



## Troop Annual Planning Checklist

Please print this sheet to use in your annual planning. You may not have all the information needed at each step of the process – that’s ok! You can come back and fill in information as needed. Visit [www.traillifeconnect.com](http://www.traillifeconnect.com) for additional resources!

**Select and Confirm Leadership** – Use the blanks below to fill in current or prospective leaders

Troopmaster _____	Troop Ministry Liaison _____
Com. Chair _____	Fox Trail Guide _____
Treasurer _____	Hawk Trail Guide _____
Chaplain _____	Mtn. Lion Trail Guide _____
Com. Mbr. _____	Nav. Trail Guide _____
Com. Mbr. _____	Adv. Trail Guide _____
Com. Mbr. _____	Com. Mbr. _____

**Program Planning** – Use the calendar on the next page to jot down the key dates for the upcoming year. Be sure to include Trail Guides in this planning of dates to coordinate with program plans they might have for their patrol in the coming year.

Check off the following as you’ve accounted for them:

<input type="checkbox"/> School Calendar	<input type="checkbox"/> Campouts	<input type="checkbox"/> Summer Adventure	<input type="checkbox"/> Open House
<input type="checkbox"/> Service Projects	<input type="checkbox"/> Holidays	<input type="checkbox"/> Community Events	<input type="checkbox"/> Court of Honor
<input type="checkbox"/> Fundraiser	<input type="checkbox"/> Trail Life Sunday	<input type="checkbox"/> Training Events	
<input type="checkbox"/> Overall Troop Calendar Completed			

**Budget & Fundraising Planning** – Once you’ve filled in your dates on the calendar, go to [www.traillifeconnect.com](http://www.traillifeconnect.com) and find the Troop Budget Planning Sheet. This resource will allow you to copy or download a simple and straightforward online spreadsheet that you can transfer your events to, determine the cost per Trailman, and determine an overall budget for the year.

Once your budget is completed, you should now have a good plan of what your program year looks like, what it will cost, and be able to plan your Troop fundraiser (if necessary.) Be sure to share the calendar with your Trail Guides, as it will help them in planning their weekly meetings and patrol events.

Budget Completed     Trail Guides Sent Troop Calendar     Fundraiser Planned

**Promotion** – You now should have everything you need to plan your Open House!

Open House Planned



Calendar for Troop \_\_\_\_\_ for Program Year \_\_\_\_\_

July

August

September


October

November

December


January

February

March


April

May

June


