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TRAIL LIFE TROOP 7777 BYLAWS, POLICIES & PROCEDURES



GRACE COVENANT CHURCH
CORNELIUS, NC
www.TrailLife7777.com



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Introduction

Trail Life Troop 7777 is organized as a ministry of Grace Covenant Church, Cornelius, North Carolina, and chartered pursuant to the guidelines established by Trail Life USA. Grace Covenant Church is the owner and operator of the Troop, as well as all physical and financial assets. Grace Covenant Church will select all leadership and establish its operations to develop its ministry most effectively. Trail Life USA is a Christian adventure, character, and leadership movement for our nation's young men. Our exciting program centers on outdoor experiences that build a young man's skills and allow him to grow on a personal level and as a role model and leader for his peers. This Christ-centered program is chartered by Christian churches and organizations and led by Christian adult leaders using a specifically Christian Biblical worldview as our standard. As young men progress through the various levels of the TRAIL LIFE USA program, they take part in camping, leadership development, rank advancements, awards, a trail badge program, community service, summer adventures, spiritual training, and a variety of other special offerings. As a ministry of Grace Covenant Church, we believe God is the head of our lives and our highest aim is to know Him better each day, and to help others do the same.

Trail Life USA Statement of Faith:

We believe there is One Triune God – God the Father; Jesus Christ, His one and only Son; and the Holy Spirit – Creator of the universe and eternally existent. We believe the Holy Scriptures (Old and New Testaments) to be the inspired and authoritative Word of God. We believe each person is created in His image for the purpose of communing with and worshiping God. We believe in the ministry of the Holy Spirit, Who enables us to live godly lives. We believe each of us is called to love the Lord our God with all our heart, mind, soul, and strength, and to love our neighbors as ourselves. We believe God calls us to lives of purity, service, stewardship and integrity.

Trail Life USA Statement of Values:

Purity: God calls us to lives of holiness, being pure of heart, mind, word and deed. We are to reserve sexual activity for the sanctity of marriage, a lifelong commitment before God between a man and a woman.

Service: God calls us to become responsible members of our community and the world through selfless acts that contribute to the welfare of others.

Stewardship: God calls us to use our God-given time, talents, and money wisely.

Integrity: God calls us to live moral lives that demonstrate an inward motivation to do what is biblically right regardless of the cost.

Trail Life USA Mission Statement

Vision: Our vision is to *be the premier national character development organization for young men which produces Godly and responsible husbands, fathers, and citizens.*

Mission: Our mission is simple and clear: *to guide generations of courageous young men to honor God, lead with integrity, serve others, and experience outdoor adventure.*

Motto: "Walk Worthy" Colossians 1:10 "... so that you may live a life worthy of the Lord and please him in every way: bearing fruit in every good work, growing in the knowledge of God, ..."

Oath:

On my honor, I will do my best

To serve God and my country;

To respect authority;

To be a good steward of creation;

And to treat others as I want to be treated.

1. Eligibility for Membership

- 1.1. Each person seeking membership with Trail Life Troop 7777 must complete all Troop membership paperwork, pay applicable dues and fees, and register as a member of Trail Life USA. No person will be officially registered with our Troop until they have received their Membership packet back, along with a Welcome letter from the Troopmaster or Committee Chairman, which will also include their Troop Database Login Instructions.
- 1.2. Trail Life USA Membership Standards: Membership in the program has both youth and adult elements. Youth membership in the program is open to all who meet the membership requirements, and is currently designed for biologically male children under the age of 18. The adult applicant must also be at least 18 years of age and subscribe to and abide by the statement of Christian faith and the Oath and Creed of the program. While the program is undergirded by Biblical values and unapologetically reflects a Christian worldview, there is also a clearly defined inclusion policy for youth. Accordingly,

all boys are welcome irrespective of religion, race, national origin or socio-economic status. Our goal is for parents and families of every faith to be able to place their boys in a youth program that endeavors to provide moral consistency and ethical integrity in its adult leaders. Charter partners own and operate local groups, selecting leaders and admitting members as they deem beneficial to their group and within the parameters of the national policy. The basis for the program's ethical and moral standards are found in the Bible. In terms of sexual identification and behavior, we affirm that any sexual activity outside the context of the covenant of marriage between one man and one woman is sinful before God and therefore inconsistent with the values and principles of the program. Within these limits, we grant membership to adults and youth who do not engage in or promote sexual immorality of any kind, or engage in behavior that would become a distraction to the mission of the program. We welcome boys whose parents are seeking a faith-based outdoor adventure program that places an emphasis on character development, leadership, and moral purity, and who aspire to live in accordance with the values expressed in the program's Oath and Creed.

- 1.3. Youth members must be rising K (to begin program 7/1), through Senior Year High School (end of program by 6/30). Youth member dues are \$60 per year, and collected July 1 of each year. Troop dues are pro-rated for youth who join midyear. Trail Life USA will collect a \$26 registration fee per year for each youth member, and will be paid directly to Trail Life USA on-line by the member.
- 1.4. Adult members must be 18 years of age or older. No Troop dues are collected for adult leaders. Trail Life USA will collect a \$26 registration fee per year for each adult member, and will be paid directly to Trail Life USA on-line by the member. Adult leaders must also complete the Grace Covenant Church Ministry Leadership Commitment form, complete paperwork for necessary background checks, and be approved for leadership by the Executive Committee, before they are eligible for official Troop membership.

2. Participation & Conduct Expectations

- 2.1. Youth agrees to participate in the program to the best of his ability, as well as sign and abide by the Trailman Commitment & Partnership Pledge, demonstrating behavior that is consistent with the values and mission of the ministry of Grace Covenant Church and Trail Life USA.
- 2.2. Troop rules of conduct are listed below as items DISALLOWED in the Program:
 - 2.2.1. Disruptive and destructive behavior: Throwing objects, horseplay, harassing, or teasing, refusing to stay in assigned areas, rude noises, chronic talking or interruptions, stealing, aiding or abetting the theft of another person's or entity's possessions, and no possession of any material or clothing considered obscene.
 - 2.2.2. Unsafe Actions: Putting himself or others in harm's way, improper use of fire, which includes playing with matches or fire, lighting sticks outside a fire ring, other unsafe behavior involving fire, fuel, combustible, or flammable materials, or have a fire or any burning material in or near a tent. No member will ride on the outside of any motor vehicle, including hanging or riding on bumpers, in trailers, or in the bed of a pick-up truck. No Hazing or any behavior of an older boy or boys that intentionally threatens, intimidates, or harasses a younger Trailman.
 - 2.2.3. Aggressive Physical Contact: Troop 7777 members are expected to maintain a "hands off" policy. No Hitting, biting, spitting, shoving, kicking, or throwing objects (generally classified as assault-type actions directed at another), Verbal confrontation or provocation toward another Trailman or adult, fighting (generally classified as mutually aggressive physical conduct), threatening or intimidating another Trailman or adult.
 - 2.2.4. Alcohol, Tobacco or other illegal substances: Possession, use, sale or distribution of tobacco products by a Trailman (tobacco-related activity by an individual under the age of 18 is illegal); Possession, use, sale, distribution, or being under the influence of alcohol (alcohol related activity by an individual under the age of 21 is illegal); Possession, unlawful use, sale, distribution, or being under the influence of legal, illegal, or controlled substances, at any age, is illegal.
 - 2.2.5. Unauthorized equipment: Cell phone, pager, electronic games, radio, TV, MP3 player, CD player or any other electronic device designed for entertainment; however, this does exclude any GPS device that is designed exclusively for geographic purposes, Fixed blade knives or large folding knives, firearms (except where used with supervision for official Troop activities), any other dangerous weapons, such as a slingshot, bow and arrow (except where used with supervision for official Troop activities), sword, sharpened objects, martial arts weapons, or objects which appear to be any of the aforementioned items (toy look alike, props, etc.) , ammunition or any gun powder (except where used with supervision for official Troop activities). No possession of fireworks, smoke bombs, or other pyrotechnics.

3. Troop Structure

- 3.1. Trail Life USA organized as four Units operating under one Troop Committee and Program. The Program year begins July 1st of every year.
- 3.2. Woodlands Trail Unit: K-5th Grade
- 3.3. Navigators Unit: 6-8th Grade
- 3.4. Adventurers Unit: 9th-12th Grade
- 3.5. Guidon Unit: College Age, Co-Ed, Ages 18-25
- 3.6. In order to protect both youth members and adults, Troop 7777 will follow the Child Safety policies set forth by Trail Life USA, and must be adhered to at all times by both youth and adults.

4. Troop Committee & Support Roles

- 4.1. The Troop Committee is the governing body of the Troop. It is responsible for providing adult leadership in areas of Troop Governance, Finance, Operations & Oversight across all four Units. The Troop Committee will consist of many Members, each having equal voting. The Executive Committee is made up of 3 members of the Troop Committee: The Charter Organization Representative, The Committee Chair and the Troopmaster. Only the Executive Committee can approve Troop leadership candidates. The Committee is comprised of the following additional voting members:
 - 4.1.1. Troop Chaplain
 - 4.1.2. Troop Quartermaster & Safety Officer
 - 4.1.3. Troop Treasurer
 - 4.1.4. Troop Accountant
 - 4.1.5. Advancement Chair
 - 4.1.6. Membership Chair
 - 4.1.7. Service Chair
 - 4.1.8. Fundraising Chair
 - 4.1.9. Technology Chair
 - 4.1.10. Training Chair
 - 4.1.11. Troop Secretary
- 4.2. Troop Committee meetings will be held on the First Monday of each Month, at 7pm at Grace Covenant Church. Only registered Committee members may vote on issues before the Committee. A quorum is defined as all those present at a given Troop Committee meeting, who are eligible to vote (registered committee member), but in no case can fewer than 6 members be declared as a quorum. Unit leaders, such as the Woodlands Trail Ranger, the Navigators Trailmaster, The Adventurers Advisor, and the Guidon Advisor, are invited and encouraged to attend and participate in Troop Committee meetings, however, would not be voting members.
- 4.3. An e-mail vote can only be called by the Troop Committee Chair under special circumstances, where time may not permit a decision pending the next regularly scheduled Troop Committee meeting.
- 4.4. The roles of Troopmaster, Troop Chaplain, and Troop Quartermaster, are reserved for men.
- 4.5. Each Committee Member works to provide the development, governance, finance & oversight in each of their own departments across the Troop through the management and oversight to various Support Roles: ie, Teams, Assistants, Leaders and Coordinators, who may be assigned to work in/with a specific Unit. Committee members may also recruit Troop and Unit leadership for approval by the Executive Committee.
- 4.6. See Appendix 3, 4 & 5 for Program Structure Overview Chart, Troop Committee & Program Org Charts, and Troop Leadership Roles & Responsibilities

5. Troop Program Leadership

- 5.1. The Troopmaster shall be responsible for conducting the Troop Program over all four Units and is considered the Troop adult leader-in-charge.
- 5.2. The Troopmaster will work directly with the Woodlands Trail Ranger, the Navigators Trailmaster, The Adventurers Advisor, and the Guidon Advisor to develop and coordinate an annual Program calendar, recruit Unit leadership for approval by the Executive Committee, provide rooms and logistical support to each of the Units, and to deliver Program Communication that is intended for members that span the entire Troop.

- 5.3. Each of the 4 Unit leaders will be responsible to plan, manage, execute, and carry out the program in their specified area. They will work with and coordinate with all Adult Leadership assigned to carry out any role within their Unit, along with any Youth Leadership performing a function within their Unit.
- 5.4. The roles of Ranger, Trailmaster and Advisor are reserved for men. These Units may combine, at the discretion of the Troopmaster, based on size of Troop and Units.
- 5.5. Trailguides are Registered Adult male leaders who are the direct contact leaders with the youth and operate under the direction of the Unit Leader.
 - 5.5.1. Trailguides are men who take youth (Trailmen) on the Trail. Trailguides work as Mentors, Quartermasters, and Chaplains within their Unit, and are the primary and direct contact with all Trailmen. The Unit Quartermasters and Unit Chaplains coordinate the execution of their Trailguide function with the Unit Leader, with additional leadership and oversight provided by the designated Committee Member.
- 5.6. See Appendix 3, 4 & 5 for Program Structure Overview Chart, Troop Committee & Program Org Charts, and Troop Leadership Roles & Responsibilities

6. Youth Leadership

- 6.1. Woodlands Trail Youth Leadership:
- 6.2. Navigators Youth Leadership:
 - 6.2.1. Junior Patrol Leaders
- 6.3. Adventurers Youth Leadership:
 - 6.3.1. 1st Officer:
 - 6.3.2. 2nd Officer:
 - 6.3.3. Quartermaster
 - 6.3.4. Patrol Leader
- 6.4. See Appendix 5 for Troop Leadership Roles & Responsibilities

7. Troop Calendar, Communications & Website Policy

- 7.1. A Troop calendar shall be prepared by the Troopmaster and Unit Leaders, reviewed by the Troop Committee, and distributed via the Troop Website twice each year:
 - 7.1.1. In January (for the upcoming July-Dec)
 - 7.1.2. In July (for the upcoming Jan-June)
- 7.2. The Troop calendar may only designate date place holders for events our youth and adult leadership will work to plan, communicate and execute, closer to date of the event. The calendar will schedule Troop Meetings, Campouts, Planned Service Projects, Planned Fund Raisers, Troop Committee Meetings, Summer Adventure camps, High Adventure activities, other Troop & Unit Events, Training events, and relevant holiday and church events.
- 7.3. Changes to the calendar will be conveyed verbally at Troop meetings, on the Troop Website, and via e-mail when applicable.
- 7.4. The Troop will manage an all Troop database with each members current contact information. The Troop database will be the source for all communication and for identifying members. E-mail will be used to facilitate the majority of Troop communication. Information that needs to be communicated to the Troop will follow this Communication tree as appropriate:
 - 7.4.1. The Charter Org Rep will use e-mail to communicate with the Executive Committee
 - 7.4.2. Only the Troop Committee Members and the Troopmaster will use e-mail to send a Troop wide communication as necessary and relevant to all members across all Units.
 - 7.4.3. The Committee Chair will use e-mail to communicate with registered Committee Members and an All Troop Leadership communication when necessary
 - 7.4.4. The Troopmaster will use e-mail to communicate with each of the 4 Unit Leaders and an All Troop communication when necessary
 - 7.4.5. The Unit Leaders will use e-mail to communicate information to youth and family members within their respective or collective Units
 - 7.4.6. Youth Leaders will use e-mail to communicate information to youth and family members within their respective or collective Units and Patrols
- 7.5. Troop leadership has control over the content of the Troop's official web site (i.e. the Troop Committee, uniformed leadership and Charter Org Representative). If youth members are involved, they must be under the direct supervision of

adults who have control of all content. The content of the website must be appropriate to the Ministry efforts of the Troop and consistent with its mission. The website should not contain any links directly to any site that contains material that is not appropriate to the Troop or its mission. The website shall not contain full names, addresses, telephone numbers, e-mail addresses or other identifying information about youth members. The website shall not contain bulletin boards or chat rooms that make it possible for youth members to communicate with others through the site.

- 7.6. The Troop shall not sell any advertisement space on their website, or place any advertisements or commercial endorsements on their website, except for the organization providing the site service, or to direct the public to Troop fundraising efforts. No merchandise will be sold through the web site using electronic fund transfers. The website must include the name of the Unit's charter organization, contact information for the Troop Committee and an e-mail contact address for reaching the person managing the site, so visitors can report any problems or concerns. The website should never be made to appear more official than it is. The page should not represent itself as an official publication of the National Organization of Trail Life USA, not even to casual readers.

8. Troop Meetings, Campouts, Activities & Events

- 8.1. A minimum of two adults must be present at each meeting, campout, activity or event. One of these adults must be a registered leader within the Troop who is at least 21 years or older. If two adults are not present, the meeting, campout, activity or event will be cancelled.
- 8.2. Meetings:
- 8.2.1. Troop meetings will be held from 7-8:30pm, Tuesday nights at Grace Covenant Church. Meetings will normally be held weekly during the year, except when school or the church is closed due to inclement weather.
- 8.2.2. All Units will come together for a common opening ceremony on the First Tuesday of every month at 7pm in the Fireside Room, 2nd Floor, and will dismiss to their respective Unit meetings from there.
- 8.3. Campouts:
- 8.3.1. No overnight campouts will be scheduled without the approval of the Troop Committee.
- 8.3.2. A Trailman must be active to reap the benefit of the Troop 7777 program. Camping and the outdoors is a key part of the Troop experience and a fundamental part of the program. The Troop expects Trailmen to attend overnight camping trips and participate to the best of their ability throughout the program year.
- 8.3.3. A person will be counted as a participant in a campout ONLY after payment has been made to the Troop. Payment must be made by the deadline set by the leader in charge of that trip. A person who does NOT turn in the fee by the deadline will be considered as NOT attending that trip. No refunds will be issued after the payment deadline has passed.
- 8.3.4. Each Unit will plan for and execute their campouts differently, based on the structure of the Unit. In the case of family camping for ANY of the Units of the Troop, no adult shall have the child of another family stay overnight in their tent, unless a parent of the other youth also staying overnight is staying in that same tent with them. In the case where an adult is to camp overnight with any other persons child that is not their own, the youth must all sleep together in a separate tent, nearby the tent of the adult. Family camping will always be in a campground with a bathhouse.
- 8.3.4.1. Woodlands Trail Unit Camping: Family style camping. Occurs from 2-4 times per year. All family members of a youth registered in the program are encouraged to participate. 5th graders in the Mountain Lion patrol will have an opportunity to camp together with a parent and the Navigators Unit in the spring, in order to prepare for promoting to the next Unit Level in the summer.
- 8.3.4.2. Navigators Unit Camping: Monthly camping as Trailmen with Trailguides only. Most will be camping within walking distance of the vehicle, as Trailmen are encouraged to learn and develop new independent camping skills on their own with other boys in their patrols. Additional camping styles/opportunities may be offered at the discretion and decision of the Trailmaster and Troopmaster. Trailmen are responsible for packing their own personal camping gear and tents to nearby campsites, along with their own patrol food (purchased by a youth grubmaster in their patrol), and the patrol kitchen equipment (provided by the Troop). Navigators Unit may involve 3 other type of camping opportunities within the year as well: extend an invitation on occasion for all registered Troop Leaders to attend a campout, extend an invitation on occasion for a family campout, and accept an invitation to camp in a High Adventure, joint effort with the Adventurers Unit. Using the patrol method, the duty roster, and the grub menu, every patrol member will participate in the planning, preparation, and the cleanup of the meals during the course of the campout. No patrol member will bring any food that is

specifically for himself, but buy and supply quantities to all patrol members (unless required for allergy or dietary restrictions only).

8.3.4.3. Adventurers Unit Camping: Monthly camping as Trailmen with Trailguides only. Regular, monthly camping with the Navigators Unit, along with a High Adventure opportunity once per quarter as an Adventurer Unit only. Some camping may occur within walking distance of the vehicle, some may be primitive, and some may be backpacking locations. Each Trailman is expected to carry all personal items they intend to take on a camping trip and their share of the patrol food and equipment as required. They will need to pack all of these items in such a way that they can be carried to the backcountry from the parking area in one trip. Backpacks are highly recommended for their convenience. Using the patrol method, the duty roster, and the grub menu, everyone will participate in the planning, preparation, and the cleanup of the meals during the course of the campout. . No patrol member will bring any food that is specifically for himself, but buy and supply quantities to all patrol members (unless required for allergy or dietary restrictions only).

8.4. Activities: Many activities will be scheduled by Patrol, by Unit, or by Troop. Any activity that requires a participation fee, must be paid in advance of the activity (if payment is to be paid to the Troop), or to the business establishment directly where an activity may take place.

8.5. Events: The Troop may hold events throughout the year to award and recognize the hard work and accomplishments of the Troop Trailmen. Such events are generally self-funded and require the help of parent participation to help create, set-up & organize Troop events.

9. Troop & Personal Equipment

9.1. The Troop will provide all major camping gear for camp cooking, dining tarps, lanterns, water containers, dry goods boxes, coolers, rope, and fire building equipment. Troop gear & equipment is shared among all Units and is coordinated by the Troop Quartermaster various Unit Quartermasters.

9.2. Equipment that is signed out for use, shall be the responsibility of the individual until the Quartermaster or his designee checks the equipment to assure that it has been returned in the same condition it was issued out.

9.3. Each individual Trailman will be responsible for the care and whereabouts of their own personal equipment. Each Trailman in the Navigators & Adventurers Units must provide his own personal mess kit, water bottle, first aid kit, sleeping pad, sleeping bag, headlamp, and tent, along with any other personal items required for the trip. Trailmen are encouraged to work together to tent 2-3 youth per tent, and to manage their own tenting arrangements.

9.4. Trailguides will offer each Trailman instruction on proper use, care, and handling, of all woodcraft tools, including pocket knife, saw or axe. No Trailman may carry or use a pocket knife, saw or axe, until he is trained and approved by leadership to do so. Woodcraft tools are NOT allowed on church premises or during weekly meetings, unless authorized and announced for training or project purposes only and communicated by the leadership. Only folding pocket knives of 4 inches or less, with a recommendation to also be locking type, are allowed. No fixed blade knives are allowed.

9.5. Trailmen may carry any equipment they deem necessary on outdoor activities, as long as it is not excessive, can be suitably packed and carried into the campsite, and it is not otherwise disallowed.

9.6. Trailmen are not permitted to use personal electronic devices (i.e. cell phone, radio, television, electronic games, personal computer, tablets, etc.) on Troop campouts, meetings, activities, or events, unless specifically authorized by the Troopmaster or Unit Leader.

10. Medication Policy

10.1. It is the policy of Troop 7777 that no Trailman is allowed to self-medicate themselves at any time while engaged in any Troop activity, campout, event, or under the supervision of Trail Life Troop 7777. Any needed medications during such times, will be delivered to the appropriate and designated Troop Leaders for administration (except with family camping where the parent or guardian is present and accepts responsibility for its administration). All medications (including "over the counter" or items in a personal first aid kit such as Tylenol or Advil) must be in their original packaging with printed directions as to its administration. In order to administer ANY medications (prescription and over-the-counter), we must have a signed Medication Consent Form on file. Trailmen will not be permitted to keep medication in their personal possession, with the exception of asthma inhalers or Epi-pens. In order for the youth member to carry an asthma inhaler or Epi-pen, a Self-Medication Agreement form must be completed.

11. Uniforms

11.1. Trail Life is a uniformed organization. The official uniform of Trail Life USA has not been determined as of yet, and is still under development. This will be known as the official “Dress” uniform. Our Troop has designed a “Class B” t-shirt that will be worn during more casual outings and at the discretion of the Troopmaster and Unit Leaders.

12. Advancement, Awards & Handbooks

12.1. Trailmen are encouraged to attend all Troop meetings, as much of their rank advancement skills will be taught and award requirements earned during that time. Activities at Troop meetings, campouts, and outings, will be planned to allow the Trailman to progress toward meeting their rank and advancement goal.

12.2. Service activities is another key element and component to the Troop program. Each Trailman shall do his part to help others as much as he is able, and participate fully in all Unit and Troop service projects as he works toward his personal rank advancement goals.

12.3. Handbooks and Trailbadges will be published by Trail Life USA. Handbooks will be the responsibility of each Navigator and Adventurers member to purchase through Trail Life USA on-line and have shipped to their homes directly.

12.4. Trailbadge opportunities and Rank Advancement opportunities may be set and limited by the Unit Leader or the Troopmaster. Additionally, no Trailbadge or Rank Advancement criteria may be “signed off” by a Family Member of the Trailman earning that Badge or Advancement (exception: “group” Trailbadge work or “group” advancement skills with a “review” sign off by the Unit Advancement Coordinator).

13. Troop Finance

13.1. Troop Finance is defined and operates in 3 branches: Troop Treasury (Troop Funded), Activities (Self-Funded), and Fundraising (includes Troop, Unit, Event fundraising, etc.) and is managed and owned under Grace Covenant Church, which has established a checking account for non-profit ministry purposes, doing business as Trail Life Troop 7777. All reimbursement requests must be submitted to Troop Finance within 45 days of date of receipt.

13.1.1. Troop Treasury = Troop Funded

13.1.1.1. The Troop agrees to pay for items such as: the purchase and maintenance of Troop gear & equipment, propane, fuel expense associated with the cost of gear transport, earned badges and awards, troop website, database, leader training, administrative expenses, etc., as determined in the approved annual budget.

13.1.1.2. The Troop operations are funded in five ways: 1. By member dues of \$60 per year, due on July 1st of each new program year 2. By ministry funding of Grace Covenant Church Fiscal/Calendar Year 3. Corporate or private donations 4. Year-end surplus remaining from Self-funded Activities to offset Troop expenses, and 5. Fundraising.

13.1.1.3. Troop Scholarships are directed or applied at the discretion of the Troopmaster, and are available based on annual budget and determined by a needs based criteria, in accordance with the current policy established by Grace Covenant Church. Scholarship funds may be used to offset a portion of a program activity, event, or campout, as well as procure personal gear or uniform items of need for a Trailman that would become his personal property, or to procure items on behalf of the Troop to loan out for use, which would not become the personal property of the Trailman.

13.1.1.4. Only Troop Committee Members will create and manage department budgets on behalf of the Troop. An annual Troop budget will be created and voted on by the Troop Committee on the First Monday in October of each year, and submitted to the Pastoral Staff of Grace Covenant Church, to go in effect January 1st each year, and operate within the fiscal/calendar year of the Church. Those Committee Members are the ONLY authorized leaders who can verify expenses from the Troop Treasury, for items that have been approved in the annual budget by the Committee, and only up to the annual budget allotment. All Reimbursements must be turned into the Troop Treasurer or Troop Accountant, to process and report to the Church Accounting department. Approval must occur prior to the expense, or the individual runs the risk of non-approval and non-reimbursement.

13.1.1.5. All individuals requesting a Troop covered reimbursement, must complete a Troop Reimbursement Form, with Committee approval to verify a valid and budget Troop expense. All reimbursement requests must also have an attached sales slip, invoice, bill, receipt, etc., indicating what was purchased. All Troop Funded expense reimbursements must be turned into the Troop Treasurer/Troop Accountant for a reimbursement to be made.

13.1.2. Activities = Self-Funded

- 13.1.2.1. The Troop operates primarily as a self-funded participant program. Each Leader, Trailman and family is responsible to cover the costs associated with activities in which they participate, such as campouts, events, supply fees, or food costs associated with any of these activities.
- 13.1.2.2. These costs are ALWAYS collected in advance and collected by the Troop Treasurer, Troop Accountant, or Unit Finance Assistants. The Treasurer or Troop Accountant will communicate the total amount of funds collected to Activity Leaders as participants pay in to fund that activity, and reimbursements may be made to cover those activity expenses, up to the amount collected.
- 13.1.2.3. Leadership will always work toward providing the most reasonably priced options for events in an effort to make every opportunity open and affordable for members to be able participate. There will be optional trips planned on occasion, which feature High Adventure and more elaborate experiences that will be more expensive. When possible, the Troop may elect to make fundraising opportunities available to help offset expenses for such events.
- 13.1.2.4. All those requesting reimbursement for any spending that is covered by self-funded participant monies, will use the Troop Reimbursement Request Form. Those expense reimbursements must be signed and approved by the activity leader who set the prices, and must also have an attached sales slip, invoice, bill, receipt, etc. indicating what was purchased. All reimbursements must be turned into the Troop Treasurer or Troop Accountant for a reimbursement to be made (this includes patrol grubmaster reimbursements). In the Navigators & Adventurers Units, each patrol will assign a grubmaster for the campout. Each patrol works to plan their menu and shopping list in advance. The grubmaster is told what his spending limit is, based on the payments received from the participants by the deadline, and is responsible to do the shopping and procure those items for the campout. Each grubmaster must turn in a Troop Reimbursement form, along with the receipts, to receive a reimbursement up to their approved grub budget amount.
- 13.1.2.5. EACH participant who will be attending a campout or event, where the Troop is to coordinate and provide transportation, will have a participation fuel expense included in their cost of participation (exception will be family campouts where these fees may not apply). Participant Fuel Costs are determined using a Fuel Calculator, based on Round Trip mileage, and applies to EVERY person attending. Drivers are Trailguides, who are volunteers and are approved in advance by the Unit Leader or Campout Coordinator for driving for THAT SPECIFIC TRIP, based on the seat belt and transportation needs of that trip, and who will be eligible to receive a portion of their fuel reimbursed, paid up to an amount determined by mileage and seat belts made available to the Troop for transport use, to help offset their fuel expenses. A Troop Reimbursement request form must be turned in, along with a fuel receipt, and the Troop Finance department can reimburse up to the max amount from that activity fuel fund for authorized drivers for that activity.

13.1.3. Fundraising = All Troop, Unit, or Activity Fundraising

- 13.1.3.1. The Fundraising Chair will oversee all Fundraising activities across the Troop and work directly with an In Unit Fundraising Leader per Unit. Many different fundraising opportunities may be deployed in the Troop. Fundraising may be done Troop wide, by Unit, or event driven for the raising of funds specifically by select individuals to reduce the cost of a high adventure opportunity.
- 13.1.3.2. All Fundraising efforts must be approved by the Troop Committee before they may begin.

14. Problem Resolution

14.1. Usually problems can best be solved at the level in which they occurred. Therefore, we ask that all Leaders, Trailmen, and parents, follow the Biblical principles of Matthew 18 when attempting to resolve a problem. When a problem arises, please contact and speak with the individual FIRST. If after that, issues continue to exist or you are not satisfied with the response, please follow this chain of command for problem resolution:

- 14.1.1. Patrol Leader
- 14.1.2. First Officer
- 14.1.3. The assigned Patrol Trailguide
- 14.1.4. Unit Leader
- 14.1.5. Troopmaster
- 14.1.6. Committee Chair
- 14.1.7. Charter Org Rep

15. Amending these Bylaws, Policies & Procedures

15.1. Unit Leaders and Troop Committee members may recommend changes or amendments to these Bylaws, Policies & Procedures. Changes and amendments to these Bylaws, Policies & Procedures must be approved by a quorum vote of the members present at a Troop Committee Meeting.

APPENDIX

1. Trailman Commitment & Partnership Pledge	Pg. 11
2. Grace Covenant Church Ministry Leadership Commitment	Pg. 12
3. Program Structure Overview Chart	Pg. 14
4. Troop Committee & Program Org Charts	Pg. 15
5. Troop Leadership Roles & Responsibilities	Pg. 17



Trail Life Troop 7777

Trailman Commitment & Partnership Pledge

Registering a Trailman in Troop 7777 is a **partnership** between our Troop and your family that is focused on honoring God in all we say and all we do. The Troop, your family, and your Trailman, all have specific responsibilities to ensure a Biblical and positive response in actions, as well as interactions with each other. This pledge outlines the commitment being made by each:

<p>Troop 7777 commitment to Trailmen & their families:</p> <ul style="list-style-type: none"> • Provide every Trailman an accepting, fair and safe environment in which to grow and have fun • Open & honest communication with Trailmen and their families, always communicating the value & worth of every person, with love as our true motive • Clear, consistent & timely communication of important information regularly • Treat each Trailman and family member with courtesy and respect as each one is made in the image of God 	
<p>Families commitment to Troop 7777 & their Trailman:</p> <ul style="list-style-type: none"> • Treat all volunteers, Trailmen, and other fellow parents with courtesy and respect • Provide the Trailman with the support and home environment that encourages the best end result through full participation in the program • Ask questions directly of the leadership, and bring any situation that may need to be addressed directly to them • Read all Troop e-mails and take appropriate action when necessary, as e-mail is the primary method of Troop communication regarding events, payments, campouts, etc. 	<p>Trailman commitment to Troop 7777 & to his family:</p> <ul style="list-style-type: none"> • Show respect, courtesy, and consideration for other Trailmen, Leaders and visitors • Be responsible to attend meetings and events on time, and to treat all Church, Troop, and individual property with great care • Cell phones & electronic devices are to be turned off & put away during Troop meetings and events. Cell phones & electronic devices are not permitted by Trailmen on campouts. • Each Trailman will participate to the best of his ability in service projects, Troop meetings, campouts, events, leadership roles, and fundraisers.

It is expected that all members of Troop 7777, both youth and adults, will at all times, to the best of their ability, live by and exemplify the Trail Life Oath and Mission. Youth are expected to observe Troop rules, show respect to Troop leaders, and to be courteous to each other. The following conduct would be considered inconsistent and contrary to the Oath and Mission of Trail Life Troop 7777, and therefore would require corrective action to bring about a change of heart and behavior.

- Conduct including, but not limited to: Disruptive or destructive behavior, unsafe actions, theft, vandalism, vulgar or foul language, aggressive physical contact, alcohol, tobacco, or other illegal substances, and possession of unauthorized items or equipment.
- Corrective action, based on the severity and gravity of the conduct, may include one or more of the following:
 1. Meeting or discussion with the Trailman
 2. Conference with Trailman and the parents
 3. Suspension ranging 1-12 months (Trailman is not allowed to attend Troop functions and cannot advance in rank. Trailman may also forfeit leadership position)
 4. Expulsion/removal from Troop

In the event corrective action is necessary, the Troopmaster will make note in the Trainman’s file for 12 months. That information will be purged from the file after that time.

I understand my responsibility as a Trailman to follow these guidelines and understand that if I fail to follow these guidelines, I will be disciplined according to this plan. I also agree that I have read the Troop Policy & Procedures manual, located on the Troop website, and are willing to accept and abide by them.

Parent/Guardian Signature & Date:

Trailman Signature & Date:

1/7/2014

Grace Covenant Church Ministry
Leadership Commitment
Trail Life Troop 7777, Cornelius, NC



Grace Covenant Church Mission -

Grace Covenant Church is devoted to loving God and people, so that individuals encounter God, are saved, restored, disciplined, equipped and released into ministry for His glory.

Trail Life USA Mission -

To guide generations of courageous young men to honor God, lead with integrity, serve others, and experience outdoor adventure.

Trail Life USA Oath-

On my honor, I will do my best, to serve God and my country; to respect authority; to be a good steward of creation, and to treat others as I want to be treated.

Trail Life USA Statement of Faith-

-We believe there is One Triune God – God the Father; Jesus Christ, His one and only Son; and the Holy Spirit Creator of the universe and eternally existent.

-We believe the Holy Scriptures (Old and New Testaments) to be the inspired and authoritative Word of God.

-We believe each person is created in His image for the purpose of communing with and worshiping God.

-We believe in the ministry of the Holy Spirit, Who enables us to live godly lives.

-We believe each of us is called to love the Lord our God with all our heart, mind, soul, and strength, and to love our neighbors as ourselves.

-We believe God calls us to lives of purity, service, stewardship and integrity.

Trail Life USA Statement of Values-

Purity--God calls us to lives of holiness, being pure of heart, mind, word and deed. We are to reserve sexual activity for the sanctity of marriage, a lifelong commitment before God between a man and a woman.

Service-- God calls us to become responsible members of our community and the world through selfless acts that contribute to the welfare of others.

Stewardship--God calls us to use our God-given time, talents, and money wisely.

Integrity-- God calls us to live moral lives that demonstrate an inward motivation to do what is biblically right regardless of the cost.

All adults—whether staff or volunteer—must agree to, sign, and adhere to the Statement of Faith, the Oath, and the Creed of the program when registering as an adult leader.

Trail Life USA Membership Standards and Leadership Position Requirements –

- The basis for the program’s ethical and moral standards is found in the Bible. In terms of sexual identification and behavior, we affirm that any sexual activity outside the context of the covenant of marriage between one man and one woman is sinful before God and therefore inconsistent with the values and principles of the program.
- Trail Life USA grants membership to adults and youth who do not engage in or promote sexual immorality of any kind, or engage in behavior that would become a distraction to the mission of the program.
- Trail Life’s goal is for parents and families of every faith to be able to place their boys in a youth program that endeavors to provide moral consistency and ethical integrity in its adult leaders.

- Charter partners own and operate local groups, selecting leaders and admitting members as they deem beneficial to their group and within the parameters of the national policy.
- With the exception of Trailguides who may be 18, adults who serve in leadership must be 21 years old or older.
- Due to the high emphasis on male mentorship in the program, Trail Life USA has placed membership restrictions on the gender of specific positions.

Personal Leadership Expectations for Adults serving in the Grace Covenant Trail Life Ministry-

- Salvation (repentance for sins, belief in Jesus Christ as Lord and Savior and commitment to follow Him), evidenced by fruit of the Spirit (Galatians 5).
- Partner(member)ship and regularly worship with a local Christian church.
- Demonstrate commitment to ongoing spiritual growth, including prayer, regular Bible reading, church discipleship programs and Bible studies.
- Serve as a team player, including but not limited to:
 - Leading with a servant’s heart
 - Upholding Godly standards of conduct and character at all times
 - Submitting to church and Troop Committee-appointed leadership
- Communicate value and affirm others.
- Actively engage in learning opportunities to improve leadership skills.
- Complete all training as required by Trail Life USA including “Child Safety” and any training as may be required by Grace Covenant Church.
- Sign and abide by the Trail Life membership standards and the Trail Life Statement of Faith.
- Personal interview with Troopmaster, or Troop Committee Chair, and Charter Organization Representative

A Pastoral letter of recommendation is REQUIRED for all those Ministry Leadership Candidates who are in Partner(member)ship and regularly worship with a local Christian church OTHER than that of Grace Covenant Church. Please have your current home church submit a letter of recommendation to our Charter Organization Representative in order to be considered for Troop Leadership.

COR/Pastor Scott Raney, Grace Covenant Church, 17301 Statesville Rd, Cornelius NC 28031

As a leader within the ministry of Grace Covenant Church, through Trail Life Troop 7777, I agree with and commit to uphold the ministry leadership commitments of the church and of Trail Life USA as outlined above. I also agree that I have read the Troop Policy Manual, located on the troop website, www.TrailLife7777.com, and am willing to accept and abide by these policies.

Print Name

Signature & Date

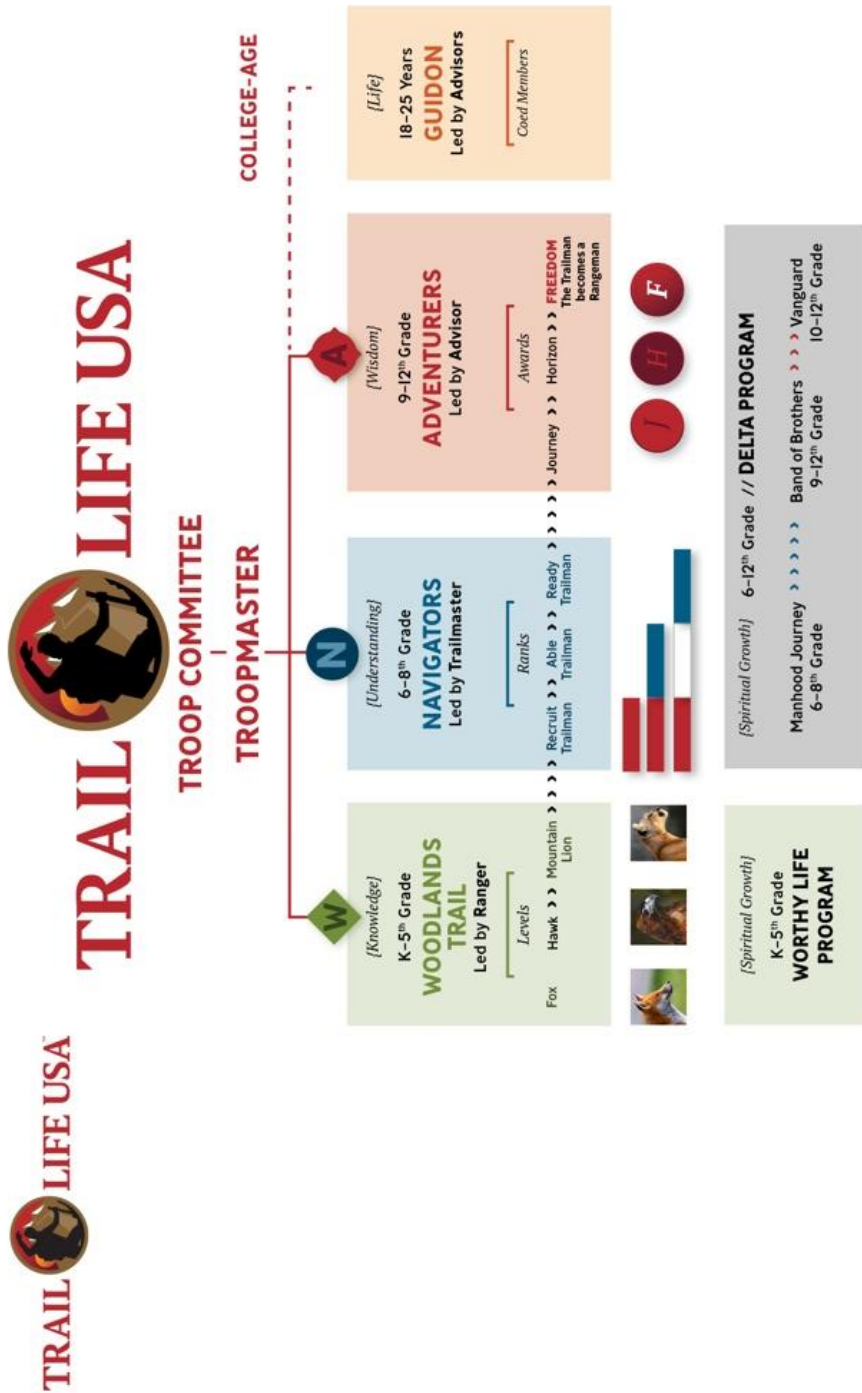
Current Church

Troop Committee Chairman or Troopmaster Signature & Date

Charter Organization Representative Signature & Date

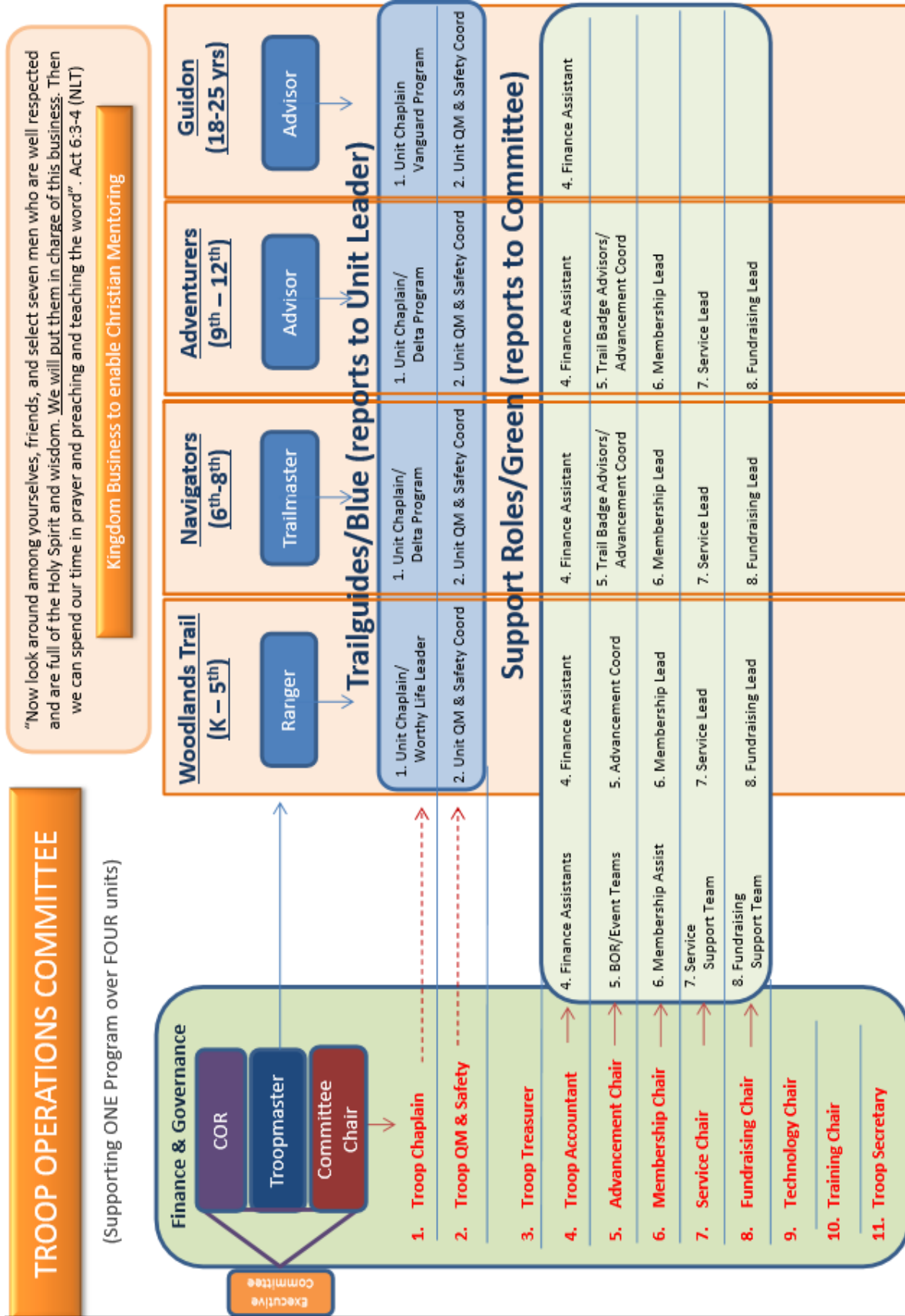
Trail Life USA Program Overview

From Trail Life USA Website
as of 11.13.13



PROGRAM STRUCTURE // EFFECTIVE 9/2013-12/2013

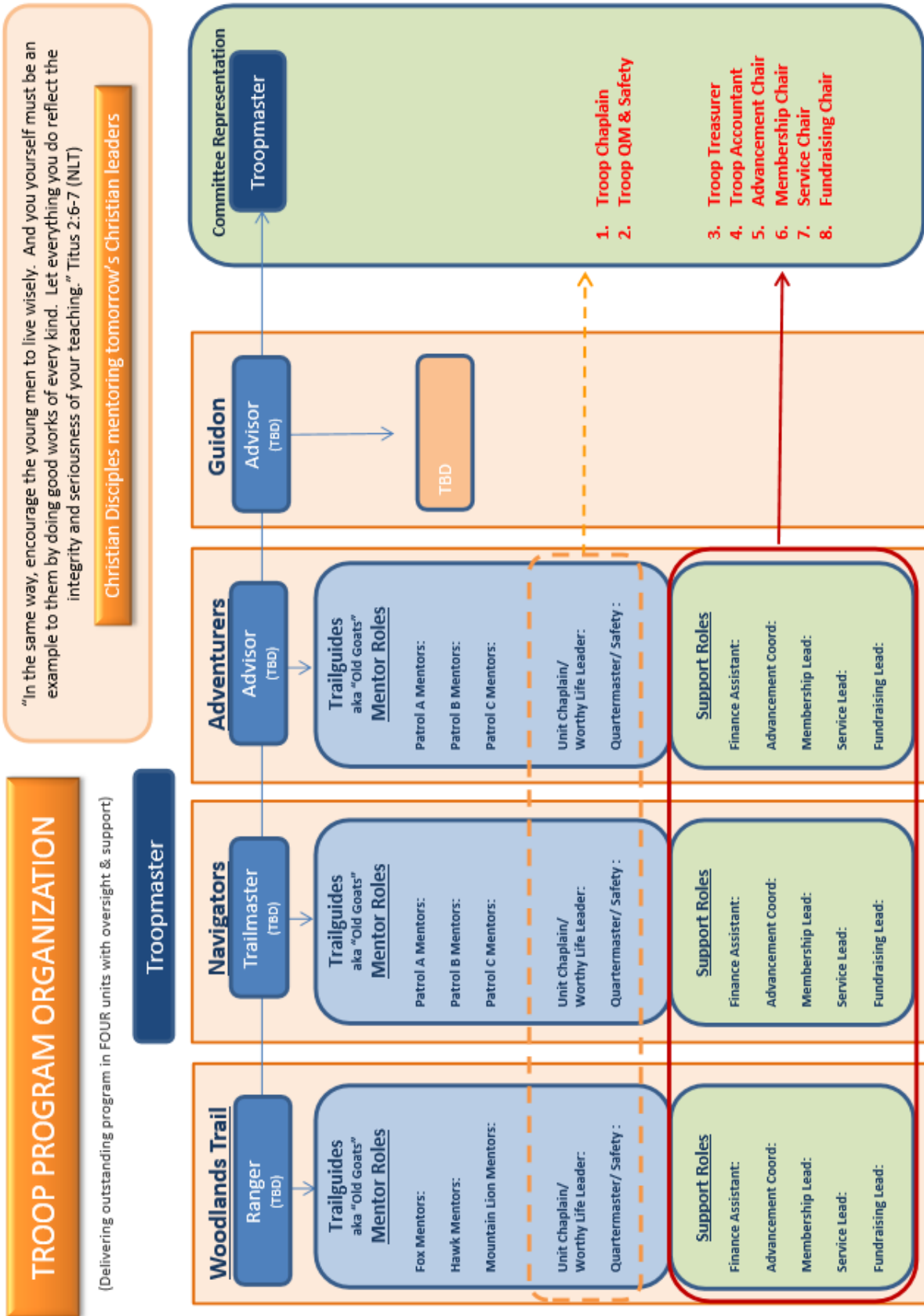
Troop Committee Org Chart



- Trailguides report directly up to the primary Unit Leader. Support Roles report directly to a Committee Member.
- The Committee Members are to provide the Finance, Governance, Oversight & Development of each of their respective areas.
- Chaplain & Quartermaster Roles are reserved for men as Direct Contact Leaders with the youth, along with Patrol Mentors, who all report directly to the Unit Leader.

v.6 1/7/14

Troop Program Org Chart



v.5 1/7/14

Troop 7777 Roles & Responsibilities

COMMITTEE MEMBERS:

1. CHARTER ORGANIZATION REPRESENTATIVE (COR)

- 1.1. The Charter Organization selects and appoints a Charter Organization Representative (COR) who serves on the Troop Committee as the liaison between the Troop and the Charter Organization. The COR (if male) may also serve as the Troop Chaplain. The COR may be either a male or a female, and a partner at Grace Covenant Church
- 1.2. Approves, on behalf of the Charter Organization, applications of all adult leaders, the selection of the Troop Committee Chairman, and the Troopmaster
- 1.3. Presides over the monthly Executive Committee – COR, Committee Chairman, and Troopmaster

2. TROOP COMMITTEE CHAIR

- 2.1. Selected by the COR from registered Trail Life Leadership, may be a male or a female, and a partner at Grace Covenant Church
- 2.2. The Troop Committee Chair leads the rest of the Troop Committee to govern and execute the Troop's operation and oversee its program.
- 2.3. Presides over all Troop Committee meetings. Publishes the Troop Committee agenda prior to each Troop Committee meeting.
- 2.4. Coordinates with all committee members and Troop support roles to make sure deadlines are met
- 2.5. Assist in guiding Troop policy and procedures
- 2.6. Member of the Executive

3. TROOPMASTER

- 3.1. Selected by the COR and the Troop Committee Chair from registered Trail Life Leadership, must be a male, and a partner at Grace Covenant Church. Overall coordinator of the Troop activity program and operates under the supervision of the Troop Committee, which sets policy and deals with administrative matters.
- 3.2. The Troopmaster serves on the Troop Committee to represent all direct contact leaders.
- 3.3. The Troopmaster is the adult leader responsible for the image and program of the Troop. The Troopmaster and his Unit Leaders, as well as the Trailguides, work directly with the youth. The importance of the Troopmaster's job is reflected in the fact that the quality of his guidance will affect every youth and adult involved in the Troop.
- 3.4. Primary responsibility is to lead, train, plan, and communicate with each of his Unit Leaders to execute the program across four Units. The Troopmaster is responsible for presenting Troop plans to the Troop Committee for approval and to bring each of the four Unit Program budgets to the Troop Committee for approval.
- 3.5. Member of the Executive Committee

4. TROOP CHAPLAIN

- 4.1. Selected by the COR and the Troop Committee Chair from registered Trail Life Leadership, must be a male, and a partner at Grace Covenant Church.
- 4.2. The Spiritual leader and shepherd of the Troop
- 4.3. Provides the Trail Life USA Discipleship materials, development and training of Unit Chaplains to carry out the ministry related programs of Trail Life USA.
- 4.4. Works with the Unit Chaplains to develop Sunday worship service opportunity to encourage boys to grow in their relationship with God while on the trail or on a campout
- 4.5. Provides spiritual counseling and guidance when needed or requested by any Troop member, youth, or adult

5. TROOP QUARTERMASTER & SAFETY OFFICER

- 5.1. Selected by the Troop Committee Chair from registered Trail Life Leadership, and must be a male.
- 5.2. Troop Quartermaster is responsible for the care, maintenance, and acquisition of all Troop gear and equipment, including Troop Trailers, Sheds, Storage Units, and Watercraft.
- 5.3. Coordinates with each of the In-Unit Quartermasters to schedule the use of any Troop Equipment.
- 5.4. Ensures that equipment is properly issued out, and turned-back in accordingly.
- 5.5. Orders and repairs Troop equipment up to amount as needed in approved Troop Quartermaster Budget

6. TROOP TREASURER

- 6.1. Selected by the COR and the Troop Committee Chair from registered Trail Life Leadership, may be a male or a female, and a partner at Grace Covenant Church.
- 6.2. Responsible for all Troop Treasury and Activity Funds that flow into and out of Trail Life Troop 7777 ministry of Grace Covenant Church, as well as ensure Troop Finance operations remain within Budget and Policy of Grace Covenant Church.

- 6.3. Oversees and works with Troop Accountant in managing, tracking & reporting the incomes and expenses of all Troop and Self-Funded activities of the ministry.
- 6.4. Oversees and works with Troop Fundraising Chair in managing, tracking & reporting for all Fundraising activities of the Troop (income, expenses, distributions).
- 6.5. Gathers all proposed annual operating budgets from each Committee member by first Monday in September. Treasurer to assimilate information for Troop Budget discussion and decisions at the committee meeting the first Monday in October, to submit to the Pastoral staff for budget considerations, effective new fiscal year beginning January 1st.
- 6.6. Troop Treasurer responsible for planning and forecasting for future Troop investments and finance management.
- 6.7. Reports status of Troop Treasury and Financials monthly at the Troop Committee meeting.

7. TROOP ACCOUNTANT

- 7.1. Selected by the Troop Committee Chair and Troop Treasurer from registered Trail Life Leadership, reports directly to the Troop Treasurer, and may be a male or female.
- 7.2. Works with Finance Assistants, Unit Leaders, and Trailguides to approve any Self-Funded activities before they are communicated to families, and assign Activity numbers to EACH activity where money will be collected.
- 7.3. Account for all Self-Funded Activities that flow into and out of Troop Self-Funded Activities, and works with Troop Treasurer to track and process all Troop Reimbursement requests.
- 7.4. Provides regular status updates to Troop Treasurer, and identifies any year end surplus amount by December 15th of each year to roll into Troop operating budget to help offset Troop expenses incurred throughout the year.
- 7.5. Reports status of all accounting and finance items at the Troop Committee meeting.

8. ADVANCEMENT CHAIR

- 8.1. Selected by the Troop Committee Chair from registered Trail Life Leadership, and may be a male or female.
- 8.2. Prepares and maintains advancement records for each Trailman
- 8.3. Coordinates with the Troopmaster, Unit Leaders, and the In-Unit Advancement Coordinator, on delivering any relevant advancement information, processes, procedures, documents or awards.
- 8.4. Advancement is responsible to purchase all awards, rank insignia, emblems, or other earned items or patches for the Trailmen.
- 8.5. Plans and coordinates any events, recognition, or review boards for the Troop.
- 8.6. Recruits and provides guidance to Trail Badge leaders (including documentation) and Trail Badge opportunities for the Troop.

9. MEMBERSHIP CHAIR

- 9.1. Selected by the Troop Committee Chair from registered Trail Life Leadership, and may be a male or female.
- 9.2. Is the initial point of contact for all official membership inquiries and process start point. Maintains all new membership packet contents with current information and forms.
- 9.3. Execute multi-step membership process with each new member until officially registered as a Troop Member. When official, will notify Troopmaster, Specific Unit Leader, Advancement Chair, and Technology Chair.
- 9.4. Maintains all current membership files and records for all youth and adult members.
- 9.5. Works with In-Unit Membership leaders and Membership Assistant to copy and create "Trip Books", using the original documents as the source, with all relevant and necessary medical emergency information to be taken into the field.

10. SERVICE CHAIR

- 10.1. Selected by the Troop Committee Chair from registered Trail Life Leadership, and may be a male or female.
- 10.2. Identifies meaningful community service projects to be performed by the Troop and the individual Units.
- 10.3. Recommends projects for approval by the Troop Committee.
- 10.4. Coordinates with the entity to be serviced regarding time, place, resources, and other requirements.
- 10.5. Coordinates with the Troopmaster, Unit Leaders, and In-Unit Service Leaders, to conduct the activity and to obtain Trailmen participation.
- 10.6. Records participation and reports to Advancement Chair for award of service hours.

11. FUNDRAISING CHAIR

- 11.1. Selected by the Troop Committee Chair and Troop Treasurer from registered Trail Life Leadership, reports directly to the Troop Treasurer, and may be a male or female
- 11.2. Responsible to identify, develop, and supervise fund raising opportunities. Coordinates with the Troopmaster, Unit Leaders, and In-Unit Fundraising Leaders, to conduct the activity and to obtain Trailmen participation.
- 11.3. Responsible to work with Troop Treasurer, Troop Accounting, Troopmaster, and the Unit Leaders, to make recommendation to the Committee for approval of percentage of profits that may apply to either an event, a purchase, Troop General Funds, etc.,

12. TECHNOLOGY CHAIR

- 12.1. Selected by the Troop Committee Chair from registered Trail Life Leadership, and may be a male or female.
- 12.2. Responsible to oversee all Troop software, websites, Databases, License, etc.
- 12.3. Responsible to monitor quality and accuracy of all content on Troop website, and make changes as necessary.
- 12.4. Manages and maintains and re-registers the on-line Troop Calendar. Issues passwords to Program Leaders (Troopmaster & Unit Leaders) to update program items. Technology chair to update Troop Calendar for all other items, such as committee meetings, etc.

13. TRAINING CHAIR

- 13.1. Selected by the Troop Committee Chair from registered Trail Life Leadership, and may be a male or female
- 13.2. Ensures Troop leaders, committee members and Trailmen have opportunities to grow and develop.
- 13.3. Maintain records and documentation of adult training and completion dates.
- 13.4. Remind leaders when training or 'Child Safety' certificates are set to expire and need to be renewed.
- 13.5. Coordinate with Troopmaster and Unit Leaders to develop youth leadership program.

14. TROOP SECRETARY

- 14.1. Selected by the Troop Committee Chair from registered Trail Life Leadership, and may be a male or female
- 14.2. Records Troop Committee meeting minutes and distributes to all Committee Members via e-mail within 1 week for review
- 14.3. Offers the minutes of the last prior Committee meeting, at the next regular meeting, correcting or ratifying as is.
- 14.4. Maintains a current, and historical, electronic library of both the original, and a pdf, version of ALL Troop created documents and tools.

SUPPORT ROLES (Teams, Assistants, Leaders and Coordinators):

- 1.1. Recruited by all leadership, approved by Executive Committee, and may be a male or female, and complete membership with Trail Life USA as a registered leader within the Troop.
- 1.2. Is a Registered Adult Leader who reports directly to a specific Committee Members, and works as either a team member, an assistant, a leader, or a coordinator under that Committee Member, to execute that specific function of Troop Operations
- 1.3. May be assigned to work in support of a specific Unit or across the entire Troop
- 1.4. May attend "All Registered Leader Camp-outs" as various Units make those invitations available throughout the Program year. Support Roles will ONLY work to Support the Unit Leader while attending those select "All Leader" camp-outs. Support Roles will only provide the Direct Contact Leadership of Trailmen at the request of the Unit Leader as needed and assigned.

UNIT LEADERSHIP (Direct Youth Contact Leadership):**1. RANGER, TRAILMASTER & ADVISORS (Unit Leaders)**

- 1.1. Selected by the Troopmaster from registered Trail Life Leadership, and must be male
- 1.2. Each plan, communicate, lead and execute the program of their own Unit and will report directly to the Troopmaster
- 1.3. Each responsible to coordinate with each other, and the Troopmaster on the overall Troop calendar, as well as each of their Unit budgets.
- 1.4. The Troopmaster will represent the Unit Leaders to the Troop Committee, and present the Troop Calendar and Troop Program Budgets for approval.
- 1.5. Each Unit Leader recruits and works with each registered Leader that is fulfilling a role in or for their particular Unit.
- 1.6. Oversees Youth Leadership in their Unit, the development advancement opportunities for the Trailmen in his Unit, the weekly Unit meetings, all Unit campouts, activities and events, Trailman skill training, etc.
- 1.7. Responsible for the "Trip Book" and all Troop policies and regulations during events and trips.

2. TRAILGUIDES (Patrol Mentors, Unit Quartermasters & Unit Chaplains)

- 2.1. Selected by the Unit Leaders and the Troopmaster from registered Trail Life Leadership, and must be male

- 2.2. Trailguides are involved in working directly with the youth during the weekly meetings, on campouts, during activities and events, in carrying out the program objectives.
- 2.3. Trailguides may work in any of these capacities required for weekly meetings and monthly campouts.
 - 2.3.1. Unit Chaplain: The In-Unit Chaplain will work with their specific Unit Leader, as well as the Troop Chaplain, to bring the religious and discipleship component to the youth. He will be responsible to work with other Trailguide Leaders to develop a Sunday worship service while on campouts, and encourage youth participation as a means to grow them in their relationship with God. He will also provide the Spiritual guidance, mentorship and prayer for any member of the unit as he is able.
 - 2.3.2. Unit Quartermaster: The In-Unit Quartermaster will work with their specific Unit Leader, as well as the Troop Quartermaster, and other Unit Quartermasters, to coordinate the use of equipment within his specific Unit. He will be responsible to work with the other Trailguide Leaders and Youth Leaders to manage the Unit gear and equipment that has been issued to them by the Troop Quartermaster.
 - 2.3.3. Patrol Mentor: Mentor a group of boys known as a Patrol. As boys grow, mature, and advance through the program, Patrol Mentors move from “Leading” the patrol at the youngest Troop Patrol Level (Fox Patrol, K-1), and begin to transfer varying degrees of leadership and responsibility to the youth, to ultimately arrive at an “Advisory” role for the oldest patrols in the Adventurers Unit, where the youth are becoming the Leaders of the patrol. Patrol Mentors develop relationships with the youth in their assigned patrol, as well as their family members, and would be familiar enough with a youth to be able to encourage his Godly character and development.

YOUTH LEADERS (Navigator & Adventurers Units only):

1. 1ST OFFICER

- 1.1. The 1st Officer is elected by the Trailmen in the Adventurers Unit to represent them as the top youth leader in the Troop.
- 1.2. The 1st Officer reports to the Unit Advisor
- 1.3. The 1st Officer works with the Troopmaster to run all Troop meetings as Units combine on the 1st Tuesday of the month.
- 1.4. He is responsible to run all events, activities, and the weekly program meetings of his Unit
- 1.5. He appoints a 2nd Officer with the advice and counsel of the Advisor
- 1.6. He assigns duties and responsibilities to patrols in the Navigators and Adventurers Units
- 1.7. He assists the Advisor, Trailmaster, and Ranger, with youth Leadership training and teaching basic Trailman skills.
- 1.8. He introduces new Scouts to Troop operation, and guards new Trailmen from harassment by older Trailmen.
- 1.9. He wears the uniform appropriately, lives by the Trailman’s Oath, demonstrates servant leadership, and sets a good example

2. 2ND OFFICER

- 2.1. The 2nd Officer is selected by the 1st Officer in the Adventurers Unit and reports directly to the 1st Officer.
- 2.2. He is responsible to help run all events, activities, and the weekly program meetings of his Unit
- 2.3. He assists the Advisor, Trailmaster, and Ranger, with youth Leadership training and teaching basic Trailman skills.
- 2.4. He wears the uniform appropriately, lives by the Trailman’s Oath, demonstrates servant leadership, and sets a good example

3. TRAILMAN QUARTERMASTER

- 3.1. The Trailman Quartermaster is a youth leadership position that helps with Troop equipment
- 3.2. He is selected by the Advisor and the Adventurers Unit Adult Quartermaster
- 3.3. He works with the Adult QM to help check in and check out patrol, unit, and Troop equipment.
- 3.4. Works with the Adult QM to help deliver coolers and chuckboxes to patrol grubmasters prior to upcoming campouts.
- 3.5. Helps Adult QM maintain good organization and storage of equipment on trailers, and storage units.
- 3.6. Makes sure equipment is in good working condition. Makes suggestions for new or replacement items.
- 3.7. He wears the uniform appropriately, Lives by the Trailman’s Oath, demonstrates servant leadership, and sets a good example

4. PATROL LEADER

- 4.1. The Patrol Leader is the elected leader of his patrol in the Adventurers Unit. He represents his patrol during all meetings, events, activities, planning sessions and campouts.

- 4.2. He reports directly to the 1st Officer
- 4.3. Plans and steers patrol meetings and activities
- 4.4. Helps Trailmen advance in rank and awards
- 4.5. Welcomes guests and new Trailmen into his patrol
- 4.6. Keeps patrol members informed
- 4.7. Works with mentoring and developing the Jr. Patrol Leaders when combined with the Navigators for campouts & activities
- 4.8. He wears the uniform appropriately, lives by the Trailman's Oath, demonstrates servant leadership, and sets a good example

5. JR. PATROL LEADER

- 5.1. The Jr. Patrol Leader is the elected leader of his patrol in the Navigators Unit. He represents his patrol during all meetings, events, activities, planning sessions and campouts.
- 5.2. He reports to the Trailmaster in his Unit, and to the 1st Officer when combined with the Adventurers.
- 5.3. Plans and steers patrol meetings and activities
- 5.4. Helps Trailmen advance in rank and awards
- 5.5. Welcomes guests and new Trailmen into his patrol
- 5.6. Keeps patrol members informed
- 5.7. He wears the uniform appropriately, Lives by the Trailman's Oath, demonstrates servant leadership, and sets a good example