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**TROOPMASTER – Trains Youth Officers**

**Trail Life Troop NC-0942 Youth Positions & Responsibilities**

**Troop & Patrol Protocol**

Troop Committee Chairman

Troopmaster

1st Officer

2nd Officer

2nd Officer

Adult Patrol Trail Guide

Patrol Leader

Junior Patrol Leader

Troop Quartermaster

Adult Chaplain

Troop Chaplain Aid

Adult Quartermaster

Troop Master Expectations & Your Example

**The 5 Be’s**

**BE HERE** - Make coming to meetings a priority and be on-time

**BE A VISUAL EXAMPLE** - Represent your troop by always wearing your uniform.

**BE ENGAGED** - When a leader is speaking stop what you doing and listen with ears and eyes

**BE RESPONSIBLE** -  If you can’t do your job or can’t be available find your replacement then let your first officer know.

**BE INVOLVED** - This is your troop, set the example, try things, speak up, no whining

LEADERSHIP THE POWER OF 3

|  |  |  |
| --- | --- | --- |
| **Definition** | **Influences followers** | **Types** |
| Knows the way | Thinking | Masterful |
| Goes the way | Behavior | Popularity |
| Shows the way | Development | Unifying |

**Influence and Stewardship**

**Leadership is Influence**: influencing the thinking, behavior or development of another person. Therefore, all Trailmen are all leaders in their life roles as students, troop leaders or patrol leaders, as well as in your own family.

Leadership is influencing people:

**Thinking** = **Knows the Way** – Do you know what to do? (John 14:6)

6 Jesus told him, “I am the way, the truth, and the life. No one can come to the Father except

through me.

**Behavior** = **Goes the Way** – Do others trust you by seeing you do it? (1 Peter 2:21)

21 For God called you to do good, even if it means suffering, just as Christ suffered[a] for you. He is your example, and you must follow in his steps.

**Development** = **Shows the Way** – Can you teach others to do it? (Matthew 7:29)

29 for he taught with real authority—quite unlike their teachers of religious law.

**Stewardship of influence** Oikonomia “oy-kon-om-ee'-ah” (1 Corinthians 9:17)

Understand that a “steward” is simply the manager of an owner’s assets, begin to think about your influence in relationship to my belief that we are all created by God for a purpose, that God loves everyone and has a great plan. You are a steward of the people under your care, whether in my family or in the troop, to help trail men accomplish everything God has called them to do and be. Define the concept of stewardship as everything you do after we say, “I believe” and “stewardship of influence” as “the choice to take responsibility for your influence to affect and impact each trail men in the troop.”

17 For if I do this of my own will, I have a reward, but if not of my own will, I am still entrusted with a stewardship

**Influence –** It is Salt and Light. (Matthew 5:13-16)

**First Officer**

General Overview

Duties: Chief motivator for youth being engaged in leading the troop

Manages Patrol Leaders

Runs Troop meetings as the highest-ranking officer in the Troop

Manages monthly announcements slides as needed

Chairs monthly Officers’ Conferences

Serves as the point man for the concerns of other boys in the Troop

Assigns responsibilities for meetings and events

Attends and provides report at Troop Committee Meeting

Encourages “Esprit de Corps” in all things – patrol & troop loyalty & friendship

Direct Supervisor: Troopmaster

Term: 6 months

Pre-Qualifications

Rank: Must have the Journey Award (Adventurer)

Experience:

Preferably Ready Trailman Rank, having extensive outdoor camping experience, possessing identified leadership ability, and setting a good moral example

Attendance: 75% of Troop activities (meetings + non-meetings) over previous 6 months

Performance Expectations for Rank Advancement/ Award Achievement

Training:

Attend initial leadership agreement meeting with the Troopmaster and his Advisor.

Attend available Youth leadership training as offered

Attendance:

Attend 75% Troop meetings, 75% Officers’ Conferences, and 75% non-meeting activities. If you have 3 unexcused absences in a row, the unit leader may remove the youth from office. Attendance is marked by being ready to start a meeting on time which means that the youth arrives early enough for setup and arrive prepared.

Project:

Lead a minor Troop project that provides a long term benefit to the Troop (completed in a typical Saturday afternoon)

Uniform:

The youth will wear the appropriate uniform for all activities.

The uniform will be correct and presentable.

Communicate:

The First Officer will communicate schedules and expectations to enable others to perform well. This communication will be timely and informative. If he must miss a meeting, he should communicate and plan in advance with the Second Officer to be prepared to take his place at the event. He should also inform his Advisor.

Character:

Must serve as a positive role model, exemplifying the Trailman Oath and Motto

Advancement Credit Requirement:

This role will satisfy the requirement for the Horizon Award.

*Signature below signifies acceptance of the duties of this office to the best of the Trailman’s abilities.*

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Unit Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

**Second Officer**

General Overview

Duties: Assists in management of Patrol Leaders

Assists First Officer to supervise the Troop on outings and during meetings

Keeps attendance and meeting notes during Officers’ Conferences.

Assists Patrol Leaders with Patrol Breakout time.

Attends and provides report at Troop Committee Meeting as required

Assists in training of Jr. Patrol Leaders & Trail badge Trainers

Direct Supervisor: Troopmaster

Term: 6 months

Pre-Qualifications:

Rank: Must have the Journey Award (Adventurer)

Experience:

Preferably Ready Trailman Rank, having extensive outdoor camping experience, possessing identified leadership ability, and setting a good moral example

Attendance: 75% of Troop activities (meeting + non-meeting) over previous 6 months.

Performance Expectations for Rank Advancement or Award Achievement

Training:

Attend initial leadership agreement meeting with Troopmaster and his Advisor

Attend available Youth leadership training as offered

Attendance:

Attend 75% Troop meetings, 75% Officers’ Conferences, and 75% non-meeting activities. If you have 3 unexcused absences in a row, the unit leader may remove the youth from office. Attendance is marked by being ready to start a meeting on time which means that the youth arrives early enough for setup and arrive prepared.

Project:

Lead a minor Troop project that provides a long term benefit to the Troop (completed in a typical Saturday afternoon)

Uniform: The youth will wear the appropriate uniform for all activities. The uniform will be correct and presentable.

Communicate:

The Second Officer will communicate schedules and expectations to enable others to perform well. This communication will be timely and informative. If he must miss a meeting, he should communicate and plan in advance with the First Officer.

Character:

Must serve as a positive role model, exemplifying the Trailman Oath and Motto

Advancement Credit Requirement:

This role will satisfy the requirement for the Horizon Award.

*Signature below signifies acceptance of the duties of this office to the best of the Trailman’s abilities.*

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Unit Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

**Troop Quartermaster**

General Overview

Duties: Manages Troop equipment and resources

Makes flags available prior to meetings and retires them after meetings

Attends monthly Officers’ Conferences

Tracks inventory of Troop equipment and library resources

Examine equipment for good working condition

Communicates to the Equipment Coordinator needed equipment repair or replacement

Documents inventory of Troop equipment to start and end term of office

Direct Supervisor: Troop Equipment Coordinator

Term: 6 months

Pre-Qualifications

Rank: Must have the Journey Award (Adventurer)

Experience:

Preferably Ready Trailman Rank, having extensive outdoor camping experience, possessing identified leadership ability, and setting a good moral example

Attendance: 75% of Troop activities (meeting + non-meeting) over previous 6 months.

Performance Expectations for Rank Advancement or Award Achievement

Training:

Attend initial leadership agreement meeting with the Troopmaster and his Advisor

Attend available Youth leadership training as offered

Attendance:

Attend 75% Troop meetings, 75% Officers’ Conferences, and 75% non-meeting activities. If you have 3 unexcused absences in a row, the unit leader may remove the youth from office. Attendance is marked by being ready to start a meeting on time which means that the youth arrives early enough for setup and arrive prepared.

Project:

Performs a significant Quartermaster’s project that benefits the Troop (such as building shelves, reorganizing equipment, or designing an equipment tracking system)

Uniform:

The youth will wear the appropriate uniform for all activities. The uniform will be correct and presentable.

Communicate:

The Quartermaster will keep Second Officer informed of equipment status at all times, so that the Second Officer can easily step in if needed. If he must miss a meeting, he should communicate and plan in advance with the Second Officer.

Character:

Must serve as a positive role model, exemplifying the Trailman Oath and Motto

Advancement Credit Requirement:

This role will satisfy the requirement for the Horizon Award.

*Signature below signifies acceptance of the duties of this office to the best of the Trailman’s abilities.*

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Unit Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

**Troop Chaplain’s Aide**

General Overview

Duties: Assist in planning & coordinating Trip Worship Service

Participates in Troop Faith Component activities

Attends monthly Officers’ Conferences

Coordinates &/or leads prayer at meetings

Assists the First Officer with conflict resolution using the SCORE method.

Direct Supervisor: Troop Chaplain

Term: 6 months

Pre-Qualifications

Rank: Preferably have the Journey Award (Adventurer)

Must have Able Trailman

Experience:

Able Trailman Rank, having significant outdoor camping experience, possessing identified leadership ability, and setting a good moral example

Attendance: 75% of Troop activities (meeting + non-meeting) over previous 6 months.

Performance Expectations for Rank Advancement or Award Achievement

Training:

Attend initial leadership agreement meeting with the Troopmaster and Troop Chaplain

Attend available Youth leadership training as offered

Attendance:

Attend 75% Troop meetings, 75% Officers’ Conferences, and 75% non-meeting activities. If you have 3 unexcused absences in a row, the unit leader may remove the youth from office. Attendance is marked by being ready to start a meeting on time which means that the youth arrives early enough for setup and arrive prepared.

Project:

Performs a significant Chaplain’s project that benefits the Troop (such as assisting in the planning and organizing of Faith Component activity)

Uniform:

The youth will wear the appropriate uniform for all activities. The uniform will be correct and presentable.

Communicate:

The Chaplain’s Aide will keep Troop Chaplain & Second Officer informed of Trip/Event Order of Worship Service available to use.

If he must miss a meeting, he should communicate and plan in advance with the Second Officer. Character:

Must serve as a positive role model, exemplifying the Trailman Oath and Motto

Advancement Credit Requirement: This role will satisfy the requirement for the Horizon Award or Ready Trailman.

*Signature below signifies acceptance of the duties of this office to the best of the Trailman’s abilities.*

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Unit Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

**First Officer – General Responsibilities**

**Monday**

* **YOUTH LEAD STRATEGY –** Works with Troopmaster on a plan to engage youth to lead the troop.
* **PATROL LEADER TRAINING** - Once a term leads the training of Patrol Leaders on how to manage a patrol meeting via the TEAM method.
* **TROOP MEETINGS** - Runs Troop meetings as the highest-ranking officer in the Troop.
* **ANNOUCEMENT SLIDES** - Collects announcements from Troop Calendar creates information slides and sets up the laptop/projector.
* **OFFICER’S CONFERENCE** - Chairs monthly Officer’s Conference
* **PATROL MEETING REVIEW** - Monthly monitors the use of the Patrol Trip and Troop Planning forms

**Camping trips**

* **TRIP LEADER** - Is the Youth leader in charge.

**Other**

* **TRIP PLANNING** - Assigns responsibilities for Trail Blazer and Trail badge trainer
* **COMMITTEE MEETING** - Attends and provides report at Troop Committee Meeting

**Second Officer – General Responsibilities**

**Monday**

* **PATROL MEETING REVIEW** - Assists in management of Patrol Leaders
* **TRAINING** - Once a term and during an Officer’s conference assists the First officer in training Patrol Leaders and Badge Trainers on how to manage a patrol meeting via the TEAM method.
* **TROOP MEETINGS** - Assists First Officer during meetings
* **SUPERVISE PATROL FORMS** – Assist’s Patrol Leaders during Patrol Breakout time with patrol forms.

**Camping trips**

* **TRIP LEADER** - Assists First Officer to supervise the Troop on outings

**Other**

* **SUBSTITUTE FOR FIRST OFFICER** – As needed - Officer’s Conference & Troop Committee Meeting
* **QUARTERMASTER BACKUP** - Substitute for Quartermaster in his absence
* **TRAIL BADGE TRAINER** - Leads one trail badge training session as a Trail Badge Trainer.
* **TRAINING** - Trains and if needed assists the Badge trainer crew on their trail badge presentation.
* **OFFICER’S CONFERENCE** – Records meeting notes, keeps attendance, and follow’s up with missing members.

**Troop Quartermaster – General Responsibilities**

**Monday**

* **PATROL LEADERS AND JR PATROL LEADERS** - Once a term and during an Officer’s conference used the TEAM method to train Patrol Leaders and Jr Patrol leaders on how to use and maintain equipment.
* **STAGE EQUIPMENT** - Monthly manages the patrols staging camping equipment for trips
* **FLAGS** - Makes flags available prior to meetings and retires them after meetings
* **MANAGE EQUIPMENT** - On the Monday after a camping trip arrive early to supervise the cleaning and putting away of patrol equipment in patrol bins. Keep the troop inventory of equipment and advises Quartermaster of needed repairs or replacements.

**Camping trips**

* **EQUIPMENT REVIEW** - Does a brief review of how patrols use and clean their camping equipment.
* **MAINTAIN EQUIPMENT** - After arriving back from a camping trip supervises patrols equipment condition and cleanliness to make sure it is put on correct sorting shelve or patrol bin.

**Troop Chaplain’s Aide – General Responsibilities**

**Monday**

* **PRAYER** - Coordinates prayer at meetings
* **TRAINS** - Trains Patrol Leaders and Jr Patrol Leaders

**Camping trips**

* **VESPERS** - Planning & coordinating Trip Worship Service

**Other**

* **FAITH COMPONANT** - Participates as a youth leader as appropriate in Faith Component activities
* **SPIRITUAL THEME** - Works on troop spiritual theme for the year.
* **PATROL TEAMWORK –** Using the SCORE method assists the 1st officer & patrol leaders when help is needed with troop/patrol member conflicts.

**LEADER’S RESPONSIBILITIES AT MEETINGS AND OUTINGS**

**TROOP MEETINGS SUGGESTED SCHEDULE:**

**6:45 – Meeting setup - Troopmaster, Advisor, & First officer**

**7:00 – Announcements – Website calendar or slides & agenda – First officer**

**7:15 – Trail Badge Training – Assigned patrol members & First officer**

**7:45 – Patrol Breakout activities or Trip planning – Patrol Leaders & Second Officer**

**8:00 – Patrol Games – Patrol Leaders & First Officer**

**8:20 – Closing – Troopmaster minute & Chaplain’s Aide**

**TROOP OUTINGS SUGGESTED SCHEDULE:**

**Friday**

**5:30 – LOAD EQUIPMENT – Quartermaster & Patrol Leaders**

**5:50 – COUNT-OFF & TRIP DICUSSION – First officer & Trail guide in charge**

**6:00 – DEPARTURE**

**Saturday**

**7:30 – Patrol Breakfast**

**8:30 – Activity – Hike, Paddle, Other – Trail Blazer & First officer**

**12:00 – Trailman’s Trail Lunch**

**1:00 – Activity - Hike, Paddle, Outdoor’s skill badge? – Trail Blazer & First Officer**

**5:00 – Patrol Dinner**

**7:00 – Patrol Game Activity?**

**8:00 – Campfire Vespers - Trail Blazer, Chaplains Aide, First Officer**

**10:00 – Go to bed**

**Sunday**

**7:30 – Patrol Breakfast**

**9:00 – Campsite Clean Sweep - Trail Blazer & First officer**

**9:30 – Departure**

**11:30 - Arrival**

**Patrol Leader**

General Overview

Duties: Guides and leads the members of his patrol

Create Duty Rosters for patrol.

Attends monthly Officers’ Conferences

Reviews and manages Patrol Forms (Patrol Breakout & Duty Roster, etc..)

Responsible for Esprit De Corp night plan

Sends out Patrol notifications

Direct Supervisors: 1st & 2nd Officer

Term: 6 months

Pre-Qualifications

Rank: Preferably have the Journey Award (Adventurer)

Must have Able Trailman

Experience:

Preferably Ready Trailman Rank, having extensive outdoor camping experience, possessing identified leadership ability, and setting a good moral example

Attendance:

75% of Troop activities (meeting + non-meeting) over previous 6 months.

Performance Expectations for Rank Advancement or Award Achievement

Training:

Attend initial leadership agreement meeting with his Advisor

Attend available boy leadership training as offered

Attendance:

Attend 75% Troop meetings, 75% Officers’ Conferences, and 75% non-meeting activities. If you have 3 unexcused absences in a row, the unit leader may remove the youth from office. Attendance is marked by being ready to start a meeting on time which means that the youth arrives early enough for setup and arrive prepared.

Project:

Lead a minor patrol project that provides a long term benefit to the patrol or Troop (completed in a typical Saturday afternoon)

Uniform:

The youth will wear the appropriate uniform for all activities. The uniform will be correct and presentable.

Communicate:

The Patrol Leader will communicate schedules and expectations to enable others to perform well. This communication will be timely and informative. If he must miss a meeting, he should communicate and plan in advance with the 1st or 2nd Officer.

Character:

Must serve as a positive role model, exemplifying the Trailman Oath and Motto

Advancement Credit Requirement:

This role will satisfy the requirement for the Horizon Award or Ready Trailman.

*Signature below signifies acceptance of the duties of this office to the best of the Trailman’s abilities.*

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Unit Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

**Jr Patrol Leader**

General Overview

Duties: Assists the PL in leading the members of his patrol

Documents Patrol Meetings

Responsible for Patrol Tablet

Patrol Attendance Records

Assists in creating Duty Rosters and Equipment list for patrol.

Attends monthly Officers’ Conferences

Active Patrol member

Direct Supervisors: 2nd Officer & Patrol Leader

Term: 6 months

Pre-Qualifications

Rank: Must have the Able Trailman Rank (Navigator)

Experience:

Preferably Able Trailman Rank, having outdoor camping experience, possessing identified leadership ability, and setting a good moral example

Attendance:

75% of Troop activities (meeting + non-meeting) over previous 6 months.

Performance Expectations for Rank Advancement or Award Achievement

Training:

Attend initial leadership agreement meeting with Troopmaster and Trailmaster

Attend available boy leadership training as offered

Attendance:

Attend 75% Troop meetings, 75% Officers’ Conferences, and 75% non-meeting activities. If you have 3 unexcused absences in a row, the unit leader may remove the youth from office. Attendance is marked by being ready to start a meeting on time which means that the youth arrives early enough for setup and arrive prepared.

Project:

Lead a minor patrol project that provides a long term benefit to the patrol or Troop (completed in a typical Saturday afternoon)

Uniform:

The youth will wear the appropriate uniform for all activities. The uniform will be correct and presentable.

Communicate:

The Junior Patrol Leader will communicate schedules and expectations to enable others to perform well. This communication will be timely and informative. If he must miss a meeting, he should communicate and plan in advance with the Trailmaster/Trail Guide.

Character:

Must serve as a positive role model, exemplifying the Trailman Oath and Motto

Advancement Requirement:

This role will satisfy the requirement for the Ready Trailman Rank.

*Signature below signifies acceptance of the duties of this office to the best of the Trailman’s abilities.*

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Unit Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

**Patrol Leader – General Responsibilities**

**Monday**

* **SKILLS TRAINING** - Leads patrol members in skills training using the TEAM method.
* **PATROL MEETINGS** - Leads weekly patrol meetings and monthly camping trip planning using the forms: Attendance & Uniform record, Troop Weekend Patrol Menu & Duty Roster, and Equipment & Supplies Checklist.

**Camping trips**

* **DUTY ROSTER** - Makes sure the camping duties are fulfilled: site layout, fire tending, cooking, and cleaning.
* **TRIP VIDEO & PICTURES** – Makes videos and takes picture when his patrol is assigned to be trailblazers for a trip.

**Other**

* **FILL THE GAP**- Understands the other patrol positions and fill’s in the gap if something is missed.
* **ON THE JOB TRAINING** - Trains the Jr Patrol leader on how to be Patrol Leader by teaching patrol meeting documentation process with the Patrol forms: Attendance & Uniform record, Troop Weekend Patrol Menu & Duty Roster, and Equipment & Supplies Checklist.

**Jr Patrol Leader – General Responsibilities**

**Monday**

* **SKILLS TRAINING** - Assists the Patrol leader by leading patrol members in skills training using the TEAM method.
* **PATROL RECORDS** - Using the Patrol Tablet documents patrol meetings buy using troop form “Patrol Attendance & Uniform Check”.
* **SHARE RECORDS** - Monthly prints out the “Patrol Attendance & Uniform Check” and gives to the 2nd officer or Adult Advancement Coordinator.

**Camping trips**

* **DUTY ROSTER** - Assists the Patrol leader to make sure the camping duties are fulfilled: site layout, fire tending, cooking, and cleaning.
* **EQUIPMENT LIST** - Prints out the “Equipment & Supplies Checklist” and gives to the patrol quartermaster or patrol leader.

**Other**

* **MISSING MEMBERS** - Sends out a patrol signed note to members that have been missing in action for three straight meetings.

**FIRST OFFICER trains Patrol leader on patrol meetings**

1. **Knows the way**: Question = Do you know the main responsibilities of the Patrol leader and the Jr patrol leader?

**Activity** = Ask the patrol leader to describe the roles for each youth position.

1. **Goes the way**: Question = How do you build trust in your Patrol? Know your members well. You can start by first remembering your patrol member’s names and something specific about them.

**Activity** = Ask the patrol leader to tell you who the members are and some fact – Talk about knowing the FORM of your patrol. (F-family, O – occupation “school”, R- recreation “Fun”, M – motivation for being in the troop). Do the FORM exercise with Patrol leaders in training.

1. **Shows the Way**: Question - How do you run a patrol meeting?

**Activity** – explain the“**Rule of Three**” (1-**TELL** \_ 2-**SHOW**\_3-**RE\_TELL**) patrol meeting by showing the patrol leader and outline of how you would do an effective patrol meeting.

**Rule 1** - **TELL** – Tell your patrol what the meeting agenda is at every meeting. Keep it to three things (Rule of Three). Typically three things which could be something like, (1) patrol meeting records, (2) do Patrol Breakout forms and/or trip planning, and (3) take prayer requests with one follow-up activity of contacting missing patrol members. EXAMPLE. ***“Tonight our patrol meeting agenda will be Patrol records, Talking about the upcoming trip, and taking prayer requests”***

**Rule 2** - **SHOW** – Some patrol meeting **Things that might need to be accomplished..**

1. **Patrol records**

* **Attendance** – Jr Patrol leader or patrol leader takes attendance via Google Form “Patrol Attendance and Uniform Check” (make a mental note if someone is missing)
* **Uniform check** – Jr patrol leader or Patrol leader records a uniform check via “Patrol Attendance and Uniform Check”

1. **Troop and Trip planning**

* **Patrol Breakout planning** – During weekly Patrol Breakout time the Patrol leader leads the troop planning discussion using the Google forms: Esprit De Corp Games, Trail Blazer, Woodlands Trail Service, and Trail Badge Trainer.
* **Trip planning forms** – Jr patrol leader fills out the Google Form “Weekend Duty Roster”
* **Email Weekend Duty Roster** – Jr Patrol leader emails “Weekend Duty Roster” to the Youth quartermaster and the youth buying groceries for trip.

1. **Prayer requests**

* **Other Activity** – Pray requests & if needed Lead any troop master “Leadership” activity if required.
* **Follow**-**up** – Patrol leader, Jr patrol leader, or other patrol member assign follow-up with any missing patrol before the next meeting. Get contact names from Trail guide.

**Rule 3** - **RE-TELL** – Restate to your patrol members “**We discussed three things”** (Patrol records, Trip & Troop plan, & Prayer requests) are there any questions? Ask patrol members if there are **any questions** about the patrol meeting. End by asking for prayer requests and close in prayer.

**SECOND OFFICER trains Patrol Leader & Jr Patrol leader on record keeping**

1. **Knows the way**: (Know the how to keep patrol records & Patrol breakout planning) Documents meeting records, Trip records, Share records with Trail man and Advancement Coordinator.
2. **Goes the way**: (Building Trust in the patrol) Explain to your patrol that you are serving the patrol by keeping accurate records.
3. **Shows the Way**: (How to do manage patrol records) Show the Jr. patrol leader how he can manage his patrol’s records by using “**Rule of Three**” outline:

**Rule 1** - **TELL** – We will talk about Three things related to patrol records: Patrol breakout forms, Meeting records, and Trip records.

**Rule 2** - **SHOW** – **The Three things**

* **Patrol Breakout forms**: Guide the troop planning with the forms: **Esprit De Corp Games**, **Trail Blazer**, **Woodlands Trail Service**, and **Trail Badge Trainer**.
* **Meeting records**: Records for **Patrol Attendance and Uniform Check** with a google form.
* **Trip records**: documents trip with **Weekend Duty Roster**.

**Rule 3** – **RE-TELL**: We talked about **the Three things** *(Patrol Breakout forms, Meeting records, and Trip records)* **Send a note out signed by the patrol** to a Trail men that has missed three consecutive meetings. If you are not available to fulfill your role on a Monday night contact your patrol leader. Are there any questions?

**CHAPLAINS AIDE train’s Patrol Leader and Jr Patrol leader**

1. **Knows the way**: (Know the how to serve with spiritual needs of a patrol) Prayer to open or close troop meetings, Prayer for trail men’s requests, and be available for troop vesper services.
2. **Goes the way**: (Building Trust in the patrol) Be available to pray for a patrol member’s request.
3. **Shows the Way**: (How to do the patrol chaplain’s aide job) Show the Patrol Chaplain’s Aide how he serve the needs of his patrol by using “**Rule of Three**” outline:

**Rule 1** – **TELL** - We will talk about five things related to Patrol Chaplain’s Aide: Public prayer, Patrol prayer, Faith component training, Vespers, and Spiritual theme.

**Rule 2** – **SHOW** - **The Six things**

* **Public prayer:** troop gatherings the chaplain’s aide may delegate the function to a patrol leader.
* **Patrol prayer**: at each patrol meeting or as needed the patrol leader should take prayer requests and prayer for them at the end of patrol meeting.
* **Faith component**: as needed the adult leader or Troop chaplain’s aide may request help in a Faith component training course.
* **Vespers**: The Troop chaplain’s aide my request help on a trip worship service
* **Spiritual theme**: A Patrol Leader should know and understand what the yearly spiritual theme is. For the 2017/18 year it is “What is a Leader? Diakonos = Servant > Mark 10:42-45”
* **Conflict Resolution –** Patrol’s do have disagreements that reach the level of a conflict. Trail life’s SCORE method is a helpful tool to use when patrol members can’t get along. It goes like this S – separate, Co – counsel , Re – redirect.

**Rule 3** – **RE-TELL**: We talked about **the five things** *(Public prayer, Patrol prayer, Faith component training, Vespers, Spiritual theme, and Conflict resolution)* Are there any questions?

**QUARTERMASTER train’s = Patrol Leader and Jr Patrol Leader:**

1. **Knows the way**: (Know the Equipment) How to operate, how to maintain, store equipment (tents & cooking) and how to use “Equipment & Supplies Checklist” in camping trip planning.
2. **Goes the way**: (Building Trust in the patrol) Explain to your patrol that you are serving the patrol with equipment operation, maintenance, and storage.
3. **Shows the Way**: (How to do the patrol quartermaster job) Show the patrol leader how he can manage his patrol’s equipment by using “**Rule of Three**” outline:

**Rule 1** - **TELL** – We will talk about four things on patrol equipment: **Operation**, **Maintenance**, **Storage**, and the **Camping Trip Form**

**Rule 2** - **SHOW** – **The four things**

* **Operation**: Explain right and wrong way to set up a tent, Set up a stove, Use cooking pots, pans & utensils
* **Maintenance**: Explain right and wrong way to take care of tents, Clean a stove, cooking pots, pans & utensils.
* **Storage**: Explain where tents are stored, Manage your patrol’s bin by storing a stove, cooking pots, pans & utensils properly
* **Weekend Duty Roster**: Explain how to use the section of the “COOKING AND TENTING EQUIPMENT NEEDED”

**Rule 3** – **RE-TELL**: We talked about **the four things** *(Operation, Maintenance, Storage, and the Camping Trip Form)* If you are not available to fulfill your role on a Monday night or on a camping trip contact your patrol leader. Are there any questions?

**Trail Blazer –** One-time project leader as a trip is assigned to his patrol

**Monday** =

* **TRAILBLAZER TRIP PLAN** - Works with an adult trail blazer to plan one camping trip with the “**Trail Blazer Form**.”
* **ACTIVITY PLAN** - Planning consists of suggesting what the troop does each day,
* **NATURAL COMMUNITY/HISTORICAL INFO**: info noting the Natural community and any historical
* **SPECIAL PREPARATION**: Weather, Fitness, Equipment
* **1st MONDAY TRIP ANNOUNCMENT** - creating a slide or video for a presentation. On the first Monday of the month a trip presentation/announcement will be done for the troop.

**Trailblazer training**:

1. **Knows the way**: (Know the how to plan a trip) Key points in planning a trip: how to use Trailblazer Trip Plan, Activity plan, Natural community/historical info, Special preparation, and 1st Monday trip announcement.
2. **Goes the way**: (Building Trust in the troop) Be available as resource to Trail men on the monthly trip.
3. **Shows the Way**: (How to do the Trailblazer job) Show the Trail blazer how he can plan a trip by using “**Rule of Three**” outline:

**Rule 1** – **TELL** - We will talk about five things related to Trip planning: Trailblazer Trip Plan , Activity plan, Special preparation, Research resources, and 1st Monday trip announcement.

**Rule 2** – **SHOW** - **The five things**

* **Trail Blazer Form:** this form should be updated and stored for future planning.
* **Activity plan**: What the troop could do on Friday, Saturday, and Sunday
* **Natural community/historical info**: contact Natural Heritage Program: Michael Schafale, Terrestrial Ecologist, and research online any historical site info.
* **Special preparation**: Weather concerns, Fitness requirements, Special equipment needed
* **1st Monday trip announcement**: Create a slide(s) with a picture and/or video to promote trip to troop.

**Rule 3** – **RE-TELL**: We talked about **the five things** *(Trail Blazer Form, Activity plan, Special preparation, Research resources, and 1st Monday trip announcement.)* Are there any questions?

**Badge Trainer-** One-time project leader USING the Google Form **Trail Badge Trainer Form**

**Monday**

* Works with an adult trail badge mentor to lead a trail badge training session.
* the "The Rule of Three” presentation plan
* the TEAM method.

Trail Badge Train the trainer:

1. **Knows the way**: (Know the how to plan trail badge training) Know Trail badge requirements, plan the specific requirements to present, and what the trailman should do at home.
2. **Goes the way**: (Building Trust in with the troop) Practice the Skill using the TEAM method so that you can teach it with experience.
3. **Shows the Way**: (How to teach trail badge skills) Teach the Trail badge requirements by using “Rule of Three” outline:

Rule 1 - **TELL**

Please open your book to page \_\_. We will talk about \_\_\_\_ things related to the **Trail Badge**\_\_\_\_\_\_\_\_\_\_\_\_:

**Requirement 1** \_\_\_\_\_\_\_,

**Requirement 2** \_\_\_\_\_\_\_\_\_\_\_, &

**Requirement 3** \_\_\_\_\_\_\_\_\_\_\_\_.

You will need to do the requirements \_\_\_ **at home.**

Rule 2 -**SHOW**

Show the \_\_\_\_ trail badge requirements by using the TEAM method:

**T**ELL the trail men about the skill

**E**XHIBIT the skill

**A**SSIST them in doing it themselves

**M**EASURE success by testing them unaided

Rule 3 – **RE-TELL**

Restate: We talked about the \_\_\_\_ requirements of

trail badge \_\_\_\_\_\_\_\_\_\_. Remember to do the requirements \_\_\_ at home. Lastly tell the trail men "Before you leave make sure you get your patrol guide to sign off your book and have the advancement coordinator to enter the results into troop track" Are there any questions?

**Woodlands Trail Service Using the Google Form Woodlands Trail Service Form**

**Monday**

Help a Woodland’s Trail Guide in their patrol meeting with one or more of the SIX F’s

* **FOCUS** – Introduction to the Branch topic if possible tell a story.
* **FINGERS** – Lead a Hands-on activity like a craft
* **FUN**- Lead a game or fun activity best if it is outside
* **FAMILY** – Explain what a trail men can do at home based on the branch topic
* **FOREST BADGE** – Help trailmen learn the Oath, Sign, Salute, Handshake, Pledge, and Fold a flag
* **FAITH** – Teach what the Bible says about the Branch topic. Trail Life = “Carrot in the Carrot Cake”

**TIMBERLINE TRAINING**

1. **REJECT PASSIVITY** – play a game with 5th grade trailmen – talk about nav/adv trips
2. **ACCEPT RESPSONSIBILITY –** explain youth leadership with nav/adv unit
3. **LEAD COURAGEOUSLY –** explain service hours and servant leader projects
4. **EXPECT GOD’S REWARD –** Join in board of review with 5th grade trailmen and pray over them.

**RECRUIT TRAINING**

**Monday**

Using the Recruit handbook teach the following topics:

* **General program information** – Details on earning the first rank
* **Advancement** – What are the requirements?
* **The Patrol Method** – How leadership is learned
* **Equipment** – What they need in the outdoors and how it works
* **Basic First Aid** – When someone gets hurt…