

# Trail Life USA

# Troop 1

Chartered through  
Evangel Presbyterian Church, PCA  
Alabaster, AL

# Policies

*And*

# Guidelines

# *Handbook*

# Trail Life USA Troop 1 Policies

**Typical Hours – Monday night meetings** will normally run from **7:00 PM to 8:30 PM**. The Troop will normally **not meet** on the Monday following each month’s outing as will be indicated on the Troop Calendar. The Trailmen in leadership positions will meet for a “Monthly Officers Conference” on the “off” Mondays each month to make plans for upcoming meetings and outings. Start times and locations will be indicated on the Troop Calendar which will be accessible online at [www.Trooptrack.com](http://www.Trooptrack.com) once a Trailman has completed his application and paid his membership fee.

**All Trailmen and their Parents** must sign this Handbook annually and return the signature page to the Troop Committee by the last Troop Meeting of each January.

## Uniforms

**All Navigator and Adventurer Trailmen will be expected to be in full Class “A” uniform at weekly Troop Meetings, Courts of Honor, Boards of Review, during travel to and from Outings, and for any Formal Trail Life USA (TLUSA) activity.** The TLUSA Class A uniform is optional for Woodlands Trail Members. **Class “B” or Class “A” Uniforms are to be worn by Woodlands Trail Members at all Troop events.**

Class “A” uniforms will consist of: a TLUSA Class “A” shirt, closed toed shoes or boots, socks, TLUSA Class “A” pants, and a belt.

Class “B” uniforms will consist of: a TLUSA Polo shirt, pants/shorts, closed toed shoes or boots, socks and a belt. All Trailmen and Adult Leaders will be responsible for purchasing a minimum of one TLUSA Polo shirt as outlined below. Class “B” uniforms are to be brought on all overnight outings, and are to be worn at gatherings or meals during the outings where the Class “A” uniform is optional.

**Polo shirts should be purchased in the color of the respective Trailman’s unit** as follows: Woodlands Trail – **Forest Green**, Navigators – **Charcoal Gray**, and Adventurers – **Royal Blue**.

**Committee Members** will be asked to purchase 1 **RED** Polo shirt to be worn at Troop Meetings to identify you as Committee Members to the Trailmen and their parents.

Class “A” and “B” uniform items for Trailmen and Adult Leaders, as well as other optional items currently available, can be ordered online at [www.TrailLifeUSAStore.com](http://www.TrailLifeUSAStore.com).

When in doubt Class “A” will be acceptable for any Trail Life activity.

**‘Experienced’ uniform items:** As an experienced Trailman outgrows his uniform, we ask that he and his parents please consider donating “gently” used uniform pieces to our Troop in order to assist other Trailmen, or new Trailmen coming into our Troop, with minimizing their expenses.

## Camping

Our Troop will normally go on one weekend activity or camping trip each month. These outings typically will consist of leaving on Friday evenings and returning on Sunday afternoons.

We will also typically plan at least 1 extended camping event each year that may last as long as 1 week.

On a less frequent basis, we may also seek to arrange high adventure outings involving traveling to more distant destinations for more challenging adventures for our Trailmen.

**For TLUSA 1-day events** parents are responsible for getting Trailmen to and from these events.

## **Monthly Officers Conferences**

(MOC's) will consist of the First and Second Officers, Quartermaster(s), and Patrol Leaders from the Adventurers Program as well as the Junior Patrol Leaders from the Navigators Program. As observers, and for oversight or guidance only, the Troopmaster, Advisor, and Trailmaster will also attend Monthly Officers Conferences. The MOC's are to be organized, lead, and carried out by the boy leaders of the Troop.

## **Donations and Fundraising**

All funds and capital, managed by the Troop Committee, belong to our Chartered Organization. All donations and monies collected during Troop-related fundraising events help us provide a quality and enjoyable program for our Trailmen and **will remain the property of the Chartered Organization**, Evangel Church.

Funds raised during Troop 1 Trail Life USA organized fundraisers will be used for Trail Life related purposes, overseen by the Troop Committee, and to reduce expenses for the members of Troop 1 that participate at an established minimum level as set by the Committee for each fundraising event. Trail Life related purposes may include, but are not limited to expense related to the following: travel & transportation for outings, campouts, summer camp, high adventure trips and camping equipment. Trail Life USA limits the number of Troop wide fundraisers to 3 per calendar year.

## **DUES**

**Woodlands Trail Trailmen** will pay regular dues of **\$10.00 per month**, January through October, for a total of 10 months (\$100.00 per year).

**Navigator/Adventurer Trailmen** will pay regular dues of **\$20.00 per month**, January through October, for a total of 10 months (\$200 per year).

Dues will begin with the Trailman's first 'full' month after joining the Troop. For example, an Adventurer Trailman that joins the Troop on March 17th, will owe total dues of \$140.00 for his first year (\$20.00/mo. for 7 months, Apr – Oct).

Trailmen are expected to have sufficient funds in their account to cover dues by the first Troop Meeting scheduled for each month, and are expected to keep their accounts current at all times.

Campout fees are not included in dues. Dues cover Troop rechartering fees, awards, supplies, some transportation costs, and troop equipment. Dues also cover annual renewals of the national registration fee (currently \$26.00/Trailman or Adult Leader). The renewal (not the initial registration fee) may be reimbursable to the Trailman or Adult Leader (at the discretion of the Troop Committee) upon their receipt for this expense being presented to the Troop Treasurer.

Trailmen and their parents should know that a portion of the annual dues collected are designated for troop transportation costs. In planning activities each year we look for outings that will be interesting, exciting, educational, and economical, in the spirit of thriftiness. However, when there is a need for additional transportation fees, those additional costs required will be conveyed to Trailmen on the travel roster and/or their parents in a timely manner.

## **Trail Life Handbooks**

Each Navigator or Adventurer Trailman is responsible for ordering 1 Trail Life Handbook which can be ordered online at [www.TrailLifeUSAStore.com](http://www.TrailLifeUSAStore.com).

For information about Trail Life USA on a national level you may visit [www.TrailLifeUSA.com](http://www.TrailLifeUSA.com).

## Health and Dental Medical Information

### Navigator and Adventurer Trailmen

All medical information must be filled out on the Health and Medical Form available online at [www.Trooptrack.com](http://www.Trooptrack.com). This form is available once the respective Trailman has completed his application and paid his membership fee. The form must be completed, then printed, and must include all necessary signatures before being turned in. This information is kept on file throughout the year, and carried by the Leader in charge on all trips and campouts each year.

A copy of the Trailman's family health insurance card will be required and a copy of the family's dental insurance card is optional, but recommended.

Once the Health and Medical Form is prepared as outlined above it must be turned in to the Troopmaster or Unit Leader in order for the Trailman to attend any outings.

Health/Dental insurance information will be shredded annually. If you would like this information retained or returned, please contact the Troopmaster, Committee Chairman, or Committee Records Chairperson to request this.

An additional Health and Medical Form that will require a physician's signature will be required for Trailmen to participate in events or activities that will last more than 72 hours (3 days). **These will be due annually by the end of May, to ensure that we have the proper documentation available on our Summer Camp outing each year. This would also be needed prior to any high adventure event.** The Troop Leader or Coordinator of the high adventure event will inform you of the date upon which the additional form would be due in order to participate in the high adventure outing.

### Health Info for Adult Leaders and Parents of Navigator or Adventurer Trailmen

Adults wishing to be registered as Adult Leaders for our Navigator and/or Adventurer Units or Parents or Adults that wish to attend an outing in participation with these Units must complete the Health and Medical Form on themselves in the same manner as outlined above for the Trailmen of these Units. As with the Trailmen, an adult's Health/Dental insurance information will be shredded annually. If an adult would like this information retained or returned, please contact the Troopmaster, Committee Chairman, or Committee Records Chairperson.

### ADULT LEADERS AND PARENTS

Adults wishing to be registered as Adult Leaders for our Troop, or Parents or Adults that will be regularly participating in Troop Meetings or Outings of our Units (other than Parents of the Fox Patrol who must attend Patrol Meetings with their son), **must** do the following:

1. Sign and date the Troop 1 Policy and Guidelines Handbook.
2. Complete the Adult Leader Application online and pay the \$26.00 registration fee. The Committee, at their discretion, may opt to reimburse Adult Leaders for expenses, following successful completion of the application process and Youth Protection Training.
3. Complete **Youth Protection Training** online (**this must be renewed every 2 years**).
4. Complete the Adult Weekend Medical Form (annually) as described previously. In the event of their participation in Summer Camp (or any outing lasting more than 3 days) an additional Medical Form will also be needed.
5. Complete the Parent Talent Survey included with the "Informational Packet" and turn it in to the Troopmaster, Committee Chairman, or any Committee Member. This form assists the Committee in identifying the strengths of our diverse backgrounds by which we can all help our Trailmen learn and mature.

## **ADULT LEADER AND PARENT/GUARDIAN INVOLVEMENT**

The success of our program is heavily reliant upon Adult Volunteers. The primary source of these Adult Volunteers is YOU, the parents/guardians of our Trailmen! **Please know that your son will get the greatest value from our program when he has at least one parent/guardian genuinely involved in the activities of our Trail Life Troop.** Therefore, we strongly encourage and pray that our parents/guardians will join us in making Trail Life successful by each being as involved as your schedule will allow.

The Troopmaster, Committee Chair, and Chartered Organization Representative of Troop 1 must be covenant members of our Chartered Organization, Evangel Presbyterian Church. All other positions in our Troop Adult Leadership are open to non-Charter Organization members as well as members of the CO. The Chartered Organization Leadership retains final authority on Troop Committee membership and/or Troop Adult Leader participation.

Parents are welcome to attend monthly outings, particularly fathers, as this is a great opportunity for mentoring and spending quality time with their son. **The Adult Weekend Health and Medical Record will be required to be on file for every Adult attending a weekend outing.** An additional Adult Health and Medical Record will be required to be on file for any Adult attending outings lasting more than 3 days.

**TLUSA Youth Protection Training** will be required for any non-Leader Adult that attends more than 2 outings in a year. Our Chartered Organization may also require a once a year fee for the expense of a background check for non-Leader Adults (including Parents/Guardians) attending any outing.

When attending outings, Parents are encouraged to join the adult leader patrol for meals. For practicality, there typically are cooking & cleaning responsibilities for each adult member.

Per Trail Life USA policy, Troop Unit Leaders (Advisor, Troopmaster, and Ranger) and direct contact Adult Leaders in our Navigators and Adventurers Units other than Trail Badge Trail Guides, must be men. Women are eligible to serve in Troop 1 as Trail Guides to our Woodlands Trail Trailmen; and as Committee Members in roles other than the Committee Chair, Chartered Organization Representative, and Chaplain.

If an adult is asked to provide transportation for 5 or more people to a monthly outing, including themselves, they may request reimbursement from the Troop by sending an email to the Troop Treasurer along with a copy of their receipt(s). Reimbursement will be at the Committee's discretion, provided that Troop finances are sufficient.

We currently have access to a 25-passenger bus, and 12-passenger van owned by our Chartered Organization. The Troop Committee is responsible for recruiting drivers for outings that will use one or both of these vehicles. If an individual wants to be a bus driver for the troop, they must have Committee and Chartered Organization approval first. If you currently hold a CDL license, please contact the Troopmaster or Committee Chair if you are willing to be a driver for one or more monthly outings during the year. The Committee will also consider reimbursing costs associated with acquiring CDL licenses. If approved by the Committee prior to being incurred, expenses will be reimbursed when receipts are submitted.

If you have first aid certification, or other emergency and/or medical training, we appreciate and encourage your participation in our monthly outings, as this is one more way we can help ensure the health and well-being of our Trailmen and adult participants. Please take the time to complete the **Parent and Family Talent Survey** attached at the end of the "Informational Packet", and contact the Troop Committee for more details on how you can help.

## Additional TROOP POLICIES

1. **Addressing Adults:** Trailmen of Troop 1 are to respect Adults and show respect to Adults by addressing them appropriately as follows: Adult men are to be addressed with “Yes Sir”, and Adult women are to be addressed with “Yes Ma’am”!
2. **No electronic devices will be allowed on outings.** This includes, but is not limited to: cameras, video recording devices, cell phones, gaming devices, radios, and MP3 devices. Cell phone numbers for Adult Leader’s attending an outing will be made available to any parent requesting that information prior to, or during, an outing. If a Trailman would like to serve as the **Outing Historian** for a specific outing, which would allow for the use of an approved camera, please contact the Advisor, Trailmaster, or Troopmaster for authorization to do so at the Monday meeting before an event, or earlier. Any electronic devices brought on a trip will be taken and stored by leadership for the duration of the event. The device will be returned once the trip home from the outing is concluded. Troop 1, nor any Troop Leader having to confiscate an electronic device as noted above, will not be responsible or liable for lost, stolen or damaged devices brought on outings or events.
3. **Two - Deep Adult Leadership:** TLUSA and Troop 1 requires that our Troop Leadership have a minimum of 2 Adult Leaders overseeing all Trailmen activities and Adult interaction with any Trailman, or group of Trailmen.
4. **All Adult Leaders must complete the Trail Life USA “Youth Protection Training” course.** This includes the Troopmaster, Assistant Troopmaster, Advisor, Trailmaster, Ranger, Committee Members, and Trail Badge Counselors. This course is available online. When any Adult Leader training is available online, that should be the venue for completion of that training. If an adult chooses an instructor-led version of online available training, they are responsible for any associated costs. If instructor-led training helps, or is required for, the troop to accomplish its safety and organizational goals, a motion can be submitted requesting the associated costs be covered, prior to the expense being incurred. The Committee will vote to decide if funds will be disbursed.
5. **Inappropriate activities:** No gambling, tobacco, drug, or alcohol use; no profanity, inappropriate or derogatory speech, or speech that is disrespectful of others; no bullying, physical violence, or a threat of violence; nor the use of illegal substances will be tolerated at any time during any Trail Life event, outing, or activity. Trailmen of Troop 1 are also expected to respect another Trailman’s decision not to participate in an activity; “No” means **NO!** Failure to adhere to these expectations will result in disciplinary action. This could include the expulsion of the offender from the Troop.
6. **Equipment Stewardship** - All Troop equipment, vehicles, and trailers are the property of our Chartered Organization. As stewards of this equipment and property we, **as a group and as individuals** showing respect for the owners of the property, are to ensure that it is properly taken care of when used by our Troop.

Therefore, on the night of a Monthly Officer’s Conference (the Monday following a Troop Outing), 1 Patrol on a rotation organized by the Troop Quartermaster will be expected to be present during the MOC meeting time of 7 – 8:30pm to check the Troop equipment, ensure that it is clean, in good working order, and that a list of any depleted supplies for chuck boxes is made & provided to the Patrol “owning” that chuck box. When possible, Patrols will “own” a chuck box and be responsible for all of its basic, and outing-specific, supplies.

**Unexcused absences** of any Trailman of the Patrol scheduled to perform this task may result in that Trailman not being eligible to attend the next outing, or other discipline as deemed appropriate by the Troopmaster.

7. **Open toed shoes** are not appropriate for most Trail Life activities, however they will be allowed while in route to, from, and during water related activities (although water shoes are typically more appropriate).
8. **To participate in campouts, high adventure trips, or special activities**, a Trailman must pay in advance for the campout or activity, or have sufficient funds available in their Trailman account to cover the expense of the campout or activity.
9. **Any Trailman serving in a leadership position may be replaced** at any time with the approval of the First Officer, Advisor and/or Trailmaster, and the Troopmaster, for non-performance of duties associated with their position.
10. **To attend a campout** a Trailman must:
  - A) attend the two meetings prior to the campout. (Exceptions to this rule will require the Trailman notify their Patrol Leader or Junior Patrol Leader, and obtain approval of the Troopmaster, in advance.)
  - B) pay any campout fees, or secure any financial assistance needed, by the Troop Meeting prior to the campout. There will be no exceptions.
11. **For a Trailman to qualify for financial assistance**, he or his parents must contact the Troopmaster or Committee Chairman, presenting the basis for the request in writing.
12. **Before starting work on any Trail Badge**, Trailmen must notify a registered Trail Badge Trail Guide. Any work done prior to notifying the Trail Guide will be considered invalid, and will be required to be completed again to satisfy the requirements of the badge.
13. **All high adventure trip funding** will be handled on a per trip basis. Deposits will be required, and in most cases, deposits will be non-refundable.
14. **Examples of events that we will consider as qualifying for Service Hours:** Woodlands Trail event volunteer (Pinewood Derby, Raingutter Regatta, Awards Ceremonies); Food Drives; Item donation collections for non-profit organizations; ministry service hours for a church such as Vacation Bible School, Mission trips, church work days, service to church members, or civic opportunities. Service hour opportunities should be pre-approved by the Community Service Chair of the Troop Committee.
15. **Campouts:** During the three weekly Troop Meetings before a campout, patrols are to confirm attendance, create meal plans, determine who is responsible for bringing food items, and check equipment. The Monday before a campout, patrol leaders are to confirm “buddy” and tent assignments. “Buddies” must stay together for the entirety of the trip!
16. **The Troopmaster, the Committee Chairman, and all 3 Unit Leaders** must attend Leader Specific Training within two years of assuming their role. Expenses for their training will be reimbursed following successful completion of the training and presentation of the receipts for the expenses to the Committee provided that the Troop’s finances are capable of reimbursing the expenses. Other Committee Members and Trail Guides are also encouraged to attend Leader Specific Training when available for Committee and Trail Guide Specific positions. Their expenses will be considered reimbursable by the Committee upon presentation of the receipts provided that prior Committee approval has been obtained, and Troop finances are sufficient. Final approval and authorization of reimbursing training expenses rests with the Committee.
17. **Adult Leader Service Terms**

The Troop Committee requests that Adult Leaders accepting a call to fill the following positions serve for a minimum of 3 years:

- Chartered Organization Representative
- Committee Chairman
- Troopmaster
- Treasurer
- Outdoor Activities Chairperson
- Advisor
- Trailmaster
- Ranger
- Advancement Chairperson

The Troop Committee requests that Adult Leaders accepting a call to fill the following positions serve for a minimum of 2 years:

- All Committee Members/Positions other than those listed above
- Trail Guides (i.e. Patrol Mentors, Trail Badge Trail Guides)

I, the undersigned Trailman of Trail Life USA Troop 1 (Chartered by Evangel Presbyterian Church of Alabaster, AL) and my parent(s), via our signatures below, indicate that we have read, fully understand, and agree to abide by, the policies and guidelines as set forth in the Trail Life USA Troop 1 Policies and Guidelines Handbook. I, the undersigned Trailman of Troop 1, also agree that if I sign up to participate in an outing, and am able to attend that outing, which involves any Trail Badge classes (including Summer Camp, Trail Badge Days, etc.) that I will attend the full duration of each event that is a part of the trail badge classes for which I am registered.

\_\_\_\_\_ Signature of Trailman of Troop 1

\_\_\_\_\_ Parent or guardian of the above signed Trailman

\_\_\_\_\_ Parent or guardian of the above signed Trailman

\_\_\_\_\_ Date signed (to be signed and dated annually)

I, the undersigned non-parent Adult Leader of Trail Life USA Troop 1 (Chartered by Evangel Presbyterian Church of Alabaster, AL), indicate that I have read, fully understand, and agree to abide by, the policies and guidelines as set forth in the Trail Life USA Troop 1 Policies and Guidelines Handbook.

\_\_\_\_\_ Signature of Non-parent Adult Leader

\_\_\_\_\_ Date signed (to be signed and dated annually)