



Ready, Set, Charter!

Has your Troop pre-chartered, and wants to charter in two weeks? It can be done! All that is needed (in addition to recruiting qualified core leader applicants) is an understanding of the process, and a motivated core leadership team.

First, IDENTIFY your Core Leaders

The 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 makes sure it is an active ministry of the organization. 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.

The TML approves all other adult membership applications to be sent on to the Home Office for review and national approval. The TML approves each adult members' eligibility on behalf of the SML, providing the pastoral recommendation, and final oversight of their membership. The TML actually has four different roles: the Charter Organization's appointed official, their Troop liaison, an Area resource, and a National voter.

The SML can also 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 great. A better solution is for the SML to select a TML. The TML can also serve as Chaplain, if he desires. Other core leaders cannot serve in duplicate positions.

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](#). Also utilize the [Adult Connection Guide](#) to help parents and potential leaders connect as members.

Know the core leader position-specific details: "Troop Level Positions"....Located in the Documents Tab on [Trail Life Connect](#).

Once they are recruited, INVITE your Core Leaders. You will need their names and their email addresses.

Log in to <http://www.traillifeconnect.com/> with the login user name (your email address) and password that you created when you pre-chartered your Troop. If you need help logging in or assistance during the chartering process, please contact our Troop Engagement Coordinator at Charter@TrailLifeUSA.com.

Once you log in, you will be directed to a Check List. Trail Life Connect provides a Check List of 19 Grey Boxes for the TML to follow. When the Grey Box is complete, the color turns to Green. You will invite the Core Leaders in a separate Grey Box.

Follow up by phone the same day with each invited core leader.

Let them know that they should have already received an email invitation to apply. Ask them to complete their application (sign and pay*) today or tomorrow. Also, share the process to expect in the next few days, as described below.

*Please note that 1) all members pay an annual membership fee, except the SML and the TML, who do not have to pay; and 2) membership is not complete until the charter is granted by the Home Office.

On the third day (once all core leaders have completed their applications) finalize (pay and submit) the charter.

The TML is able to review the applications and submit the charter to the Home Office.

On day 5-7, call all core leaders again to remind them to complete CSYPT.

As soon as all applicants complete CSYPT, all background check results are in (these sometimes take more than a week), and the charter is submitted, the Home Office will review the charter. The Home Office review process usually does not take longer than 1 business day.

Get ready to hit the ground running!

While you are waiting for core leaders to complete CSYPT and Home Office approval of the charter, prepare to GROW your Troop. Consider what additional volunteers will be needed to run the Troop, by consulting the list of Troop Level Positions(Located in the Documents Tab). Inviting each new member will be easy, using the directions provided. Find them on the GROW button link below.

At the Join The Trail website, you can find helpful resources to PLAN, PROMOTE, GROW, and THRIVE. Access member registration directions, promotional posters and flyers, a detailed Open House plan, and much more at www.JoinTheTrail.com.



PLAN



PROMOTE



GROW



THRIVE