

How to use this Planner

- 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-I7) 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. 20-2l) 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!

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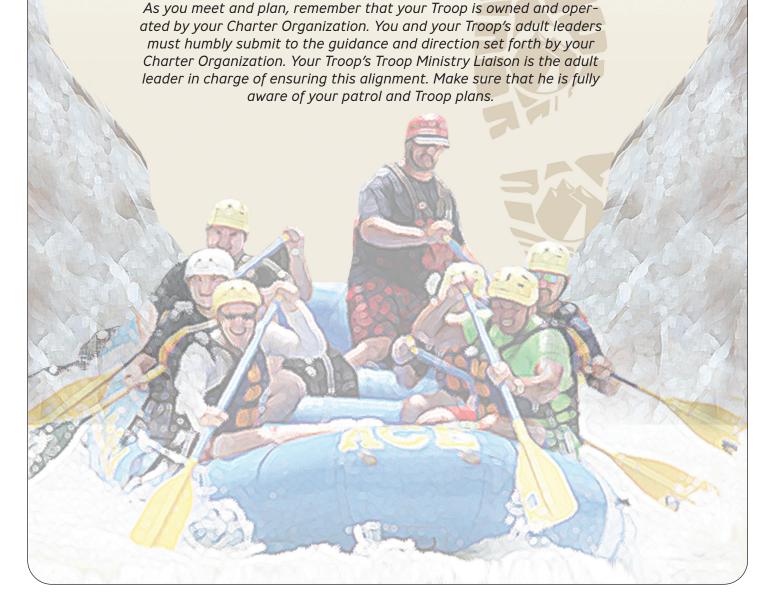
Youth Leadership

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:

- I. 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.



the trail to

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.







(Review all meetings and activities coming up in the next

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.

badge work over the summer.	30, 60, and 90 days.)
Meeting Agenda Meeting Location Start Time	• The next 30 days (Record specific responsibilities and who is completing them for the next month's meetings, activities, and/or skills training.)
Opening	
(Note who is leading each part.)	
• Prayer	 The next 60 days (Identify and record the main objective(s) and who will
Pledge of Allegiance To the Allegiance	lead each activity and meeting within the next 60 days.)
& Trailman's Oath	·
• Devotion	
Peaks & Valleys (Discuss and record what went well and what could be improved from previous meetings and activities.) • Peaks	The next 90 days (Determine and record the main objective(s) for the activities and meetings within the next 90 days.)
• Valleys	Additional Topics (Note any other business discussed by the Officers' Conference.)
Summer is a great time to find service opportunities for yourself and fellow Trailmen.	Closing (Note who is leading.) • Prayer

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

discussions on your Troop's Join the Trail! preparations and fundraiser.	(Review all meetings and activities coming up in the next 30, 60, and 90 days.)
Meeting Agenda Meeting Location Start Time	• The next 30 days (Record specific responsibilities and who is completing them for the next month's meetings, activities, and/or skills training.)
Opening (Note who is leading each part.) • Prayer • Pledge of Allegiance & Trailman's Oath • Devotion	The next 60 days (Identify and record the main objective(s) and who will lead each activity and meeting within the next 60 days.)
Peaks & Valleys (Discuss and record what went well and what could be improved from previous meetings and activities.) • Peaks	The next 90 days (Determine and record the main objective(s) for the activities and meetings within the next 90 days.)
• Valleys	Additional Topics (Note any other business discussed by the Officers' Conference.)
Make sure to review the Activities Risk Reference Guide for all planned Troop or patrol activities.	Closing (Note who is leading.) • Prayer



30, 60, and 90 days.)

(Review all meetings and activities coming up in the next

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	• The next 30 days (Record specific responsibilities and who is completing them for the next month's meetings, activities, and/or skills training.)
Opening (Note who is leading each part.) • Prayer • Pledge of Allegiance & Trailman's Oath • Devotion	The next 60 days (Identify and record the main objective(s) and who will lead each activity and meeting within the next 60 days.)
Peaks & Valleys (Discuss and record what went well and what could be improved from previous meetings and activities.) • Peaks	The next 90 days (Determine and record the main objective(s) for the activities and meetings within the next 90 days.)
• Valleys	Additional Topics (Note any other business discussed by the Officers' Conference.)
Go camping this month! The weather is amazing this time of year.	Closing (Note who is leading.) • Prayer



The October Officers' Conference should possibly include 30/60/90 Plan

discussions on your Troop's Operation Christmas Child shoebox collection plans.	(Review all meetings and activities coming up in the next 30, 60, and 90 days.)
Meeting Agenda	• The next 30 days (Record specific responsibilities and who is completing
Meeting Location	them for the next month's meetings, activities, and/or skills training.)
Start Time	
Opening	
(Note who is leading each part.)	
• Prayer	 The next 60 days (Identify and record the main objective(s) and who will
Pledge of Allegiance	lead each activity and meeting within the next 60 days.)
& Trailman's Oath	
• Devotion	
Peaks & Valleys (Discuss and record what went well and what could be improved from previous meetings and activities.) • Peaks	• The next 90 days (Determine and record the main objective(s) for the activities and meetings within the next 90 days.)
Valleys	Additional Topics (Note any other business discussed by the Officers' Conference.)
Remember to record your	Closing (Note who is leading.)



Swimming Competency Test results in Trail Life Connect.

• Prayer _____

30, 60, and 90 days.)

(Review all meetings and activities coming up in the next

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	 The next 30 days (Record specific responsibilities and who is completing them for the next month's meetings, activities, and/or skills training.)
Opening (Note who is leading each part.) • Prayer • Pledge of Allegiance & Trailman's Oath • Devotion	The next 60 days (Identify and record the main objective(s) and who will lead each activity and meeting within the next 60 days.)
Peaks & Valleys (Discuss and record what went well and what could be improved from previous meetings and activities.) • Peaks	The next 90 days (Determine and record the main objective(s) for the activities and meetings within the next 90 days.)
• Valleys	Additional Topics (Note any other business discussed by the Officers' Conference.)
Don't forget about Trail Life's Black Friday deals on gear, uniforms, and apparel!	Closing (Note who is leading.) • Prayer



The December Officers' Conference should possibly include

discussions on winter service opportunities.	(Review all meetings and activities coming up in the next 30, 60, and 90 days.)
Meeting Agenda Meeting Location Start Time	 The next 30 days (Record specific responsibilities and who is completing them for the next month's meetings, activities, and/or skills training.)
Opening (Note who is leading each part.) • Prayer • Pledge of Allegiance	• The next 60 days (Identify and record the main objective(s) and who will lead each activity and meeting within the next 60 days.)
& Trailman's Oath • Devotion Peaks & Valleys	
(Discuss and record what went well and what could be improved from previous meetings and activities.) • Peaks	• The next 90 days (Determine and record the main objective(s) for the activities and meetings within the next 90 days.)
• Valleys	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



(Review all meetings and activities coming up in the next

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.

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

The February Officers' Conference should possibly include 30/60/90 Plan discussions on your Troop's upcoming Spring Break activities. (Review all meetings and activities coming up in the next 30, 60, and 90 days.) • The next 30 days **Meeting Agenda** (Record specific responsibilities and who is completing them for the next month's meetings, activities, and/or Meeting Location_____ skills training.) Start Time **Opening** (Note who is leading each part.) • The next 60 days • Prayer _____ (Identify and record the main objective(s) and who will Pledge of Allegiance lead each activity and meeting within the next 60 days.) & Trailman's Oath _____ **Peaks & Valleys** (Discuss and record what went well and what could be im-• The next 90 days (Determine and record the main objective(s) for the proved from previous meetings and activities.) activities and meetings within the next 90 days.) • Peaks Additional Topics (Note any other business discussed by the Officers' • Valleys _____ Conference.)



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

Closing

(Note who is leading.)

• Prayer ______



(Review all meetings and activities coming up in the next

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.

ing Trail Badge, Rank, and/or Award requirements.	30, 60, and 90 days.)
Meeting Agenda Meeting Location	 The next 30 days (Record specific responsibilities and who is completing them for the next month's meetings, activities, and/or skills training.)
Start Time	
Opening	
(Note who is leading each part.)	
Prayer Pledge of Allegiance Trailman's Oath	 The next 60 days (Identify and record the main objective(s) and who will lead each activity and meeting within the next 60 days.)
Devotion	
Peaks & Valleys (Discuss and record what went well and what could be improved from previous meetings and activities.) • Peaks	The next 90 days (Determine and record the main objective(s) for the activities and meetings within the next 90 days.)
Valleys	Additional Topics (Note any other business discussed by the Officers' Conference.)
Remember to update your Trail Life Connect profile information.	Closing (Note who is leading.) • Prayer



The April Officers' Conference should possibly include discussions on any upcoming Awards Ceremony or Court of

discussions on any upcoming Awards Ceremony or Court of Honor as well as discussions on Troop or patrol activities for	(Review all meetings and activities coming up in the next 30, 60, and 90 days.)
Meeting Agenda Meeting Location Start Time	• The next 30 days (Record specific responsibilities and who is completing them for the next month's meetings, activities, and/or skills training.)
Opening (Note who is leading each part.) • Prayer • Pledge of Allegiance & Trailman's Oath • Devotion	The next 60 days (Identify and record the main objective(s) and who will lead each activity and meeting within the next 60 days.)
Peaks & Valleys (Discuss and record what went well and what could be improved from previous meetings and activities.) • Peaks	• The next 90 days (Determine and record the main objective(s) for the activities and meetings within the next 90 days.)
• Valleys	Additional Topics (Note any other business discussed by the Officers' Conference.)
Check with your Point Man or Regional Team Leader for any upcoming Area or Regional Summer events.	Closing (Note who is leading.) • Prayer



OFFICERS' CONFERENCE MEETING

The May Officers' Conference should possibly include dis-30/60/90 Plan cussions on your Troop's Summer Adventure and the first (Review all meetings and activities coming up in the next activities after Summer. 30, 60, and 90 days.) **Meeting Agenda** • The next 30 days (Record specific responsibilities and who is completing them for the next month's meetings, activities, and/or Meeting Location_____ skills training.) Start Time_____ **Opening** (Note who is leading each part.) • The next 60 days • Prayer _____ (Identify and record the main objective(s) and who will Pledge of Allegiance lead each activity and meeting within the next 60 days.) & Trailman's Oath _____ **Peaks & Valleys** (Discuss and record what went well and what could be im-• The next 90 days proved from previous meetings and activities.) (Determine and record the main objective(s) for the activities and meetings within the next 90 days.) • Peaks Additional Topics (Note any other business discussed by the Officers' • Valleys Conference.)



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

Closing

(Note who is leading.)

• Prayer _____



OFFICERS' CONFERENCE MEETING

30/60/90 Plan

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

cussions on your Troop's Summer Adventure and the first activities after Summer.	(Review all meetings and activities coming up in the next 30, 60, and 90 days.)
Meeting Agenda Meeting Location Start Time	• The next 30 days (Record specific responsibilities and who is completing them for the next month's meetings, activities, and/or skills training.)
Opening (Note who is leading each part.) • Prayer • Pledge of Allegiance & Trailman's Oath • Devotion	The next 60 days (Identify and record the main objective(s) and who will lead each activity and meeting within the next 60 days.)
Peaks & Valleys (Discuss and record what went well and what could be improved from previous meetings and activities.) • Peaks	The next 90 days (Determine and record the main objective(s) for the activities and meetings within the next 90 days.)
• Valleys	Additional Topics (Note any other business discussed by the Officers' Conference.)
Copy and use the Patrol Meeting Planning Sheet on the next page to plan out specific details for your regular patrol meetings.	Closing (Note who is leading.) • Prayer

NAVIGATORS/ADVENTURERS PATROL MEETING

PLANNING SHEET



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

Meeting Date: ______ Level: (Check one) Leader: _____ Navigators Patrol Name: _____ Adventurers

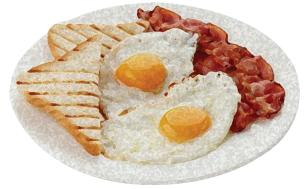
Time	Who	Supplies Needed

Topic:____

Activity Wish List

Activity Wish List

Activity Menu



Activity	
Breakfasts:	
What	How many
Lunches	
What	How many
Dinners	
What	How many
Snacks	
What	How many
Drinks	
What	How many

Activity



Store	 		
	 	 	
Store			
Stone			
Store	 		
	 	 	

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 #I - Washes dishes and cleans up the patrol box

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

Day I Campsite/Event Set Up: All Patrol Members

Day 2 Breakfast:

Cook	Assistant Cook	Cleanup #I	Cleanup #2
Day 2 Lunch: Cook	Assistant Cook	Cleanup #I	Cleanup #2
Day 2 Dinner: Cook	Assistant Cook	Cleanup #I	Cleanup #2
Day 3 Breakfast: Cook	Assistant Cook	Cleanup #I	Cleanup #2
Day 3 Lunch: Cook	Assistant Cook	Cleanup #I	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)	
Troop/patrol gear (needed)	
Personal gear (to be provided by each Trailman)	

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	



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 Trail!" Recruiting Guide

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