



## **Parent Handbook**

**Trail Life USA  
Troop ID-1412**

Version 1.7



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# 1 Purpose

This document describes Trail Life as it applies to troop ID-1412, and provide more details for new parents visiting troop ID-1412.

## 1.1 About Trail Life USA

Trail Life USA is a faith-based non-aligned Scouting organization that provides youth mentorship and character development to more than 30,000 boys in the United State.

### Core Values

**CHRIST-CENTERED** - Trail Life USA (TLUSA) is a Christian outdoor adventure program that emphasizes and teaches biblical moral values and requires all adult members to agree with, sign, and abide by the Trail Life USA Trinitarian Statement of Faith and the Statement of Values. The program is unapologetically Christian. However, the program is designed and intended to be presented without being “churchy” or “religious,” focusing on outdoor adventure, character, and leadership development. The analogy for this principle has been referred to as “carrot cake.” The carrots in the cake are not in big and obvious chunks, but are still present throughout the entire cake, as are the assumptions of a Christian worldview throughout the entire program. At the same time, the TLUSA program is not intended to replace or compete with other youth groups, Bible studies, or church programs, but rather to complement them and give youth an opportunity to exemplify and demonstrate Christian values in their relationships

**CHURCH-OWNED AND OPERATED** - The Charter Organizations (most commonly churches) in the TLUSA program do not merely allow the organization to use space in their building. The Charter Organization is expected to own and operate the Troop through selecting its adult leaders, integrating the Troop into the life of the church, and by involving the boys in mission trips, service projects and/or other ministry or ceremonial purposes. Each Charter Organization influences its Troop differently, but is encouraged to take ownership of the Troop as an active part of its ministry offerings to the members of the church and/or the community at large.

**OUTDOOR-FOCUSED** - We believe there is something special about being in the outdoors. This enables our program to instill “Adventure, Character, and Leadership” traits in boys and young men. Camping, hiking, and other outdoor activities help build deep relationships and provide a special context for leadership, problem solving, conflict resolution, and character building. We also value the outdoor focus of our program as a unique means of helping a boy see and 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, staff, and employees. Physical, emotional, mental, and spiritual health are integrated into everything we do to ensure as safe a program as possible. 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.

**COURAGE** - The morals and values of our country are deteriorating at an exponential rate and are becoming increasingly opposed to true Christian values. As our organization grows and matures, future challenges will require increased character and courage by both adult and youth members as they stand for the timeless values articulated in the TLUSA Statement of Faith and Statement of Values which originate from the Holy Scripture and the teachings of the Church. With this cultural pressure in mind, we will continually commit ourselves to the truths found in the scriptures, 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** - TLUSA is a program focused on turning boys into godly men. Our firm conviction is that this can only be done by allowing a boy the opportunity to interact, work with, and be mentored by and with other Christian men. Women can serve in a number of roles in the organization including the National Board of Directors, National Advisory Board, Regional Leadership, Area Leadership, Troop Committee members, and even as the Charter Organization Representative (TML). However, other than in the Woodlands Trail program for younger boys 5-10 years old, adult leaders in positions of direct contact to boys must be male.

**VOLUNTEER-DRIVEN** - Trail Life USA will be operated and supported by volunteers at every level. Troops connect with one another locally, and leaders are strongly encouraged to solve each other’s problems at roundtable discussions, online forums, and the like. Area Teams of experienced volunteers, possessing expertise in Advancement, Camping, Activities, Community Service, Marketing, and much more, stand ready to help. Direct Service Advisors are appointed by the Area Team to coach and mentor Troop leaders. Areas report to Regional volunteer committees, and Regions to the professional staff. As a result — and by design — Home Office staff will be kept to a minimum. This is not only good stewardship but allows the members of the organization to take full ownership of and investment in the program.

**PROGRAM FLEXIBILITY** - The flexibility principle behind our program elements allows local Troops to adapt the program to fit the needs of their unit. A good example would be running only a Woodlands Trail and Adventurers



program but not a Navigators program because of a lack of boys in a Troop or a lack of adult leaders. There will be some elements of the program which are unyielding and mandatory, but many parts of the way the program is delivered can be customized to fit the immediate needs 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, TLUSA has operated under the principle of shared leadership. Shared leadership seeks to involve others in the process and not “hog” or “lord over” the authority and public nature of leadership. While we recognize the need for strong leadership at every level, we also encourage the sharing of leadership by all those holding positions. Examples of this principle might look like occasionally allowing other adult leaders to share in doing the Troopmaster’s minute, delegating responsibilities, instituting term limits for Committee Chairmen, or having adult and youth Chaplains recruiting others to pray every now and then.

**YOUTH-CENTERED LEADERSHIP** - The youth should be leading other youth. Our firm conviction is that the only way a young man is going to learn the art of true Christian leadership is to allow him to initiate, to lead, and even to make mistakes. There is a constant temptation by adult leaders to step in and instruct the boys in weekly meetings, at campouts, and at other events to show the boys how things should be done “right,” “better,” or “smarter.” While adults can and should advise, counsel, make suggestions to youth leaders, and provide oversight to those young men designated as leaders, youth should be allowed to plan, organize, make decisions, and be the primary leaders.

**CHARACTER-FOCUSED, NOT AWARDS-FOCUSED** - Some boys’ programs are very focused on helping the boy achieve as many awards as he can in the shortest period of time to achieve the highest rankings and awards the program has to offer. In contrast, TLUSA is more concerned with building character than with earning badges and ranks. While TLUSA has a robust and prominent ranking and awards structure, this will not be the focus of the program. The focus should always be on building character over merely earning awards. This value is reflected by the fact that a young man cannot simply earn the Freedom Award quickly in a couple of years; he must stay in the program over an extended period of time — demonstrating maturity and leadership — to earn the highest award in the program.

**SERVANT LEADERSHIP** - Leadership with a servant’s attitude by both adults and youth is a TML value of TLUSA. Servant leadership is characterized by humility and the willingness to work alongside others and not just “boss” people around. Leading by example and sacrifice are also qualities of servant leadership.

**FAMILY-ORIENTED** - While this will not be the case in every location, ideally the goal would be 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.

**DECENTRALIZED DECISION-MAKING** - Pursuant to the TLUSA By-Laws, after January 1, 2015, decisions regarding changes to the most important elements of the organization will be made by each Charter Organization casting a vote, and not by professionals or delegates chosen by professionals. This principle will be used for any additions to the governing Board Members of Trail Life USA. 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 would require an 80% vote by all Charter Organizations.

**DEBT AVERSE** - The National Board of Directors is committed to being debt averse. The organization will continue to be self-funded with the annual budget for operating expenses growing in direct proportion to fees generated by the growth of the membership. The organization will not accept gifts of property unless it can clearly benefit from the gift without incurring debt from operational or other costs associated with the property.

## 1.2 Cross Reference

<http://www.trailifeusa.com/>  
<https://trailifeconnect.com/>

## 2 Troop ID-1412

Troop ID-1412 was chartered in December 2016, with troop committee and core leadership team. Troop ID-1412 is comprised of Woodlands Trails, Navigators and Adventures.



## **2.1 Meeting Time/Place**

Location:

Boise Church of Christ  
2000 N Eldorado Street  
Boise, ID 84704

Time:

6:00 PM – 7:45 PM

Woodlands Trail Program - 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> and 1 hit the trail per month

Navigator/Adventurer Program meet every Tuesday unless otherwise stated.

During the summer months, the troop typically meets for a patrol meeting as noted on the calendar

Contact: [trailife1412@outlook.com](mailto:trailife1412@outlook.com)

## **2.2 Patrol Meetings**

An organized meeting for boys (Trailman) to learn in small groups (patrols) how to be Christ like, while learning leadership, teamwork, character, wisdom, heritage and faith

Meeting structure:

- ✓ 6:00 – 6:15 PM (Woodlands Trail – exercise time, during patrol leader and 1<sup>st</sup> and 2<sup>nd</sup> officer meeting)
- ✓ Opening flag ceremony
- ✓ Devotional
- ✓ Breakout in patrols
- ✓ 7:45 PM Closing flag ceremony

## **2.3 Hit the Trail**

While, generally, most of the meetings are indoors with an outdoor play option, Troops also conduct a monthly 'Hit the Trail!' meeting that includes an offsite activity, event, field trip, or community project.

Campout: Typically, 3 – 4 a year for Elementary age and goal of monthly for Junior High & High School age boys

## **2.4 Troop Committee**

Troop ID-1412 is comprised of the following committee members:

Senior Minister Leader – Michael Kamplain

Troop Ministry Liaison – Chris Stevens

Committee Chairman – Mary Johnson

Troopmaster – Mike Thomas

Chaplain – Tyler Wasson

Treasurer – Jeff Works

Ranger – Tyler Wasson

Trail Master – Tom Bellomy

## **2.5 Troop Level Positions**

*In keeping with our emphasis on the value of male mentorship, the following positions are restricted to males: Troop Chaplain, Troopmaster, Ranger, Trailmaster, Advisor, Guidon Coach, and all Navigator and Adventurer Trail Guides. The Charter Organization Representative is not restricted to males unless dual-registering as the Chaplain. Trail Guides in the Mountain Lion patrols are recommended to be males, but not restricted. All other positions may be held by females including all other Committee Members, and Trail Guides in the Woodlands Trail Units.*



**Senior Ministry Leader (SML)** is the highest authority in his organization (for example, the Senior Pastor of a church). He approves the existence of a Trail Life Troop and ensures it is an active ministry of the organization (usually a church). He understands the mission and policies of Trail Life USA. He *appoints or serves* as the Troop Ministry Liaison (TML), and delegates the responsibility of selecting volunteer leaders to the TML.

**Troop Ministry Liaison (TML)** | The Charter Organization Representative is the most important Troop leader and is appointed by the SML. The TML is the Charter Organization's appointed official, their Troop liaison, an Area resource, and a National voter.

It is the duty of the TML to review and approve every adult Troop member applicant. The TML approves Troop leaders, providing the spiritual authority, pastoral recommendation, and final oversight of their Charter Organization's membership on behalf of the Institutional Head (IH).

**Troop Chaplain (CHAP)** | The Troop Chaplain assures that the Troop emphasizes and stays true to its Christian mission (organizing prayer for meetings, services at campouts, etc). He leads by example, is qualified to give biblical advice, has a passion for discipleship, and involves and empowers other members (youth and adult alike) in providing opportunities for spiritual growth.

**Committee Chair (CC)** | The Committee Chair presides over Troop Committee Meetings, and follows up with Committee members as they complete their work. May appoint, with approval of the TML, as many Committee members as needed to maintain an effective Troop. See typical positions listed below in "Other Leadership Roles". Utilizes resources available to grow a thriving Troop (see [www.JoinTheTrail.com/THRIVE](http://www.JoinTheTrail.com/THRIVE)).

**Treasurer (TREAS)** | The Treasurer is a record keeper, maintaining accounts for all financial transactions. He/she regularly reports the financial status of the Troop; coordinates and communicates to parents the process of Troop Budgeting; understands, coordinates, communicates, and supervises approved TRAIL LIFE USA fundraising guidelines; handles unit funds and pays bills. These duties can be delegated to other volunteers, but will still fall under the Treasurer's supervision.

**Troopmaster (TM)** | Oversees all "direct contact" leaders (those volunteers who work directly with the boys each week), understands all programmatic operations of the Troop, reports successes and systemic challenges faced by leaders and youth. The Troopmaster is the *coach of, and Troop Committee representative for*, the Ranger, Trailmaster, Advisor, Guidon Coach and their Trail Guides.

**Ranger (RAN), Trailmaster (TRL), and Advisor (ADV)** | Adults (age 21 or over) who oversee the operation of specific age-levels within the Troop by providing direction, coaching, and support. These positions are NOT voting members of the Committee, but they may be asked to attend Troop Committee meetings.

**Guidon Coach (GC)** | An older adult male (26+ years old) that is a representative of the Charter Organization and serves to oversee and provide insight as needed to the younger adults in the Guidon Unit.

**Trail Guides (TG)** | Adults (age 18 or over for Woodlands Trail, Navigator and Adventurer, age 26 or over for Guidon) who assist the Ranger, Trailmaster, Advisor, or Guidon Coach in delivering the Troop program. Trail Guides are NOT formal members of the committee and they do NOT attend Troop Committee meetings.

NOTE: 18-20 year olds do not count as a part of the 2-deep safety supervision requirement.

**Troop Advancement Chair (CM-ADV)** | Ensure that the Troop has regular boards of review (at least monthly), regular courts of honor, and is providing opportunity for timely advancement within the Trail Life USA model. Also, responsible for record keeping and submitting advancement reports.

**Troop Activities Chair (CM-OUT)** | Researches and secures permission to use camping sites or other outdoor locations for planned activities. Serves as transportation coordinator and ensures a monthly robust outdoor program for all levels.

**Troop Training Chair (TRAIN)** | Provide (or educate members about available) training opportunities; maintain training records and materials. Assists leaders in obtaining First Aid and CPR training as required.

**Troop Onboarding Facilitator (ONBRD)** | Orient new families, walking them through the Troop Fast Start Checklist and making sure they understand the customizable Welcome to Our Troop letter.

**Troop Community Service Chair (CM-SVC)** | Coordinate regular community service efforts (should include four Troop service projects per year.).

**Troop Secretary (SEC)** | Keep meeting minutes and records, send notices to members, etc.



**Troop Equipment Coordinator (CM-EQUIP)** | Work with the youth Quartermaster. Responsible for inventory, storage, and maintenance of equipment.

**Troop Fundraising Chair (CM-FUND)** | Organizes and supervises fundraising events and ensures that every youth member has the opportunity and tools necessary to participate. Coordinates exciting kickoffs of your one or two focused fundraisers each year.

**Troop Health and Safety Chair (CM-HS)** | Keeps everyone up to date on Trail Life USA's policies and procedures. Maintains current and comprehensive knowledge of Health and Safety Guide and related documents. Ensures activity permissions and notifications are filed with the Charter Organization and Trail Life USA Home Office as required.

**Registered Adult (RA)** | This position is for registering parents or guardians who, while not serving in defined position listed above, may want to have a more active role with their boys in the program. They pay the regular member fee, agree with the Statement of Faith, submit to a background check, complete the Child Safety Youth Protection Training and are approved by the Charter Organization Representative. They will receive an ID card from the Home Office that identifies them as registered. This allows the local leadership to confidently request their assistance at Troop activities, but doesn't obligate the Registered Adult to any specific service role. This member is regularly involved and (if over 21) helps to meet the two-deep safety supervision requirement.

**Guidon Member (GM)** | Young Christian men and women ages 18 to 25 years old that have been accepted as members according to the membership criteria established by the local Guidon Unit.

***Please note:** All adult Troop members of Trail Life USA complete a registration process that consists of filling out the membership application, signing our statement of faith agreement, paying the \$26 member fee, successfully passing a background check, finalizing online Child Safety Youth Protection Training, and receiving certification from the Charter Organization Representative and approval from the Trail Life USA Home Office.*

## 3 Trailman Levels

Troop ID-1412 consist of three groups – Woodlands Trails, Navigator and Adventurer.

### 3.1 Woodlands Trail

Woodlands Trail consist of boy's K – 5<sup>th</sup> grade with three patrols (Fox: K-1<sup>st</sup>, Hawk: 2<sup>nd</sup> – 3<sup>rd</sup>, Mountain Lion 4<sup>th</sup> – 5<sup>th</sup>.) Each patrol shall have at least two adult leaders in charge for two deep leadership. The purpose of each patrol meeting is to complete training which goes towards seven separate branches:

1. Heritage (Brown)
2. Hobbies (Black)
3. Life Skills (Burgundy)
4. Outdoor Skills (Blue)
5. Science & Technology (Yellow)
6. Sports and Fitness (Green)
7. Values (Red)

Trailman will be working toward awards throughout the year, starting with the Joining Award which consist of memorizing:

- 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.
- Trailman handshake
- Trailman salute
- Pledge of Allegiance - "I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all."





- 1 Tim 4:12 NIV - Don't let anyone look down on you because you are young, but set an example for the believers in speech, in conduct, in love, in faith and in purity.
- Folding the flag (Mountain Lion)

After achieving the Joining Award, the Trailman work towards the Forest Award,

- Meets the requirement for each branch (Figure 1)

The next level award for each patrol is the Sylvan Star, as shown in Figure 1. After leveling up to a new patrol, the Trailman starts over on the patches. Mountain Lions are eligible for a Timberline award, which is the only award from Woodlands Trails available to keep once graduating to the Navigator patrol.

Timberline Award (Mountain Lion Only):

- Seven Sylvan Stars
- Invite a Friend
- Forest Award
- Campout
- Achieve a Goal
- Service Project
- Faith Activity

Worthy Life – can be achieved at each patrol level. This award is typically worked on from home with the Woodlands Trail Handbook

Woodlands Trail Handbook- Allows for each Trailman to work on awards at home. To achieve the highest-level award, work from home will be required. Extra curriculum can be provided by emailing the Troopmaster for documentation. Troop ID-1412 is designed for boys to succeed, but will require work to achieve the goals.

Progress Reports- Up to date progress reports are available on requests to the Patrol Ranger (adult leader in charge of each patrol.) The troop will attempt to hand out progress reports throughout the year.

Figure 1

Requirements Per Level					
	branch pin	Sylvan star		branch pin	Sylvan star
Heritage Branch			Hobbies Branch		
Core Steps	2	2	Core Steps	1	1
Elective Steps	1	1	Elective Steps	2	2
Hit the Trail Activities	1	1	Hit the Trail Activities	1	1
Life Skills Branch			Outdoor Skills Branch		
Core Steps	3	3	Core Steps	3	3
Elective Steps	1	1	Elective Steps	1	1
Hit the Trail Activities	1	1	Hit the Trail Activities	1	1
Science and Technology Branch			Sports and Fitness Branch		
Core Steps	2	2	Core Steps	2	2
Elective Steps	1	1	Elective Steps	1	1
Hit the Trail Activities	1	1	Hit the Trail Activities	1	1
Values Branch			2 FFA – 1 Skop or HIT per Branch		
Core Steps	3	3	7 Branches completed – Forest Award		
Elective Steps	1	1			
Hit the Trail Activities	1	1			

### 3.2 Navigators & Adventurers

The goal of Troop ID-1412 will be for the Adventurers to have much of the responsibility of leading the troop, since leadership is one of the key items taught. Most of the positions of the parents, can be done by the older Trailman.

Navigators 6 – 8<sup>th</sup> Grade which will work on several badges:

- Camping

- Outdoor Cooking
- Ropework
- Woods Tools
- Aquatics
- Fire Ranger
- Our Flag
- Trail Skills
- First Aid

Navigator Ranks:

**RECRUIT TRAILMAN**



Joining Rank

**ABLE TRAILMAN**



Earn the Recruit Rank

Complete 4 Navigators required Trail Badges (see below) plus 3 elective badges

Complete 15 hours of service for each year since joining Navigators

Troop meeting attendance & participation requirements

Leader Conference and Board of Review

**READY TRAILMAN**



Earn the Able Trailman Rank

Complete all 9 Navigators required Trail Badges plus total of 5 elective badges

Complete 15 hours of service for each year since joining Navigators

Troop meeting attendance & participation requirements.

Hold a leadership position or fulfill a leadership requirement

Faith building activity option

Leader Conference and Board of Review

Adventurer Trail Badges:

- Emergency Prep
- Family Man
- Personal Resources
- Citizenship
- Outdoor Life
- Fitness Badge

Adventurer Ranks:



## JOURNEY AWARD

Joining Award

## HORIZON AWARD

Earn the Journey Award

Have earned all 15 required Trail Badges (see below) plus a total of 10 electives

Complete 20 hours of service for each year since joining Adventurers

Hold a leadership position or fulfill a leadership requirements

Troop meeting attendance & participation requirements

Leader Conference and Board of Review

## FREEDOM AWARD

Earn the Horizon Award

Complete the Freedom Experiences for your major and 2 minors

Troop meeting attendance & participation requirements

Servant Leadership Project

Faith building activity option

Leader Conference and Freedom Board of Review

## 4 Court of Awards

Twice a year Troop ID-1412 shall hold an award ceremony twice a year to present badges to the Trailman. Badges must be completed by the last patrol meeting prior to the court of awards (COA). During the Spring COA, Trailman eligible to move up to a new patrol will be bridged over to the new patrol.

It is the duty of the Patrol Leader to verify that all badge work is up to date.

## 5 Health and Safety

The health and safety of each Trailman is always front of mind each time the troop/patrol meet. Trail Life USA has a list of documents available on <https://www.traillifeconnect.com/> consisting of:

- ✓ High Adventure/Restricted Activity Form
- ✓ Troop Trip/Activity Form
- ✓ Regional Camp Activity Form
- ✓ Fly Plan Notification
- ✓ Incident Report Form
- ✓ Risk Management Form
- ✓ Child Safety and Youth Protection Policies
- ✓ Checklist for Outdoor Adventure
- ✓ Permission Form
- ✓ Medical Forms



## 6 Campouts

Campouts are a big reason the Trailman love coming to Trail Life, so a lot of time needs to be taking to make each one a fun learning experience. Troop ID-1412 as an Event and Activity Coordinator to help determine different camp sites and have plenty of activities for the Trailman. Some campouts will be combined with both Woodlands Trail/Navigator and Adventurers. Typically, once a year, the troop will have a family campout. Which will be similar to the Woodlands Trail style campout.

### Woodlands Trail Typical Campout Activity:

#### Friday

- ✓ Check in (bring your own dinner or eat before you arrive)
- ✓ Build the camp site (car camping)
- ✓ Camp Fire
- ✓ Structured Activity
- ✓ Lights Out

#### Saturday

- ✓ Breakfast
- ✓ Structured Activity
- ✓ Lunch
- ✓ Structured Activity
- ✓ Dinner
- ✓ Camp Fire with skits
- ✓ Lights Out

#### Sunday

- ✓ Breakfast
- ✓ Devotional Service
- ✓ Camp cleanup
- ✓ Checkout

### Navigator/Adventurer Typical Campout Activity:

#### Friday

- ✓ Check in (bring your own dinner or eat before you arrive)
- ✓ Hike to campsite
- ✓ Build the camp site
- ✓ Camp Fire
- ✓ Structured Activity
- ✓ Lights Out

#### Saturday

- ✓ Breakfast
- ✓ Structured Activity
- ✓ Lunch
- ✓ Structured Activity
- ✓ Free Time
- ✓ Dinner



- ✓ Camp Fire with skits
- ✓ Lights Out

Sunday

- ✓ Breakfast
- ✓ Devotional Service
- ✓ Camp cleanup
- ✓ Checkout

## 7 Costs

Annual costs can be paid out in multiple ways:

1. Fundraiser's
2. Annual check or payment plan
3. Scholarships can be discussed with the committee as required and budget allows

### 7.1 Costs Breakouts

[LINK](#)

### 7.2 Fundraisers

Troop ID-1412 has a chairperson who manages all fundraiser events. Typically, the troop will have one event in the fall and one in the spring. The goal of the fundraisers will be to 100% of all costs except pay as you play hit the trail events. The fundraisers exclude travel costs.

During the first fundraiser, each Trailman shall be responsible for collecting the pre-established annual cost per Trailman or setting up a payment plan if preferred. The second fundraiser, is strictly for helping the troop with additional equipment for campouts.

**None of the cost shown above covers equipment for the troop.** Any additional funds from the fundraisers will cover equipment cost and scholarships if required.

Prizes will be awarded and announced during the fund raiser.

## 8 Parent Expectations

Trail Life was established as an organization for boys and fathers. There are many positions available in TL, and some of them can be done from home. Some fathers travel or work during the troop patrol meetings, with no way to help lead or assist with the boys.

### 8.1 Positions

Positions available:

- ✓ Troop Fundraising Chair
- ✓ Troop Community Service Chair
- ✓ Troop Advancement Chair



- ✓ Troop Training Chair
- ✓ Troop Activities Chair
- ✓ Trail Guide

Some situations have made it where a Trailman lives only with his Mom, and there are several positions available.

The fact TL is a volunteer organization, the only way Troop ID-1412 will be successful will be for all parents to get involved. This could be as simple as being a registered adult to help with two deep leadership.

## 8.2 Discipline

There is an expectation that any leader or registered adult will assist with discipline. If a Trailman is misbehaving, the adult shall confront the behavior and discipline accordingly. Typically, the easiest form of discipline has been a physical activity like pushups or sit ups.

# 9 Troop Bylaws

## Introduction

Trail Life USA Troop ID-1412 is organized as a ministry of Boise Church of Christ, Boise, ID, and chartered pursuant to the guidelines established by Trail Life USA. Boise Church of Christ, Boise is the owner and operator of the Troop, as well as all physical and financial assets. Boise Church of Christ, Boise will select all leadership and establish its operations to develop its ministry most effectively. Trail Life USA is a Christian adventure, character, and leadership movement for our nation's young men. Our exciting program centers on outdoor experiences that build a young man's skills and allow him to grow on a personal level and as a role model and leader for his peers. This Christ-centered program is chartered by Christian churches and organizations and led by Christian adult leaders using a specifically Christian Biblical worldview as our standard. As young men progress through the various levels of the TRAIL LIFE USA program, they take part in camping, leadership development, rank advancements, awards, a trail badge program, community service, summer adventures, spiritual training, and a variety of other special offerings. As a ministry of Boise Church of Christ, Boise, we believe God is the head of our lives and our highest aim is to know Him better each day, and to help others do the same.

## Trail Life USA 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.

## Trail Life USA Statement of Values:

**Purity:** God calls us to lives 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.

## Trail Life USA Mission Statement

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

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

**Motto:** "Walk Worthy" Colossians 1: 10 " so that you may live a life worthy of the Lord and please him in every way: bearing fruit in every good work, growing in the knowledge of God,"

**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.

### **1. Eligibility for Membership**

1.1. Each person seeking membership with Trail Life Troop 1412 must complete all Troop membership paperwork, pay applicable dues and fees, and register as a member of Trail Life USA. No person will be officially registered with our Troop until they have received their Membership packet back, along with a Welcome letter from the Troopmaster or Committee Chairman, which will also include their Troop Database Login Instructions.

1.2. Trail Life USA Membership Standards: Membership in the program has both youth and adult elements. Youth membership in the program is open to all who meet the membership requirements, and is designed for biologically male children under the age of 18. The adult applicant must also be at least 18 years of age and subscribe to and abide by the Statement Christian Faith and the Oath and Creed of the program. While the program is undergirded by Biblical values and unapologetically reflects a Christian worldview, there is also a clearly defined inclusion policy for youth. Accordingly, all boys are welcome irrespective of religion, race, national origin or socio-economic status. Our goal is for parents and families of every faith to be able to place their boys in a youth program that endeavors to provide moral consistency and ethical integrity in its adult leaders. Charter partners own and operate local groups, selecting leaders and admitting members as they deem beneficial to their group and within the parameters of the national policy. The basis for the program's ethical and moral standards are found in the Bible. In terms of sexual identification and behavior, we affirm that 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. Within these limits, we grant membership to adults and youth who do not engage in or promote sexual immorality of any kind, or engage in behavior that would become a distraction to the mission of the program. We welcome boys whose parents are seeking a faith-based outdoor adventure program that places an emphasis on character development, leadership, and moral purity, and who aspire to live in accordance with the values expressed in the program's Oath and Creed.

1.3. Youth members must be rising K, 5 years old (to begin program 7/1), through Senior Year High School (end of program by 6/30). Troop member dues are collected October 1 of each year. Troop dues are pro-rated for youth who join midyear. Trail Life USA will collect a \$30 registration fee per year for each youth member, and will be paid directly to Trail Life USA on-line by the member.

1.4. Adult members must be 18 years of age or older. No Troop dues are collected for adult leaders. Trail Life USA will collect a \$30 registration fee per year for each adult member, and will be paid directly to Trail Life USA on-line by the member. Adult Direct Contact leaders must also complete the online application for necessary background checks, and Child Safety and Youth Protection Training (CSYPT) and be approved for leadership by the Committee and TML, before they are eligible for official Troop membership.

### **2. Participation & Conduct Expectations**

2.1. Youth agrees to participate in the program to the best of his ability, as well as sign and abide by the Trailman Commitment & Partnership Pledge demonstrating behavior that is consistent with the values and mission of the ministry of Boise Church of Christ and Trail Life USA.

2.2. Troop rules of conduct are listed below as items DISALLOWED in the Program:

2.2.1 Disruptive and destructive behavior: Throwing objects, horseplay, harassing, or teasing, refusing to stay in assigned areas, rude noises, chronic talking or interruptions, stealing, aiding or abetting the theft of another person's or entity's possessions, and no possession of any material or clothing considered obscene.

2.2.2 Unsafe Actions: Putting himself or others in harm's way, improper use of fire, which includes playing with matches or fire; lighting sticks outside a fire ring, other unsafe behavior involving fire, fuel, combustible, or flammable materials, or have a fire or any burning material in or near a tent. No member will ride on the outside of any motor vehicle, including hanging or riding on bumpers, in trailers, or in the bed of a pick-up truck. No Hazing or any behavior of an older boy or boys that intentionally threatens, intimidates, or harasses a younger Trailman.

2.2.3 Aggressive Physical Contact: Troop 1412 members are expected to maintain a "hands off" policy. No Hitting, biting, spitting, shoving, kicking, or throwing objects (generally classified as assault-type actions directed at another), Verbal confrontation or provocation toward another Trailman or adult, fighting (generally classified as mutually aggressive physical conduct), threatening or intimidating another Trailman or adult.

2.2.4 Alcohol, Tobacco or other illegal substances: Possession, use, sale or distribution of tobacco products by a Trailman (tobacco-related activity by an individual under the age of 18 is illegal); Possession, use, sale, distribution, or being under the influence of alcohol (alcohol related activity by an individual under the age of 21 is



illegal); Possession, unlawful use, sale, distribution, or being under the influence of legal, illegal, or controlled substances, at any age, is illegal.

2.2.5 Unauthorized equipment: Cell phone, pager, electronic games, radio, TV, MP3 player, CD player or any other electronic device designed for entertainment; however, this does exclude any GPS device that is designed exclusively for geographic purposes, fixed blade knives, large folding knives longer than 8 inches total length, firearms (except where used with supervision for official Troop activities), any other dangerous weapons, such as a slingshot, bow and arrow (except where used with supervision for official Troop activities), sword, sharpened objects, martial arts weapons, or objects which appear to be any of the aforementioned items (toy look alikes, props, etc.), ammunition or any gun powder (except where used with supervision for official Troop activities). No possession of fireworks, smoke bombs, or other pyrotechnics.

2.3 A parent is required to sit with and always be with a Trailman under the following conditions:

2.3.1 Trailman is in the fox patrol

2.3.2 Trailman behaves in a way that is disruptive to the patrol/troop, the committee can require a parent to stay with a Trailman for any/all events

### 3. **Troop Structure**

3.1 Trail Life USA, organized as four Units operating under one Troop Committee and Program. The Program year begins June 1<sup>st</sup> of every year.

3.2 Woodlands Trail Unit: K\_5th Grade

3.3 Navigators Unit: 6\_8th Grade

3.4 Adventurers Unit: 9th\_12th Grade

3.5 Guidon Unit: 18-21

3.6 In order to protect both youth members and adults, Troop 1412 will follow the Child Safety (CSYPT) policies set forth by Trail Life USA, and must be adhered to at all times by both youth and adults.

### 4. **Troop Committee & Support Roles**

4.1 The Troop Committee is the governing body of the Troop. It is responsible for providing adult leadership in areas of Troop Governance, Finance, Operations & Oversight across all four Units. The Troop Committee will consist of many Members, each having equal voting. The Executive Committee is made up of 3 members of the Troop Committee: The Charter Organization Representative, The Committee Chair and the Troopmaster. Only the Executive Committee can approve Troop leadership candidates.

4.2. Troop Committee meetings will be held on the Fifth Tuesday of each Month, at 6:00 pm at Boise Church of Christ. Only registered Committee members may vote on issues before the Committee. A quorum is defined as all those present at a given Troop Committee meeting, who are eligible to vote (registered committee member), but in no case, can fewer than three members be declared as a quorum. Unit leaders, such as the Woodlands Trail Ranger, the Navigators Trailmaster, The Adventurers Advisor, and the Guidon Advisor, are invited and encouraged to attend and participate in Troop Committee meetings; however, would not be voting members.

4.3 An e-mail vote can only be called by the Troop Committee Chair under special circumstances, where time may not permit a decision pending the next regularly scheduled Troop Committee meeting.

4.4 The roles of Troopmaster, Troop Chaplain, and Troop Quartermaster, are reserved for men.

4.5 Each Committee Member works to provide the development, governance, finance & oversight in each of their own departments across the Troop through the management and oversight to various Support Roles: ie, Teams, Assistants, Leaders and Coordinators, who may be assigned to work in/with a specific Unit. Committee members may also recruit Troop and Unit leadership for approval by the Executive Committee.

4.6 See page25 for Program Structure Overview Chart, Troop Committee & Program Org Charts, and Troop Leadership Roles & Responsibilities

### 5. **Troop Program Leadership**

5.1 The Troopmaster shall be responsible for conducting the Troop Program over all three Units and is considered the Troop adult leader-in-charge.

5.2 The Troopmaster will work directly with the Woodlands Trail Ranger, the Navigators Trailmaster, and The Adventurers Advisor, and the Guidon Advisor to develop and coordinate an annual Program calendar, recruit Unit leadership for approval by the Executive Committee, provide rooms and logistical support to each of the Units, and to deliver Program Communication that is intended for members that span the entire Troop.

5.3 Each of the 4 Unit leaders will be responsible to plan, manage, execute, and carry out the program in their specified area. They will work with and coordinate with all Adult Leadership assigned to carry out any role within their Unit, along with any Youth Leadership performing a function within their Unit.

5.4 The roles of Ranger, Trailmaster and Advisor are reserved for men. These Units may combine, at the discretion of the Troopmaster, based on size of Troop and Units.

5.5 Trailguides are Registered Adult male leaders, with the exception of the Woodlands Trail Guides who may be a woman, who are the direct contact leaders with the youth and operate under the direction of the Unit Leader.



5.5.1 Trailguides are men who take youth (Trailmen) on the Trail. Trailguides work as Mentors, Quartermasters, and Chaplains with their Unit, and are the primary and direct contact with all Trailmen. The Unit Quartermasters and Unit Chaplains coordinate the execution of their Trailguide function with the Unit Leader, with additional leadership and oversight provided by the designated Committee Member.

5.6. See page 17 for Program Structure Overview Chart, Troop Committee & Program Org Charts, and Troop Leadership Roles & Responsibilities

## **6. Youth Leadership**

6.1 Woodlands Trail Youth Leadership:

6.2 Navigators Youth Leadership:

6.2.1 Junior Patrol Leaders

6.3 Adventurers Youth Leadership:

6.3.1 1st Officer:

6.3.2 2nd Officer:

6.3.3 Quartermaster

6.3.4 Patrol Leader(s)

6.4 See page 17 for Troop Leadership Roles & Responsibilities

## **7. Troop Calendar, Communications & Website Policy**

7.1. A Troop calendar shall be prepared by the Monthly Officers Council (MOC) and reviewed by the Troopmaster and Unit Leaders before final review and approval by the Troop Committee. The calendar will be distributed by email to parents twice each year: In May (for the upcoming July-Dec) and in November (for the upcoming Jan-June)

7.2. The Troop calendar may only designate date place holders for events our youth and Adult leadership will work to plan, communicate and execute, closer to date of the event. The calendar will schedule Troop Meetings, Campouts, Planned Service Projects; Planned Fund Raisers, Troop Committee Meetings, Summer Adventure camps, High Adventure activities, other Troop & Unit Events; Trillife events, and relevant holiday and church events.

7.3 Changes to the calendar will be conveyed verbally at Troop meetings, on the Troop Website, and via e-mail when applicable.

7.4 The Troop will manage an all Troop database with each member's current contact information. The Troop database will be the source for all communication and for identifying members. E-mail will be used to facilitate the majority of Troop communication. Information that needs to be communicated to the Troop will follow this Communication tree as appropriate:

7.4.1. The Charter Org Rep will use e-mail to communicate with the Executive Committee

7.4.2 Only the Troop Committee Members and the Troopmaster will use e-mail to send a Troop wide communication as necessary and relevant to all members across all Units.

7.4.3 The Committee Chair will use e-mail to communicate with registered Committee Members and an All Troop Leadership communication when necessary

7.4.4 The Troopmaster will use e-mail to communicate with each of the 3 Unit Leaders and an All Troop communication when necessary

7.4.5 The Unit Leaders will use e-mail to communicate information to youth and family members within their respective or collective Units

7.4.6 Youth Leaders will use e-mail to communicate information to youth and family members within their respective or collective Units and Patrols

7.5. Troop leadership has control over the content of the Troop's official web site (i.e the Troop Committee, uniformed leadership and Charter Org Representative). If youth members are involved, they must be under the direct supervision of adults who have control of all content. The content of the website must be appropriate to the Ministry efforts of the Troop and consistent with its mission. The website should not contain any links directly to any site that contains material that is not appropriate to the Troop or its mission. The website shall not contain full names, addresses, telephone numbers, email addresses or other identifying information about youth members. The website shall not contain bulletin boards or chat rooms that make it possible for youth members to communicate with other through the site.

7.6. The Troop shall not sell any advertisement space on their website, or place any advertisements or commercial endorsements on their website, except for the organization providing the site service, or to direct the public to Troop fundraising efforts. No merchandise will be sold through the web site using electronic fund transfers. The website must include the name of the Unit's charter organization, contact information for the Troop Committee and an e-mail contact address for reaching the person managing the site, so visitors can report any problems or concerns. The website should never be made to appear more official than it is. The page should not represent itself as an official publication of the National Organization of Trail Life USA, not even to casual readers.



## **8. Troop Meetings, Campouts, Activities & Events**

8.1. A minimum of two adults must be present at each meeting, campout, activity or event. One of the adults must be a registered leader within the Troop who is at least 21 years or older. If two adults are not present, the meeting, campout, activity or event will be cancelled.

8.2. Meetings:

8.2.1. Troop meetings will be held from 6:00-7:45pm, on the 1, 2, 3 & 4 Tuesday nights at Boise Church of Christ, Boise. Meetings will normally be during the year, except when school or the church is closed due to inclement weather.

8.2.2 All Units will come together for a common opening ceremony 6:15 pm in the fellowship hall, and will dismiss to their respective Unit meetings from there.

8.3. Campouts:

8.3.1 No overnight campouts will be scheduled without the approval of the Troop Committee.

8.3.2 A Trailman must be active to reap the benefit of the Troop 1412 program. Camping and the outdoors is a key part of the Troop experience and a fundamental part of the program. The Troop expects Trailmen to attend overnight camping trips and participate to the best of their ability throughout the program year.

8.3.3 A person will be counted as a participant in a campout ONLY after payment has been made to the Troop. Payment must be made by the deadline set by the leader in charge of that trip. A person who does NOT turn in the fee by the deadline will be considered as NOT attending the trip. No refunds will be issued after the payment deadline has passed

8.3.4 Each Unit will plan for and execute their campouts differently, based on the structure of the Unit. In the case of family camping for ANY of the Units of the Troop, no adult shall have the child of another family stay overnight in their tent, unless a parent of the other youth also staying overnight is staying in that same tent with them. In the case where an adult is to camp overnight with any other person's child that is not their own, the youth must all sleep together in a separate tent, nearby the tent of the adult. Family camping will always be in a campground with a bathhouse.

8.3.4.1 Woodlands Trail Unit Camping: Family style camping. Occurs from 2-4 times per year. All family members of a youth registered in the program is encouraged to participate. 5th graders in the Mountain Lion patrol will have an opportunity to camp together with a parent and the Navigators Unit in the spring, in order to prepare for promoting to the next Unit Level in the summer.

8.3.4.2 Navigators Unit Camping: Monthly camping as Trailmen with Trailguides only. Most will be camping within walking distance of the vehicle, as Trailmen are encouraged to learn and develop new independent camping skills on their own with other boys in their patrols. Additional camping styles/opportunities may be offered at the discretion and decision of the Trailmaster and Troop master. Trailmen are responsible for packing their own personal camping gear and tents to nearby campsites, along with their own patrol food (purchased by a youth grubmaster in their patrol), and the patrol kitchen equipment (provided by the Troop). Navigators Unit may involve 3 other type of camping opportunities within the year as well: extend an invitation on occasion for all registered Troop Leaders to attend a campout, extend an invitation on occasion for a family campout, and accept an invitation to camp in a High Adventure, joint effort with the Adventurers Unit. Using the patrol method, the duty roster, and the grub menu, every patrol member will participate in the planning, preparation, and the cleanup of the meals during the course of the campout. No patrol member will bring any food that is specifically for himself, but buy and supply quantities to all patrol members (unless required for allergy or dietary restrictions only) or as directed by the Trailguide.

8.3.4.3 Adventurers Unit Camping: Monthly camping as Trailmen with Trailguides only. Regular, monthly camping with the Navigators Unit, along with a High Adventure opportunity once per quarter as an Adventurer Unit only. Some camping may occur within walking distance of the vehicle, some may be primitive, and some may be backpacking locations. Each Trailman is expected to carry all personal items they intend to take on a camping trip, and their share of the patrol food and equipment as required. They will need to pack all of these items in such a way that they can be carried to the back country from the parking area in one trip. Backpacks are highly recommended for their convenience. Using the patrol method, the duty roster, and the grub menu, everyone will participate in the planning, preparation, and the cleanup of the meals during the course of the campout. No patrol member will bring any food that is specifically for himself, but buy and supply quantities to all patrol members (unless required for allergy or dietary restrictions only) unless directed by the Trailguide.

8.4 Activities: Many activities will be scheduled by Patrol, by Unit, or by Troop. Any activity that requires a participation fee, must be paid in advance of the activity (if payment is to be paid to the Troop), or to the business establishment directly where an activity may take place.

8.5 Events: The Troop may hold events throughout the year to award and recognize the hard work and accomplishments of the Troop Trailmen. Such events may be paid by the troop or self-funded and require the help of parent participation to help create, set- up & organize Troop events.

## **9. Troop & Personal Equipment**



9.1 The Troop will provide all major camping gear for camp cooking, dining tarps, lanterns, water containers, dry goods boxes, coolers, rope, tents, and fire building equipment. Troop gear & equipment is shared among all Units and is coordinated by the Troop Quartermaster with the various Unit Quartermasters.

9.2 Equipment that is signed out for use, shall be the responsibility of the individual until the Quartermaster or his designee checks the equipment to assure that it has been returned in the same condition it was issued out.

9.3 Each individual Trailman will be responsible for the care and whereabouts of their own personal equipment. Each Trailman in the Navigators & Adventurers Units must provide his own personal mess kit, water bottle, first aid kit, sleeping pad, sleeping bag, headlamp, along with any other personal items required for the trip. Trailmen are encouraged to work together to tent at least 2 youth per tent, and to manage their own tenting arrangements.

9.4 Trailguides will offer each Trailman instruction on proper use, care, and handling, of all woodcraft tools, including pocket knife, saw or axe. No Trailman may carry or use a pocket knife, saw or axe, until he is trained and approved by leadership to do so. Woodcraft tools are NOT allowed on church premises or during weekly meetings, unless authorized and announced for training or project purposes only and communicated by the leadership. Only folding pocket knives of 4 inches or less, with a recommendation to also be locking type, are allowed. No fixed blade knives are allowed.

9.5: Trailmen may carry any equipment they deem necessary on outdoor activities, as long as it is not excessive, can be suitably packed and carried into the campsite, and is not otherwise disallowed.

9.6 Trailmen are not permitted to use personal electronic devices (i.e. cell phone, radio, television, electronic games, personal computer, tablets, etc.) on Troop campouts, meetings, activities, or events, unless specifically authorized by the Troopmaster or Unit Leader.

#### **10. Medication Policy**

10.1 It is the policy of Troop 1412 that no Trailman is allowed to self-medicate themselves at any time while engaged in any Troop activity, camp out, event: or under the supervision of Trail Life Troop 1412. Any needed medications during such times will be delivered to the appropriate and designated Troop Leaders for administration (except with family camping where the parent or guardian is present and accepts responsibility for its administration). All medications (including "over the counter" or items in a personal first aid kit such as Tylenol or Advil) must be in their original packaging with printed directions as to its administration. In order to administer ANY medications (prescription and over-the-counter), we must have a signed Medication Consent Form on file. Trailmen will not be permitted to keep medication in their personal possession, with the exception of asthma inhalers or Epi-pens. In order for the youth member to carry an asthma inhaler or Epi-pen, a Self-Medication Agreement form must be completed. Put these as attachments to this document.

#### **11. Uniforms**

11.1 Trail Life is a uniformed organization. The official uniform for Troop 1412 is the TLUSA Class A uniform to include button up shirt (tucked in), pants, optional belt and appropriate shoulder loops for the Woodlands Trail, Navigators and Adventurers, and registered leaders. Closed- toed shoes must be worn to all events, unless otherwise specified such as swim-days, SCUBA day, etc. This will be known as the official "Dress" uniform. The appropriate uniform must be worn to all Troop functions and meetings. The "Class B" t-shirt that will be worn during more casual outings, and at the discretion of the Troopmaster and Unit Leaders

#### **12. Advancement, Awards & Handbooks**

12.1 Trailmen are encouraged to attend all Troop meetings, as much of their rank advancement skills will be taught and award requirements earned during that time. Activities at Troop meetings, campouts, and outings, will be planned to allow the Trailman to progress toward meeting their rank and advancement goal.

12.2 Service activities is another key element and component to the Troop program. Each Trailman shall do his part to help others, as much as he is able, and participate fully in all Unit and Troop service projects as he works toward his personal rank advancement goals.

12.3 Handbooks and Trailbadges will be published by Trail Life USA. One Handbook will be provided upon the payment of the first dues and will be the responsibility of each Navigator and Adventurers member. Additional handbooks may be purchased through Trail Life USA on-line and have shipped to their homes directly.

12.4 Trailbadge opportunities and Rank Advancement opportunities may be set and limited by the Unit Leader or the Troopmaster. Additionally, no Trailbadge or Rank Advancement criteria may be "signed off" by a Family Member of the Trailman earning that Badge or Advancement (exception: "group" Trailbadge work or "group" advancement skills with a "review" sign off by the Unit Advancement Coordinator).

#### **13. Troop Finance**

13.1. Troop Finance is defined and operates in 3 branches: Troop Treasury (Troop Funded), Activities (Self-Funded), and Fundraising (includes Troop, Unit, Event fundraising, etc.) and is managed and owned under Boise Church of Christ, which has established a checking account for non-profit ministry purposes, doing business as Trail Life Troop 1412. All reimbursement requests must be submitted to Troop Finance within 45 days of date of receipt.



### 13.1.1 Troop Treasury = Troop Funded

13.1.1.1 The Troop agrees to pay for items such as: the purchase and maintenance of Troop gear & equipment, propane, fuel expense associated with the cost of gear transport, earned badges and awards, troop website, database, leader training, administrative expenses, etc., as determined in the approved annual budget.

13.1.1.2 The Troop operations are funded in five ways: 1. By member dues, due on October 1<sup>st</sup> of each new program year 2. By ministry funding of Boise Church of Christ, Boise Fiscal/Calendar Year 3. Corporate or private donations 4. Year-end surplus remaining from Self-funded Activities to offset Troop expenses, and 5. Fundraising.

13.1.1.3 Troop Scholarships are directed or applied at the discretion of the Chairman. Troopmaster, and are available based on annual budget and determined by a need based criteria, in accordance with the current policy established by Boise Church of Christ, Boise. Scholarship funds may be used to offset a portion of a program activity, event, or campout, as well as procure personal gear or uniform items of need for a Trailman that would become his personal property, or to procure items on behalf of the Troop to loan out for use, which would not become the personal property of the Trailman.

13.1.1.4 Only Troop Committee Members will create and manage department budgets on behalf of the Troop, An annual Troop budget will be created and voted on by the Troop Committee on the First Monday in October of each year, and submitted to the Pastoral Staff of Boise Church of Christ, Boise, to go in effect January 15 each year, and Operate within the fiscal calendar year of the Church. Those Committee Members are the ONLY authorized leaders who can verify expenses from the Troop Treasury, for items that have been approved in the annual budget by the Committee, and only up to the annual budget allotment. All Reimbursements must be turned into the Troop Treasurer, to process and report to the Church Accounting department. Approval must occur prior to the expense, or the individual runs the risk of non-approval and non-reimbursement.

13.1.1.5 All individuals requesting a Troop covered reimbursement, must complete a Troop Reimbursement Form, with Committee Chairman Approval to verify a valid and budget Troop expense. All reimbursement requests must also have an attached sales slip, invoice, bill, receipt, etc., indicating what was purchased. All Troop Funded expense reimbursements must be turned into the Troop Treasurer for a reimbursement to be made. The form can be found on the TroopTrack website or our troop website.

### 13.1.2. Funding Activities

13.1.2.1. The Troop will help cover the costs associated with activities based on the planned budget. It is the responsibility of each Leader, Trailman and family to cover expenses above the budgeted amount for each activity in which they participate, such as camp outs, events, supply fees, or food costs associated with any of, these activities.

13.1.2.2 These costs are ALWAYS collected in advance and collected by the Troop Treasurer or Unit Leader. The Treasurer will communicate the total amount of funds collected to Activity Leaders as participants pay in to fund that activity, and reimbursements may be made to cover those activity expenses, up to the amount collected.

13.1.2.3 Leadership will always work toward providing the most reasonably priced options for events in an effort to make every opportunity open and affordable for members to be able participate. There will be optional trips planned on occasion, which feature High Adventure and more elaborate experiences that will be more expensive. When possible, the Troop may elect to make fundraising opportunities available to help offset expenses for such events.

13.1.2.4 All those requesting reimbursement for any spending that is covered by self-funded participant monies, will use the Troop Reimbursement Request Form. Those expense reimbursements must be signed and approved by the activity leader who set the prices, and must also have an attached sales slip, invoice, bill, receipt, etc. indicating what was purchased. All reimbursements must be turned into the Troopmaster or Committee Chairman for a reimbursement to be made (this includes patrol grubmaster reimbursements). In the Navigators & Adventurers Units, each patrol will assign a grub master for the campout. Each patrol works to plan their menu and shopping list in advance. The grubmaster is told what his spending limit is, based on the payments received from the participants by the deadline, and is responsible to do the shopping and procure those items for the campout. Each grub master must turn in a Troop Reimbursement form, along with the receipts, to receive a reimbursement up to their approved grub budget amount.

13.1.2.5 It may be required that each participant who will be attending a campout or event, where the Troop is to coordinate and provide transportation, will have a participation fuel expense included in their cost of participation (exception will be family campouts where these fees may not apply). Participant Fuel Costs are determined using a Fuel Calculator, based on Round Trip mileage, and applies to EVERY person attending. Drivers are Trailguides, who are volunteers and are approved in advance by the Unit Leader or Campout Coordinator for driving for THAT SPECIFIC TRIP, based on the seat belt and transportation needs of that trip, and who will be eligible to receive a portion of their fuel reimbursed, paid up to an amount determined by mileage and seat belts made available to the Troop for transport use, to help offset their fuel expenses. A Troop Reimbursement request



form must be turned in, along with a fuel receipt, and the Troop Finance department can reimburse up to the max amount from that Activity fuel fund for authorized drivers for that activity.

#### **13.1.3 Fundraising = All Troop, Unit, or Activity Fundraising**

13.1.3.1 The Fundraising Chair will oversee all Fundraising activities across the Troop and work directly with an In Unit Fundraising Leader per Unit. Many different fundraising opportunities may be deployed in the Troop. Fundraising may be done Troop wide, by Unit, or event driven for the raising of funds specifically by select individuals to reduce the cost of a high adventure opportunity.

13.1.3.2 All Fundraising efforts must be approved by the Troop Committee before they may begin.

#### **14. Problem Resolution**

14.1 Usually problems can best be solved at the level in which they occurred. Therefore, we ask that all Leaders, Trailmen, and parents, follow the Biblical principles of Matthew 18 when attempting to resolve a problem. When a problem arises, please contact and speak with the individual FIRST. If after that, issues continue to exist or you are not satisfied with the response, please follow this chain of command for problem resolution:

14.1.1 Patrol Leader/ First Officer

14.1.2 Patrol Ranger

14.1.3 Trailmaster

14.1.4 Troopmaster/Troop Chaplain

14.1.5 Committee Chair

14.1.6 Charter Org Rep

#### **15. Amending these Bylaws, Policies & Procedures**

15.1 Unit Leaders and Troop Committee members may recommend changes or amendments to these Bylaws, Policies & Procedures. Changes and amendments to these Bylaws, Policies & Procedures must be approved by a quorum vote of the members present at a Troop Committee Meeting, and approved by the TML.



## Trail Life Troop 1412 Trailman Commitment & Partnership Pledge

Registering a Trailman in Troop 1412 is a Partnership between our Troop and your family that is focused on honoring God in all we say and all we do. The Troop, your family, and your Trailman, all have specific responsibilities to ensure a Biblical and positive response in actions, as well as interactions with each other. This pledge outlines the commitment being made by each:

### Troop 1412 commitment to Trailmen & their families:

- Provide every Trailman an accepting, fair and safe environment in which to grow and have fun
- Open & honest communication with Trailmen and their families, always communicating the value & worth of every person, with love as our true motive
- Clear, consistent & timely communication of important information regularly
- Treat each Trailman and family member with courtesy and respect as each one is made in the image of God

### Families commitment to Troop 1412 & their Trailman:

- Treat all volunteers, Trailmen, and other fellow parents with courtesy and respect
- Provide the Trailman with the support and home environment that encourages the best end result through full participation in the program
- Ask questions directly of the leadership and bring any situation that may need to be addressed directly to them
- Read all Troop e-mails and take appropriate action when necessary, as e-mail is the primary method of Troop communication regarding events, payments, campouts, etc.

### Trailman commitment Troop 1412 & this family:

- Show respect, courtesy, and consideration for other Trailmen, Leaders and visitors
- Be responsible attend meetings and events on time, and treat all Church, Troop, and individual property with great care
- Cell phones & electronic devices are the turned off & put away during Troop meetings and events. Cell phones & electronic devices are not permitted by Trailmen on campouts.
- Each Trailman will participate the best of his ability in service projects, Troop meetings, campouts, events, leadership roles, and fundraisers.

It is expected that all members of Troop 1412, both youth and adults, will at all times, to the best of their ability, live by and exemplify the Trail Life Oath and Mission. Youth are expected to observe Troop rules, show respect to Troop leaders, and to be courteous to each other/ The following conduct would be considered inconsistent and contrary to the Oath and Mission of Trail Life Troop 1412, and therefore would require corrective action to bring about a change of heart and behavior.

- Conduct including, but not limited to: Disruptive or destructive behavior, unsafe actions, theft, vandalism, vulgar or foul language; aggressive physical contact, Alcohol, tobacco, or other illegal substances, and possession of unauthorized items or equipment.
- Corrective action, based on the severity and gravity of the conduct, may include one or more of the following:
  1. Meeting or discussion with the Trailman
  2. Conference with Trailman and the parents
  3. Suspension ranging 1-12 months (Trail man is not allowed to attend Troop functions and cannot advance in rank. Trailman may also forfeit leadership position)
  4. Expulsion/removal from Troop

In the event corrective action is necessary, the Troopmaster will make note in the Trailman's file for 12 months. That information will be purged from the file after that time.

### **Boise Church of Christ Mission -**

The mission of Boise Church of Christ is to participate with Jesus in fulfilling his great commission to make mature disciples.

### **Trail Life USA Mission -**

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

### **Trail Life USA 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.

### **Trail Life USA 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 worshipping 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.

**Trail Life USA Statement of Values -**

**Purity**--God calls us to live 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.

**Trail Life USA Membership Standards and Leadership Position Requirements**

- The basis for the program's ethical and moral standards is found in the Bible. In terms of sexual identification and behavior, we affirm that 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.
- Trail Life USA grants membership to adults and youth who do not engage in or promote sexual immorality of any kind, or engage in behavior that would become a distraction to the mission of the program.
- Trail Life's goal is for parents and families of every faith to be able to place their boys in a youth program that endeavors to provide moral consistency and ethical integrity in its adult leaders.
- Charter partners own and operate local groups, selecting leaders and admitting members as they deem beneficial to their group and within the parameters of the national policy.
- With the exception of Trail Guides who may be 18, adults who serve in leadership must be 21 years old or older.
- Due to the high emphasis on male mentorship in the program, Trail Life USA has placed membership restrictions on the gender of specific positions.

**Personal Leadership Expectations for Adults serving in the Boise Church of Christ Trail Life Troop 1412 Ministry-**

- Salvation (repentance for sins, belief in Jesus Christ as Lord and Savior and commitment to follow Him), evidenced by fruit of the Spirit (Galatians 5)
- Partnership or member of a regularly Worship with a local Christian church.
- Demonstrate commitment to ongoing spiritual growth, including prayer, regular Bible reading, church discipleship programs and Bible studies.
- Serve as a team player, including but not limited to:
  - Leading with a servant's heart
  - Upholding Godly standard of conduct and character at all times
  - Submitting to church and Troop Committee-appointed leadership
- Communicate value and affirm others.
- Actively engage in learning opportunities to improve leadership skills.
- Complete all training as required by Trail Life USA including "Child Safety" and any training as may be required, by Boise Church of Christ.
- Sign and abide by the Trail Life membership standards and the Trail Life Statement of Faith.
- Personal interview with Troopmaster, or Troop Committee Chair, and Charter Organization Representative

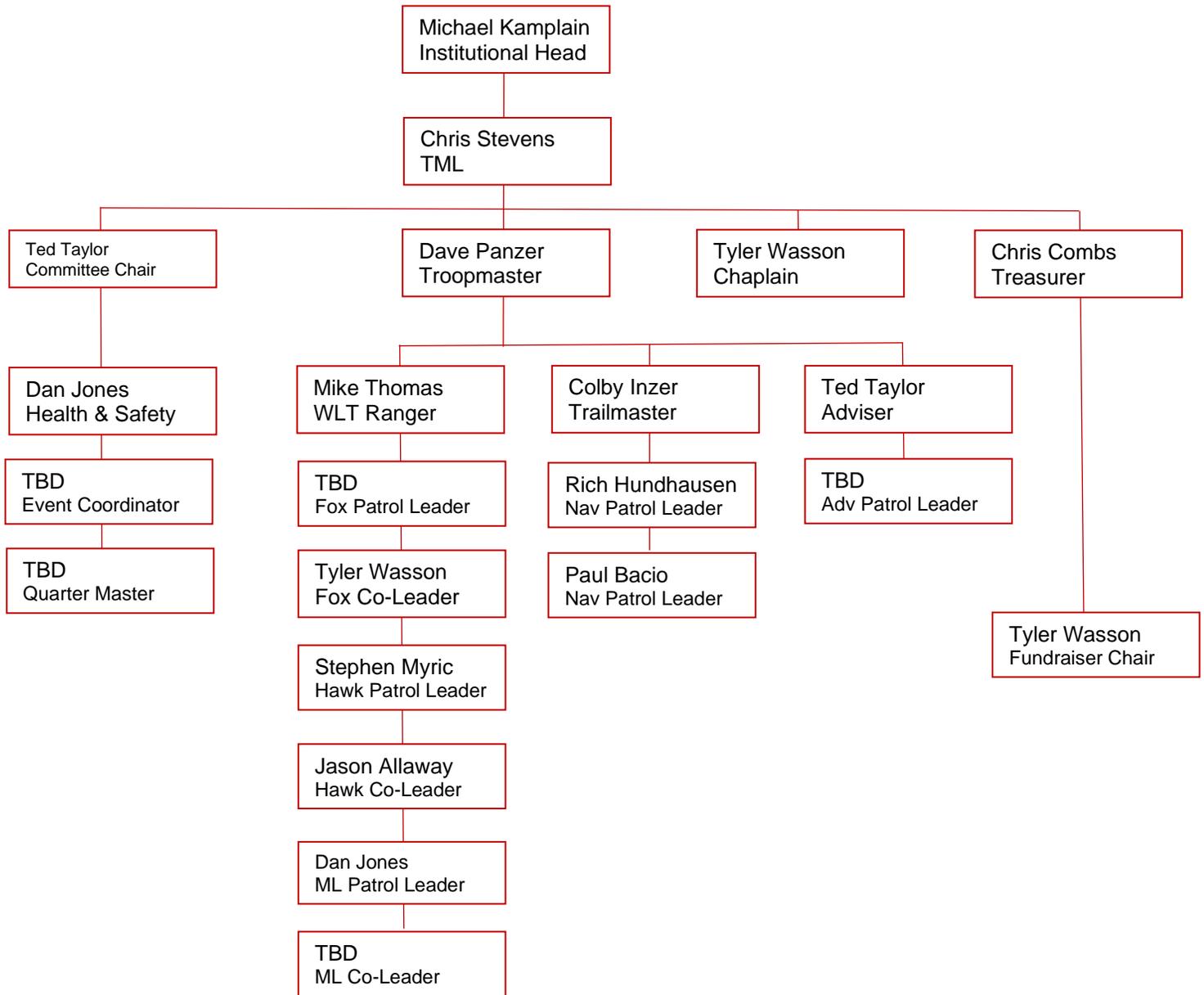
As a leader within the ministry of Boise Church of Christ, through Trail Life Troop 1412, I agree with and commit to uphold the ministry leadership commitments of the church and of Trail Life USA as outlined above.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature & Date

\_\_\_\_\_  
Committee Chairman or Troopmaster Signature & Date

\_\_\_\_\_  
COR Signature & Date





## Troop Level Positions

*In keeping with our emphasis on the value of male mentorship, the following positions are restricted to males: Troop Chaplain, Troopmaster, Ranger, Trailmaster, Advisor, Guidon Coach, and all Navigator and Adventurer Trail Guides. The Charter Organization Representative is not restricted to males unless dual-registering as the Chaplain. Trail Guides in the Mountain Lion patrols are recommended to be males, but not restricted. All other positions may be held by females including all other Committee Members, and Trail Guides in the Woodlands Trail Units.*

*Before selecting leaders and appointing positions, please review Trail Life USA's position on [How a Troop is Chartered and Operates](#).*

**The Institutional Head (IH)** is the highest authority in his organization (for example, the Senior Pastor of a church). He approves the existence of a Trail Life Troop and ensures it is an active ministry of the organization (usually a church). He understands the mission and policies of Trail Life USA. He *appoints or serves* as the Charter Organization Representative (TML), and delegates the responsibility of selecting volunteer leaders to the TML.

The IH can actually serve as a TML and Chaplain, however, this may be too large of a commitment for the organization's top leader, as the time required to serve as TML is substantial. A better solution is for the IH to select a TML. The TML can also serve as Chaplain, if he desires. Other TML leaders cannot serve in duplicate positions.

### TROOP COMMITTEE: TML LEADERSHIP TEAM (REQUIRED TROOP COMMITTEE POSITIONS)

**Charter Organization Representative (TML)** | The Charter Organization Representative is the most important Troop leader and is appointed by the Institutional Head. The TML is the Charter Organization's appointed official, their Troop liaison, an Area resource, and a National voter.

The TML is responsible for selecting and recruiting the rest of the core leadership team. For direction on how to do this, see [Selecting and Recruiting Volunteer Leaders](#), [10 Steps to Successful Selecting and Recruiting](#), and [Top Tips to Increase Troop Leadership](#). Click on these links for core leader position-specific details: [Charter Organization Representative](#), [Chaplain](#), [Committee Chair](#), [Treasurer](#), [Troopmaster](#).

It is the duty of the TML to review and approve every adult Troop member applicant. The TML approves Troop leaders, providing the spiritual authority, pastoral recommendation, and final oversight of their Charter Organization's membership on behalf of the Institutional Head (IH).

**Troop Chaplain (CHAP)** | The Troop Chaplain assures that the Troop emphasizes and stays true to its Christian mission (organizing prayer for meetings, services at campouts, etc). He leads by example, is qualified to give biblical advice, has a passion for discipleship, and involves and empowers other members (youth and adult alike) in providing opportunities for spiritual growth. Position description: [Chaplain](#)

**Committee Chair (CC)** | The Committee Chair presides over Troop Committee Meetings, and follows up with Committee members as they complete their work. May appoint, with approval of the TML, as many Committee members as needed to maintain an effective Troop. See typical positions listed below in "Other Leadership Roles". Utilizes resources available to grow a thriving Troop (see [www.JoinTheTrail.com/THRIVE](http://www.JoinTheTrail.com/THRIVE)). Position description: [Committee Chair](#)

**Treasurer (TREAS)** | The Treasurer is a record keeper, maintaining accounts for all financial transactions. He/she regularly reports the financial status of the Troop; coordinates and communicates to parents the process of Troop Budgeting; understands, coordinates, communicates, and supervises approved TRAIL LIFE USA fundraising guidelines; handles unit funds and pays bills.



These duties can be delegated to other volunteers, but will still fall under the Treasurer's supervision.  
Position description: [Treasurer](#)

**Troopmaster (TM)** | Oversees all "direct contact" leaders (those volunteers who work directly with the boys each week), understands all programmatic operations of the Troop, reports successes and systemic challenges faced by leaders and youth. The Troopmaster is the *coach of, and Troop Committee representative for*, the Ranger, Trailmaster, Advisor, Guidon Coach and their Trail Guides. Full position description: [Troopmaster](#)

### DIRECT CONTACT LEADERS

**Ranger (RAN), Trailmaster (TRL), and Advisor (ADV)** | Adults (age 21 or over) who oversee the operation of specific age-levels within the Troop by providing direction, coaching, and support. These positions are NOT voting members of the Committee, but they may be asked to attend Troop Committee meetings.

**Guidon Coach (GC)** | An older adult male (26+ years old) that is a representative of the Charter Organization and serves to oversee and provide insight as needed to the younger adults in the Guidon Unit.

**Trail Guides (TG)** | Adults (age 18 or over for Woodlands Trail, Navigator and Adventurer, age 26 or over for Guidon) who assist the Ranger, Trailmaster, Advisor, or Guidon Coach in delivering the Troop program. Trail Guides are NOT formal members of the committee and they do NOT attend Troop Committee meetings.

NOTE: 18-20 year olds do not count as a part of the 2-deep safety supervision requirement.

### OTHER LEADERSHIP ROLES (APPOINTED AS NEEDED; MAY BE ADDED TO TROOP COMMITTEE)

**Troop Advancement Chair (CM-ADV)** | Ensure that the Troop has regular boards of review (at least monthly), regular courts of honor, and is providing opportunity for timely advancement within the Trail Life USA model. Also responsible for record keeping and submitting advancement reports.

**Troop Event Chair (CM-OUT)** | Researches and secures permission to use camping sites or other outdoor locations for planned activities. Serves as transportation coordinator and ensures a monthly robust outdoor program for all levels.

**Troop Activity Chair** | Responsible for coordinating outdoor/indoor activities for troop events.

**Troop Membership Chair (CM-MEMB)** | Coordinate regular recruiting of new members, provides a smooth transition of new Trailmen into the Troop and orientation of new parents.

**Troop Training Chair (TRAIN)** | Provide (or educate members about available) training opportunities; maintain training records and materials. Assists leaders in obtaining First Aid and CPR training as required.

**Troop Onboarding Facilitator (ONBRD)** | Orient new families, walking them through the Troop Fast Start Checklist and making sure they understand the customizable Welcome to Our Troop letter.

**Troop Community Service Chair (CM-SVC)** | Coordinate regular community service efforts (should include four Troop service projects per year.).

**Troop Secretary (SEC)** | Keep meeting minutes and records, send notices to members, etc.

**Troop Equipment Coordinator (CM-EQUIP)** | Work with the youth Quartermaster. Responsible for inventory, storage, and maintenance of equipment.

**Troop Public Relations Chair (CM-PR)** | Provide news and announcements about the Troop to newspapers, websites, etc. May also be the Troop's Webmaster (if desired). Promotes service



projects. Promotes new membership and lets people in the town or neighborhood know that TRAIL LIFE USA is available.

**Troop Fundraising Chair (CM-FUND)** | Organizes and supervises fundraising events and ensures that every youth member has the opportunity and tools necessary to participate. Coordinates exciting kickoffs of your one or two focused fundraisers each year.

**Troop Health and Safety Chair (CM-HS)** | Keeps everyone up to date on Trail Life USA's policies and procedures. Maintains current and comprehensive knowledge of Health and Safety Guide and related documents. Ensures activity permissions and notifications are filed with the Charter Organization and Trail Life USA Home Office as required.

**Troop Committee Member (CM)** | A committee member with responsibilities as defined by the Committee Chair.

**Registered Adult (RA)** | This position is for registering parents or guardians who, while not serving in defined position listed above, may want to have a more active role with their boys in the program. They pay the regular member fee, agree with the Statement of Faith, submit to a background check, complete the Child Safety Youth Protection Training and are approved by the Charter Organization Representative. They will receive an ID card from the Home Office that identifies them as registered. This allows the local leadership to confidently request their assistance at Troop activities, but doesn't obligate the Registered Adult to any specific service role. This member is regularly involved and (if over 21) helps to meet the two-deep safety supervision requirement.

**Guidon Member (GM)** | Young Christian men and women ages 18 to 25 years old that have been accepted as members according to the membership criteria established by the local Guidon Unit.

**Please note:** All adult Troop members of Trail Life USA complete a registration process that consists of filling out the membership application, signing our statement of faith agreement, paying the \$26 member fee, successfully passing a background check, finalizing online Child Safety Youth Protection Training, and receiving certification from the Charter Organization Representative and approval from the Trail Life USA Home Office.