



# Area Team Tools

*The provided links to documents and other resources are publicly accessible.*

## INTRODUCTION

Within this document, you'll find the resources your Troop needs, whether you're just starting to pull together your leadership or planning your Open House/Joining Event to welcome new families! Included are the steps to make sure your Troop is putting its best foot forward for both existing families and recruiting new ones to join you on the Trail!

Trail Life USA is not about just bringing in more Trailmen to a weekly meeting or having exciting outdoor adventures: it's about fulfilling the mission of bringing more boys to the Kingdom. Planning is a critical part of making your Troop successful in fulfilling that mission!

It is highly recommended that you start at the top and work your way down, as this document is designed to provide what you need when you need it; many resources further down the list use information from the previous ones. For example, if you jump straight to planning your Open House/Joining Event without completing Annual Planning, you may not have a well-planned calendar to share with new and excited families.

You may want to familiarize yourself with the resources even if you have completed Annual Planning and are working on your Open House/Joining Event. Many of these resources reflect 'best practices' coming straight from other Troops around the country!

## STEP 1: ANNUAL PLANNING

- [Checklist for Planning Your Troop's Year](#) (START HERE!)
  - [Troop Level Positions](#)
  - [Adult Connection Guide](#) – (use this guide to identify skills and interests of parents and leaders)
  - [Understanding How the Program Year Works](#)
- [Sample Planning Calendar](#) – (share this with Patrol Guides to help them plan their Patrol's year)
  - [Ribbon Opportunities](#)

## STEP 2: PATROL PLANNING

- [Patrol Planning Guide](#)
- [Parent and Leader Guide](#)

## STEP 3: BUDGETING

- [Troop Budget Planning Sheet](#) – (simple budget sheet with sample info you can download and customize)
- [Fundraising Tips](#)

## STEP 4: OPEN HOUSE

### Planning

- [Open House Planning Guidelines](#) – (support document for the Open House Workbook)
- [Open House Kids Activities](#) – (referenced in the Open House Planning Guidelines)

- [Welcome to our Troop! Flyer](#) – (print and share with families arriving at Open House so they leave with key Troop info)
- Open House Table Signs – (print and fold in half to designate Patrol tables at your Open House. Consider printing on cardstock or laminating for better stability)
  - [8.5x11 \(Standard Letter-sized paper\)](#)
  - [8.5x14 \(Legal-sized paper\)](#)
- [Sign-in Sheet](#) – (have families sign in so you have their info for follow-up)
- [Carrots vs. Carrot Cake](#) – (A delicious analogy explaining the “why?” of Trail Life USA)

## Promotion

- Tentvitation – (unique customizable invitation your Trailmen can use to invite their friends)
  - [Color Tentvitation](#)
  - [Black and White Tentvitation](#)
- [Other Promotional Materials](#) – (flyers, brochures, signs, banners, Booth in a Box)
- [Promoting Your Troop on Facebook](#) – (simple step by step instructions on recruiting through Facebook)

## AS YOUR TROOP GROWS

These helpful resources will be invaluable as you grow your Troop:

- [5 Point Checklist](#) – (plan your Troop’s best year yet!)
- [Welcome Letter](#) – (printable and fillable to customize for your Troop)
- [Troop Fast Start Training](#) – (a checklist your Troop can use to ensure new members and families are aware and involved.)
- [Share Your Success Stories](#) – (upload pictures and stories from your Open House or other events)

## RESOURCES TO HELP YOUR TROOP THRIVE

- What to Expect
  - [Troop Level Positions](#)
  - [Understanding How the Trail Life USA Program Year Works](#)
  - [Annual Troop and Membership Program Costs](#)
- Do You Have a Full Year of Exciting Activities Planned?
  - [Annual Planning & Budgeting for Troop Committee Members](#)
  - [Annual Program Planning and Budgeting](#)
  - [Sample Troop Planning Calendar \(Fall\)](#)
  - [Ribbon Events](#)
- How Will You Pay for It All?
  - [Annual Troop Fundraising Guide](#)
  - [Troop Fundraising 101](#)
- Outdoor Adventure: It Is Why the Boys Joined!
  - [Checklist for Outdoor Adventure](#)
  - [Considerations for Fox Trailmen and Overnight Activities](#)
- Are Your Meetings Well Planned and Effective?
  - [Effective Troop Meeting Plan](#)
  - [10 Ways to Keep Boys Involved](#)
  - [The Patrol Method](#)
- Track Your Success; Is Your Troop Thrivin’, Strivin’, or Survivin’?
  - [Trail Tracks](#)
- Sharing the Load; Does Your Troop Need More Adult Members and Leaders?
  - [Top Tips to Increase Troop Leadership](#)

- [10 Steps to Successful Selecting and Recruiting](#)
- [Adult Connection Guide](#)
- Training
  - [Troop Fast Start Training](#)
  - Check the [Events](#) page for future training opportunities (Peak Training, TRLC, etc.)
- Local Support is Available to Help Your Troop Thrive! Experienced subject matter experts in Camping, Advancement, Troop Meetings, and more are available to help! They even host monthly Trail Gatherings for local Troop leaders. Contact your Point Man through the Help menu in Trail Life Connect.
  - [Levels of Support](#)
  - [Trail Gathering Planning Support Tool](#)

### RESOURCES FOR AREA TEAMS

Area Teams can use the resources below to assist in growth and the development of new Troops, develop and support existing Troops, and increase and multiply Area leadership.

- Add New Troops
  - Chartering FAQs – available soon in TLC resources
  - The Trail to Starting a Troop - available soon in TLC resources
- Develop Existing Troops
  - [Direct Service Advisor Position](#)
    - [Basics of Direct Service](#)
  - [Levels of Support](#)
    - [Troop Support Structure and Leadership](#)
  - [Retention Issues and Solutions for Troops](#)
  - [Retention Best Practices for Troops](#)
  - [Top Tips to Increase Troop Leadership](#)
  - [Trail Gathering Support Tool](#)
- Raise an Area Team
  - [Adult Connection Guide](#)
  - [Area Committee Positions](#)
  - [Area Team Fast Start Training](#)
  - [Area Trail Tracks](#)
  - [Circles of Influence](#)
  - [Monthly Meetings of an Area](#)
  - [Point Man Basic Training](#)
  - [Retention Best Practices for Areas](#)
  - [10 Steps to Successful Selecting and Recruiting](#)
  - [Recruiting Leaders Video](#)