

2024/25 Patrol Planner

for ADULT LEADERS



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 Trail!” 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!

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:

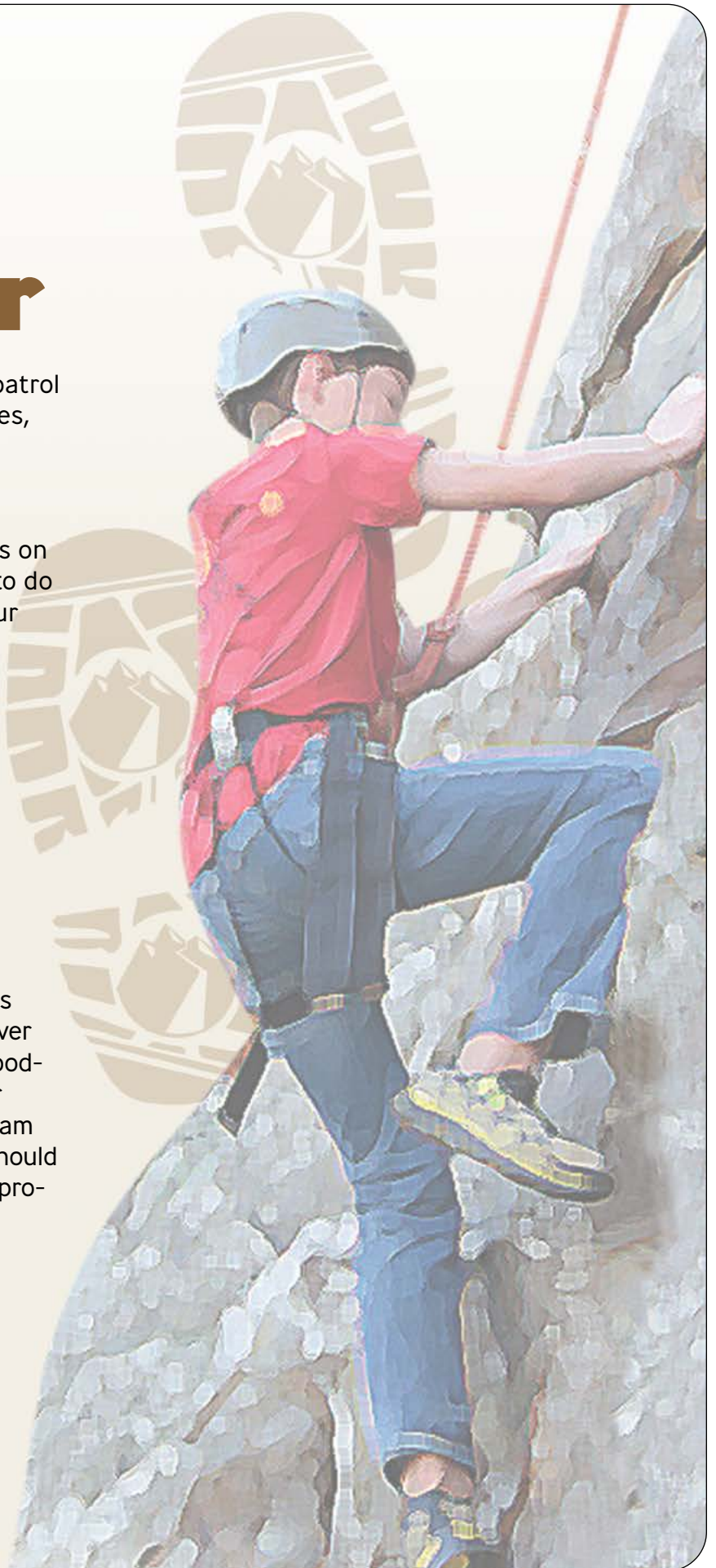
Plan your program topics and activities for each month (**See pages 6-7**) to cover desired achievements for the year. Woodlands Trail Trail Guides and the Ranger should plan the Woodlands Trail program topics, and the Officers' Conference should plan the Navigators and Adventurers program topics.

STEP FOUR:

Plan your next meeting:

- a. Woodlands Trail
(**See pages 8-9**)
- b. Navigators/Adventurers
(**See pages 10-11**)

Additional meeting planning sheets are available on the Trail Life store.



STEP ONE

Nationwide Events

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



Events



Ribbon Opportunity

SEPTEMBER

- Sept 8 - Trail Life Sunday
- Sept 25 - See You at the Pole
- Join the Trail!* Open House

NOVEMBER

- November 29 - Black Friday Sale
- Operation Christmas Child

DECEMBER

- All-In Membership Inventory

JANUARY

- Attitude of Gratitude
- Respect Life

FEBRUARY

- Respect Life

APRIL

- Apr 25-27 - Nationwide Campout

MAY

- May 1 - National Day of Prayer

JUNE

- Serve in Love

KEY FOR CALENDAR PAGES

Woodlands Trail

See the Parent and Leader Guide pages 50-51 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, Trail Maps, and Step Tracking Cards available 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 Advancement):
See the current Trailman's Handbook for full advancement requirements including leader-

ship, service, and Worthy Life requirements. Additional resources are 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.

AQ- Aquatics
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

+ I Fitness
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 5-10 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 1.67 hours per month.



**STEP
TWO**
OTHER
EVENTS

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.

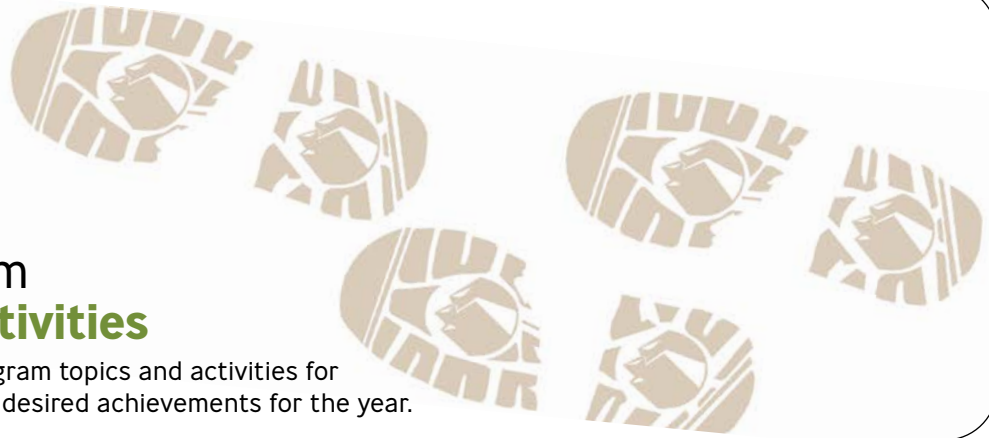
*Don't forget to note dates that might need to be avoided like school vacations or local special events.

EVENT	DATE
Regional Trail Ready Learner Conference (TRLC)	
Officers' Conferences	
Trail Gatherings	
Summer Adventure	

STEP THREE

Plan Program Topics & Activities

Write down your program topics and activities for each month to cover desired achievements for the year.



JULY 2024

Date

Activities

_____	_____
_____	_____
_____	_____

Step/Hit the Trail! Activity/Trail Badge

OCTOBER 2024

Date

Activities

_____	_____
_____	_____
_____	_____

Step/Hit the Trail! Activity/Trail Badge

AUGUST 2024

Date

Activities

_____	_____
_____	_____
_____	_____

Step/Hit the Trail! Activity/Trail Badge

NOVEMBER 2024

Date

Activities

_____	_____
_____	_____
_____	_____

Step/Hit the Trail! Activity/Trail Badge

SEPTEMBER 2024

Date

Activities

_____	_____
_____	_____
_____	_____

Step/Hit the Trail! Activity/Trail Badge

DECEMBER 2024

Date

Activities

_____	_____
_____	_____
_____	_____

Step/Hit the Trail! Activity/Trail Badge

JANUARY 2025

Date

Activities

Step/Hit the Trail! Activity/Trail Badge

FEBRUARY 2025

Date

Activities

Step/Hit the Trail! Activity/Trail Badge

MARCH 2025

Date

Activities

Step/Hit the Trail! Activity/Trail Badge

APRIL 2025

Date

Activities

Step/Hit the Trail! Activity/Trail Badge

MAY 2025

Date

Activities

Step/Hit the Trail! Activity/Trail Badge

JUNE 2025

Date

Activities

Step/Hit the Trail! Activity/Trail Badge



Don't forget!

Don't forget to plan dedicated time to work on the Worthy Life Award with your Trailmen!





**PLAN YOUR
NEXT MEETING**

WOODLANDS PATROL **MEETING PLAN**



The 6 F's	What
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:	

THIS MEETING

Troop: _____

Core/Elective/HTT: _____

Step Topic: _____

Date: _____

Leader: _____

Level: (Check one)



Fox



Hawk



Mtn Lion

Time	Who	Supplies Needed

STEP FOUR

PLAN YOUR NEXT MEETING

NAVIGATORS/ ADVENTURERS PATROL MEETING PLAN



	What
Set-Up:	
Gathering:	
Opening/Devotion:	
Business:	
Skill Activity:	
Game:	
Closing:	
Clean-Up:	

THIS MEETING

Meeting Date: _____

Leader: _____

Patrol Name: _____

Topic: _____

Level: (Check one)



Navigators



Adventurers

Time	Who	Supplies Needed

JULY 2024



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:

NAVIGATORS BADGES

- AQ • CP • FR • FA • OF
- OC • RW • TS • WT

ADVENTURERS 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

Plan your Patrol's Annual Safety Meeting.



THIS MONTH:

- 2024 Join the Trail! 

- Set Your Open House 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 Trail. Think about budgeting this into your Troop's funds.





AUGUST 2024

PATROL PLANNER FOR ADULT LEADERS

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



THIS MONTH:

- Finalize all Join the Trail! promotion plans 
- Finalize Fundraising Plan
- Attend your Area's Annual "Program Kickoff" event for
all Troop Leaders



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 2024



PATROL PLANNER FOR ADULT LEADERS

Woodlands Trail Checklist

WOODLANDS TRAIL



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Navigators/Adventurers Checklist

NAVIGATORS/ ADVENTURERS



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ADVENTURERS 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 _____




Health & Safety Tip


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



THIS MONTH:

- Join the Trail! Open House 

See Join the Trail! resources in Trail Life Connect documents section. Just search keyword "JTT." Additional free resources can be found at trailifeusa.com/join-the-trail 

- 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.





OCTOBER 2024

PATROL PLANNER FOR ADULT LEADERS

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WOODLANDS TRAIL



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Navigators/Adventurers Checklist

NAVIGATORS/ ADVENTURERS



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ADVENTURERS 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 _____

Health & Safety Tip

Review site selection safety at each outdoor adventure.



THIS MONTH:

• Join the Trail! 2nd Chance Signups - it's not too late to get new Trailmen registered. 

• Have all new parents complete Peak 1 training, and ALL leaders take Peak 2.

• Promote OCC Shoebox Drive or Packing Party. 

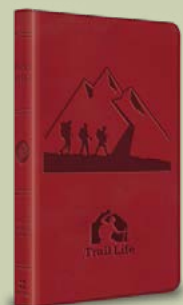
• Multi-Troop Camping event (usually hosted by the Area Team). Get your Woodlands Trailmen camping!



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 2024



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

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 EARLY November!



Program Tip: Uniforms

Take advantage of the Black Friday Sale to equip your Trailmen with their uniforms.





DECEMBER 2024

PATROL PLANNER FOR ADULT LEADERS

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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 _____



Review Incident Report filing requirements.



THIS MONTH:

- All-In Membership Inventory



Program Tip:

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 2025



PATROL PLANNER FOR ADULT LEADERS

Woodlands Trail Checklist

WOODLANDS TRAIL



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Navigators/Adventurers Checklist

NAVIGATORS/ ADVENTURERS



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ADVENTURERS 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 _____

Health & Safety Tip

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



THIS MONTH:

• 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 2025

PATROL PLANNER FOR ADULT LEADERS

Woodlands Trail Checklist

WOODLANDS TRAIL



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Navigators/Adventurers Checklist

NAVIGATORS/ADVENTURERS



Consider which badges you will work on this month:

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ADVENTURERS 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 _____

Health & Safety Tip

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



THIS MONTH:

- 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 2025-2026 Planning Guides in Trail Life Connect.



Program Tip:

Booth in a Box

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



MARCH 2025



PATROL PLANNER FOR ADULT LEADERS

Woodlands Trail Checklist

WOODLANDS TRAIL



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- S&F • VAL

Navigators/Adventurers Checklist

NAVIGATORS/ ADVENTURERS



Consider which badges you will work on this month:

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ADVENTURERS 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.



THIS MONTH:

- Area Camporee (multi-Troop event); colder states

may wait until April ... check your Area Events in

Trail Life Connect



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 2025

PATROL PLANNER FOR ADULT LEADERS

Woodlands Trail Checklist

WOODLANDS TRAIL



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Navigators/Adventurers Checklist

NAVIGATORS/ADVENTURERS



Consider which badges you will work on this month:

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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.



THIS MONTH:

- Multi-Troop Activity (such as an Area Camporee)



Program Tip:

WT Leaders

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 lesson.



MAY 2025



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

ADVENTURERS 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

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



THIS MONTH:

- National Day of Prayer

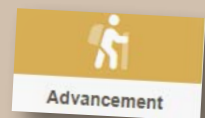
- Review 2025 Join the Trail! Materials on the Trail Life

Connect Help menu "JTT Recruiting Materials" and at trailifeusa.com/join-the-trail.



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 2025

PATROL PLANNER FOR ADULT LEADERS

Woodlands Trail Checklist

WOODLANDS TRAIL



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Navigators/Adventurers Checklist

NAVIGATORS/ADVENTURERS



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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 _____



Health & Safety Tip

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



THIS MONTH:

- Finalize plans for 2025 Join the Trail!

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 2025

JULY 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 / 31	25	26	27	28	29	30

SEPTEMBER 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

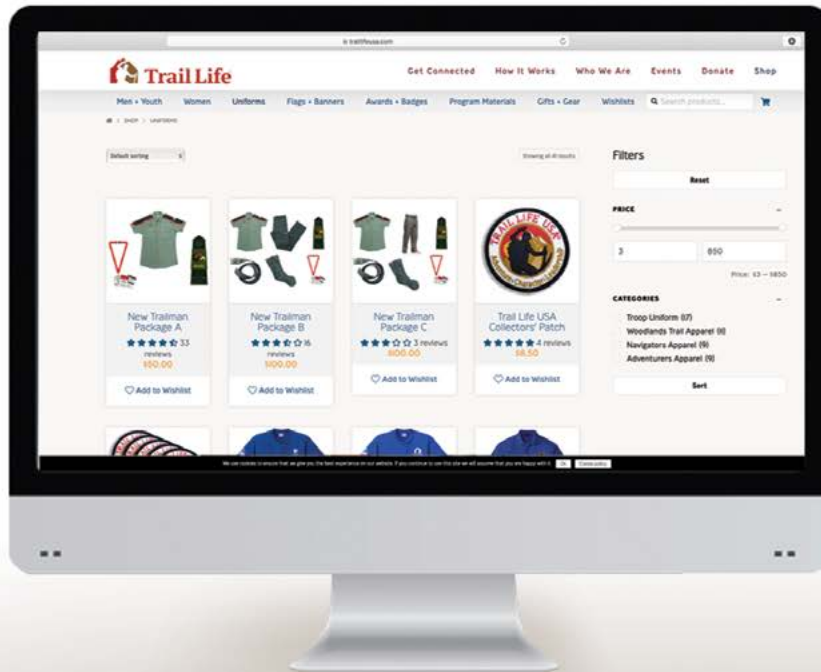
DECEMBER 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

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.



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.trailifeusa.com.





ACTIVITY PERMISSION **CHECKLIST**



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

- 1.** 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.

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 _____

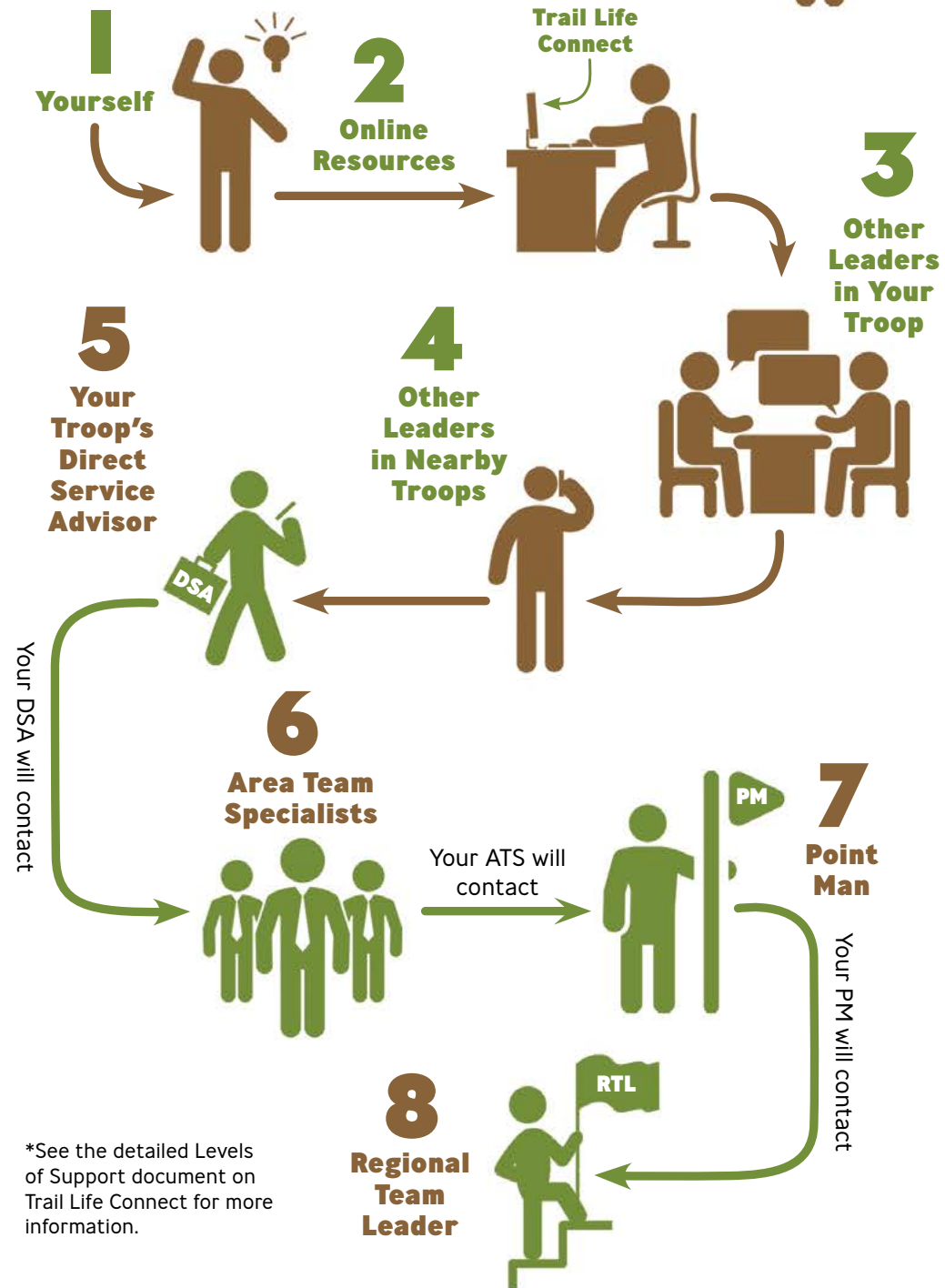
Name _____ Phone _____

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.