

THE TRAIL LIFE PLANNING, BUDGETING, FUNDRAISING, AND RECRUITING GUIDES SERIES •

**PART 3**  
OF 5



OFFICERS'

# Conference Planner

2024/25



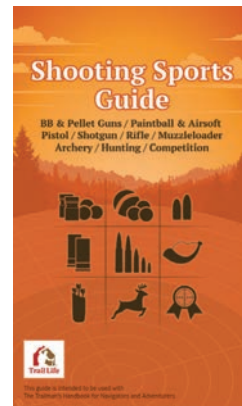
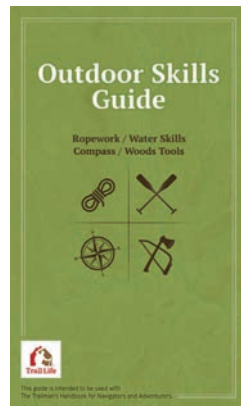
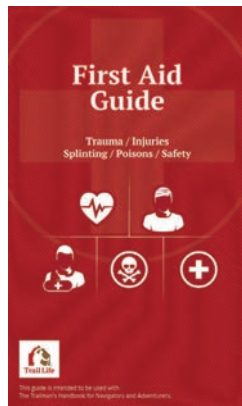
# How to use this Planner



1. The pages in this planner should be printed and used when planning meetings and activities.
2. Use the monthly **Officers' Conference Agenda Sheets** (pages 6-17) as your guide on how to run your Officers' Conference meeting.
3. Use the monthly **Patrol Meeting Planning Sheets** (pages 18-19) to plan out specific details for each regular patrol meeting.
4. Use the **Activity Wish List Sheets** (pp. 20-21) to record any Troop or patrol activity that you wish to incorporate into future plans. Share this with the adult Troop Committee.
5. Use the additional **Activity Planning Sheets** (pp. 22-25) to plan details such as duty rosters, shopping lists, and equipment lists.

## Learn the skills with Trail Life's Field Guides!

Lightweight, tear-resistant, and waterproof, these Field Guides are designed with outdoor adventures in mind.



Each of these guides is made to easily fold and stuff into your backpack, pocket, or stuff sack. On your next outdoor adventure remember to pack the appropriate Field Guide and enjoy the adventure!

# Youth Leadership

As youth leaders in Trail Life, you have the opportunity to shape the tone and direction of your patrol as well as your whole Troop. As a member of the Officers' Conference you will meet regularly, ideally monthly, to complete four main responsibilities:

## 4 RESPONSIBILITIES OF THE OFFICERS' CONFERENCE:

1. Review your Troop's annual plan and activities.
2. Debrief recently completed patrol or Troop activities.
3. Plan out upcoming Navigators and Adventurers patrol meetings.
4. Create a "wish list" for the next year's Troop and patrol activities.

This planner will provide you with a monthly Officers' Conference meeting outline that will walk you through completing these four main responsibilities.

*As you meet and plan, remember that your Troop is owned and operated by your Charter Organization. You and your Troop's adult leaders must humbly submit to the guidance and direction set forth by your Charter Organization. Your Troop's Troop Ministry Liaison is the adult leader in charge of ensuring this alignment. Make sure that he is fully aware of your patrol and Troop plans.*



# the trail to freedom

Speaking of the trail to Freedom, make sure that your Navigator and Adventurer Trailmen log into their Trail Life Connect profiles and record their completed activities, service hours, and Rank/Award requirements.





Home Office Approval

Board of Review

Freedom Award Advancement Conference

- Reference Letters
- Essay
- Application

Attendance & Activity

Freedom Experiences

Worthy Life Award

FREEDOM EXPERIENCE

SERVANT LEADERSHIP PROJECT

IDEA  
APPROVAL  
IMPLEMENTATION  
SUMMARY  
FINAL APPROVAL



# JULY 2024

## OFFICERS' CONFERENCE MEETING



The July Officers' Conference should possibly include discussions on your Troop's Summer Adventure and individual Trail Badge work over the summer.

### Meeting Agenda

Meeting Location \_\_\_\_\_

Start Time \_\_\_\_\_

#### Opening

(Note who is leading each part.)

- Prayer \_\_\_\_\_
- Pledge of Allegiance & Trailman's Oath \_\_\_\_\_
- Devotion \_\_\_\_\_

#### Peaks & Valleys

(Discuss and record what went well and what could be improved from previous meetings and activities.)

- Peaks \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Valleys \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### 30/60/90 Plan

(Review all meetings and activities coming up in the next 30, 60, and 90 days.)

##### • The next 30 days

(Record specific responsibilities and who is completing them for the next month's meetings, activities, and/or skills training.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

##### • The next 60 days

(Identify and record the main objective(s) and who will lead each activity and meeting within the next 60 days.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

##### • The next 90 days

(Determine and record the main objective(s) for the activities and meetings within the next 90 days.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

##### • Additional Topics

(Note any other business discussed by the Officers' Conference.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Closing

(Note who is leading.)

- Prayer \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Summer is a great time to find service opportunities for yourself and fellow Trailmen.



# AUGUST 2024

## OFFICERS' CONFERENCE MEETING

The August Officers' Conference should possibly include discussions on your Troop's Join the Trail! preparations and fundraiser.

### Meeting Agenda

Meeting Location \_\_\_\_\_

Start Time \_\_\_\_\_

#### Opening

(Note who is leading each part.)

- Prayer \_\_\_\_\_
- Pledge of Allegiance  
& Trailman's Oath \_\_\_\_\_
- Devotion \_\_\_\_\_

#### Peaks & Valleys

(Discuss and record what went well and what could be improved from previous meetings and activities.)

- Peaks \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Valleys \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### 30/60/90 Plan

(Review all meetings and activities coming up in the next 30, 60, and 90 days.)

##### • The next 30 days

(Record specific responsibilities and who is completing them for the next month's meetings, activities, and/or skills training.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

##### • The next 60 days

(Identify and record the main objective(s) and who will lead each activity and meeting within the next 60 days.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

##### • The next 90 days

(Determine and record the main objective(s) for the activities and meetings within the next 90 days.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

##### • Additional Topics

(Note any other business discussed by the Officers' Conference.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Closing

(Note who is leading.)

- Prayer \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Make sure to review the Activities Risk Reference Guide for all planned Troop or patrol activities.**

# SEPTEMBER 2024

## OFFICERS' CONFERENCE MEETING



The September Officers' Conference should possibly include discussions on your Troop's Join the Trail! plans and/or any Fall campout.

### Meeting Agenda

Meeting Location \_\_\_\_\_

Start Time \_\_\_\_\_

#### Opening

(Note who is leading each part.)

- Prayer \_\_\_\_\_
- Pledge of Allegiance  
& Trailman's Oath \_\_\_\_\_
- Devotion \_\_\_\_\_

#### Peaks & Valleys

(Discuss and record what went well and what could be improved from previous meetings and activities.)

- Peaks \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Valleys \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### 30/60/90 Plan

(Review all meetings and activities coming up in the next 30, 60, and 90 days.)

##### • The next 30 days

(Record specific responsibilities and who is completing them for the next month's meetings, activities, and/or skills training.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

##### • The next 60 days

(Identify and record the main objective(s) and who will lead each activity and meeting within the next 60 days.)

\_\_\_\_\_  
\_\_\_\_\_  
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##### • The next 90 days

(Determine and record the main objective(s) for the activities and meetings within the next 90 days.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

##### • Additional Topics

(Note any other business discussed by the Officers' Conference.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Closing

(Note who is leading.)

- Prayer \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Go camping this month! The weather is amazing this time of year.





# OCTOBER 2024

## OFFICERS' CONFERENCE MEETING

The October Officers' Conference should possibly include discussions on your Troop's Operation Christmas Child shoe-box collection plans.

### Meeting Agenda

Meeting Location \_\_\_\_\_

Start Time \_\_\_\_\_

#### Opening

(Note who is leading each part.)

- Prayer \_\_\_\_\_
- Pledge of Allegiance  
& Trailman's Oath \_\_\_\_\_
- Devotion \_\_\_\_\_

#### Peaks & Valleys

(Discuss and record what went well and what could be improved from previous meetings and activities.)

- Peaks \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Valleys \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### 30/60/90 Plan

(Review all meetings and activities coming up in the next 30, 60, and 90 days.)

##### • The next 30 days

(Record specific responsibilities and who is completing them for the next month's meetings, activities, and/or skills training.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

##### • The next 60 days

(Identify and record the main objective(s) and who will lead each activity and meeting within the next 60 days.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

##### • The next 90 days

(Determine and record the main objective(s) for the activities and meetings within the next 90 days.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

##### • Additional Topics

(Note any other business discussed by the Officers' Conference.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Closing

(Note who is leading.)

- Prayer \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Remember to record your Swimming Competency Test results in Trail Life Connect.

# NOVEMBER 2024

## OFFICERS' CONFERENCE MEETING



The November Officers' Conference should possibly include discussions on how each patrol will incorporate the Worthy Life Award for each Trailman.

### Meeting Agenda

Meeting Location \_\_\_\_\_

Start Time \_\_\_\_\_

#### Opening

(Note who is leading each part.)

- Prayer \_\_\_\_\_
- Pledge of Allegiance  
& Trailman's Oath \_\_\_\_\_
- Devotion \_\_\_\_\_

#### Peaks & Valleys

(Discuss and record what went well and what could be improved from previous meetings and activities.)

- Peaks \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Valleys \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### 30/60/90 Plan

(Review all meetings and activities coming up in the next 30, 60, and 90 days.)

##### • The next 30 days

(Record specific responsibilities and who is completing them for the next month's meetings, activities, and/or skills training.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

##### • The next 60 days

(Identify and record the main objective(s) and who will lead each activity and meeting within the next 60 days.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

##### • The next 90 days

(Determine and record the main objective(s) for the activities and meetings within the next 90 days.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

##### • Additional Topics

(Note any other business discussed by the Officers' Conference.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Closing

(Note who is leading.)

- Prayer \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Don't forget about Trail Life's Black Friday deals on gear, uniforms, and apparel!



# DECEMBER 2024

## OFFICERS' CONFERENCE MEETING

The December Officers' Conference should possibly include discussions on winter service opportunities.

### 30/60/90 Plan

(Review all meetings and activities coming up in the next 30, 60, and 90 days.)

## Meeting Agenda

Meeting Location \_\_\_\_\_

Start Time \_\_\_\_\_

### Opening

(Note who is leading each part.)

- Prayer \_\_\_\_\_
- Pledge of Allegiance  
& Trailman's Oath \_\_\_\_\_
- Devotion \_\_\_\_\_

### Peaks & Valleys

(Discuss and record what went well and what could be improved from previous meetings and activities.)

- Peaks \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Valleys \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### • The next 30 days

(Record specific responsibilities and who is completing them for the next month's meetings, activities, and/or skills training.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### • The next 60 days

(Identify and record the main objective(s) and who will lead each activity and meeting within the next 60 days.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### • The next 90 days

(Determine and record the main objective(s) for the activities and meetings within the next 90 days.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### • Additional Topics

(Note any other business discussed by the Officers' Conference.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Remember, Emmanuel!**  
**God has come to be**  
**with us!**

### Closing

(Note who is leading.)

- Prayer \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# JANUARY 2025

## OFFICERS' CONFERENCE MEETING

The January Officers' Conference should possibly include discussions on your youth leaders completing Youth Training. Also consider how your Troop can participate in Respect Life activities during January and February.

### Meeting Agenda

Meeting Location \_\_\_\_\_

Start Time \_\_\_\_\_

#### Opening

(Note who is leading each part.)

- Prayer \_\_\_\_\_
- Pledge of Allegiance & Trailman's Oath \_\_\_\_\_
- Devotion \_\_\_\_\_

#### Peaks & Valleys

(Discuss and record what went well and what could be improved from previous meetings and activities.)

- Peaks \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Valleys \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### 30/60/90 Plan

(Review all meetings and activities coming up in the next 30, 60, and 90 days.)

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(Record specific responsibilities and who is completing them for the next month's meetings, activities, and/or skills training.)

\_\_\_\_\_  
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\_\_\_\_\_

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(Identify and record the main objective(s) and who will lead each activity and meeting within the next 60 days.)

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\_\_\_\_\_  
\_\_\_\_\_

##### • The next 90 days

(Determine and record the main objective(s) for the activities and meetings within the next 90 days.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

##### • Additional Topics


(Note any other business discussed by the Officers' Conference.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Closing

(Note who is leading.)

- Prayer \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Check your Trail Life Connect advancement record for accuracy.**



# OFFICERS' CONFERENCE MEETING

The February Officers' Conference should possibly include discussions on your Troop's upcoming Spring Break activities.

## Meeting Agenda

Meeting Location \_\_\_\_\_

Start Time \_\_\_\_\_

### Opening

(Note who is leading each part.)

- Prayer \_\_\_\_\_
- Pledge of Allegiance & Trailman's Oath \_\_\_\_\_
- Devotion \_\_\_\_\_

### Peaks & Valleys

(Discuss and record what went well and what could be improved from previous meetings and activities.)

- Peaks \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Valleys \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 30/60/90 Plan

(Review all meetings and activities coming up in the next 30, 60, and 90 days.)

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(Record specific responsibilities and who is completing them for the next month's meetings, activities, and/or skills training.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### • The next 60 days

(Identify and record the main objective(s) and who will lead each activity and meeting within the next 60 days.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### • The next 90 days

(Determine and record the main objective(s) for the activities and meetings within the next 90 days.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### • Additional Topics

(Note any other business discussed by the Officers' Conference.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Closing

(Note who is leading.)

- Prayer \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Spring is around the corner! Get ready for warmer weather with the latest Trail Life T-shirt.**



# MARCH 2025

## OFFICERS' CONFERENCE MEETING

The March Officers' Conference should possibly include discussions on ensuring that all Trailmen complete all outstanding Trail Badge, Rank, and/or Award requirements.

### Meeting Agenda

Meeting Location \_\_\_\_\_

Start Time \_\_\_\_\_

#### Opening

(Note who is leading each part.)

- Prayer \_\_\_\_\_
- Pledge of Allegiance & Trailman's Oath \_\_\_\_\_
- Devotion \_\_\_\_\_

#### Peaks & Valleys

(Discuss and record what went well and what could be improved from previous meetings and activities.)

- Peaks \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Valleys \_\_\_\_\_  
\_\_\_\_\_  
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#### 30/60/90 Plan

(Review all meetings and activities coming up in the next 30, 60, and 90 days.)

- **The next 30 days**  
(Record specific responsibilities and who is completing them for the next month's meetings, activities, and/or skills training.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- **The next 60 days**  
(Identify and record the main objective(s) and who will lead each activity and meeting within the next 60 days.)  
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\_\_\_\_\_  
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- **The next 90 days**  
(Determine and record the main objective(s) for the activities and meetings within the next 90 days.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- **Additional Topics**  
(Note any other business discussed by the Officers' Conference.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Closing

(Note who is leading.)

- Prayer \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Remember to update your Trail Life Connect profile information.**



# APRIL 2025

## OFFICERS' CONFERENCE MEETING

The April Officers' Conference should possibly include discussions on any upcoming Awards Ceremony or Court of Honor as well as discussions on Troop or patrol activities for next year.

### Meeting Agenda

Meeting Location \_\_\_\_\_

Start Time \_\_\_\_\_

#### Opening

(Note who is leading each part.)

- Prayer \_\_\_\_\_
- Pledge of Allegiance  
& Trailman's Oath \_\_\_\_\_
- Devotion \_\_\_\_\_

#### Peaks & Valleys

(Discuss and record what went well and what could be improved from previous meetings and activities.)

- Peaks \_\_\_\_\_  
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(Identify and record the main objective(s) and who will lead each activity and meeting within the next 60 days.)

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\_\_\_\_\_

##### • The next 90 days

(Determine and record the main objective(s) for the activities and meetings within the next 90 days.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

##### • Additional Topics

(Note any other business discussed by the Officers' Conference.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Closing

(Note who is leading.)

- Prayer \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Check with your Point Man or Regional Team Leader for any upcoming Area or Regional Summer events.**

# MAY 2025



## OFFICERS' CONFERENCE MEETING

The May Officers' Conference should possibly include discussions on your Troop's Summer Adventure and the first activities after Summer.

### Meeting Agenda

Meeting Location \_\_\_\_\_

Start Time \_\_\_\_\_

#### Opening

(Note who is leading each part.)

- Prayer \_\_\_\_\_
- Pledge of Allegiance  
& Trailman's Oath \_\_\_\_\_
- Devotion \_\_\_\_\_

#### Peaks & Valleys

(Discuss and record what went well and what could be improved from previous meetings and activities.)

- Peaks \_\_\_\_\_  
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- Valleys \_\_\_\_\_  
\_\_\_\_\_  
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(Review all meetings and activities coming up in the next 30, 60, and 90 days.)

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(Determine and record the main objective(s) for the activities and meetings within the next 90 days.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

##### • Additional Topics

(Note any other business discussed by the Officers' Conference.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Closing

(Note who is leading.)

- Prayer \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Use extra Troop funds to get thank-you gifts for your Troop leaders.**





# JUNE 2025

## O F F I C E R S ' C O N F E R E N C E M E E T I N G

The June Officers' Conference should possibly include discussions on your Troop's Summer Adventure and the first activities after Summer.

### Meeting Agenda

Meeting Location \_\_\_\_\_

Start Time \_\_\_\_\_

#### Opening

(Note who is leading each part.)

- Prayer \_\_\_\_\_
- Pledge of Allegiance  
& Trailman's Oath \_\_\_\_\_
- Devotion \_\_\_\_\_

#### Peaks & Valleys

(Discuss and record what went well and what could be improved from previous meetings and activities.)

- Peaks \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Valleys \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### 30/60/90 Plan

(Review all meetings and activities coming up in the next 30, 60, and 90 days.)

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(Record specific responsibilities and who is completing them for the next month's meetings, activities, and/or skills training.)

\_\_\_\_\_  
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##### • The next 60 days

(Identify and record the main objective(s) and who will lead each activity and meeting within the next 60 days.)

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##### • The next 90 days

(Determine and record the main objective(s) for the activities and meetings within the next 90 days.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

##### • Additional Topics

(Note any other business discussed by the Officers' Conference.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Closing

(Note who is leading.)

- Prayer \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Copy and use the Patrol Meeting Planning Sheet on the next page to plan out specific details for your regular patrol meetings.

NAVIGATORS/ADVENTURERS  
PATROL MEETING

# PLANNING SHEET



|                          | What |
|--------------------------|------|
| <b>Set-Up:</b>           |      |
| <b>Gathering:</b>        |      |
| <b>Opening/Devotion:</b> |      |
| <b>Business:</b>         |      |
| <b>Skill Activity:</b>   |      |
| <b>Game:</b>             |      |
| <b>Closing:</b>          |      |
| <b>Clean-Up:</b>         |      |

# THIS MEETING

Meeting Date: \_\_\_\_\_

Leader: \_\_\_\_\_

Patrol Name: \_\_\_\_\_

Topic: \_\_\_\_\_

**Level: (Check one)**



Navigators



Adventurers

| Time | Who | Supplies Needed |
|------|-----|-----------------|
|      |     |                 |
|      |     |                 |
|      |     |                 |
|      |     |                 |
|      |     |                 |
|      |     |                 |
|      |     |                 |
|      |     |                 |
|      |     |                 |



# Activity Wish List

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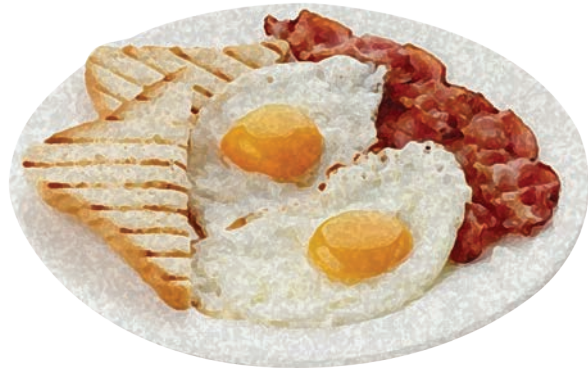
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# Activity Menu



Activity \_\_\_\_\_

## Breakfasts:

What

How many

---

---

---

## Lunches

What

How many

---

---

---

## Dinners

What

How many

---

---

---

## Snacks

What

How many

---

---

---

## Drinks

What

How many

---

---

---

# Activity Shopping List



Activity \_\_\_\_\_

Store \_\_\_\_\_

---

---

---

---

Store \_\_\_\_\_

---

---

---

---

Store \_\_\_\_\_

---

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---

---

# Activity Duty Roster



Activity \_\_\_\_\_

Patrol \_\_\_\_\_

## Responsibilities:

Cook - Prepares meals and cleans the stove

Assistant Cook - Assists cooking as needed, boils water for washing dishes, and supervises cleanup

Cleanup #1 - Washes dishes and cleans up the patrol box

Cleanup #2 - Cleans up the patrol area, disposes of trash, and refills water containers

## Day 1 Campsite/Event Set Up: All Patrol Members

### Day 2 Breakfast:

| Cook  | Assistant Cook | Cleanup #1 | Cleanup #2 |
|-------|----------------|------------|------------|
| _____ | _____          | _____      | _____      |

### Day 2 Lunch:

| Cook  | Assistant Cook | Cleanup #1 | Cleanup #2 |
|-------|----------------|------------|------------|
| _____ | _____          | _____      | _____      |

### Day 2 Dinner:

| Cook  | Assistant Cook | Cleanup #1 | Cleanup #2 |
|-------|----------------|------------|------------|
| _____ | _____          | _____      | _____      |

### Day 3 Breakfast:

| Cook  | Assistant Cook | Cleanup #1 | Cleanup #2 |
|-------|----------------|------------|------------|
| _____ | _____          | _____      | _____      |

### Day 3 Lunch:

| Cook  | Assistant Cook | Cleanup #1 | Cleanup #2 |
|-------|----------------|------------|------------|
| _____ | _____          | _____      | _____      |

## End of Event Breakdown: All Patrol Members



Use the same format for events longer than 3 days.



# Activity Equipment List



Activity \_\_\_\_\_

**Troop/patrol gear** (from Troop equipment)

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**Troop/patrol gear** (needed)

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**Personal gear** (to be provided by each Trailman)

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# My Troop Contacts AT A GLANCE



Name \_\_\_\_\_ Phone \_\_\_\_\_

Position \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Position \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Position \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Position \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Position \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Position \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Position \_\_\_\_\_ Email \_\_\_\_\_

# Levels of Support

## GOT A QUESTION? NEED HELP?

Remember, Trail Life USA is Volunteer-Driven!  
Here is a visual reminder of our volunteer support structure.\* **ASK:**



\*See the detailed Levels of Support document on Trail Life Connect for more information.

If none of the resources listed in the steps above can provide the needed help, your Regional Team Leader will connect with the Home Office and get the information back to you right away.

# The Picture Is Not Complete Until You Have All Five!



The Trail Life Planning, Budgeting, Fundraising and Recruiting Guide Series is composed of five parts that will help you plan a great program year.

- 1. The Annual Planning & Budgeting Guide for Troop Committee Members**
- 2. The Patrol Planner for Adult Leaders**
- 3. Officers' Conference Planner**
- 4. The Annual Troop Fundraising Guide**
- 5. The "Join the Trail!" Recruiting Guide**

Look for next years' Planning Guides  
in Trail Life Connect.