 2021

Date \_\_\_\_\_ Activities \_\_\_\_\_

### April (cont.)

Step/Hit the Trail! Activity/Trail Badge \_\_\_\_\_

### May 2021

Date \_\_\_\_\_ Activities \_\_\_\_\_

Step/Hit the Trail! Activity/Trail Badge \_\_\_\_\_

### June 2021

Date \_\_\_\_\_ Activities \_\_\_\_\_

Step/Hit the Trail! Activity/Trail Badge \_\_\_\_\_

## Don't forget!

Don't forget to include the Worthy Life Award in your plan.



# STEP ONE



**Determine date/time and promote your Open House Event**

Now take the promotions you chose on page 2 and list them here with who will be coordinating each one.

## JULY

What	When (Date)	Who
Set Open House Date		

## AUGUST

What	When (Date)	Who
Start Social Media Promotion		

## SEPTEMBER

What	When (Date)	Who
Plan Open House "2nd Chance" Invites		

Scheduled for \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_



**BEST PRACTICES FOR JOIN THE TRAIL! SUCCESS**

### BEST Promotions

- Prayer
- Flyers handed out at school / homeschool groups\*
- Flyers handed out at local churches
- Personal invitations of Trailmen parents to their friends
- Personal invitations of Trailmen to their friends \*
- Social Media Promotion\*
- Announcements at churches
- Announcement on church marquee and bulletins

### BETTER Promotions

- Booth at school/church open house/fall festival/homeschool groups
- Flyers sent home on the first day of school
- Open House date submitted to online community calendars\*
- School PA Announcements

### GOOD Promotions

- Yard signs\*
- Radio Public Service Announcements\*
- Recruiting event (Bowling, Camping, Airsoft Tournament, etc.)

\* Further resources available at [www.thetrailblazer.com](http://www.thetrailblazer.com)

# STEP TWO



## Determine Agenda and Responsibilities for Open House Event



### OPEN HOUSE AGENDA

Schedule/Key Points & Goals/  
Person(s) Responsible

#### 30 minutes maximum

Flag Ceremony (conducted by Trailmen)

Who \_\_\_\_\_

Prayer (conducted by Troop Chaplain or Trailman)

Who \_\_\_\_\_

Oath (conducted by Trailman)

Who \_\_\_\_\_

Dismiss all youth to kids activities\* (optional)

Who \_\_\_\_\_

Why Trail Life USA?\*( see p. 6)

Who \_\_\_\_\_

Introduce Leaders

Who \_\_\_\_\_

Distribute Troop Calendar & Cover Highlights

Who \_\_\_\_\_

Emphasize Parent/Son Opportunities

Who \_\_\_\_\_

Explain Joining Process / Q&A

Who \_\_\_\_\_

Register Trailmen (laptops & Wi-Fi available)

Who \_\_\_\_\_

Closing (invite families to stay and connect)

Peak Two Participant Handbook

Who \_\_\_\_\_

## OPEN HOUSE CHECKLIST

- Sign-in Sheet for recruit contact info\*
- Customizable "Welcome to Our Troop" Flyers, see p. 11
- Laptops (more if expecting a crowd!)
- Troop Display / Projector / Pictures
- Script / Agenda
- Pens
- Tabletop Signs (for each Patrol)\*
- Leaders / Helpers in place
- Single Page Calendar to distribute
- Flags (American and Troop)

### Other considerations for making a good first impression and helping the Open House run smoothly:

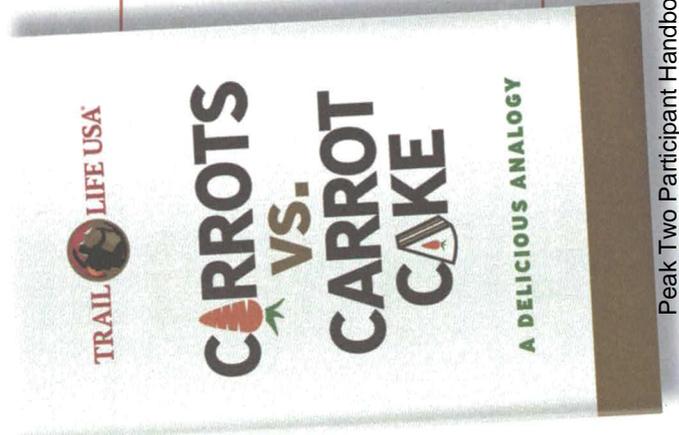
- Kids Activities\* (registered leaders who can lead Trailmen and siblings in fun activities - remember 2-Deep Leadership is required!)
- Refreshments
- Decorations (Centerpieces\*, Room Set-up, etc.)
- Handbooks (consider having extras on hand to present to those who register immediately)

## WHY TRAIL LIFE USA?

One of the most important aspects of an Open House is to highlight how Trail Life USA is different from other ministries and why it meets a specific need in our culture.

While this part of the agenda could be easily overlooked or pushed to the side when planning for your Troop's Open House, the impact it can have in confirming what new parents and Trailmen already know of Trail Life USA (or creating a 'light bulb moment' in those who don't know us at all) can make a huge difference in a family's involvement.

Please visit [www.JoinTheTrail.com](http://www.JoinTheTrail.com) and look for 'Carrots vs. Carrot Cake' for actual and impactful illustrations that you can easily adapt and provide an opportunity for food and fellowship at the same time for your Open House!



## STEP THREE

## Set Up the Room

The sample room setup (on pages 8-9) is carefully designed to help make your Open House as successful as possible for several reasons:

- **Flow** – As soon as prospective families come through the door, several things take place:
  - They're warmly greeted and welcomed by a Trailman (preferably in uniform), who hands them a 'Welcome to our Troop!' flyer that allows them to capture the key information they need.
  - They're asked to sign in. This ensures that you have their information for follow-up in case they don't sign up that night or their information is lost, etc.
  - Directly in their line of sight they see a display (mock campsite, slideshow, etc.) that's eye-catching, draws them in, and showcases your Troop.
  - They'll easily see the table they're supposed to sit at, based on grade level.\* Greeters should be sure to let parents know they can choose any table if they have boys in different patrols.
  - A room that's clearly set up makes a great first impression on families!
- **Identity** – If possible, have tables already divided up by patrols rather than simply rows of chairs. Here's why:
  - Families will instantly identify with those at their table. They may or may not know who they're sitting with, but these will be the families they're spending the rest of the year with. This allows them to begin connecting in fellowship right from the start.
  - If you have a patrol that does not yet have a leader for the year, you'll be able to easily identify the parents for that patrol that are prospective leaders. Keep in mind that leadership is determined, selected, and approved by the church's Troop Ministry Liaison (for [page 46R](#)), so avoid promising anyone a leadership role "on the spot."

# SAMPLE OPEN HOUSE ROOM SETUP

**ENTRANCE**



American Flag



Troop Flag

**CHECK-IN /  
SIGN-UP  
TABLE**  
2+ Laptops

**FOX TABLE**  
K-1st Graders  
& Parents



**HAWK TABLE**  
2-3rd Graders  
& Parents



**ML TABLE**  
4-5th Graders  
& Parents



**NAV TABLE**  
6-8th Graders  
& Parents



**ADV TABLE**  
9-12th Graders  
& Parents



**TROOP  
DISPLAY  
AREA**

(Mock Campsite, Slideshow,  
Knot Tying Station, Kayaks, etc.)

# STEP FOUR



## Follow up with Recruits



### FOLLOW UP IS ESSENTIAL

Confirm your next meeting and encourage online registration

Have adult patrol leaders follow up with a parent of each recruit (from the sign-in sheet) soon after the Open House to:

- See if they have questions or concerns that weren't addressed.
- Confirm they know when the next meeting is and what is planned.
- If they haven't yet registered, this call becomes even more important - encourage them to do that right away via the online registration process.
- Suggest they invite additional siblings or friends to the next meeting.
- Lead them to the New Family Onboarding resource found at [JoinTheTrail.com](http://JoinTheTrail.com).

- Send information about the planned fundraiser and a necessary supply list (uniforms/handbooks) for the Trail Life USA store.

Your early fall Join the Trail campaign is the absolute best time of the year to invite new families in to your Troop!

But there may be reasons to try additional recruiting later. For example, if some Patrols are still not of ideal size (6-8 boys) after Join the Trail, plan a "2nd Chance" Open House, concentrating specifically on those Patrols. October and early November are good times to implement your "2nd Chance" plan.

After the winter holidays end and you enter a new year, people get back to their routines. So late January or February provide yet another opportunity to bring new families in. Some ideas (which are explained in more detail at [JoinTheTrail.com](http://JoinTheTrail.com)) include Peer-to-Peer, Mom-to-Mom, and "Bring a Buddy to Summer Adventure".

Regardless of when, or how, you recruit, it's important to keep your doors (and hearts) open to new members. Pray for just the right people to come, and then take action. [JoinTheTrail.com](http://JoinTheTrail.com) **Peak Troop Participant Handbook** **Meeting Always room for more."**

LEADERS: Copy and cut along the dotted line. You can also download this document at [www.JoinTheTrail.com](http://www.JoinTheTrail.com)



Thank you for joining our Troop!  
Please keep this info in a safe place.

Troop Number: \_\_\_\_\_  
 Meeting Place: \_\_\_\_\_  
 Day: \_\_\_\_\_  
 Time: \_\_\_\_\_  
 Leader's Name: \_\_\_\_\_  
 Leader's Contact Info: \_\_\_\_\_

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



Thank you for joining our Troop!  
Please keep this info in a safe place.

Troop Number: \_\_\_\_\_  
 Meeting Place: \_\_\_\_\_  
 Day: \_\_\_\_\_  
 Time: \_\_\_\_\_  
 Leader's Name: \_\_\_\_\_  
 Leader's Contact Info: \_\_\_\_\_

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



Thank you for joining our Troop!  
Please keep this info in a safe place.

Troop Number: \_\_\_\_\_  
 Meeting Place: \_\_\_\_\_  
 Day: \_\_\_\_\_  
 Time: \_\_\_\_\_  
 Leader's Name: \_\_\_\_\_  
 Leader's Contact Info: \_\_\_\_\_

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Sample Service Projects for Trail Life USA

1. Pack a shoebox for Operation Christmas Child (Samaritan's Purse)
2. Volunteer at Habitat for Humanity
3. Serve meals through Meals on Wheels.
4. Collect toys for Toys for Tots.
5. Participate in a city cleanup/trash bash event.
6. Clean up litter during a campout.
7. Prepare and deliver hot chocolate to homeless people in your community on a cold day.
8. Prepare meals for homeless people in your community.
9. Make cards for Veterans on Veteran's Day.
10. Make cards and deliver them to a nursing home at Christmas, then sing songs with residents while you're there.
11. Organize a food drive for a local food pantry.
12. Help lead a day camp.
13. Older Trailmen can help lead at VBS for younger kids.
14. Place flags on graves on Memorial Day, or Veteran's Day. Or wreaths at Christmas time.
15. Serve at a church Trunk-or-Treat.
16. Volunteer at an animal shelter.
17. Adopt a Highway (or median or street or park, or whatever option is available in your community.) Clean it frequently.
18. Clean up a park.
19. Send Christmas cards to a Troop stationer overseas.
20. Collect toiletries and cosmetics for a women's shelter.
21. Collect toiletries, socks and snacks, then make and deliver bags to homeless people in your community.
22. Plant and grow extra fruits and vegetables in your garden, then deliver them to a food pantry when you harvest.

23. Rake leaves or clean up a yard for elderly people in your neighborhood.
24. Host a dog wash to raise money for a local animal shelter.
25. Host a book drive to collect new and gently used books for a local homeless shelter or women's shelter.
26. Help clean up after a community event, such as a firework show on the 4th of July.
27. Write thank you letters to Troop leaders (Trail Guides, Woodlands Ranger, Navigator Trailmaster, Adventurer Advisor, Troopmaster, Chaplain, Committee Members, etc.) thanking them for their time and mail or present them.
28. Check with your Charter Organization and/or Host Church (if they are different), to see if they need anything (plant trees, clean flower beds, change light bulbs, etc.)
29. Help fill plastic eggs for a church Easter Egg hunt.
30. Contact a local State Park or camp that your Troop has used to see if they need any help. (Clean brush from hiking trails, clean trash, etc.)
31. Collect or make treats and cards to deliver to a police or fire station. When we do this, my son (16) and oldest daughter (13) bake cookies, our middle daughter (7) decorates goodie bags (see below), all three make cards, then all three put cookies and a card in each goodie bag, which we then deliver. Last fall, we toured five different fire stations and two police stations when we dropped in with treats. It made a big impact on my kids.
32. Have a bottled water and Gatorade drive, then donate what you collect to local police and fire stations.



## Yearly Budget Planning Sheet

Instructions:

- 1) Plug in the number of Trailmen (youth & adult) participating this year
- 2) For each month below, plug in the anticipated activity and cost per person.
- 3) At the bottom, plug in additional costs that may not apply to each person.
- 4) The cells highlighted in GREEN are the only ones you should need to plug information in!

**Troop:** GA-0110  
**Year:** 2020-2021

<b>Youth:</b>	25
<b>Adults:</b>	12
<b>Total:</b>	37

July		August		September	
Activities	Cost	Activities	Cost	Activities	Cost
Troop Swimming Party - Food	\$3.00	Troop Field Day	\$3.00	Campout Costs	\$8.00
				Breakfast - See You at the Pole	\$3.00
<b>Total Cost</b>	<b>\$3.00</b>	<b>Total Cost</b>	<b>\$3.00</b>	<b>Total Cost</b>	<b>\$11.00</b>

October		November		December	
Activities	Cost	Activities	Cost	Activities	Cost
Campout Costs	\$12.00	Service Project Lunch	\$4.00	Court of Honor - Awards	\$10.00
				Court of Honor - Food	\$6.00
<b>Total Cost</b>	<b>\$12.00</b>	<b>Total Cost</b>	<b>\$4.00</b>	<b>Total Cost</b>	<b>\$16.00</b>

January		February		March	
Activities	Cost	Activities	Cost	Activities	Cost
Troop Lock In - Food	\$5.00	Cathedral Caverns Trip	\$10.00	Camp Sunrise Encampment	\$60.00
Troop Lock In - Materials	\$3.00				\$12.00
<b>Total Cost</b>	<b>\$8.00</b>	<b>Total Cost</b>	<b>\$10.00</b>	<b>Total Cost</b>	<b>\$72.00</b>

April		May		June	
Activities	Cost	Activities	Cost	Activities	Cost
Spring Service Project - Lunch	\$4.00	Court of Honor - Awards	\$10.00	Eco-Center Trip	\$4.00
Campout Costs	\$12.00	Court of Honor - Food	\$6.00		
<b>Total Cost</b>	<b>\$16.00</b>	<b>Total Cost</b>	<b>\$16.00</b>	<b>Total Cost</b>	<b>\$4.00</b>

**Single Trailman Annual Activity Cost** **\$175**

Non-Activity Expenses:	Cost:	Number	Total
Membership Fees	\$32.00	37	\$1,184.00
Yearly Troop Dues (per Youth)	\$12.00	44	\$528.00
Adult Uniform	\$60.00	5	\$300.00
Youth Uniform	\$32.00	44	\$1,408.00
Recharter Fee	\$195.00	1	\$195.00
Program Support Fee	\$20.00	25	\$500.00
Handbooks for new Trailmen	\$17.50	10	\$175.00
Summer Adventure	\$200.00	6	\$1,200.00
Christmas Parade Entry Fee	\$50.00	1	\$50.00
<b>Total Other Expenses:</b>			<b>\$5,540.00</b>

**Notes**  
 Annual Membership Fee (National)  
 Annual Dues (Local, where applicable)  
 Cost of Troop determined Uniform, where applicable  
 Cost of Troop determined Uniform, where applicable  
 Annual Recharter Fee (National)  
 Cost determined by Active Youth

<b>Total Activity Expenses (Youth Only)</b>	<b>\$4,375</b>
<b>Total Non-Activity Expenses</b>	<b>\$5,540</b>
<b>Total Expenses:</b>	<b>\$9,915</b>

← (This ONLY accounts for Youth expenses. Update the formula from cell F8 to cell F10 if your Troop pays for Adults as well!)



## Troop Fundraising 101

Our goal is to impact the lives of boys! Most families that drop out do so because their Troop failed to “keep the promise” of providing a program full of trips and outdoor experiences for their son.

As we have looked at retention of families and asked why some have left, one of the biggest reasons is “we didn’t do what we expected”. Usually that’s because of limited resources—a Troop hopes to do a variety of fun, adventurous activities, but a lack of funds prevents it. Don’t let that be your story!

Don’t just fundraise. Help parents *see the need for fundraising* as a means for keeping the promise of fun and adventure! It all starts with planning a great program. Hold an annual Planning session involving all “stakeholders” in the Troop. The purpose is to help parents understand and feel a part of (and buy into) the process; but it’s not just for parents—it’s also for leaders and the boys, too. It’s best to conduct this session over the summer, but you could hold it as early as May. The point is: don’t start your fall program before you hold this vital planning session!

### Program Planning

Troop Leaders (Committee Chair, Treasurer, Troopmaster) plan the meeting (you’ll see how to carry it out below) and send a notice out. A week later, you’ll gather those folks together—parents, leaders, and Trailmen. Take out a big flip chart and start the brainstorming. Ask these people:

What does everyone really **want** to do this year? Have them suggest activities one month at a time, starting with August or September, while you write them on the flip chart. There are no bad ideas, so challenge them to think big! You will soon have a full, year-round calendar of activities listed on the paper.

Next, add what you **need** to do to this year. Probably no one will have mentioned completing the re-charter, sending in the annual program fee, sending leaders to training, or buying uniforms, advancements, handbooks, standards, or Troop equipment—but it’s vital. Go back and add all this in on your monthly planning chart.

### Budgeting

Once you have completed those two steps, you’ll know what the people in the Troop want to do, and you’ll know they’ll attend *because it’s their plan*; and you’ll know the things you have to do. But there’s one looming problem: MONEY! How will you pay for all of this? Let the boys go outside for an activity, but keep parents and most of the leaders in the room to discuss costs. Show them the SIZE of this problem by quickly attaching a cost to each activity. Estimate the number of Trailmen and leaders affected by each item on your flip chart, and the resulting costs (for example, sending 20 Navigators and Adventurers to a Summer Adventure week costing \$200 each =

\$4,000). Finally, total the chart and the crowd will be shocked! A Troops' annual program might cost \$7,500...or \$15,000...or even more!"

So now we know the **what**—what we will do (offer a full, dynamic program), and what it will cost (lots of \$). Now the only question to answer is: **how?** Here are some options:

- #1: Have parents pay...charge a huge joining/activity fee—\$300 or more—or “nickel-and-dime” them to death with dues and fees every time you want to do something (and hope they don't notice how much this is costing). **NO!**
- #2: Ask parents to spend every other weekend doing car washes, bake sales, holiday fundraisers, etc. to get enough cash to cover the next event. **NO!**
- #3: Ask families to dedicate 4-5 days over a few weeks on one fundraiser that will cover most of the costs of the program we described. **YES!**

Which fundraiser you select is not important—but do choose one that meets the objective: doing just *one* fundraiser that pays for most or all of your Troop's costs. Working together as a team (rather than making each family bear the financial burden themselves), leads to a thriving, growing Troop—every time.

### **FUNDRAISING POLICY** (updated 11/14/16)

1. All Troop fundraisers must be approved by the Chartering Organization.
2. All fundraisers must be in keeping with the aims and goals of Trail Life USA as expressed in the motto, “Walk Worthy!”, the Mission, and the Trailmen Oath.
3. In addition, if use of Trail Life USA official logo is desired on a product, fundraisers must be approved by Trail Life USA's Home Office and may require a license agreement. Please email TLUSA License Application which can be found online to [Branding@TrailLifeUSA.com](mailto:Branding@TrailLifeUSA.com) and allow sufficient time for a resolution before products are needed, at least three weeks.

Include details of the fundraiser including:

- a. Complete Troop number XX-####
  - b. Your contact information including name and phone.
  - c. Duration
  - d. Product description (incl. website reference or mockup of product, if applicable)
  - e. Cost of product and sale price
4. Approved fundraisers may be done in an official Trail Life USA uniform.
  5. Three Troop fundraisers per year maximum are allowed.
  6. Fundraiser participation is voluntary by the youth and families and all families must be informed of planned fundraising activities.

7. No solicitation of donations is allowed.
8. Except where a raffle “prize” has been specifically donated, any fundraising project designed to raise money on behalf of, to benefit, or for the use of Trail Life USA, a Trail Life USA Troop or a member of Trail Life USA which involves games of chance, lotteries, bingo, or which could be construed as a gambling activity, is not permitted. The sale of raffle tickets is authorized, provided it is consistent with the practices and beliefs of the Charter Organization’s faith, it must be conducted in compliance with all applicable local, state and/or federal laws.

Nothing herein shall be deemed a restriction on the fundraising activities of a Charter Organization to financially support its non-Trail Life ministries, provided it does not suggest authorization by Trail Life USA or TLUSA Troops. Nor shall the fact that a Charter Organization engages in such fundraising activities for non-Trail Life ministries that are in compliance with applicable local, state and federal laws and whose specific Christian doctrine allows such activities be deemed to be in violation of the Trail Life USA Statement of Faith and Values or in violation of Trail Life USA policies.

9. You may be contacted by outside organizations about fundraisers. Please keep in mind, official Trail Life USA national sanctioned fundraisers will be communicated to you from a Trail Life USA employee with a @TrailLifeUSA or @trooptrack.com email address.
10. Two-deep leadership must be maintained at all times during a fundraising activity and activities must comply with Trail Life USA Health and Safety guidelines.

**STEP FOUR**  
Plan Your Next Meeting

**Woodlands Patrol**  
Meeting Plan



Level: (Check one)  
 Fox  Hawk  Mtn Lion  
 Branch: \_\_\_\_\_  
 Core/Elective/HTT: \_\_\_\_\_  
 Step Topic: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Leader: \_\_\_\_\_

The 6 F's	What	Time	Who	Supplies Needed
<b>Set-Up:</b>				
<b>Fun:</b> Physical activity time, preferably outside. (Allow 20 min.)				
<b>Focus:</b> Dial in on the topic of the meeting. Prayer. (Allow 5 min.)				
<b>Fingers:</b> Hands on activity related to the meeting Focus. (Allow 20 min.)				
<b>Faith:</b> Linking Biblical truths with the Focus of the meeting. Closing prayer. (Allow 5 min.)				
<b>Family:</b> How the family can incorporate the lesson at home. (Allow 5 min.)				
<b>Forest Badge:</b> How they advance, marking handbooks or lanyard cards. (Allow 5 min.)				
<b>Clean-Up:</b>				



## Skill Progression

	<ol style="list-style-type: none"><li>1. Picture matching</li><li>2. Identification Game</li><li>3. Nomenclature</li><li>4. Simple Knots</li></ol>
	<ol style="list-style-type: none"><li>1. Knot nomenclature</li><li>2. Medium Knots</li><li>3. Rope Coiling</li></ol>
	<ol style="list-style-type: none"><li>1. Rope care</li><li>2. Advanced knots</li></ol>

# Helps

1. What are the different types of rope?
  - a. **Goal:** To understand that each rope has a purpose and different strengths.
  - b. **Lesson:** Ropes should be used for their intended purpose for safety and effectiveness.
  - c. **Examples:**
    - i. Twisted Rope/Laid Rope: General purpose.
    - ii. Braided Rope: Rappelling, moving objects.
    - iii. Climbing Rope: Rock climbing
    - iv. Parachute Cord: Parachutes, survival ropes, personal accessories.
    - v. Guyline Cord: Secure standing poles.
    - vi. Bungee Cord: Secure equipment.
    - vii. Sisal: General purpose.
    - viii. Baling Twine: Small projects.
    - ix. Tow Strap: Towing automobiles and equipment.
2. What can rope do?
  - a. **Goal:** To understand how rope performs work.
  - b. **Lesson:** Rope has a wide variety of uses.
  - c. **Examples**
    - i. Build things: Shelter, raft
    - ii. Climbing & Rappelling
    - iii. Move things: Pulleys and simple cranes
    - iv. Trapping: small game, fishing net
    - v. Secure items: Suspend food and objects, lash items to an object
    - vi. Rope Ladder
    - vii. First Aid: Sling, splint
3. What are the parts of the rope called?
  - a. **Goal:** To understand the parts of a rope.
  - b. **Lesson:** Knowing the parts of a rope helps in knowing how to tie knots and work with others with a rope.
  - c. **Examples:**
    - i. Standing End: **The long part of the rope that's not active while tying your knot.**
    - ii. Working End: **The short end of the rope that you're actively using to tie your knot.**
    - iii. Loop: form a circle without crossing the two ends.
    - iv. Bight: create this by folding a piece of rope in half, so your working end and standing end are next to each other. The ends do not cross.
    - v. Turns: When securing a knot to another rope, a pole or another circular object, there are two different turns to choose from.

- vi. Lay: The direction in which the strands of a rope twist
4. How can I properly care for a rope?
    - a. **Goal:** To understand that rope needs to be cared for to maintain its usefulness.
    - b. **Lesson:** Rope comes in different materials and often requires some maintenance.
    - c. **Examples:**
      - i. Cleaning: Cold water with mild soap then air dried.
      - ii. Protection: Store in a storage bag at room temperature.
      - iii. Rope ends: Prevent fraying. Treating the ends.
      - iv. Coiling: Proper storage
      - v. Whipping: Protecting the rope ends with smaller rope.
  5. What are the parts of a knot?
    - a. **Goal:** To understand what the parts of a knot are called to help learn knot tying from different sources.
    - b. **Lesson:** Learn to recognize each part of a knot.
    - c. **Examples:**
      - i. Bend: Joins two ropes.
      - ii. Dressing: Arranging the components of the knot to optimize security and/or strength
      - iii. Tail: The short end – the part getting knotted.
      - iv. Turn: One pass of the rope around or through an object.
      - v. Standing End: The long end - the part not knotted
  6. What are some basic knots and how are they used?
    - a. **Goal:** To understand the purpose of knots.
    - b. **Lesson:** Learn to tie some basic knots.
    - c. **Examples:** (In order of difficulty)
      - i. Overhand
      - ii. Figure-Eight
      - iii. Square
      - iv. Sheet Bend
      - v. Clove Hitch
      - vi. Timber Hitch
      - vii. Taut-Line Hitch
      - viii. Bowline
  7. What are the best methods for breaking a knot?
    - a. **Goal:** To understand that knots can also weaken a rope.
    - b. **Lesson:** Learn to break down a knot.
    - c. **Examples:**
      - i. Twist and push
      - ii. **Breaking its “back.”**
      - iii. Sailors Fid or Awl

## Scripture Ideas

### Psalm 32:9

- Fox – Do not be stubborn.
- Hawk - We must not be like animals, like the horse and the mule. We must be like people that God can talk to.
- Mt Lion - We must not be like animals, like the horse and the mule. We must be like people that God can talk to.

### Proverbs 6:20-21

- Fox – God desires for you to listen to the wisdom of your parents.
- Hawk - We should love wisdom. Wisdom should be in our hearts and in our minds.
- Mt Lion - We cannot physically keep wisdom in our hearts. We might not physically carry wise words about our necks. But we can live in a wise manner.

## Activity Ideas

- See the relevant patrol and branch section of the activities
- Or, create your own activity relevant to your troop and region

## Game Ideas

- Check the games section online for game ideas
- Or, create a game that works for your patrol
- A couple of ideas are listed below

**Name of Group Game:** Knot Relay

**Time:** 15 – 20 minutes

**Summary:** Simple relay game where teams compete to tie knots.

**Goal:** Win the race.

**Preparation:**

- Multiple ropes
- Knot cards

**How to Play:**

1. Have all the kids break into teams.
2. Explain the rules: The object is for each Trailman to run to the end of the course and tie the selected knot then run back to tag the next runner. Play continues until all participants have run the course.

**Tips:**

- You could have a person with a stopwatch at the knot station who will time the runner. If the time hits a specific mark (maybe 30 secs) then they are to proceed. The idea is **not to hold up the game if someone doesn't know how to tie the knot.**
- Knots can be predetermined or by random cards.

**Name of Group Game:** Tug of War

**Time:** 15 - 20 minutes

**Summary:** Simple tug of war game.

**Goal:** Two teams try to pull the rope across a line.

**Preparation:**

- A long heavy rope.
- A smaller rope as a marker.
- 2 ropes on the ground for boundaries

**How to Play:**

1. Split everyone into teams.
2. Explain the rules. The team to pull the marker across their boundary wins.

**Name of Group Game:** Lasso the horse

**Time:** 10 - 15 minutes

**Summary:** Each player tries to lasso an object for points.

**Goal:** Try to get as points for your team.

**Preparation:**

- Rope
- Objects to lasso (Chair, Traffic cones)

**How to Play:**

1. Divide into teams.
2. Each Trailman gets 3 turns to lasso an object.
3. Each object has different point values based on difficulty and range.
4. Team with the most points wins.

# Ropes



*Figure 1 – Twisted Rope*



*Figure 2 - Braided Rope*



*Figure 3 - Climbing Rope*



*Figure 4 – Paracord (550 Cord)*



*Figure 5 - Sisal Rope*



*Figure 6 - Baling Twine*

*All photos from pixabay.com*

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# Navigators/ Adventurers Patrol Meeting Plan



Level: (Check one)



Navigators



Adventurers

Meeting Date: \_\_\_\_\_

Leader: \_\_\_\_\_

Patrol Name: \_\_\_\_\_

Topic: \_\_\_\_\_

	What	Time	Who	Supplies Needed
<b>Set-Up:</b>				
<b>Gathering:</b>				
<b>Opening/Devotion:</b>				
<b>Business:</b>				
<b>Skill Activity:</b>				
<b>Game:</b>				
<b>Closing:</b>				
<b>Clean-Up:</b>				



## Woodlands Trail Fox Worthy Life Award

*Trail Life USA is a Christ-centered outdoor adventure, leadership, and character development ministry. Within the operations of the local Troop, the primary statement/profession of Christian beliefs, faith, and/or doctrine is that belonging to the Charter Organization. As with any of its ministries, the Charter Organization should take steps to ensure the Troop appropriately reflects these beliefs. Furthermore, all Trail Life USA Charter Organizations and Registered Adult Members must concurrently adhere to the Christian principles stated in Trail Life USA's Statements of Faith and Values, and all activities must be completed in conformity with Youth Protection Guidelines.*

To achieve the Woodlands Trail Fox Worthy Life Award, you must complete the requirements in all four areas below with your parent(s) as well as your Trail Guides and/or Troop Chaplain as an active Trail Life USA Fox:

1. A Devotional Activity
2. A Discipleship Activity
3. Disciplines Activities
4. Demonstration Activities

The Devotional and Discipleship Activities are where Trailmen will choose, learn, and explore biblical principles. The Disciplines Activities are where the Trailmen apply their new knowledge to their lives. The Demonstration Activity is where the Trailman reports on his experiences to his peers and leaders. These activities may overlap with each other and should be integrated together when possible. Ensure that all completion dates are correctly documented in the Woodlands Trail Handbook and on TrailLifeConnect.com.

### I. Devotional Activity

Participate in one (I) of the following activities with your parent(s) as well as your Trail Guides and/or Troop Chaplain:

- An age-appropriate Bible study program<sup>1</sup> consisting of at least six (6) 20-minute sessions. Topics should focus on basic knowledge and skills of the Christian life, such as an introduction to the Bible, its main characters, God's creation, its major themes (Faith, Love, Prayer, Sacrifice, etc.), as well as Trail Life USA core themes of honor, respect, stewardship, and treatment of others.<sup>2</sup>
- Four (4) additional Values Branch Elective Steps.

<sup>1</sup> Any Bible Study Program should be in agreement with your Charter Organization's Faith Tradition. This may include Christian Religious Recognition Programs.

<sup>2</sup> It is highly recommended to select and use materials that encourage at least one session to be completed at home, led by a parent or guardian.

## 2. Discipleship Activity

Participate in one (1) of the following activities and discuss it with your parent(s) as well as your Trail Guides and/or Troop Chaplain:

- Read a story or watch a video about the life of a Bible character.
- Participate in a service project.
- Build a craft or project related to your Devotional Activity.

## 3. Disciplines Activities

Complete all three (3) of the following activities with your parent(s) as well as your Trail Guides and/or Troop Chaplain:

- Memorize and recite at least three (3) Scripture verses, prayers, hymns, creeds, and/or catechisms discussed during the Devotional Activity.
- Lead a prayer at mealtime with your family and during a Trail Life event.
- Attend a special church service or mass: Christmas, Good Friday, Easter, etc.

## 4. Demonstration Activities

Complete both of the following activities with your Trail Guides and/or Troop Chaplain:

- Recite for your patrol and/or Trail Guide the three memory passages from the Disciplines Activities.
- Hold a final conference explaining what you have experienced and learned through the Worthy Life Award.

# NAVIGATORS WORTHY LIFE AWARD



*Trail Life USA is a Christ-centered outdoor adventure, leadership, and character development ministry. Within the operations of the local Troop, the primary statement/profession of Christian beliefs, faith, and/or doctrine is that belonging to the Charter Organization. As with any of its ministries, the Charter Organization should take steps to ensure the Troop appropriately reflects these beliefs. Furthermore, all Trail Life USA Charter Organizations and Registered Adult Members must concurrently adhere to the Christian principles stated in Trail Life USA's Statements of Faith and Values, and all activities must be completed in conformity with Youth Protection Guidelines.*



To achieve the Navigators Worthy Life Award, you must complete requirements in all four areas below as an active Trail Life USA Navigator: a Devotional Activity, a Discipleship Activity, Disciplines Activities, and a Demonstration Activity. Ensure that all signatures and dates are correctly documented in the Trailman's Handbook and on TrailLifeConnect.com.

Work with your Trailmaster, Troop Chaplain, and mentor (approved by your parent or guardian) to create and document in your Handbook measurable goals, tasks, and reporting expectations before beginning any requirement. The Trailmaster, Troop Chaplain, and mentor must pre-approve, sign for completion, and date each activity. *Two-deep, No one-on-one, and Buddy System of Three* Youth Protection guidelines must be followed at all meetings with your mentor or leader(s).

## I. Devotional Activity

Complete one (1) of the following activities and discuss it with your mentor:

- An age-appropriate Bible study program<sup>1</sup> consisting of at least ten (10) one-hour sessions.
- One (1) Elective Trail Badge from the Values Frontier.
- At least two (2) modules of the Manhood Journey program<sup>2</sup> with your father or other male mentor.

## 2. Discipleship Activity

Complete one (1) of the following activities and discuss it with your mentor:

- Read a Christian book<sup>3</sup>.
- Participate in a Christian weekend retreat or mission trip.
- Complete a service project using the Biblical principles or skills developed during your Devotional Activity.

## 3. Disciplines Activities

Complete three (3) of the following activities throughout your Devotional and Discipleship Activities:

- Keep a journal of questions, principles, and thoughts.
- Memorize and recite scriptures, prayers, hymns, creeds, or catechisms.
- Keep a prayer journal.
- Regularly attend services/mass at your local church.
- Volunteer to serve with your local church/parish on an ongoing basis.

## 4. Demonstration Activity

Complete a final conference with your Trailmaster, Troop Chaplain, and mentor, explaining what you have experienced and learned and how you have achieved your pre-determined goals, tasks, and expectations.

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<sup>1</sup> Any Bible Study Program should be in agreement with your Charter Organization's Faith Tradition. This may include Christian Religious Recognition Programs.

<sup>2</sup> More information on the Manhood Journey program can be found on the Leader Pages.

<sup>3</sup> Possible topics include: Biblical manhood, prayer, humility, grace, missions, fruits of the Spirit, true and false conversions, sacraments, biographies of important church leaders, etc.

## CROSSOVER CEREMONY

*Troopmaster and Ranger stand at right end of bridge.*

**TROOPMASTER:** This evening we have the pleasure of honoring 3 Woodlands Trailmen who have completed a part of their Trail Life experience and are now ready to graduate, or Cross Over, into the Navigators program. I would like to invite these Trailmen and their parents to come forward.

***Levi Hudson***

***Eli Snipes***

***Dorian Zane***

**RANGER:** Tonight these Trailmen will start down a new path. They will soon make new friends as they share in new adventures in Trail Life USA.

Trailmen, this is the last time I'm addressing you as Woodlands Trailmen. There is a saying that some of you may have heard from you parents before, but maybe you don't really understand it yet: Life is about changes. Every day you are going through some small changes. Most of these changes you don't even know about. But once in awhile you come to a big change in life and that is a time to stop and reflect. This is one of those times.

From Ecclesiastes 3, we have a very well known passage about change:

For everything, there is a season, and a time for every matter under heaven.

**TROOPMASTER:** You've come to the end of your season as a Mountain Lion in the Woodlands Trail and are about to start in the Navigator program. You may be a little nervous not knowing what really lies ahead. But the Trailmen around you are here to help you learn and grow through the adventures we will have together.

Jeremiah 29:11 says,

For I know the plans I have for you,' declares the Lord, 'plans to prosper you and not to harm you, plans to give you hope and a future.

Take comfort in the Lord's promises and learn from those He puts at your side. In your new adventures and I am sure you'll have even more fun in the Navigators than you did as a Mountain Lion.

**RANGER:** Before you go there though, I ask you to repeat with me the Trailman Oath.

Trailman Sign:

On my honor, I will do my best  
To serve God and my country  
To respect authority  
To be a good steward of creation  
And to treat others as I want to be treated

I would like to invite Troop VA-1807 Assistant Chaplin Phil Snipes to come forward and ask the Lord's blessing for these boys.

(Phil prayer)

(Directs Trailmen and parents to the foot of the bridge)

**TROOPMASTER:** Now Trailmen, you are at the doorstep of being official Navigator Trailmen. We have talked about many important things involved in growing into honorable young men. We need to consider our example to others and live a positive, God-filled life for all to see. And we need to keep God's promises in our hearts and trust in Him to be our hope and guide for our future. Like every change in life though, when you go from one stage to the next, you always have to leave something behind. Parents, I would ask you to please remove the Mountain Lion Branch Patch, with the records of all of your son's accomplishments, and keep it safe as a memory.

Trailmen, as you cross the bridge, we will have two gifts to present to you:

One, A Trailman Handbook that describes the Navigator and Adventurer programs and lays out the achievements that you will be accomplishing.

Two, A Trailman Standard to record the achievements that you will accomplished.

And dads, I have a personal gift to present to you.

I have stood where you are standing now, in fact my son's name is burned into this very bridge. My son is now 22 and just graduated from college this year. When he was much younger, I read a book called, "Raising a Modern-Day Knight" by Robert Lewis. This book really opened my eyes on the incredible importance of a father's role in raising a boy into a man. We have actually talked a lot about this book tonight because the Timberline Award is based on the 4 principles presented herein. As you cross the bridge with your son, I would like to present you each with a copy and a prayer that it helps guide you for the years ahead.

**RANGER:** Would the First and Second Officers please step forward.

Levi, you and your parents please cross the bridge.

Eli, you and your parents please cross the bridge.

Dorian, you and your parents please cross the bridge.

Let us all welcome the new Navigator Trailmen to Trail Life Troop VA-1807.

This concludes our Crossover ceremony. Thank you all for attending.

## Timberline Award Ceremony

**SETTING:** A Timberline Award table piece, with 4 candles placed behind it, is on a table in front of the audience. The TroopMaster and Mountain Lions Leaders are on either side of the table, FO is to the back of the table.

**TROOPMASTER:** Scouts, Ladies and gentlemen, we have 2 young men who have reached a milestone in their Trail Life journey. They have been working extremely hard for many months to earn this award tonight. The Timberline Award is the highest award in the Woodland Trails program and is available only to Mountain Lion Trailmen. It is symbolic in that it represents not only the work they have done, but also is the foundation on which they will continue to build as they move into Navigators, Adventurers and future manhood. The Timberline award is the only Woodland Trails specific award that can be carried over from Woodland Trails and worn on the Trail Life uniform as a Navigator and Adventurer.

Before we present the Timberline award, let's take some time to explain and understand its meaning of the principles learned for this award.

[A candle is lit by the FO at each principle.]

Principle number 1: A Trailman lives boldly and avoids being passive. Living boldly is taking charge and doing the work that is required, even when you do not feel like doing it. Proverbs is full of warnings about the man who did not want to do anything. Proverbs 24:30-34 sums them all up nicely:

<sup>30</sup>I passed by the field of a sluggard,  
by the vineyard of a man lacking sense,  
<sup>31</sup>and behold, it was all overgrown with thorns;  
the ground was covered with nettles,  
and its stone wall was broken down.  
<sup>32</sup>Then I saw and considered it;  
I looked and received instruction.

<sup>33</sup> A little sleep, a little slumber,  
a little folding of the hands to rest,  
<sup>34</sup> and poverty will come upon you like a robber,  
and want like an armed man.

Mr. Hudson, how have these boys shown they have avoided passivity?

**RANGER:** Each recipient has earned his Mountain Lion Forest Award, earned all Sylvan Stars of the Mountain Lion level, invited a friend to a Woodlands Trail meeting and attended an overnight campout with the Troop during their Mountain Lion year. [Elaborate]

**TROOPMASTER:** Principle number 2: A Trailman has shown that he is living responsibly. We assume responsibility when it becomes clear that the well-being of other depends on our actions and that they are relying on us. The Lord Jesus is our ultimate example on one who took on the greatest responsibility of all time; that is to restore lost sinners back to God, the Father. John 6:38 states:

<sup>38</sup> For I have come down from heaven, not to do my own will but the will of him who sent me.

Mr. Hudson, how have these boys shown they can live responsibly?

**RANGER:** Each recipient has developed a plan with his family to fulfill a specific goal of responsibility in the household. [Elaborate]

**TROOPMASTER:** Principle number 3: A Trailman has shown that he can lead courageously. Men were created to lead. Leadership demands that men have the courage to master their passions and bridle themselves with the principles of truth. Here again, The Lord Jesus is our ultimate model. After fasting for 40 days in the desert, Satan offered Him all sort of delicacies; food, health and power. With one sentence Jesus shut Satan down.

“Be gone, Satan! For it is written, “You shall worship the Lord your god, and serve Him only.””

Mr. Hudson, how have these boys shown they can lead courageously?

**RANGER:** Each recipient developed a plan and led a service project.

[Elaborate]

**TROOPMASTER:** Principle number 4: A Trailman lives for the greater rewards of God. Being a man is hard work. We have already talked about the need to lead, to be responsible, and to be courageous. If you think these things are merely a call to heavy responsibility and sacrifice, then you've missed the example set by our Lord Jesus. Biblical manhood, real manhood, was designed by God to be liberating and a means of great reward. Jesus has set our example through all of the Principles that we have talked about. In Hebrew 12:1 we hear:

Let us run with endurance the race that is set before us, fixing our eyes on Jesus, the author and perfecter of faith, who for the joy set before Him endured the cross, despising the shame, and has sat down at the right hand of the throne of God.

Mr. Hudson, how have these boys shown that they can live for the greater reward of God?

**RANGER:** Each recipient has completed a faith-based option. [Elaborate]

**TROOPMASTER:** Just as the tall timbers stop at the Timberline's edge, so must a Mountain Lion's time stop in the Woodland Trail's program. As the Trailman proceeds on his individual path, he leaves the Woodland Trail and embarks on a new trail of exploration and experiences. These four principles lived out throughout your life will guide you to grow into the man described in Psalm 1:

Blessed is the man  
Who walks not in the counsel of the ungodly,  
Nor stands in the path of sinners,  
Nor sits in the seat of the scornful;  
But his delight is in the law of the LORD,

And in His law he meditates day and night.  
He shall be like a tree  
Planted by the rivers of water,  
That brings forth its fruit in its season,  
Whose leaf also shall not wither;  
And whatever he does shall prosper.

The Trailman leaves with many good wishes and prayers that he will continue to Walk Worthy with the God who created him, loves him and guides him.

Tonight we have with us 2 Mountain Lions who have completed these requirements and are ready to receive the Timberline award. Would the following Trailmen and their parents please step forward: Levi Hudson and Eli Snipes.

**TROOPMASTER:** Trailmen, you have fulfilled the requirements for the Timberline Award. The significance of this badge is far greater than any you have earned up to this point in Woodland Trails. You have set a goal and pursued it to completion. This is an earthly example of what the Apostle Paul talks about when he tells us to run the race set before us. May it always be said of you, that you have reached for the top of any ladder of achievement set before you. You will soon be going into Navigators - there you will be tested again. May you ever be faithful to our Lord Jesus Christ

Parents, you were the ones most instrumental in helping your son's reach this goal. As with the other significant badges that are awarded from Troop VA-1807, the honor and privilege of presenting your son with this last Woodland Trails award lies with you.

Boys, so that you understand how important this badge is in your Trail journey, last month I gave your Timberline Award badges to your fathers. I asked them to carry the badges with them so that they will be continuously reminded of the hard effort that you have put into earning this.

Dads, could you please bring out the Timberline badge that you have been carrying and present it to your sons.

Boys wear your Timberline Award with Pride - you have earned them well.

Troop 1807, let me present to you our newest recipients of the Timberline Award.



## Sample Freedom Award Ceremony Script

**MC** [typically a senior Adventurer]: "May I have your attention please." *[Waits for the audience to get seated and quiets down]:*

"Thank you for joining Trail Life Troop [Troop Number] today for our Freedom Award Ceremony where we honor [awardee name] who will receive this pinnacle award. I am [name], today's master of ceremony. Ladies and Gentlemen I ask that you please rise for opening prayer then remain standing for the presentation of the colors. Our pastor, [name] will begin the ceremony with a prayer."

*[Pastor [name] steps to the microphone]: Short opening prayer. [[Pastor Name] goes back to his seat]  
[MC returns to Podium]*

**MC:** "1st Officer, take charge"

*[Color guard should already be positioned in the rear of the room. Color guard is US flag and Troop Flag and Denomination Flag]*

**1st Officer:** "Color Guard Advance the colors". "Troop Salute".

*[Colors are advanced]*

**1st Officer:** "Color Guard post the colors." "Please join us in the Pledge of Allegiance."

*[Lead audience in reciting Pledge of Allegiance]*

**1st Officer:** "Ready, Two"

**1st Officer:** "Trailmen, Trail Sign, and recite the Trailman Oath"

*[Lead audience in reciting Trailman Oath]*

"Ready, Two"

*[1st Officer returns to seat]*

*[MC returns to Podium]*

**MC:** "Ladies and gentlemen you may be seated."

**MC:** "We have gathered this morning to recognize the accomplishments of [awardee name] as he is progressed down the trail to the Freedom Award. The Freedom Award is the highest award in Trail Life USA and is recognition of the many

traits a young man must gain in order to excel in life as a man of integrity. [Awardee name] has learned to live the Trailman Oath which you heard declared today after the Pledge of Allegiance. He also has lived the Trail Life Motto, which is simply the phrase: *Walk Worthy*. This motto is drawn from Paul's letter to the Colossians chapter 1 verses 9 and 10: Saint Paul's letter reads: *'...we have not ceased praying for you and asking that you may be filled with the knowledge of God's will in all spiritual wisdom and understanding, <sup>10</sup>so that you may lead lives worthy of the Lord, fully pleasing to him, as you bear fruit in every good work and as you grow in the knowledge of God.'* All Trailmen strive to live lives worthy of the Lord.

**MC:** "1<sup>st</sup> Officer, Come Forward"

*[1<sup>st</sup> Officer comes to the front of the room, beside center table, has lighter]*

**MC:** ""We want our guests today to understand clearly the full significance of the ideals by which Trailmen should live by, and through which we achieve worthy citizenship. For that we take you back to the beginning.

*[1<sup>st</sup> officer is ready to light the golden candle]*

[note: 7 white candles are positioned on a table near the podium...each candle has a large colored ribbon signifying it as either a gold or white or red or blue candle as described below.]

**MC:** *"In the beginning, God created the heavens and the earth. The earth was without form and void, and darkness was over the face of the deep. And the Spirit of God was hovering over the face of the waters. And God said, "Let there be light,"*

*[1<sup>st</sup> Officer Lights the golden Candle, wait until candle is lit]*

*"And there was light. And God saw that the light was good. And God separated the light from the darkness."*

**MC:** "Before you there burns constantly a golden candle. This golden candle symbolizes a Trailman's Honor, which must never be dimmed. When a boy takes the Trailman Oath 'On His Honor', he means that he is placing here, before his fellow Trailman, these Leaders, his parents, and his friends, his honor, one of his brightest and most sacred possessions in his life. A man without honor is gravely wounded. So, it is a serious thing to give the Trailman's Oath on one's honor."

**MC:** "From this golden flame of a Trailman's honor is lighted a white candle representing - Service to God."

*[1<sup>st</sup> Officer lights first White Candle using the golden Candle]*

**MC:** "We read in Matthew's Gospel, chapter 22 *"Teacher, which commandment in the law is the greatest?" He said to him, "You shall love the Lord your God with all your heart, and with all your soul, and with all your mind." This is the greatest and first commandment.*"

**MC:** "From this golden flame of a Trailman's honor is lighted a 2<sup>nd</sup> white candle representing Service to Country."

*[1<sup>st</sup> Officer lights second White Candle using the golden Candle]*

**MC:** In the 15<sup>th</sup> chapter of the Gospel of John we read *"No one has greater love than this, to lay down one's life for one's friends."*

**MC:** "On My Honor, I will do my best to serve GOD and my Country,"

**MC:** "From the golden candle, we bring to life the red candle which represents Respect of Authority. *[1<sup>st</sup> Officer lights first RED Candle using the golden Candle]*

“Saint Paul says in his letter to the Romans, chapter 13: *Let every person be subject to the governing authorities; for there is no authority except from God, and those authorities that exist have been instituted by God.*”

**MC:** “From the golden flame, we bring to life the second Red candle which represents “Respect of Creation”. *[1<sup>st</sup> Officer lights second RED Candle using the golden Candle]*

Genesis chapter 1 verse 26 reads as follows: “*Then God said, “Let us make man in our image, according to our likeness; and let them have dominion over the fish of the sea, and over the birds of the air, and over the cattle, and over all the wild animals of the earth, and over every creeping thing that creeps upon the earth”*”

**MC:** “From the golden flame, we bring to life the third Red candle representing “Respect for others” *[1<sup>st</sup> Officer lights third RED Candle using the golden Candle]*

In Matthew’s gospel after stating the greatest commandment of “love of God”, Jesus says: “*And a second is like it: ‘You shall love your neighbor as yourself.’*”<sup>40</sup> *On these two commandments hang all the law and the prophets.*”

**MC:** “On my honor, I will do my best to serve God and my country; to respect authority; to be a good steward of Creation; and to treat others as I want to be treated.

**MC:** During their years in the Trail Life Troop, boys mature into young men and grow in wisdom and strength. In the beginning years, a Trailman is eager to learn, explore and try new things. As he advances in age, a Trailman learns that he is responsible for sharing his knowledge and skill with younger Trailman. His faith in God will be strengthened, he will be expected to set the example in all that he does, he will become the mentor to those younger than him, and he will start becoming the leader of tomorrow. He will not be alone; at his side will be the adult Adventure Advisor. The Adventure Advisor will be there helping him grow in what the Lord expects a Christian man to be, how the Lord defines what a leader is, how to plan meetings, how to teach others, and will help connect the dots on what he has learned and how to apply it to everyday life. The Gold candle brings to life the Blue candle which represents the Adventure program with its pinnacle Freedom award.

*[1<sup>st</sup> Officer lights The Blue Adventure Candle using the golden Candle]*

**MC:** We hope that this representation of the Trail Life Oath provided you some insight into the ideals that are instilled into our Trailmen as they advance in our Troop.

**MC:** At this time, I invite our Troop Committee Chairman, Mr. [name] to come up and describe the Freedom Award.

**Mr. [committee chair name]:** [Mr. [committee chair name] steps to the podium and describes the significant requirements of the Freedom Award:

- Participate enthusiastically in Troop events
- Complete 1 major and 2 minor “Freedom” experiences which focus on doing something of interest in the community.
- Grow in your faith in Christ and your understanding of the Christian faith through a mentored faith study.
- Lead a major service project from start (planning and fundraising) to finish (written report). [Insert basic description of the awardee’s service project].

[Mr. [name] then provides a short personal reflection on how he saw [awardee name] grow in maturity while completing all the requirements over the last few years.]

**MC:** “Thank you Mr. [name]. At this time, I ask our pastor [pastor’s name...or other guest speaker] to come up and share his insights with regard to [awardee name] and his accomplishments.”

*[Guest speaker's remarks]*

**MC:** "Thank you very much [guest speaker name]. I now ask our Troopmaster, Mr. [name] to come forward and make a special presentation to [awardee name]"

**Mr. [Troopmaster name]:** [Mr. [Troopmaster name] describes the significance of the Troop Standard (a Trailman's ceremonial walking staff, pointing out the Trail Badges. Then he asks [awardee name] to come forward and attach the Freedom "cap" to the Standard] [note: use some or all of the below material, dependent on time constraint]

"The Trail Life USA Troop Standard – I want to share some imagery and times when the standard has been used:

- ➔ The outward sign of God's Strength while Moses led the Israelites out of Pharaoh's bondage was a shepherd's staff.
- ➔ Jesus is the Good Shepherd.
- ➔ And in Psalms 23 we read: "I will fear no evil, for you are with me; **your rod and your staff, they comfort me.**"

With this imagery in mind, we present to you the Trailman Standard, with it:

- ➔ It is a display of a boy's character and leadership as he progresses through the program.
- ➔ It is presented to the boy when he earns the Able Trailman Rank or the Journey Award, and is considered part of his formal uniform.
- ➔ For the boys in Trail Life USA, it is a powerful, masculine image to display our awards. We hope that every time a boy gazes at his standard, he is reminded that as Jesus is our great shepherd and leader, so likewise he is to, "lead with integrity and serve others."
- ➔ The Standard is where a boy can display the medallions (Trail Badges) he has earned in the Navigator and Adventurer Program for years to come. He can pass it on to his future son.
- ➔ It is a testament to the faith he embraces, the oath he has pledged, the achievements he has earned, the character he has developed, and the leadership he has embraced.
- ➔ Trail Life USA seeks to raise the standard of adventure, character, and leadership, and this Standard symbolizes the best of the program.

*[Troop Standard presented to awardee]*

**MC:** "Next Mr. [Troopmaster name] will describe the Trail Life Freedom Award symbolism."

**A short description of the Freedom Award badge to explain the meaning and importance of TLUSA's highest honor:**

"The Trail Life USA Freedom Award – represents the highest honor possible in Trail Life USA program.

- ➔ "At the top are the **Trinity Peaks!**...they stand above all that we do on earth and in eternity. The Father, Son and Holy Ghost exist as eternal authority!"
- ➔ "The "**Sword of The Spirit**" ....is but one part of the whole Armor of Christ and our battle against the spiritual forces of evil. The **hilt** reminds us of the cross through which Jesus Christ provides the way to eternal freedom."
- ➔ The "**Shield of Faith**" .... represents God's protection. Likewise, a Freedom Rangeman should be a protector of liberty, faith, family, and the weak. The "**Red Field**" shows the debt paid through the blood of Jesus Christ. Around the shield, a "**Blue Sea**" represents the fellowship of believers united through Jesus Christ and His Church.
- ➔ The "**Mighty Stag**" ....is a bold symbol of maturity and represents the ability to stand strong in faith. A Freedom Rangeman's desire is to follow Christ.
- ➔ The "**Crossed Keys**" .... represent citizenship in the Kingdom of Heaven and the eternal freedom which Jesus unlocked through the cross. On the blade of the key the "**TL Key Ward**" is a reminder of the knowledge,

understanding and wisdom that a Freedom Rangeman will have gained for life from his time in the program!  
*Note: WT/NAV/ADV themes are Knowledge, Understanding, Wisdom – Theme for Guidon unit is 'Life.'*

- ➔ The last part of the emblem the “**Freedom**” banner....is the banner we display to a broken and hurting human race.
- ➔ We hold this up as our highest award so that this world can see the true freedom that can only come through Christ Jesus.”

**MC:** “Next Mr. [Troopmaster name] will present to [awardee name] the Freedom patch to be worn on his uniform...and he will also present a certificate designating [awardee name] as a Freedom Rangeman, signed by Trail Life Board Chairman John Stemberger and Trail Life Chief Executive Officer Mark Hancock.”

*[Both items presented to awardee]*

**MC:** (If purchased) Lastly, Mr. [Troopmaster name] will present [awardee name] with the Freedom pin which [awardee name] can wear proudly on his clothing. This pin is a sign not only of his pinnacle accomplishment in Trail Life, but it is also a testament to the many Trailmen and adult Advisors who have helped him on his journey.

*[Pin is attached to awardee’s shirt]*

**MC:** “We now ask Mr. and Mrs. [parent’s name] to join [awardee name] and Mr. [Troopmaster name]”

**Troopmaster:** “[Awardee name], your parents have undoubtedly been a source of help, strength and prayers. No one besides God will ever know the unnumbered acts of self-sacrifice made by your mother. In recognition of your mother’s devotion,” (If purchased, “please present her with this Freedom Award mother’s pin.” [Awardee pins on his mother’s pin])

“Your father has been the source of advice and guidance along the trail,” (If purchased, “so I’d like you to please present him with this Freedom Award father’s pin.” (Awardee pins on his father’s pin))

Let’s all give a hand to our new Freedom Rangeman along with his parents!”

*[Troopmaster and parents sit down]*

**MC:** “[Awardee name] would now like to make a few comments.”

*[Awardee gives thanks to those who have helped and encouraged him]*

**MC:** “We will now conclude our ceremony with a closing prayer followed by the retiring of the colors. Following colors, everyone is invited to join the [last name] family in the reception immediately following this ceremony. [Pastor’s name] will now lead us in prayer and will give thanks for the food we are about to eat.”

*[Pastor leads the closing prayer]*

**MC:** “First Officer take charge and retire the colors”

**1st Officer:** “Color guard, retire the colors”. “Troop Salute”. “Ready two”

*[Color guard retires the colors]*

**MC:** Ladies and Gentlemen this concludes our ceremony. Please join our new Freedom Rangeman for refreshment and fellowship.

## Trail Life VA-1807 Flag Retirement Ceremony

**SPEAKER 1:** We are drawn here together in the sight of God to pay our last respects to this symbol of our great nation, "America", the land of the free and the home of the brave.

The US Flag Code reads; "The flag, when it is in such condition that it is no longer a fitting emblem for display, should be destroyed in a dignified way, preferably by burning."

Trail Life, USA recommends; "When the national flag is worn beyond repair, burn it thoroughly and completely on a modest, but blazing fire. This should be done in a simple manner with dignity and respect. Be sure the flag is reduced to ashes unrecognizable as a former flag."

In keeping with the law of our land and the recommendations of our organization, we present to you these United States Flags for retirement. They have served their useful lives as a symbol of our great nation and the freedoms contained therein.

"Color Guard... present the Colors"

### ***[Bring the full, folded Flag forward]***

*[The Color Guard, in full uniform, will march forward with the "Old Flag" folded in a triangle and carried like a football, flag bearer in the center with one guard in front, and one guard in back. They are to come up the aisle(s), from the rear of the area. The color guard come to a stop at the front center and faces the audience. They then unfold the flag until it is just folded in half lengthwise. The blue field should be to the audience's left.]*

**SPEAKER 2:** Our Flag was born on June 14th, 1777, amid the first flames of America's fight for independence. It represented 13 colonies who together fought oppression so that we today could enjoy our freedom. From those 13 colonies we have grown into a nation of 50 states. Since those days our country has been a beacon of freedom for other peoples from around the world. We have sent men and women into harm's way to

keep that beacon lit. Our flag flew proudly in 1812 when our freedom was in doubt. It was there at Fort Sumter, Gettysburg and at Appomattox. In World War 1 it led Dough Boys as they fought across Europe. A generation later it flew over Pearl Harbor, Guadalcanal and Iwo Jima. It flew over Africa, Normandy and again led Americans across Europe. In Korea the flag flew from one hill to another, in Vietnam it flew proudly, while it lay burned and tattered back home. The flag was there in Beirut, Granada, Panama, Kuwait, Bosnia, Kosovo, Iraq and Afganistan.

So that is why we are here tonight, to give our flag honor as so many have done before.

“Color Guard, Please retire the colors”.

FO: “Trailman, Salute”

*[The Color Guard will turn the flag sideways and gently drop it into the fire, folding the ends in toward the middle of the flame. The third Guard will use a long stick to then "stir the ashes" so that it will not be possible to recognize the ashes as a flag. They will then step back from the fire and stand at attention, and salute the flag. The flag carrying Color Guard Trailman then retires to the back.*

*The next Color Guard Trailman approaches with the next flag. It is unfurled and displayed.*

**SPEAKER 2:** “Color Guard, Retire the colors”.

*[Repeat as needed for the number of full flags. The entire Color Guard then retires to the rear to retrieve the flag cut in strips.]*

**SPEAKER 1:** Remember as you look at the Flag, it is the symbol of our nation, it is red because of human sacrifice; blue because of the loyalty of its defenders; and white because of our liberties – our land of the free. The stars are symbols of the united efforts and hope in the hearts of the many people striving to keep America great.

"Color Guard... present the Colors"

**SPEAKER 2:** The 13 stripes stand for the thirteen original colonies which are; Massachusetts, Virginia, Pennsylvania, New York, Connecticut, Rhode Island, New Hampshire, Delaware, Maryland, North Carolina, South Carolina, Georgia, and New Jersey. Please retire a red stripe.

**[Retire Stripe 1 (Red)]**

**SPEAKER 3:** The white stands for purity and innocence. Please retire a white stripe.

**[Retire Stripe 2 (White)]**

**SPEAKER 1:** The red stands for hardiness and valour.

**[Retire Stripe 3 (Red)]**

**SPEAKER 2:** We hold these truths to be self-evident that all men are created equal. They are endowed by their creator with certain inalienable rights. Among these are life, liberty, and the pursuit of happiness. (Thomas Jefferson)

**[Retire Stripe 4 (White)]**

**SPEAKER 3:** That to secure these rights, Governments are instituted among Men, deriving their just powers from the consent of the governed, - That whenever any form of Government becomes destructive of these ends, it is the Right of the people to alter or to abolish it, and to institute new Government, laying its foundation on such principles and organizing its powers in such a form, as to them shall seem most likely to effect their Safety and Happiness. (Thomas Jefferson)

**[Retire Stripe 5 (Red)]**

**SPEAKER 1:** We the people of the United States, in order to form a more perfect union, establish justice, ensure domestic tranquility, provide for the common defense, promote the general welfare, and secure the blessings of liberty to ourselves and our

posterity, do ordain and establish this Constitution of the United States of America.  
(James Madison)

**[Retire Stripe 6 (White)]**

**SPEAKER 2:** Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances. (James Madison)

**[Retire Stripe 7 (Red)]**

**SPEAKER 3:** "Our citizenship in the United States is our national character. Our citizenship in any particular state is only our local distinction. By the latter we are known at home, by the former to the world. Our great title is AMERICANS..." (Thomas Paine)

**[Retire Stripe 8 (White)]**

**SPEAKER 1:** "I know not what course others may take; but as for me, give me liberty or give me death!" (Patrick Henry)

**[Retire Stripe 9 (Red)]**

**SPEAKER 2:** "If the British march By land or sea from the town to-night, Hang a lantern aloft in the belfry-arch Of the North-Church-tower, as a signal-light, One if by land, and two if by sea..." (Paul Revere)

**[Retire Stripe 10 (White)]**

**SPEAKER 3:** Four score and seven years ago, our fathers brought forth to this continent a new nation, conceived in liberty and dedicated to the proposition that all men are created equal." (Abraham Lincoln)

**[Retire Stripe 11 (Red)]**

**SPEAKER 1:** The right of citizens of the United States to vote shall not be denied or abridged by the United States or by any State on account of race, color, or previous condition of servitude.

**[Retire Stripe 12 (White)]**

**SPEAKER 2:** "Ask not what your country can do for you, but what you can do for your country." (John F Kennedy)

**[Retire Stripe 13 (Red)]**

**SPEAKER 3:** The final blue field of our flag stands for vigilance, perseverance & justice. Please retire the blue field.

**[Retire Blue Field]**

**[Announce and explain the retirement of the Cemetery flag; how these have flown over the graves of our veterans at Cedar Grove Cemetery in Williamsburg VA on Memorial and Veterans days.]**

**SPEAKER 1:** Please join me in singing verses 1 and 4 of "My Country tis of Thee".  
[Or just sing Taps.]

**SPEAKER 1:** Thank you for attending Troop VA-1807 Flag retirement ceremony. Our ceremonies are concluded. As you leave the ceremony area, please do so in silence and reverence. We will regroup shortly for any additional questions. Thank You.

## SAMPLE BOARD OF REVIEW QUESTIONS

- What was your worst Troop camping experience?
- What did you learn from it?
- How have you contributed to First Officers' Conferences during the past six months?
- Why do you think the Citizenship, Family Man and Personal Resources Trail Badges Are required for the Horizon Award?
- What leadership position do you currently hold?
- What challenges has your position presented?
- How have you handled difficulties in your leadership position?
- Of the Trail Badges that you have earned, which one do you think will be most beneficial to you in the future?
- Do you have brothers in Trail Life or sisters in American Heritage Girls?
- How can you assist them in reaching their goals?
- Why do you think the Ready Trailman Rank And Horizon Award both require so many service hours?
- Do you think that you will carry a commitment to serving your community into adulthood?
- What do you believe is the purpose of a Board of Review?
- Why do you think the words Adventure, Character and Leadership are featured prominently in the Trail Life USA logo?
- The Trailman Oath states that we should "respect authority." Why do you think that's important?
- That Trailman Oath states that we should "be a good steward of Creation." Why do you believe that's important?
- Where do you think Trail Life found the phrase "Treat others as I want to be treated" that is part of the Trailman Oath?
- Have you decided what you want to do for your Servant Leadership Project?
- Do you feel as though Trail Life USA has been a valuable use of your time since joining?
- How has being a member of this Troop changed the way you deal with the people around you?
- Aside from your parents, who has had the biggest impact on you? Why?
- What is the most difficult part of the Trailman Oath for you to live out in your daily life, and why?
- What does the phrase "Walk Worthy" mean to you?
- What do you think we can do to improve our Troop?
- What should other leaders expect of you, if they know that you've earned the Horizon Award?
- How can you make an impact on the lives and growth of the Trailmen in the Woodlands Trail Program?
- Why do you think we utilize the Patrol Method in Troop XX?
- Can you explain any personal growth you've experienced as a result of participating in your Patrol?

- Tell me about a time when you had to deal with another Trailman not doing his part during a campout. Do you think you handled it well? How could you have improved that interaction?
- Tell me how you contributed to the overall betterment of the most recent campout.
- How many campouts have you attended this program year? Which was your favorite and why?
- How have you contributed to the betterment of Troop XX since becoming an Adventurer?
- What is the one skill you think that you could most improve in your leadership abilities?
- What was the most difficult Trail Badge you had to earn for your Horizon Award?
- Do you plan to pursue the Freedom Award? Why do you want (or not want) to earn it?
- Have you decided what Freedom Experiences you will pursue? Why did you choose those specific experiences?
- What outdoor skill do you enjoy the most and why?
- What was your favorite experience during your Trail Life USA “career” and why? What, if anything, did you learn from it?
- How do you feel about your First Aid skills?
- Do you plan to serve in leadership positions after earning your Horizon Award?
- Do you think that participating in Trail Life USA has positively influenced your character?
- Tell me about two of the Elective Trail Badges you’ve earned. Why did you choose them? What did you learn from them?
- How many Troop Events have you participated in during this past program year? Do you think you should have been more involved?
- Have you participated in any of our High Adventure Trips? What did you get out of that?
- Have you ever taught a Woodlands Trail unit? \*\*\*If yes - What did you get out of that? \*\*\*If no - Why not?



## Activities:

### Outside

- Astronomy/Sky Party
- Mass Transit Center
- Airport/Seaport
- Local Architectural Structure (Bridges, Buildings, etc.)
- Construction Site
- Rockets (Water or Air Powered)
- Catapult/Trebuchet

### Inside

- Fitness Center
- Museum
- Radio/Television Station
- Science Center
- Maker Space

## Special Guests

Special guests can be invited to talk about how their career benefits from science and technology or how they advance science and technology.

- Scientist
- Engineer
- Doctor
- Police
- Firefighter
- Inventor/Maker
- Technician
- Construction Worker
- Botanist

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## Risk Management Form

**\*\*SAMPLE\*\***

**Activity:** Campout

**Location:** My favorite local group camp

**Description of intensity of activity:** Hiking the forest trail and going shooting at the local gun range for two hours.

Risk Description	Risk Likelihood / Effect			Response
	Likelihood	Consequence	Mitigation Measures	Response plan in case of occurrence
<i>Example: heat exhaustion or immobilizing injury</i>	Low	Med	Physical and gear check. Staff sets pace, picks route and monitors Trailmen.	Treat locally with first responder First Aid. If severe, contact base for medical consult, evacuate to medical facility
Lost Trailman	High	Med	Repeated briefings by staff, Troop Leaders; Buddy system enforced; ESAR training or orientation of Troop Leaders and Staff at initial orientation.	ESAR trained staff and leaders on site gather information and organize search. Local resources called if necessary (EMERGENCY # 012-345-6789)
Vehicle hitting Trailman	Low	High	Vehicles not allowed to drop off Trailmen at site - limiting of vehicles and no vehicles in camping areas; supply deliveries in locations and/or at times not frequented by Trailmen; Signs for event "Slow" and "5 mph" posted at entrance and on roads.	Treat locally with first responder First Aid. If severe, contact base for medical consult, evacuate to medical facility. EMERGENCY #'s: County Police: 987-654-3210; EMS/Hospital: 546-231-8907
Fire	Low	Medium	No open fires allowed except in designated places - campfire bowl, fire making event; leave no trace theme; backpacking or propane stoves for cooking; shovels, rakes and water buckets in vicinity of any open fires	Use of shovels, rakes, and accessible water to extinguish fire; in the event of additional assistance, contact Camp HQ/Ranger; Fire Dept emergency # 123-457-6890
Shooting Sports	Low	High	Follow all rules and requirements in HSG for Shooting Sports activities	Treat locally with first responder First Aid. If severe, contact base for medical consult, evacuate to medical facility. EMERGENCY #'s: County Police: 987-654-3210; EMS/Hospital: 546-231-8907

# Youth Protection Essentials

It's as Simple as 1-2-3



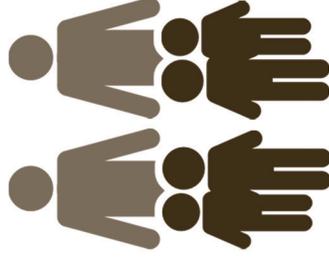
## No 1-on-1

The no one-on-one rule is in place for youth protection so no boy is ever alone with an adult. This is for both the protection of the boy and the adult.



## 2-Deep Leadership

The two-deep rule is in place for safety so there is always a minimum of two Registered Adults in proximity to provide backup and oversight.



## Buddy System of 3

The buddy system of three is suggested to keep youth safe from other abusive youth when out of sight of adult leadership. Buddies must be of the same program level.



There should always be a minimum of two Registered Adults on premises and either within eyesight or earshot or both at all Trail Life gatherings and activities (including transport), with the recommendation being that, whenever possible, a minimum of 2 adults should be with every group of boys. Within that context, for gathering in individual rooms, single building locations at a larger facility, or vehicles transporting boys in the conduct of a Trail Life activity, there should never be an adult alone with a youth. **Participation Handbook**



## ADDRESSING SIN IN MEMBER BOYS

It is the expectation of Trail Life USA that members live according to the Trail Life USA Oath and Motto, as they have agreed to when becoming a member. With this expectation, it is also understood that, just like adults, boys face temptation and are not without sin. Because no human being is perfect, it is important that the Trail Life USA Troop remain a place of grace and truth.

Boys, especially during their adolescent years, are trying to determine who they are and how their faith and the culture play into that identity. Trail Life USA can serve a critical role in guiding boys toward an identity in Christ. Trail Life USA is meant to be a ministry of transformation—a ministry which surrounds boys with godly adults that will offer them sound biblical advice, encouragement, grace, and truth. Trail Life USA should be a safe place for boys to navigate the often confusing cultural trends. However, nothing herein should be interpreted as modifying or amending **in any way** Trail Life USA child safety and youth protection policies, or the requirement to report any instances or allegations of child abuse or illegal activity to the appropriate state or federal authorities.

Except in situations that potentially jeopardize the health or safety of others, a boy falling short of living up to the Trail Life USA Oath and Motto is not necessarily subject to immediate dismissal from the Troop. These are the times when boys need the Christ-centered program and the guidance of faith-filled adults of their Troop the most. When a boy engages in behavior which contradicts the Oath and/or Motto, it is important for him to understand his error and to be given the guidance and opportunity to change.

Boys sometimes make poor choices and engage in behavior that is not in harmony with Christian values and what is expected of them as Trailmen (e.g., gossip, failure to obey appropriate authority, bad language, disrespect, etc.). Most of these situations are most appropriately addressed by the Troopmaster, Trail Guide, or other adult leaders viewing this as a “teachable moment” to mentor or guide the boy (while always adhering to the two-deep leadership policy and all other Child Safety Youth Protection policies) to recognize his wrongful action, repent, and apologize to any offended parties. Character growth can result from this lesson. Where the adult leader directly observes the inappropriate behavior, it should be addressed immediately. If the adult leader learns of the behavior after the fact, conversation regarding the behavior may also involve the parents.

Wrongful behaviors\* might include, but are not limited to hazing, bullying, stealing, sexual activity, and illegal use of drugs or alcohol. When Troop leadership becomes aware that a boy is engaging in such behavior that surpasses being a “teachable moment,” there are a number of **recommended** steps that should be considered before deciding to dismiss the boy from the program.

1. In any situations involving physical altercations (which may include bullying or hazing or threats involving the brandishing of weapons), sexual activity, illegal use of drugs or alcohol, or other bullying, the parents of the boy(s) who are involved should always be notified and included in the process. Also, if the Charter Organization has additional policies or guidelines regarding the behaviors being addressed, refer to the Charter Organization for input. If approved by the parent, the trusted Troopmaster and/or Troop Chaplain plus one other adult (maintaining two-deep leadership) should discuss their concerns with the offending boy in a compassionate manner. “Here is why we are concerned. Here is why this behavior contradicts

the Oath or Motto.” Share the Scriptural references regarding these behaviors. Boys should be given the opportunity to understand their error, show remorse, repent, and participate in determining a plan for changed behavior. Accountability should be established in a manner which preserves confidentiality and upholds youth protection policies.

2. If the boy member does not show remorse, does not agree to a plan of action, or repeats the behavior of concern, Troop leadership should meet with the boy’s parents/guardians as soon as possible. Troop leadership should explain in a compassionate manner why the behavior is of concern, why it contradicts the Trail Life USA Oath and/or Motto and what steps have been taken to assist the boy in addressing the issue. Following this meeting, the boy should be given another opportunity to show genuine remorse, repentance, and a commitment to a plan for changed behavior. Accountability should be established in a manner which preserves confidentiality and upholds child safety and youth protection policies.
3. If the boy member denies the behavior while--in the opinion of Troop leadership--the evidence is compelling, Troop leadership must stand for truth and challenge the boy member to be truthful. Troop leadership should explain that grace is available to all, but where truth cannot be found, grace will not be applied. If, in the opinion of the Troop leadership, the boy member refuses to be truthful, then Troop leadership should meet with his parents/guardians to explain the evidence, to describe the consequences that are available dependent on the boy member’s willingness/unwillingness to be truthful, and to request that the parents/guardians counsel their boy member. Troop leadership should offer the parents/guardian and the boy member an agreed upon and reasonable time to respond to the evidence and the possible consequences.
4. If the boy member fails to respond, continues to not accept responsibility for the behavior, does not show remorse, does not agree to a plan of action, or repeats the behavior of concern (or other inappropriate behavior), Troop leadership should again meet with the boy and his parents/guardians. At this meeting, discussions should center on engaging a pastor, priest or other church leader within the boy’s preferred denomination. Outside ministries that specialize in the issue at hand may also be engaged at this time. The object of this meeting is to work on a plan of action in order to assist the boy in understanding his behavior, its consequences and work to overcome it. If the parents and boy understand the concern around the behavior and are willing to implement a plan for change, then the boy should be allowed to remain in the Troop. The Troop volunteers are not expected to provide counsel (this is the job of the parents), but rather show support and acknowledgement of the worth of the boy.
5. If the above avenues have been exhausted and the boy continues his behavior, refuses to recognize the behavior as contradictory to the Oath and/or Motto, and/or poses a threat to other boys in the Troop, he should be asked to leave the Troop, which will also terminate his membership in Trail Life USA. The goal for every Troop should be to try to keep the boy in the Troop, provided that it does not jeopardize the health or safety of others. The decision to ask a boy to leave a Troop should be one covered in prayer and discernment and in which counsel of the Pastor and/or Troop Ministry Liaison is sought. To ensure the protection of the Charter Organization and volunteer leadership, any behavior which involves allegations or suspicions of child sexual abuse should also be reported to law enforcement and/or child protection agencies, and immediately thereafter to [Legal@TrailLifeUSA.com](mailto:Legal@TrailLifeUSA.com) and should include in the details the contact information for any state or federal agency to whom it was reported (including the date of the report, who reported it, and the report number assigned).

\*Scripture addresses the issues of sin: homosexuality, adultery, fornication, lust, pornography, lying, stealing, etc. Sin is contrary to God's design and purposes (Romans 1:1, 1 Corinthians 6:1, 1 Timothy 1, and Leviticus 18). While Trail Life USA is well aware that the culture may promote various sins as natural, Trail Life USA defers to the truth of Scripture that states that these behaviors are sin. Trail Life USA leaders should communicate that God's grace extends to every form of sin when there is confession, repentance, and dependence on Jesus Christ (1 Corinthians 6:9-11).

## Trail Tracks for Troops

This tool was developed to help your Troop track your progress as you strive to become a *thriving* Troop! Your Troop Ministry Liaison, Committee Chairman, and Troopmaster should review the following characteristics together, then self-evaluate to determine where your Troop is now—and where improvement is needed.

### THRIVIN' TROOPS – THIS IS THE GOAL!

- \*Embrace the church-owned model; TML (church leader) is regularly engaged with Troop operations
- \*Have many active leaders (15 minimum, if all program levels are offered)
- \*Meet weekly throughout the school year
- \*Communicate important information consistently to all parents—have scheduled activities (Campouts, service projects), providing general annual calendar and meeting/activity schedule, and consistent follow-up reminders and advance participation notices
- \*Are involved with the Area (attend Area Trail Gatherings, Training, Camporees, and utilize the *Levels of Support*)
- \*Have high parent participation (all parents are involved and help in some capacity)
- \*Have a well-planned Summer Adventure
- \*Have an active Woodlands Trail program (Troops with Navigators and Adventurers ONLY soon “age out”)
- \*Focus on Advancement and Faith-development (provides the opportunities for mentoring)
- \*Continue to grow (growth breeds excitement!)
- \*Schedule an annual Open House recruiting event
- \*Have knowledge of:
  - other Troops—nearby, or at least in the *Official Trail Life USA Forum* (to connect with/learn from);
  - [JoinTheTrail.com](http://JoinTheTrail.com) (actively recruiting new members);
  - and how to conduct an annual *Planning* (a full year’s program) & *Budgeting* (how to pay for it) session with all Troop stakeholders
- \*Have top leaders who are committed to God, passionate about the mission of TLUSA, and willing to learn and use TLUSA methods and support systems including youth leadership methods.

### STRIVIN' TROOPS

- \*Accept the church-owned model; involve the TML on a “need-to-know” basis
- \*Have enough active leaders to get by, 2-deep at each program level
- \*Meet regularly, but not every week
- \*Communicate often (but sporadically, often last-minute)
- \*Participate in campouts and activities (do more than just Troop meetings)
- \*Keep to themselves, but might interact with Area volunteers if there’s a problem in the Troop
- \*Same leaders “run” almost everything (the program leaders are also on Troop Committee), little youth leadership development
- \*Not much emphasis on Advancement or Faith-development
- \*Like to keep the same families involved, not actively recruiting new ones
- \*Know about recruiting, fundraising, planning & budgeting but don’t use Trail Life’s “best practices”
- \*Scrape to get enough money to “keep the promise” of regular trips and adventures
- \*Are more about the Program than the Mission—into outdoor adventure, with no religious emphasis

## SURVIVIN' TROOPS

- \*Don't really understand/buy into "church owned-and-operated"—program leaders run the show
- \*Struggle to find enough leaders—many "wear more than one hat"
- \*Only experience outdoor adventure a few times a year
- \*One leader is actually in charge (no TML involvement or active Troop Committee)
- \*Don't participate in Area/multi-Troop activities
- \*No focus (Advancement or Faith-building)
- \*No growth or recruiting plan to engage more families
- \*No \$, no budget plan
- \*Don't know where to go for help

**WARNING:** If your Troop has more than a few of these indicators, seek help immediately from your Area's Point Man!

---

### SCORE YOUR TROOP (self-evaluation):

We are faith-focused. We use Worthy Life, Manhood Journey, or Band of Brothers curriculum (1 point), and embrace male mentorship/discipleship methods (1 point). [self-evaluation, total of 0-2 points] [Faith Building Options Guide](#)

Our TML is a paid staff or lay leader within the host Charter Org (1 point), and is engaged in communications at least weekly with Troop Committee (1 point). [self-evaluation, total of 0-2 points] [TML Position Description](#) & [How a Troop is Chartered & Operates](#)

We have enough active, registered leaders (15 is the minimum allowable if all program levels are offered). Less than 5 leaders=0 points; 6-9 leaders=1 point; 10-14 leaders=2 points; 15 or more leaders=3 points). [self-evaluation, total of 0-3 points] [Selecting and Recruiting Volunteer Leaders & Video](#)

We have a Woodlands Trail unit (1 point), which meets at least 2x/month (1 point) [self-evaluation, total of 0-2 points] [WT Overview](#)

We send out weekly communications to all Troop member families (1 point), provide an annual calendar that includes weekly meeting and activities schedule (1 point), and guide each new family through *FastStart* training (1 point). [self-evaluation, total of 0-3 points] [FastStart Training Document](#), [Understanding How the Program Year Works](#)

We hold a [JoinTheTrail.com](#) Open House to recruit new members every fall (1 point); added at least 5 new families last time (1 point); re-charter with a growth over last year (1 point). [self-evaluation, total of 0-3 points] Plan/Promote/Grow/Thrive at [Jointhetrail.com](#)

We conduct an annual *Planning & Budgeting* session (1 point), inviting all Troop stakeholders—Troop Committee, direct contact leaders, parents, and youth (1 point). [self-evaluation, total of 0-2 points]

Troop is involved with its Area (regularly attending Roundtables, Camporees, or other multi-Troop activities). [0-2 points]

Troop's top leaders are committed to God (1 point), passionate about the mission of TLUSA (1 point), and willing to learn and use TLUSA methods and support systems including youth leadership methods (1 point). [total of 0-3 points] [Core Values Video](#)

### **Scoring Results:**

- |              |                                                                     |
|--------------|---------------------------------------------------------------------|
| 0-7 points   | Please seek help from your Area Team                                |
| 8-12 points  | Survivin'— Good start, room to grow!                                |
| 13-17 points | Strivin'— On your way to something great!                           |
| 18-22 points | Thrivin'— Wow, you have it going on! Find a nearby Troop to mentor! |

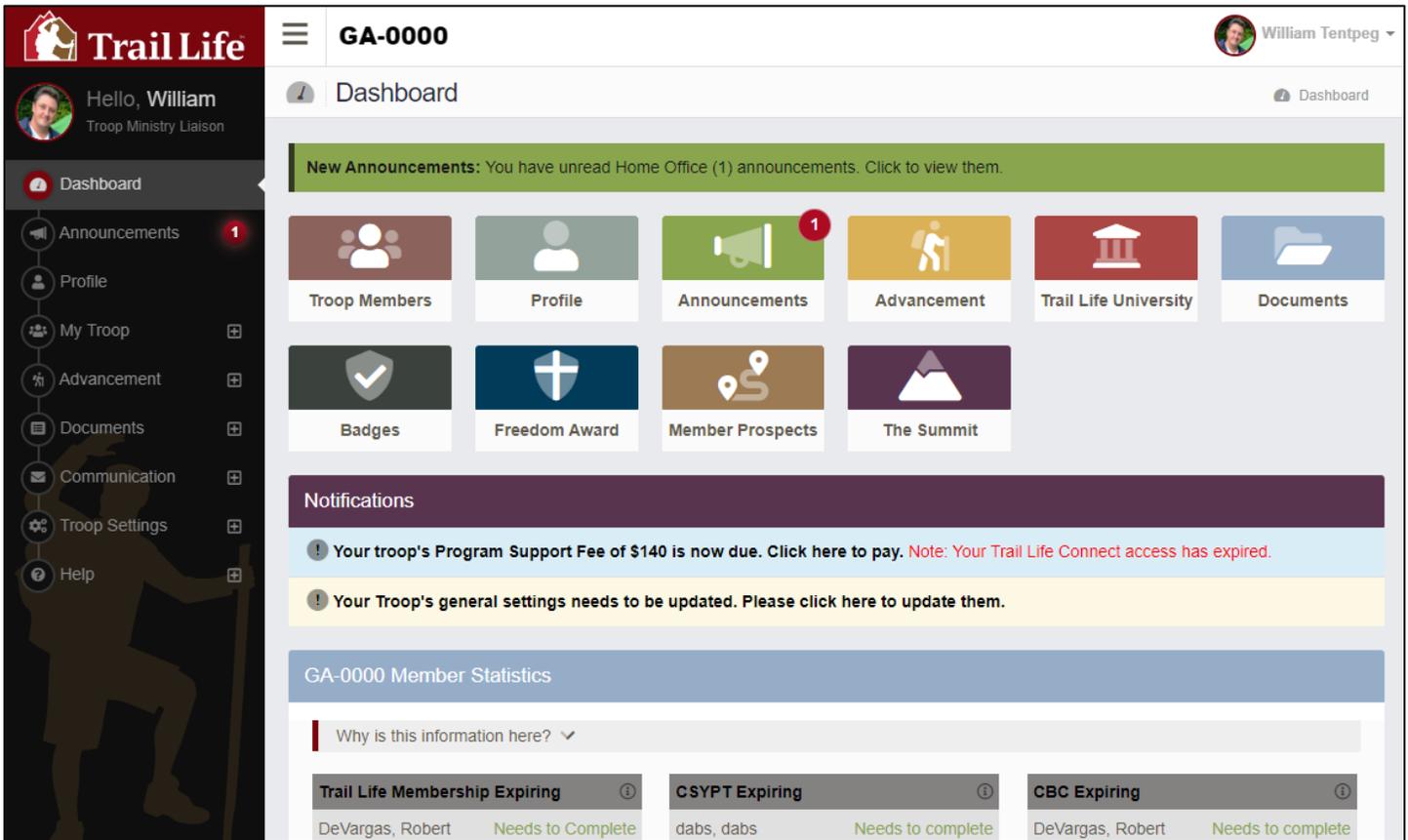
## Trail Life Connect Features Overview

*This document provides an overview of some of the primary menu items and features contained within Trail Life Connect.*

\*For purposes of this document, many of the displayed views are that of the Troop Ministry Liaison (TML.) This role within the Troop contains all of the Troop-level permissions by default. Depending on your role(s), your view may be somewhat different. If you see something you believe you should have access to, please check with your TML regarding the role(s) assigned to you. The TML may determine whether to assign a different role and/or whether the situation requires creation of a custom Troop role.

### Multiple Roles?

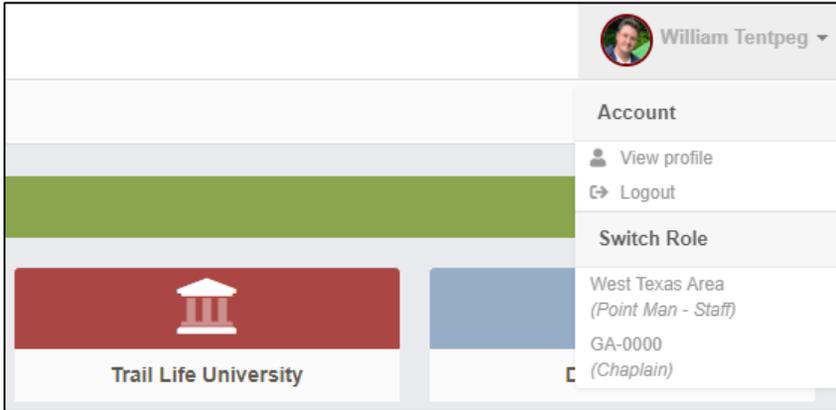
If you have multiple roles, your options may look somewhat different depending on which role you are currently using. To determine the role you are currently using, look to the upper left of the Trail Life Connect window where your current role in the system displays along with your name and profile picture. (See **Figure 1a** below.)



The screenshot shows the Trail Life Connect dashboard for Troop GA-0000, accessed by William Tentpeg, Troop Ministry Liaison. The interface includes a sidebar menu with options like Dashboard, Announcements, Profile, My Troop, Advancement, Documents, Communication, Troop Settings, and Help. The main dashboard area features a 'New Announcements' banner, a grid of feature tiles (Troop Members, Profile, Announcements, Advancement, Trail Life University, Documents, Badges, Freedom Award, Member Prospects, The Summit), a 'Notifications' section with two alerts about a \$140 support fee and general settings updates, and a 'GA-0000 Member Statistics' section with a dropdown menu and three expiring membership categories: Trail Life Membership Expiring, CSYPT Expiring, and CBC Expiring, each with a list of members and their status.

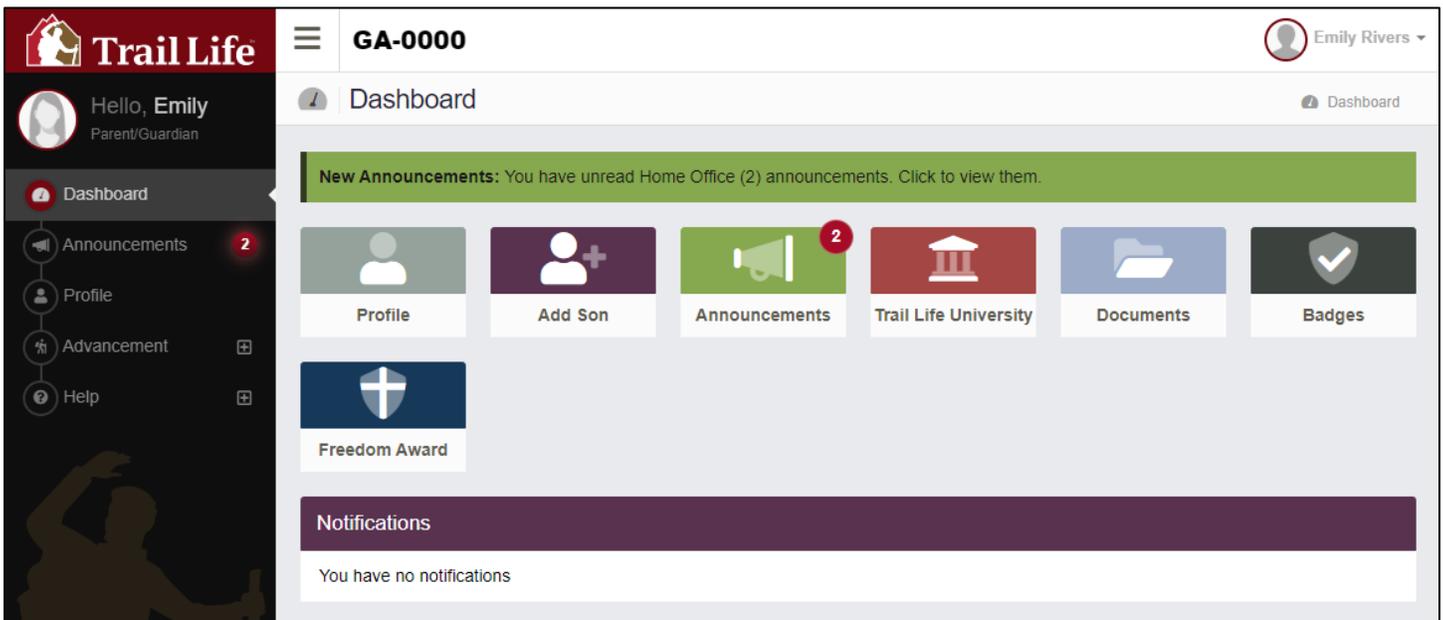
**Figure 1a**

To switch roles, click the drop-down arrow by your name in the upper right corner and choose the alternate role you would like to switch to. (See **Figure 1b** below.)



**Figure 1b**

Again, your role will determine what you see. (See **Figure 1a** above and **Figure 1c** below to compare the differences in the Dashboard view between a TML and a Parent/Guardian.)



**Figure 1c**

### Notifications

The Notifications section of the Dashboard is a space for messages or actions that are specific to you and/or your family. Items that appear will go away once the requested action is taken. (See **Figure 1a** or **1c**.)

## Troop Member Statistics

This section of the Dashboard displays the Membership status of anyone in your Troop who has either not yet completed membership requirements, are soon to expire on one of the membership requirements, or who is already expired on a specific membership requirement. For youth, this will only show new/expiring/expired membership payments. For Registered Adults, it will additionally show new/expiring/expired youth Protection Training and Criminal Background Checks. There is a drop-down menu detailing why the information is displayed as it is on the Dashboard. Additionally, for the TML and some other Troop Leaders, a few graphical components are displayed, including the Charter Expiration date and who is the Troop's Area Point Man. (See **Figure 1d** below.)

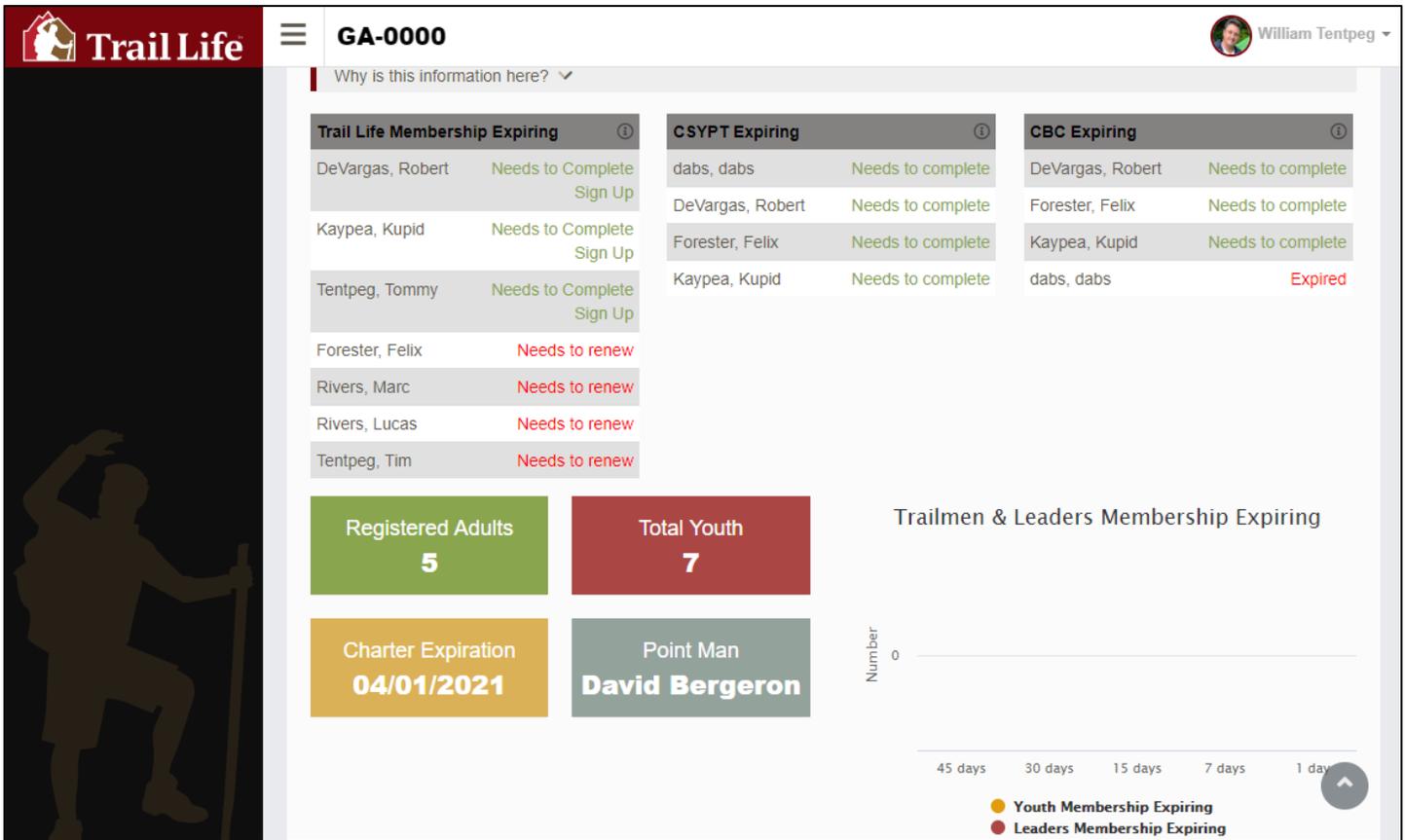


Figure 1d

## Troop Members

The *Troop Members* link (if available to your role) will take you to the list of all the members in your Troop. You can locate specific members by using the search and filter options along the top of the list, and can click many of the column headers to sort the list alphabetically or numerically by that column's filter. Additional controls in the upper right, above the list, allow for (1) displaying all Troop members on one page (if your Troop contains more than 25 members,) (2) resetting any filters used, (3) exporting the Troop member list to Excel or CSV files, and (4) executing bulk member actions to change Level, Patrol, and/or Grade for multiple individuals at the same time. (See **Figure 1e** below.)

Trail Life

GA-0000

Hello, William  
Troop Ministry Liaison

Troop Members

Showing 1-18 of 18 items.

Name	Youth	Role	Current Level	Patrol	Birthdate	Age	Grade	View
Aiken, Campy	✓	Trailman	Adventurer	Avengers	11/15/2004	15		
Bacon, Seymour		Senior Ministry Leader		Old Goats				
dabs, dabs		Pending Registered Adult						
DeVargas, Robert		Pending Registered Adult						
Forester, Felix		Pending Registered Adult		Avengers				
Forester, Finn	✓	Trailman	Navigator	King Kong	04/01/2004	16		
Forester, Freddy	✓	Trailman	Fox	Banana	10/27/2008	11		
Forester, Glen		Treasurer						

Figure 1e

## Profile

Your Profile contains all the information about you and your Household. The Profile page includes the options for adding sons, a tab for Trail Life University, and tabs for Troop Documents and other Resources. Within your profile, if any of your sons are expired or expiring soon, you can click the red text by their names which results in a portal for completing their membership renewal. (See **Figure 1f** below.)

\*In addition to a Trailman's parent/guardian, the other standard Troop roles who can access profile information are: The Troop Ministry Liaison (TML), Troopmaster, and Committee Chairperson.

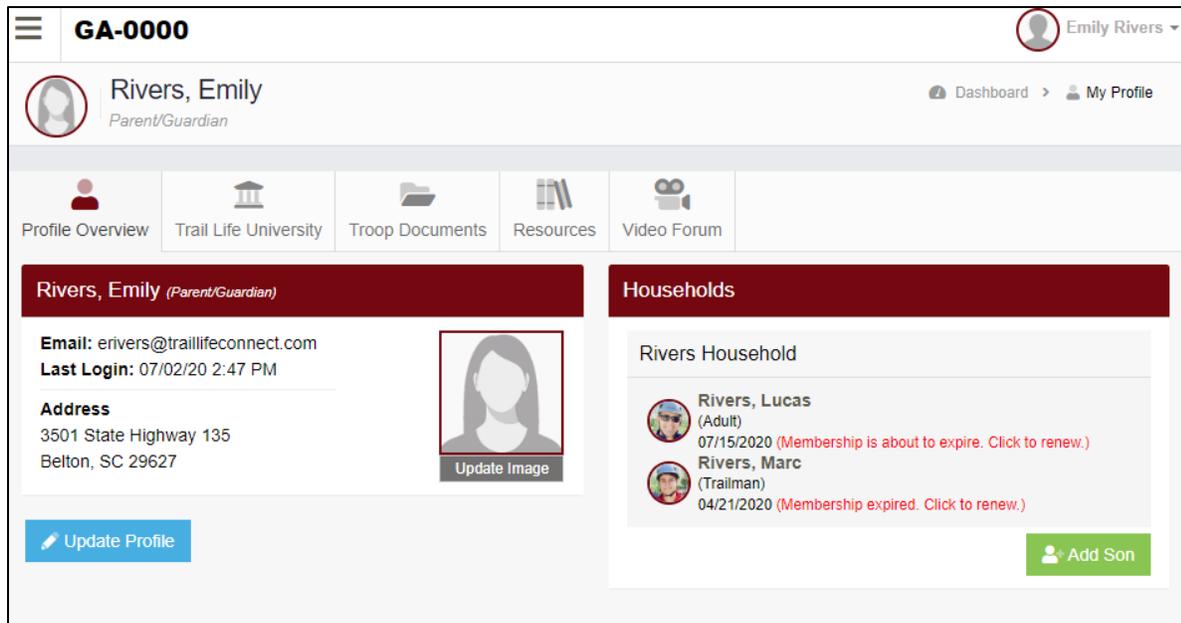


Figure 1f

You can also click a Trailman’s name to view his profile, and update the profile if needed. His ID Card can be printed if his membership is current, and any earned ranks and awards will display. (See **Figure 1g** below.)

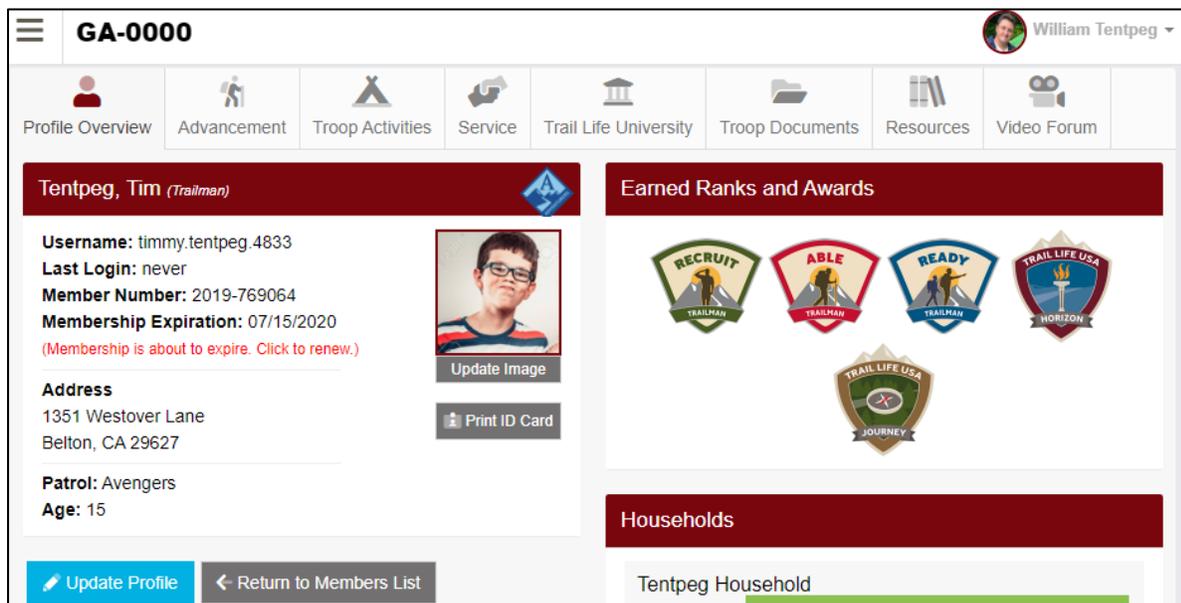


Figure 1g

Clicking the Advancement tab of the Trailman’s profile will reveal further information regarding his advancement progress. (See **Figure 1h** below.)

The screenshot shows the user profile for Tim Tentpeg (Adventurer) in Troop GA-0000. The Advancement tab is selected, showing a table of completed programs:

Program	Awards Title	Progress	Completed On
▶ Navigators	Recruit Trailman Rank (2013)	100%	07/22/2019
▶ Navigators	Able Trailman Rank	100%	12/13/2018
▶ Navigators	Ready Trailman Rank (2013)	100%	07/22/2019
▶ Navigators	Trail Skills (2013)	100%	08/22/2019

**Figure 1h**

If you are a Registered Adult member, you will be able to print your ID Card using the link under your profile picture. (\*ID Card printing is only available for Registered Adults whose membership requirements are current.) Registered Adult Members will also be able to add other parents/guardians to the Household, and will have expanded content within Trail Life University. (See **Figure 1i** below.)

The screenshot shows the user profile for Lucas Rivers (Troopmaster, Committee Chairperson, Chaplain (GA-0000), Power User) in Troop GA-0000. The Trail Life University tab is selected, showing user information and household details:

**User Information:**  
 Email: dabtesttm@trailifeconnect.com  
 Last Login: 07/02/20 2:56 PM  
 Member Number: 2019-507630  
 Membership Expiration: 07/15/2020 (Membership is about to expire. Click to renew.)  
 CSYPT Taken On: 07/05/2020  
 Background Check On: 07/24/2019  
 Address: 3501 State Highway 135, Belton, SC 29627, (888) 401-4561

**Households:**  
 Rivers Household  
 Add New Parent / Guardian to Household  
 Rivers, Emily (Adult)  
 Rivers, Marc (Trailman) 04/21/2020 (Membership expired. Click to renew.)  
 Add Son

**Member Tools:**  
 Update Profile | Return to Members List  
 There are no actions currently available for your role to do for this user.

**Figure 1i**

Finally, the TML has permissions to perform other Member functions within each Troop member Profile, under the *Member Tools* section: Adding/Removing Roles, Re-assigning Household (if a Troop member is not appearing in the correct Household,) Re-sending requests for Leader Registration, and Deactivating Members. (See **Figure 1j** below.)



**Figure 1j**

### **Announcements**

Clicking the link for Announcements (See **Figure 1a or 1c**), will take you to the Announcements page, where Troop, Area, Regional, and Home Office announcements will be displayed. Look for the Announcements video in the Help Videos section under the Help menu in Trail Life Connect for more information on how this section works.

### **Add Adults / Initiate Leaders / Transfer Members**

Under “My Troop” on the left menu, there are options available to certain Troop leaders for (1) adding a new adult to your Troop, (2) initiating adult leader registrations, and (3) transferring members from other Troops. For adding new adults, there is a video tutorial in the Help Videos section of the Help menu that walks through the 3 options for adding new adults to your Troop. Once an adult is listed within your Troop as a Parent/Guardian, you can also initiate a leader registration, which will send them an email invitation to become a Registered Adult. (Registered Adults pay the annual membership fee, must complete Child Safety Youth Protection Training, and must also submit an application for a Criminal Background Check. Having adults register provides an extra level of protection and opens up more Troop leadership opportunities. Registered Adults count towards the adherence to two-deep leadership.) Finally, for those with permissions, you can also add members by transferring them from other Troops. If a family is moving to your area, or is seeking an alternate Troop within their area, the Troop leaders can transfer them in. The transfer must always be performed by the receiving Troop. Fill in the requested information, and then send the transfer request to the member for their acceptance. (See *these options shown under My Troop on the left menu in Figure 1e.*)

### **Advancement**

This section is where advancement tracking occurs for the youth Trailmen as they move through the program. There are help videos under the Help menu that go deeper into recording Advancement. (See **Figure 1a**, showing menu and icon links.)

### **Documents**

Manage Documents (left menu) is where those with permissions can upload Troop-specific documents for Troop members to access. Document uploads contain options to allow control over who sees the document within the Troop. Resources contains all of the official documents provided by the Home Office that detail various aspects of Trail Life USA, Troop management, and program specific information. (See **Figure 1a.**)

## Communication

The two communication options on the left menu are to: (1) Email Members and (2) Update Announcements. Additional videos on the Help menu go into greater detail on both of these communication options. (See **Figure 1a.**)

## Troop Settings

Many of the options here (on the left menu) are specific to the TML, as well as a few other Troop leaders with specified permissions.

General Settings are where to set the address of your meeting location, provide a Troop Overview, specify meeting days & times (and whether to display that publicly,) and specifying the primary Troop Support Contact as well as Find a Troop Contacts (for interacting with Member Prospects.)

User Role Permissions show details regarding standard, national roles and also provides the TML with the ability to add a custom Troop-level role with custom permissions that can be assigned to any registered adult within the Troop.

Update Periods is an optional setting, and if used can be applied to Documents or Announcements in specifying the period for which those items will display.

Update Categories is useful to establish as your Troop's document library grows, and provides a way to sort and filter certain documents based on their category.

Update Patrols allows you to provide the names of the Patrols your Troop will use to group your Trailmen within at each level of the program.

Update Email Templates allows you to create custom templates that can be used when sending emails, either through the Email tool or when emailing prospects through the Member Prospects tool.

(See **Figure 1k** below for these menu options.)

## Help Menu

The Help menu (on the left) contains help videos and help documents as well as links for contacting your Troop leaders, Area Point Man, or Trail Life Connect support. Additionally, there are links to other resources, such as the Trail Life USA Store, Events, and Branding information. (See **Figure 1l** below for these menu options.)

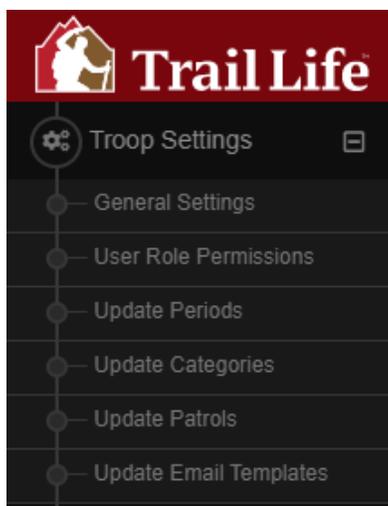


Figure 1k

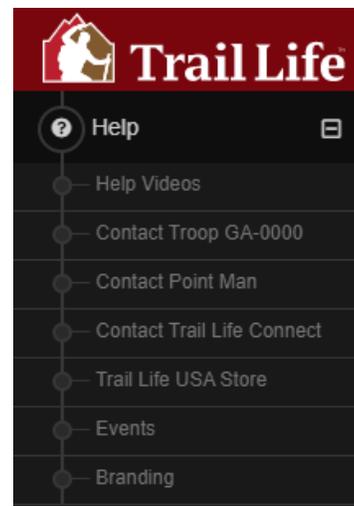
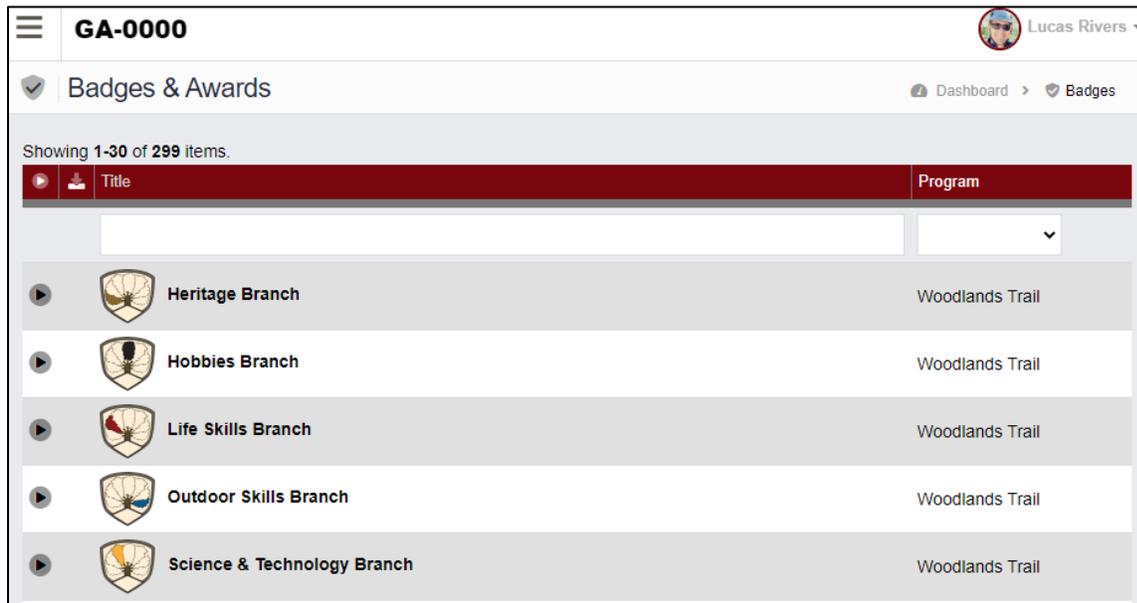


Figure 1l

## Other Dashboard Icons/Tiles/Links

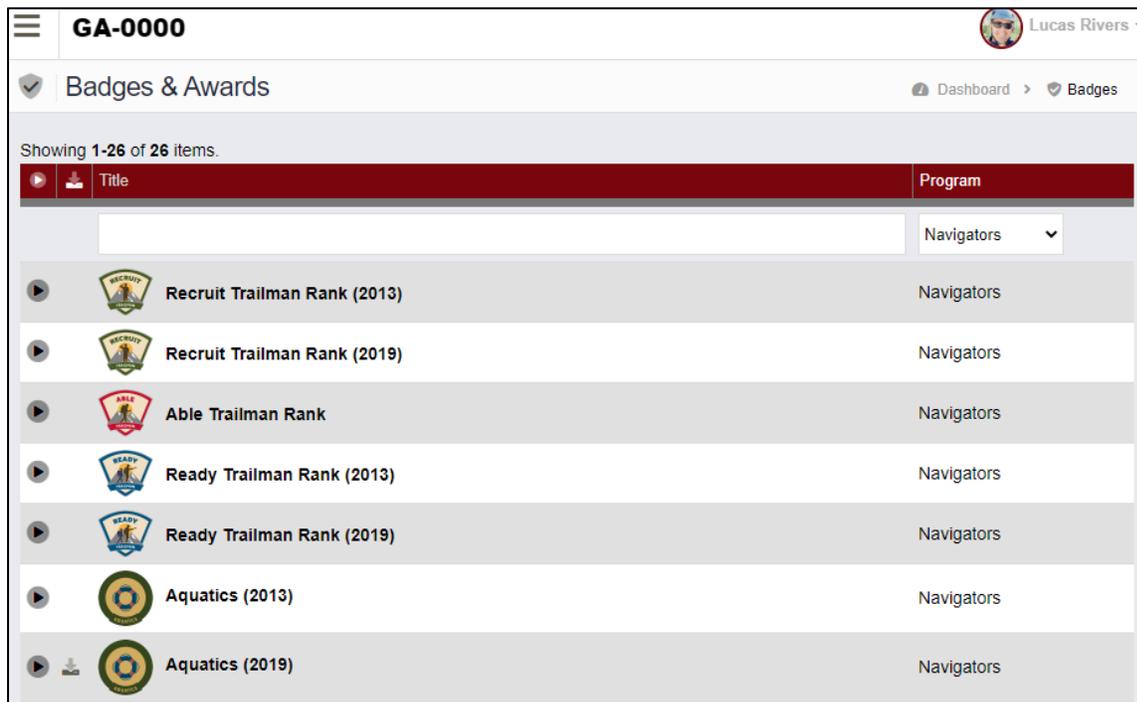
The remaining items available to click on the Dashboard are summarized below:

Badges will take you to the Badges & Awards page, which contains information about what is required to earn ranks and trail badges. All badges and awards are displayed. (See **Figure 1m.**) You can search by the badge or award Title, and can also filter the list by a specific Program. (See **Figure 1n.**) Expanding the item provides further info, and there are also download links (where applicable) for downloading a PDF version of the requirements. (See **Figure 1o.**)



GA-0000		Lucas Rivers
Badges & Awards		Dashboard > Badges
Showing 1-30 of 299 items.		
	Title	Program
	Heritage Branch	Woodlands Trail
	Hobbies Branch	Woodlands Trail
	Life Skills Branch	Woodlands Trail
	Outdoor Skills Branch	Woodlands Trail
	Science & Technology Branch	Woodlands Trail

Figure 1m



GA-0000		Lucas Rivers
Badges & Awards		Dashboard > Badges
Showing 1-26 of 26 items.		
	Title	Program
	Recruit Trailman Rank (2013)	Navigators
	Recruit Trailman Rank (2019)	Navigators
	Able Trailman Rank	Navigators
	Ready Trailman Rank (2013)	Navigators
	Ready Trailman Rank (2019)	Navigators
	Aquatics (2013)	Navigators
	Aquatics (2019)	Navigators

Figure 1n

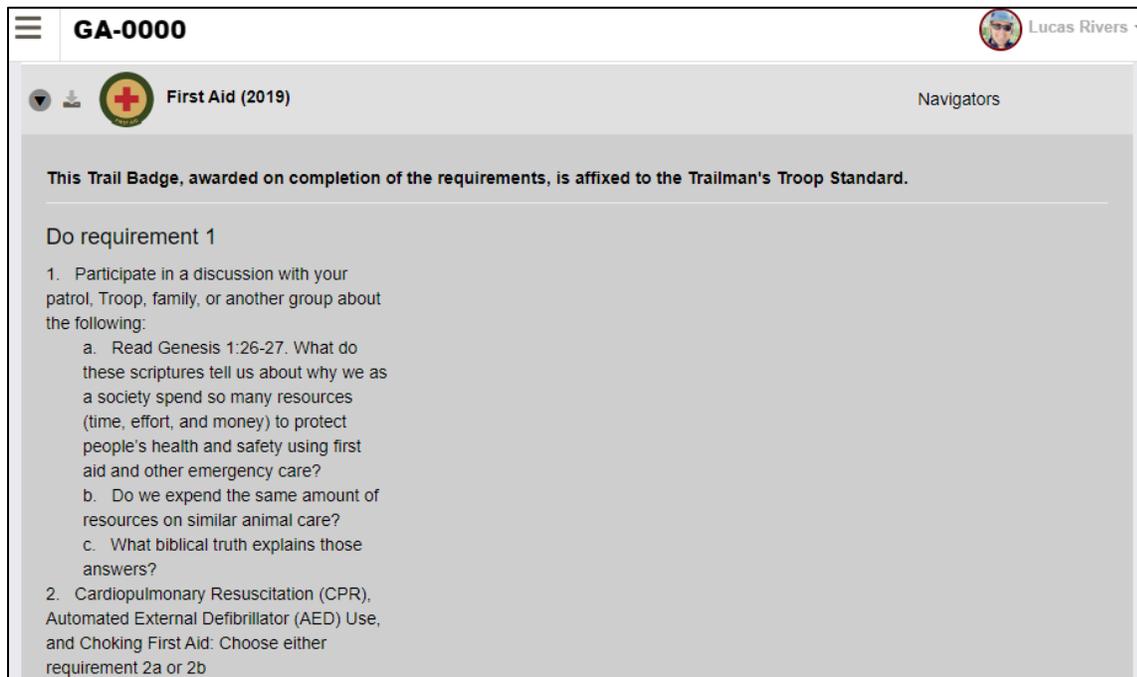


Figure 1o

Freedom Award will bring you to a page containing more information about Trail Life USA's Freedom Award including detailed guides for each path to Freedom. (See link in **Figure 1a** or **Figure 1c**.)

Member Prospects will only be available to registered leaders whose roles have the necessary permissions to view and interact with prospective Troop Members. Additional videos under the Help menu go into greater detail on both the Find-A-Troop map (used by prospects) and the Member Prospects tool for use by Troop leaders. (See link in **Figure 1a**.)

The Summit will only be available to registered adult members in the Troop. Clicking the icon for The Summit will take you to a page where online, interactive events are announced and members can click to register to attend those events when they occur. (See link in **Figure 1a**.)



