

Why Plan?

Annual Troop Planning plays an essential role in fulfilling the mission of Trail Life USA. This guide is designed to assist the Troop Committee in that process in a straightforward, easy way. Regardless of your role in the Troop, a well-planned program year yields numerous benefits including:



- Increased retention of current Trailmen who are having fun all year long at activities they helped determine
- Increased recruitment of new boys to the Troop, whether during the traditional "Join the Adventure!" season, or any other time of year
- Increased recruitment of leaders who can more easily acclimate to their new role
- Advanced planning gives you the greatest chance of getting reservations at the best events, and avoids your Troop being shut out of events with attendance caps.
- Fundraising goals are easily determined when you know what you want to do and you can take advantage of early registration discounts
- Time to complete basic or advanced leader training or physical conditioning for high adventure activities
- A more relaxed year, because you know exactly what needs to be planned, when to do it, and who's coordinating each activity
- Increased participation by Trailmen, resulting in more opportunities for building relationships and mentoring (aka "Ministry Minutes")
- Demonstration of respect for your church's scheduling

You will find that establishing a plan will create a more productive and exciting year of adventure for your Troop. So block off some time, get the whole Troop together, and organize your best year yet!

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Steps to Plan Your Year

Gather all stakeholders to assist in patrol planning. This may include Trail Guides, Trailmen, and parents.

STEP ONE:

Review and select Nationwide events on page 4 that your Troop determined to do in Part I, Annual Planning. Add to your Troop calendar in Trail Life Connect.

STEP TWO:

Hold an Annual Planning Officers' Conference, and with the Troop leadership, list other events on page 5 that your patrol or Troop may consider. Add events to your Troop calendar in Trail Life Connect.

STEP THREE:

Plan your program topics and activities for each month (See pages 6-7) to cover desired achievements for the year. Woodlands Trail Trail Guides and the Ranger should plan the Woodlands Trail program topics, and the Officers' Conference should plan the Navigators and Adventurers program topics.

STEP FOUR:

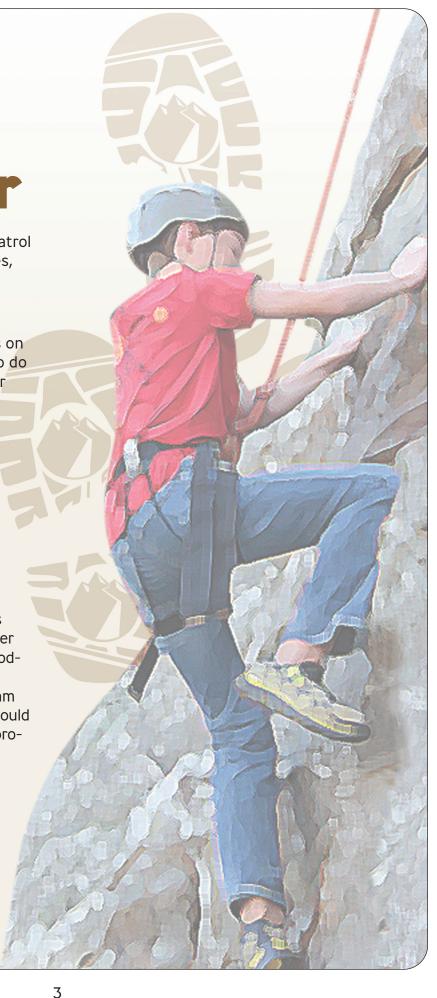
Plan your next meeting:

a. Woodlands Trail

(See pages 8-9)

b. Navigators/Adventurers

(See pages IO-II)





Events

Consider these Nationwide events for your Patrol or Troop to participate in.







Ribbon Opportunity

SEPTEMBER

- ☐ Sept I4 Trail Life Sunday 🧖



KEY FOR CALENDAR PAGES

Woodlands Trail

See the Parent and Leader Guide pages 50-5I for instructions on annual program planning. All program resources are posted on Trail Life Connect. Advancement tracking is available in the Woodlands Trail Handbook, Patrol Tracking Charts, and Trail Maps, avail- AQ- Aquatics able at the Trail Life USA Store.

Woodlands Trail Branches

HER - Heritage

HOB - Hobbies

LIF - Life Skills

OUT - Outdoor Skills

SCI - Science and Technology

S&F - Sports and Fitness

VAL - Values

Navigator and Adventurer Required Trail Badges

(Codes match the Periodic Table of Ranks): See the current Navigator's and Adventurer's Handbook for full advancement requirements including leadership, service, and Worthy

Life requirements. Additional resources are + I Fitness available on Trail Life Connect. Advancement tracking is available in the handbook as well as the Patrol Tracking Charts available at the Trail Life USA Store.

CP - Camping

FR - Fire Ranger

FA – First Aid

OF - Our Flag

OC - Outdoor Cooking

RW - Ropework

TS - Trail Skills

WT - Woods Tools

Restricted to Adventurers

CZ - Citizenship

EP - Emergency Preparedness

FM - Family Man

OL - Outdoor Life

PR - Personal Resources

NOVEMBER

DECEMBER

JANUARY

FEBRUARY

APRIL

MAY

JUNE

☐ November 28 - Black Friday Sale Operation Christmas Child.....

☐ All-In Membership Inventory

☐ Respect Life.....

☐ Respect Life.....

☐ Apr 24-26 - Nationwide Campout

☐ Serve in Love

☐ Attitude of Gratitude

CY - Cycling

FT - Fitness

HK - Hiking

SW - Swimming

Camping

Be sure to schedule enough overnight outdoor opportunities to complete all outdoor learning requirements as well as the required minimum camping nights for Navigators and Adventurers. Monthly camping for Navigators and Adventurers is recommended.

Service Hours

Woodlands Trail

Recommended 5-IO hours per

year to develop a habit of serving others.

Navigators

15 hours/year = Average of 1.25 hours per month

Adventurers

20 hours/year = Average of I.67 hours per month.



List Regional, Area, Troop, Charter Organization, and Community events to consider. Include Troop meetings, leader meetings, service projects, fundraising events, camping events, local attractions, outdoor activities, heritage events, etc.

*Don't forget to note dates that might need to be avoided like school vacations or local special events.

| EVENT | DATE |
|--|------|
| Regional Trail Ready Learner Conference (TRLC) | |
| Officers' Conferences | |
| Trail Gatherings | |
| Summer Adventure | |
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| Date | Activities | Date | Activities |
| Step/Hit tl | he Trail! Activity/Trail Badge | Step/Hit th | e Trail! Activity/Trail Badge |
| Al Date | JGUST 2025 Activities | NOV Date | /EMBER 2025 Activities |
| Step/Hit tl | he Trail! Activity/Trail Badge | Step/Hit th | ne Trail! Activity/Trail Badge |
| SEP' | TEMBER 2025 Activities | DEC | EMBER 2025 Activities |
| Step/Hit tl | he Trail! Activity/Trail Badge | Step/Hit th | ne Trail! Activity/Trail Badge |

| JAI | NUARY 2026 | | MAY 2026 |
|--------------------|-------------------------------|---|-----------------------------------|
| Date | Activities | Date | Activities |
| Step/Hit th | e Trail! Activity/Trail Badge | Step/Hi | t the Trail! Activity/Trail Badge |
| FEB | RUARY 2026 | | JUNE 2026 |
| Date | Activities | Date | Activities |
| Step/Hit th | e Trail! Activity/Trail Badge | Step/Hi | t the Trail! Activity/Trail Badge |
| M , Date | ARCH 2026 Activities | | |
| Step/Hit th | e Trail! Activity/Trail Badge | | |
| A Date | PRIL 2026 Activities | Don forg | TORTHY LIES |
| Step/Hit th | e Trail! Activity/Trail Badge | Don't forg plan dedic time to we the Worth Award wit your Trailr | get to cated ork on my Life th |



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| Set-Up: | |
| Fun: Physical activity time, preferably outside. (Allow 20 min.) | |
| Focus: Dial in on the topic of the meeting. Prayer. (Allow 5 min.) | |
| Fingers: Hands on activity related to the meeting Focus. (Allow 20 min.) | |
| Faith: Linking Biblical truths with the Focus of the meeting. Closing prayer. (Allow 5 min.) | |
| Family: How the family can incorporate the activity at home. (Allow 5 min.) | |
| Forest Badge: How they advance, marking handbooks or lanyard cards. (Allow 5 min.) | |
| Clean-Up: | |

| Time | Who | Supplies Needed |
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| Set-Up: | |
| Gathering: | |
| Opening/Devotion: | |
| Business: | |
| Skill Activity: | |
| Game: | |
| Closing: | |
| Clean-Up: | |

THIS MEETING

| Meeting Date: | Level: (Check one) |
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| Leader: | □ Navigators |
| Patrol Name: | |
| Topic: | ☐ Adventurers |
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| Time | Who | Supplies Needed |
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JULY 2025



PATROL PLANNER FOR ADULT LEADERS

Woodlands Trail Checklist

WOODLANDS TRAIL



Consider which badges you will work on this month:

- HER HOB LIF OUT SCI
- S&F VAL

Navigators/Adventurers Checklist

NAVIGATORS/ ADVENTURERS



Consider which badges you will work on this month:

CORE SKILLS BADGES

- AQ CP FR FA OF
- OC RW TS WT

TRUE FREEDOM BADGES

- CZ EP FM OL PR + I Fitness
- CY FT HK SW

Camping/Svc. Hours*

Camping Nights - this month _____

Camping Nights - year to date _____

Service Hours - this month _____

Service Hours - year to date



Plan your Patrol's Annual Safety Meeting.

THIS MONTH:

- 2025 Join the Adventure!
- Set your JTA Joining Experience strategy
- Hold Planning and Promotion Meeting for everyone in the Troop!
- Hold Annual "Dream" Session
- · Consider best fundraising vendors and strategies

(see Part 4 Fundraising Guide)

Program Tip:

Handbook

A great recruiting and retention tool is to give each boy a handbook as they Join the Adventure. Think about budgeting this into your Troop's funds.





AUGUST 2025

PATROL PLANNER FOR ADULT LEADERS

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WOODLANDS TRAIL



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NAVIGATORS/ ADVENTURERS



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- CZ EP FM OL PR + I Fitness
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Camping/Svc. Hours*

Camping Nights - this month ______
Camping Nights - year to date _____
Service Hours - this month

Service Hours - year to date



Leaders should periodically review the current Health and Safety Guide on Trail Life Connect.

THIS MONTH:

| 0 | Finalize | all | Join the | Adventure!! | promotion plans |
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- Finalize Fundraising Plan
- · Attend your Area's Annual "Program Kickoff" event for

all Troop Leaders

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Program Tip:

Tracking Aids

Displaying advancement progress visually defines a goal and encourages boys to work hard. Consider adding Patrol Advancement Charts to your meeting space.



SEPTEMBER



PATROL PLANNER LEAD

Woodlands Trail Checklist

WOODLANDS



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Navigators/Adventurers Checklist

NAVIGATORS/ **ADVENTURERS**



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TRUE FREEDOM BADGES

- CZ EP FM OL PR + I Fitness
- CY FT HK SW

Camping/Svc. Hours*

Camping Nights - this month

Camping Nights - year to date _____

Service Hours - this month _

Service Hours - year to date



Review the emergency procedures for your meeting location with your patrol.

THIS MONTH:

Join the Adventure! event & activities



See Join the Adventure resources in Trail Life Connect documents section.

Just search keyword "JTA" Additional free resources can be found at

https://www.traillifeconnect.com/page/jta



Plan OCC Shoebox Drive or Packing Party and order supplies.



- Fundraising: Send Tips, Rewards, and Reminders every week!
- · Hold Fundraising Kick-Off as soon as new members have joined (early September)

Program Tip:

Long Sleeve/ Outerwear

Think about getting our Long Sleeve Program shirts for your Trailmen to keep warm this Fall on your campouts.





PLANNER F O R PATROL ADULT LEADERS

Woodlands Trail Checklist

WOODLANDS



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Navigators/Adventurers Checklist

NAVIGATORS/ **ADVENTURERS**



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Camping/Svc. Hours*

Camping Nights - this month _____

Camping Nights - year to date

Service Hours - this month

Service Hours - year to date

Safety Tip

Review site selection safety at each outdoor adventure.

🏥 THIS MONTH:

• Join the Adventure! 2nd Chance Signups - it's not too late

to get new Trailmen registered. JTA



• Have all new parents and leaders take the essential Treks

in Basecamp.

Promote OCC Shoebox Drive or Packing Party.



• Multi-Troop Camping event (usually hosted by the Area

Team). Get your Woodlands Trailmen camping!

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Program Tip:

Bible

See an increase in the number of boys with a Bible in hand at your meeting by providing a Trailman's Bible for each of them.



NOVEMBER 2025



PATROL PLANNER F O R ADULT LEADERS

Woodlands Trail Checklist

WOODLANDS



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Navigators/Adventurers Checklist

NAVIGATORS/ ADVENTURERS



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- OC RW TS WT

TRUE FREEDOM BADGES

- CZ EP FM OL PR + I Fitness
- CY FT HK SW

Camping/Svc. Hours*

Camping Nights - this month _____

Camping Nights - year to date _____

Service Hours - this month

Service Hours - year to date ____



Review the I-2-3 Youth Protection Essentials in Trail Life Connect Resources.

THIS MONTH:

- · Black Friday Trail Life USA Sale
- Operation Christmas Child Shoebox Packing Party! OCC's

nationwide collection week is the 3rd week in November, so

host yours in <u>EARLY</u> November!



| Program Uniforms | Tip: |
|----------------------------|-------|
| Take advantage of the | Fy. D |
| Black Friday Sale to equip | |
| your Trailmen with their | |
| uniforms | |



DECEMBER 2025

PATROL PLANNER FOR ADULT LEADERS

Woodlands Trail Checklist

WOODLANDS TRAIL



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Navigators/Adventurers Checklist

NAVIGATORS/ ADVENTURERS



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TRUE FREEDOM BADGES

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Camping/Svc. Hours*

Camping Nights - this month ______
Camping Nights - year to date _____
Service Hours - this month _____

Service Hours - year to date



Review Incident Report filing requirements.

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Program Tip:Gifts

Gifts

Recognize those leaders and parents who have helped your patrol or Troop this Fall with a hat or other gift item from the Trail Life USA store.



JANUARY 2026



PATROL PLANNER FOR ADULT LEADERS

Woodlands Trail Checklist

WOODLANDS TRAIL



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Navigators/Adventurers Checklist

NAVIGATORS/ ADVENTURERS



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Camping/Svc. Hours*

Camping Nights - this month _____

Camping Nights - year to date _____

Service Hours - this month

Service Hours - year to date



Registered Adults are required to wear their official, current Member ID card.

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- Attitude of Gratitude
- Respect Life Begins



Program Tip:
Lanyards

Now that your Troop has completed your "All-In" membership inventory, be sure to have enough lanyards on hand for Member ID's or Tracking Cards for youth and adults.





FEBRUARY

PLANNER F O R ADULT LEADERS

Woodlands Trail Checklist

WOODLANDS



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Navigators/Adventurers Checklist

NAVIGATORS/ **ADVENTURERS**



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- OC RW TS WT

TRUE FREEDOM BADGES

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- CY FT HK SW

Camping/Svc. Hours*

Camping Nights - this month _____

Camping Nights - year to date _____

Service Hours - this month

Service Hours - year to date

Safety Tip

Review water safety requirements before every activity near water. Swim Test certification is required for all water activities.

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· Respect Life

Visit a Nursing Home, Crisis Pregnancy Center, or help

those with Special Needs.

A Trailman Values Life!



- · Emphasize "Bring-a-Buddy" each week. Provide Prizes!
- Keep a lookout for the 2026-2027 Planning Guides in

Trail Life Connect.

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Program Tip:

Booth in a Box

Prepare for spring recruiting opportunities at local conventions or events as well as Join The Adventure! next Fall with a Booth in a Box.



MARCH 2026



PATROL PLANNER FOR ADULT LEADERS

Woodlands Trail Checklist

WOODLANDS TRAIL



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Navigators/Adventurers Checklist

NAVIGATORS/ ADVENTURERS



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- OC RW TS WT

TRUE FREEDOM BADGES

- CZ EP FM OL PR + I Fitness
- CY FT HK SW

Camping/Svc. Hours*

Camping Nights - this month _____

Camping Nights - year to date _____

Service Hours - this month

Service Hours - year to date ____

Health & Safety Tip

Review required youth/leader ratios and recruit Registered Adults to fill the gap as needed.

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| ٠ | · Area Camporee (multi-Troop event); colder states |
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| Ī | may wait until April check your Area Events in |
| | Trail Life Connect |

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Program Tip:Shoulders Loops

Secure new shoulder loops for youth or adult Trailmen advancing to a new program level or moving to a new leadership position.





APRIL 2026

PATROL PLANNER FOR ADULT LEADERS

Woodlands Trail Checklist

WOODLANDS TRAIL



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Navigators/Adventurers Checklist

NAVIGATORS/ ADVENTURERS



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Camping/Svc. Hours*

Camping Nights - this month _____

Camping Nights - year to date _____

Service Hours - this month

Service Hours - year to date ___

Health & Safety Tip

Required Health and Medical forms and High Adventure Medical Exam Forms must be current for all participants attending Summer Adventures.

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Multi-Troop Activity (such as an Area Campout)

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The preprinted Woodlands
Trail Activity Plans are great,
but make sure you also take
advantage of the Step Helps
Documents. They contain
many suggestions to help you
customize your Activity.

MAY



PATROL PLANNER F O R ADULT

Woodlands Trail Checklist

WOODLANDS



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Navigators/Adventurers Checklist

NAVIGATORS/ ADVENTURERS



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Camping/Svc. Hours*

Camping Nights - this month _____

Camping Nights - year to date

Service Hours - this month _____

Service Hours - year to date

Health & Safety Tip

Revise and renew First Aid & CPR certifications, if necessary, before embarking on your Summer Adventure or other activities.

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- National Day of Prayer
- Review 2026 Join the Adventure! materials on the Trail Life

Connect "Trail Life Resources" menu "JTA Recruiting

Materials" and at https://www.traillifeconnect.com/page/jta.

Program Tip: Nav/Adv Leaders



Ensure that all advancements are being tracked through Trail Life Connect for each Trailman. Individual requirements can be checked as they are completed by the Trailman.





JUNE 2026

PATROL PLANNER FOR ADULT LEADERS

Woodlands Trail Checklist

WOODLANDS TRAIL



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Navigators/Adventurers Checklist

NAVIGATORS/ ADVENTURERS



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TRUE FREEDOM BADGES

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- CY FT HK SW

Camping/Svc. Hours*

Camping Nights - this month ______
Camping Nights - year to date _____
Service Hours - this month _____

Service Hours - year to date



Review Activity Permission Checklist on page 28 as you plan upcoming activities.

THIS MONTH:

• Finalize plans for 2026 Join the Adventure!

Activities and Events

- Hold your weeklong Summer Adventure
- Serve in Love
- Schedule, Plan & Promote your Annual

Planning "Dream" Session

• Officers' Annual Program Planning (Nav/Adv)

Program Tip:
WT Leaders

Keep track of all of your Trailmen at your outdoor activities with matching T-shirts, available at shop.traillifeusa.com





THE REST OF CALENDAR YEAR 2026

JULY 2026

AUGUST 2026

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SEPTEMBER 2026

OCTOBER 2026

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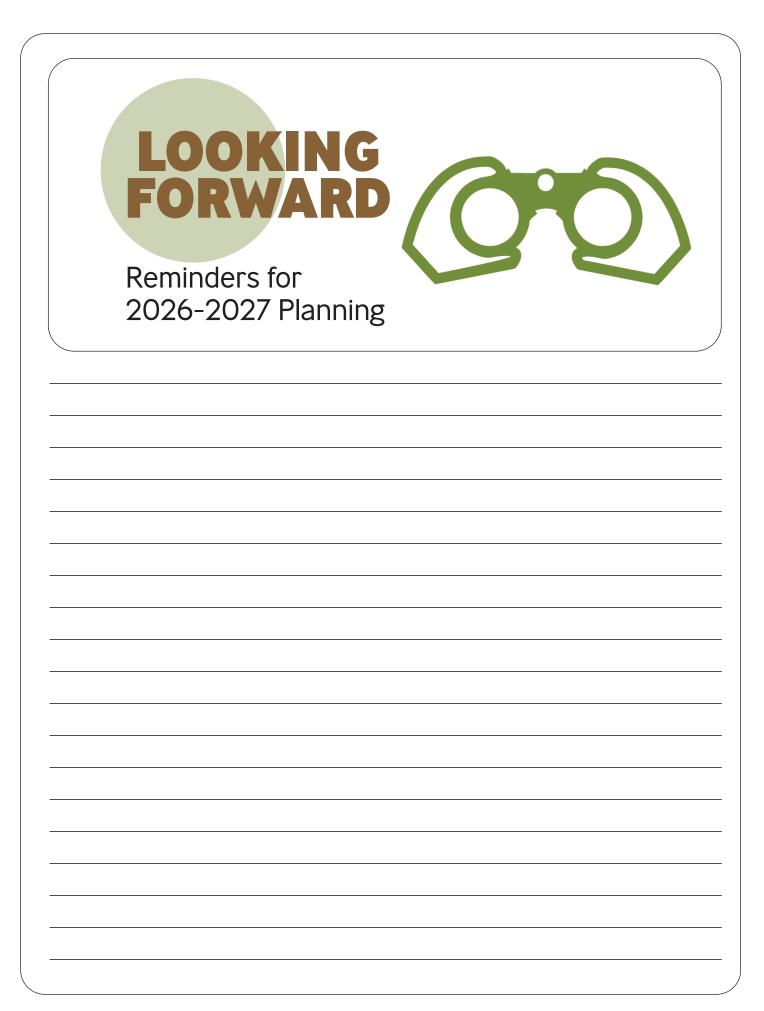
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NOVEMBER 2026

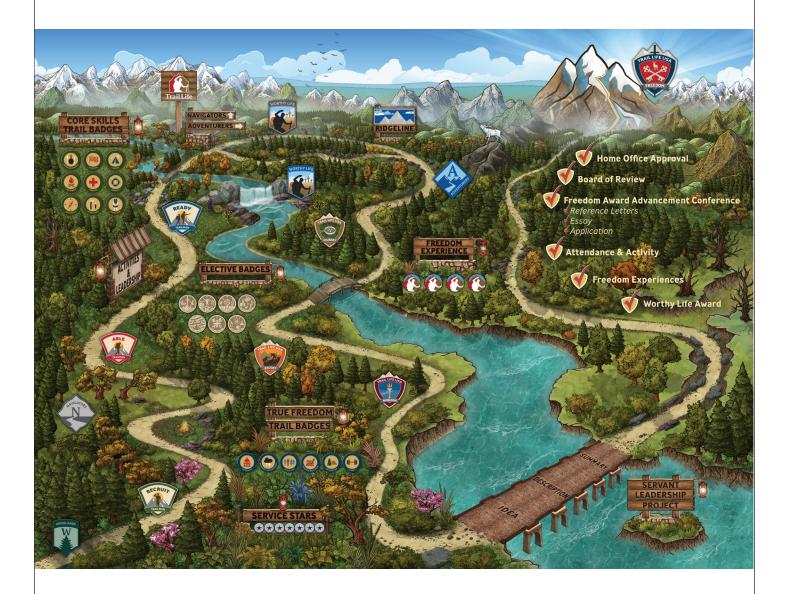
DECEMBER 2026

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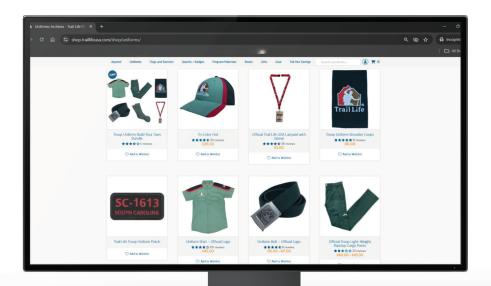
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| 6 | 7 | 8 | 9 | 10 | II | 12 |
| | | | | | | |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| | | | | | | |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| | | | | | | |
| 27 | 28 | 29 | 30 | 31 | | |



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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.



Trail Life Store

A variety of resources to enhance your program plan, recruitment, and retention are available in the Trail Life USA Store at **shop.traillifeusa.com.**





For any activity in which your Troop would want to participate, first ask these four key questions:

- Is this activity legal/lawful in my area?
- 2 Does my Charter Organization approve of this activity?
- 3 Have we secured qualified supervision?
- 4. Have we fully assessed the risks?

For further details and questions regarding particular activities, review the Health & Safety Guide and the Activities Risk Reference Guide located in Trail Life Connect.



| | 3/1/20 |
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SUGGESTION BOX:

"Volunteer-Driven" and "Shared Leadership" are among our most highly-regarded Core Values!

Look for the "Suggestion" icon throughout our Troop Resources and make sure you send us your ideas on how the resource can be improved.

The best ideas come from the field!



My Troop Contacts AT A GLANCE



| Name | | Phone | |
|----------|-------|-------|--|
| Position | Email | | |
| Name | | Phone | |
| | | | |
| Name | Phone | | |
| | | | |
| Name | | Phone | |
| Position | Email | | |
| Name | | Phone | |
| Position | Email | | |
| Name | | Phone | |
| Position | Email | | |
| Name | | Phone | |
| Position | Email | | |



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.

- I. 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 Adventure!" Recruiting Guide

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