



# TRAIL LIFE USA™

Adventure › Character › Leadership

## Troop MN-2950 Enrollment/Renewal Packet – Fall, 2026-2027

Dear Troop MN-2950 Family,

Trail Life USA MN-2950 is excited to begin a new program year. This Enrollment/Renewal Packet will help guide you through the process of enrolling whether you are new to the troop and Trail Life USA or renewing your trailman's membership. It is critical that you read through the entire packet as there have been some changes to the troop's policies and procedures.

The first step to enrollment/re-enrollment in Trail Life USA is to review the bylaws and sign the partnership pledge. Reviewing the bylaws and signing the partner pledge is required yearly.

To Enroll/Renew membership in Troop MN-2950 follow the steps on page 3 of this packet. Enrollment Forms and Program Forms are downloadable at: <https://www.trinityloneoak.org/troop2950forms> To pay local troop fees follow the Enrollment/Renewal Step #7 on page 3).

The Enrollment/Renewal Packet and online help address the following items:

- Review Troop Bylaws, Policies, & Procedures
- Parent Contact Information
- Commitment & Partnership Pledge
- Youth Medical and Permission Forms
- Adult Medical and Permission Form
- Adult Connection Guide

All forms must be printed, completed and returned to the troop. We do not currently have the capacity to receive online forms. Please reach out with any questions you may have as you go through the renewal packet, the registration process, or anything else we can assist with.

*Pastor James Kroonblawd*, Troop Ministry Liaison  
Phone: 651-454-7235

[TrailLife@trinityloneoak.org](mailto:TrailLife@trinityloneoak.org)  
Trail Life USA Troop 2950

Trinity Lone Oak Lutheran Church, 2950 Hwy 55, Eagan, MN 55123

## Program Overview

### Woodlands Trail

Boys on the Woodlands Trail (ages 5 through 10 years old) gain knowledge about outdoor skills, citizenship, character, friendship, and faith through fun activities, awards, and skill instruction. (Boys must be the minimum age of their program level by October 31st)

#### Foxes (ages 5-6)



#### Hawks (ages 7-8)



#### Mountain Lions (ages 9-10)



### Navigators



As Navigators, boys 11-13 years old gain understanding of their values and beliefs under the guidance of godly male role models through being responsible in outdoor adventures and in their home and school life. They explore areas of interest and earn Trail Badges for advancement.

### Adventurers



As Adventurers, young men 14-17 years old mature in wisdom and faith through more difficult challenges and leadership activities with Christian men walking alongside. They plan and lead outdoor events and large projects while exercising leadership positions in the Troop, even mentoring some of the younger Trailmen.

## About Our Troop

Troop MN-2950 is chartered by Trinity Lone Oak Lutheran Church in Eagan, Minn., and has been in operation since 2021. We meet on the 1<sup>st</sup>, 3<sup>rd</sup> & 5<sup>th</sup> Mondays of the month at 6:30 – 7:45 pm at Trinity Lone Oak Lutheran Church. The Troop year runs from AUG-JUN. There are several activities that occur outside of our regular meetings and in the Summer.

What a typical meeting is like:

- 6:30pm Opening Ceremony with Devotion and Prayer
- Activity
- Break into patrols (age groups)
- Lessons on camping, outdoor skills, tool craft, fire safety, rope craft, etc.
- Focus on how the lesson ties into Faith
- Fun activity/game
- 7:45 pm meeting officially over, leaders available for advancement work and questions

## Troop MN-2950 – 2026-2027 Enrollment/Renewal Checklist

Enrolling/Renewing with Troop MN-2950 involves using the Trail Life Connect (TLC) website and following the steps below. For any questions you may have, please contact us using troop's email address: [trailife@trinityloneoak.org](mailto:trailife@trinityloneoak.org)

- **FOR THOSE INTERESTED IN JOINING:** We're excited that you are interested in registering your boy in Trail Life USA Troop MN-2950. Once you have reviewed the [national website](#) and want to join our troop, send an email to [TrailLife@trinityloneoak.org](mailto:TrailLife@trinityloneoak.org). We'll send you a link through our registration software, Trail Life Connect, invite you to complete your household profile and you can begin the process to enroll in the troop.
- **FOR THOSE RENEWING YOUR TRAIL LIFE USA MEMBERSHIP:** To Renew your Household's National Trail Life USA Membership, Login to <https://www.trailifeconnect.com/login>, click Profile, and verify that no members of your household have expiring memberships. Any expiring memberships should be renewed by clicking the link to renew and paying the TLUSA National dues fee.
- **Update Contact Info in Trail Life Connect:**
  - a. Please verify ALL contact information for your family paying special attention to email addresses.
  - b. Click the entry for each of your sons in the list and verify their details are correct.
  - c. Please add your spouse as a contact in the system with a valid email address.
  - d. Failure to have valid contact info can cause the trailman to miss out on special events and notifications.
- **Troop Bylaws, Policies, & Procedures:**
  - a. Review the Bylaws document in this packet with your son that establishes the rules the troop runs by. Keep the bylaws document for your reference.
  - b. You and your son sign the Trailman Commitment & Partnership Pledge form and scan to a digital copy.
- **Troop Medical Form:** Medical release forms are required of all active Trail Life members when participating in any Hit the Trail, Camping Trip or other activity, and should be updated with the troop each Troop season/year.
  - a. **Medical Release Form for Youth Member/Participant.** This medical form is required for all boys registered in Trail Life USA for all activities. This form does not include the medical exam that is required for high adventure activities.
  - b. **Medical Release Form for Adult Member/Participant.** This medical form is required for all adults registered in Trail Life USA for all activities. This form does not include the medical exam that is required for high adventure activities.
  - c. **High Adventure Medical Release Form.** This form accompanies the Youth and Adult Weekend Health and Medical Form. It is required for any event lasting longer than 72 hours or events that include high adventure activities. A doctor's exam and signature are required. It is valid for one year from the date of signature. This form **MUST** accompany the Weekend Health and Medical Form.
  - d. **Digital Signature:** Consider saving Medical forms on your computer in file name format of SONS NAME\_YOUTH HEALTH FORM\_DD-MM-YY. This way each year you can easily submit an updated form.

- e. To allow the digital signature to function you must save the file to your computer and open the document in Adobe. If you fill out the form only in your internet browser you may not be able to sign the documents digitally.
  - f. After form is complete email to [trailife@trinityloneoak.org](mailto:trailife@trinityloneoak.org)
- **Permission Form:** All boys must have a completed Activity Permission Form completed in its entirety, signed, and scanned to a digital copy. Submit this with the other forms via email to [trailife@trinityloneoak.org](mailto:trailife@trinityloneoak.org).
  - **Volunteer:** If you are interested in assisting with the troop we would welcome you to fill out the Adult Connection Guide application form and review the Registered Adult Policy document in the bylaws.
    - a. We can really use your help! Please consider helping out and filling out the form so we can see where you'd fit in best.
    - b. **Adult Member Registration and Adult Registration Fee.** Registered Adult members pay an annual membership fee of **\$46.55 for 2026-2027**. This amount covers the costs of periodic criminal background checks, supplemental evaluation processes, and youth protection training for adult members. This fee is paid directly to Trail Life USA on the TLUSA portal. Upon approval to serve as a Registered Adult, you will be able to pay your annual membership fee online through the *trailifeconnect* portal.
  - **Troop MN-2950 Fees and Fundraising:** Local Troop MN-2950 dues are set annually by the Troop Committee. Local dues are in addition to the Student Member Registration and Adult Member Registration paid annually TLUSA National. National fees are non-refundable and all fees to TLUSA must be paid online.
    - a. **\$42.98 TLUSA Annual National Membership Fee.** This fee is paid directly to Trail Life upon joining and annually thereafter. The national membership fee is subject to change each year. Each year National Fees are paid at the time of renewal to Trail Life USA on the membership portal.
    - b. **\$75 Local Troop MN-2950 Joining Fee (First Year).**
    - c. **\$65 Local Troop MN-2950 (Renewal Fee).**
    - d. *Troop MN-2950 Joining & Renewal Fees are capped at \$110 per family per year.*
    - e. Local fees for re-enrolling Trailmen are due in the Fall of each Program Year (The Year is AUG-JUL). Troop dues can be paid by the trailman's troop account. The local fee helps pay for expenses incurred by Trinity Lone Oak Lutheran Church related to the troop as approved by the Troop Committee.
    - f. Scholarships are available on a need basis. Please talk with the Senior Ministry Leader, Troopmaster or Troop Committee member.
    - g. TLUSA Membership Fees are not tax deductible.
  - **Fall Fundraiser: *Aspiring Men—Mission Outdoors*.**
    - a. Troop MN-2950 holds an annual fundraiser to help cover expenses for the Program year: *Aspiring Men—Mission Outdoors*. Funds donated to the troop for the *Aspiring Men—Mission Outdoors* Fundraiser are tax deductible. No goods or services are provided to any members of the troop or their families.
    - b. Funds raised through the *Aspiring Men—Mission Outdoors* Fundraiser are used to pay the Troop Annual Charter Fee to National (\$720 paid in July, 2026); the Charter Renewal Fee (\$195 paid in Jan., 2026); and cover costs for Troop activities for the 2026-2027 program year, Hit the Trail events, Program Materials, handbooks as needed, badges and pins upon completion of advancements, Patrol supplies, camping supplies, crafts, other supplies, and general office supplies as approved by the Troop Committee.

- **Other payments**
  - a. The online Trail Life Store (<https://shop.trailifeusa.com/>) ordinarily has a huge discount sale on items in the late Fall. The troop parents are encouraged to reduce shipping costs by ordering items through a group purchases made through the troop. Please follow the directions below. Items purchased through the Trail Life Store are not tax deductible.
  - b. For group purchases from the Trail Life USA Store, and other payments to the troop for your son's account, follow the directions below.
  - c. Click on the **Payments Here** link. Enter the amount of your payment and write in the comments details how to account for your payment, "troop dues for son" (include son's name).
  - d. **PLEASE USE A SEPARATE TRANSACTION FOR EACH BOY OR REGISTERED ADULT.**
  - e. Checks may be made out to "Trinity Lone Oak Lutheran Church" with a memo of "Trail Life Troop MN-2950 Dues." Troop dues are not tax deductible.
  
- **Uniforms:** It is highly recommended to purchase a Class A uniform but a TLUSA t-shirt or polo may be worn instead. Available at <https://www.trailifeusa.com/shop/>
  - a. The Joining Fee will include a Trailman book and lanyard for each boy joining the troop along with program materials for the year. Participation in Troop fundraisers will support both the boys troop account and funds for troop equipment and supplies.
  - b. We recommend the "New Trailman Package A" or "New Trailman Package B" uniform options. Official TLUSA Pants may be worn or any pair of grey pants may be worn instead.
  - c. Trail Life USA T-shirts and polos are available for each age group online. If you are not able to purchase a uniform at this time, please get an official t-shirt for your boy's age group from the [Trail Life USA Store](#).
  
- **Handbooks:** Trail Life USA Handbooks are a critical part of the program and are required for youth members. Handbooks are provided by the troop through your Local Dues. Handbooks may be purchased from the troop or online from TLUSA. That's it! Congratulations and welcome to Trail Life Troop MN-2950.

### Trail Life Connect Mobile App



The Trail Life Connect Mobile App conveniently brings TLC to your mobile device. Troop members are able to view announcements, calendar events, the Leader's Digest, the Health & Safety Guide, and more all right here in the app! Now you can easily download Troop documents and manage a Trailman's advancement, Troop activities, service hours, and Freedom Trail progress all right from your phone. Additionally, the TLC Mobile App provides private, Troop-only group chats

ideal for announcements, coordinating events, discussing projects, or just building Troop camaraderie. Keeping up with Trail Life is simpler than ever!

The Trail Life Connect Mobile App is available for use by any current TLUSA Troop member.

Version 1.0.5. Updated on Jul 14, 2025. Requires: Android 5.0 and up. Downloads: 1,000+ downloads. Content rating: Everyone. Permissions; Interactive elements: Users Interact: Released on: Jan 29, 2025. [https://play.google.com/store/apps/details?id=com.eternalinteractive.tlc&hl=en\\_US](https://play.google.com/store/apps/details?id=com.eternalinteractive.tlc&hl=en_US)

# FORMS AND PAYMENT



[Payments here](#)

## Enrollment Forms

Complete these forms for your son. We also need medical forms and a copy of your health insurance card to complete registration.

[Troopman Parent Contact Form](#)  
[Commitment and Partnership Pledge](#)  
[2950 TLUSA Troop Permission Slip](#)  
[Troop Permission Slip and Authorization to Treat](#)  
[Youth Member Participant Health and Med Form](#)  
[Adult Member Participant Health and Med Form](#)

[I'm new to Troop MN-2950](#)



[Payments here](#)

## Program Forms

After you and your son are registered on Trail Life Connect, please complete these forms specific to Troop 2950.

[Family Home Activity Submission Form](#)  
[Leader Contact Information](#)  
[Scholarship Request](#)  
[High Adventure Restricted Activity](#)

[Trail Life USA National Info](#)

**TRAILMAN COMMITMENT & PARTNERSHIP PLEDGE**

Registering a Trailman in Troop 2950 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:

<b>Troop 2950 commitment to Trailmen &amp; their families:</b> <ul style="list-style-type: none"><li>• Provide every Trailman an accepting, fair and safe environment in which to grow and have fun</li><li>• Open &amp; honest communication with Trailmen and their families, always communicating the value &amp; worth of every person, with love as our true motive</li><li>• Regular, clear, consistent &amp; timely communication of important information</li><li>• Treat each Trailman and family member with courtesy and respect, as each one is made in the image of God</li></ul>	
<b>Families commitment to Troop 2950 &amp; their Trailman:</b> <ul style="list-style-type: none"><li>• Treat all volunteers, Trailmen, and other fellow parents with courtesy and respect</li><li>• Provide the Trailman with the support and home environment that encourages the best end result through full participation in the program</li><li>• Ask questions directly of the leadership, and bring any situation that may need to be addressed directly to them</li><li>• 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.</li></ul>	<b>Trailman commitment to Troop 2950 &amp; to his family:</b> <ul style="list-style-type: none"><li>• Show respect, courtesy, and consideration for other Trailmen, Leaders and visitors</li><li>• Be responsible to attend meetings and events on time, and to treat all Church, Troop, and individual property with great care</li><li>• Cell phones &amp; electronic devices are to be turned off &amp; put away during Troop meetings and events. Cell phones &amp; electronic devices are not permitted by Trailmen on campouts.</li><li>• Each Trailman will participate to the best of his ability in service projects, Troop meetings, campouts, events, leadership roles, and fundraisers.</li></ul>

It is expected that all members of Troop 2950, 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 2950, 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 Trailman's file.

The information will remain there for 12 months and 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 received and read the Troop Policy & Procedures manual, and am willing to accept and abide by these policies and procedures.

**Parent/Guardian Signature & Date:**

**Trailman Signature & Date:**

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# TRAIL LIFE TROOP MN-2950

## Bylaws, Policies, and Procedures



### **Trail Life Introduction**

- Purpose of Trail Life
- Trail Life USA Mission Statement
- Statement of Faith
- Statement of Values

### **Contents**

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2. Participation & Conduct Expectations
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### **Troop MN-Registered Adult Policy**

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## **Trail Life USA Introduction**

### **Purpose of Trail Life USA**

Trail Life USA Troop 2950 is organized through Trinity Lone Oak Lutheran Church and chartered pursuant to the guidelines established by Trail Life USA. Trinity Lone Oak Lutheran Church is the owner and operator of the Troop, as well as all physical and financial assets. Trail Life USA is a Christian adventure, character, and leadership program for boys, young men, and their mentors. Trail Life USA is a Christ-centered outdoor adventure, leadership, and character development ministry. 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 activities such as camping, leadership development, rank advancements, awards, a trail badge program, community service, summer adventures, spiritual training, and a variety of other special offerings. 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 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 *to guide generations of courageous young men to honor God, lead with integrity, serve others, and experience outdoor adventure.*

**Motto:** Walk Worthy

**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.

### **Statement of Faith; TLUSA Christian Worldview**

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 salvation is by grace, through faith in Jesus Christ alone, and that our eternal hope is rooted in His sacrificial death and resurrection. We believe each person is created in God’s image for the purpose of communing with and worshipping Him. 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.

### **Statement of Values**

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

**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 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 right regardless of the cost.

## **1. Eligibility for Membership**

- 1.1. Each person seeking membership with Trail Life MN-2950 must complete all Troop membership paperwork, pay applicable dues and fees, and register as a member of Trail Life USA.
- 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 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 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. 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 5 years old by October 31st through 17 years old. Youth member local troop dues are collected on the first meeting of the troop year. Troop dues are pro-rated for youth who join midyear. Trail Life USA will collect a registration fee each youth member and will be paid directly to Trail Life USA on-line by the member via Trail Life Connect.
  - 1.3.1. **Local dues are non-refundable.**
  - 1.3.2. Youth must become a member of Trail Life USA, the local troop, and submit all dues on or before attending their 2nd troop meeting.
- 1.4. Adult members (registered adults and leaders) must be 18 years of age or older. No Troop dues are collected for adult leaders. Trail Life USA will require a registration fee for each adult member and will be paid directly to Trail Life USA on-line by the member via Trail Life Connect. Adult leaders must complete the Registered Adult Application process and be approved for leadership by the Troop 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 demonstrating behavior that is consistent with the values and mission of the ministry of Trinity Lone Oak Lutheran 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: Examples include but are not limited to 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 MN-2950 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, tablet, 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 lookalikes, 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 the fourth Friday of August and finishes the second Friday of June.

3.2. Woodlands Trail Unit: 5-10 years old

3.3. Navigators Unit: 11-13 years old

3.4. Adventurers Unit: 14-17 years old

3.5. In order to protect both youth members and adults, Troop MN-2950 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 Troop Ministry Liaison, 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 Treasurer

4.1.2. Troop Advisor

- 4.2. Troop Committee meetings will be held on a regular basis on a scheduled set forth by the committee. 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). Unit leaders, such as the Woodlands Trail Ranger, the Navigators Trailmaster, and the Adventurers Advisor, are invited and encouraged to attend and participate in Troop Committee meetings although they 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 Committee Chair, 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: i.e., 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.

## **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, and the Adventurers 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. Trail guides 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. Trail guides are men who take youth (Trailmen) on the Trail. Trail guides 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 Trail guide function with the Unit Leader, with additional leadership and oversight provided by the designated Committee Member

## **6. Troop Calendar, Communications & Website Policy**

- 6.1. The Trail Life Connect website (<https://www.trailifeconnect.com>) is the official method the troop shares information such as announcements, events such as camping trips, information on advancements, policies, medical forms, etc.
- 6.2. All troop members are expected to review Trail Life Connect on a regular basis to review announcements, manage their membership, and obtain advancement information.
- 6.3. All troop members consent to receiving emails from Trail Life Connect ([mailer@trailifeconnect.com](mailto:mailer@trailifeconnect.com)) and ensuring that those emails are not being sent to a “junk” or “spam” folder.
- 6.4. A Troop calendar shall be prepared by the Troopmaster and Unit Leaders, reviewed by the Troop Committee, and distributed via the Trail Life Connect website.

- 6.5. 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.
- 6.6. Changes to the calendar will be conveyed verbally at Troop meetings, on the Trail Life Connect Website, and via e-mail when applicable.
- 6.7. Troop leadership has control over the content of the Troop's official web site (i.e. the Troop Committee, uniformed leadership and Troop Ministry Liaison). 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.
- 6.8. 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. 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 page should not represent itself as an official publication of the National Organization of Trail Life USA, not even to casual readers

## **7. Troop Meetings, Campouts, Activities & Ceremonies**

- 7.1. A minimum of two registered adults must be present at each meeting, campout, activity or event. One of these registered adults must be a 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.

### **7.2. Meetings:**

- 7.2.1. Troop meetings will be held from 6:30-7:45pm, on the 1st and 3rd Mondays of the month at Trinity Lone Oak Lutheran Church. When meetings fall on holidays an alternate date will be noted on the troop calendar. The troop year runs from August to June.

### **7.3. Campouts:**

- 7.3.1. No overnight campouts will be scheduled without the approval of the Troop Committee.
- 7.3.2. A Trailman must be active to reap the benefit of the Troop MN-2950 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.
- 7.3.3. A person will be counted as a participant in a campout ONLY after all national and local dues are paid, all medical forms are completed, and all permission slips are completed.
- 7.3.4. 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.
- 7.3.5. No Trailman will bring any personal food on a campout unless required for allergy or medical reasons that are specifically listed on the Trailman's medical form
- 7.3.6. A certain number of camping trips will include all troop units/age groups and be deemed as a father-son campout. These are typically held twice a year.

- 7.3.6.1. Fox Trailmen must have a male guardian to participate on these whole troop campouts. These father-son campouts are the only overnight camping activity Fox Trailmen are authorized to participate in with the troop.
- 7.3.6.2. Male guardians must complete medical forms in advance of the campout.
- 7.3.6.3. Male guardians that are not registered adults in the troop are only permitted to attend the fatherson camping events. All other overnight camping events will be supervised by Trail guides and Registered Adults.
- 7.3.6.4. Trailmen that are Hawks or higher (Mountain Lions, Navigators, or Adventurers) may attend the whole troop campouts without a male guardian.
- 7.4. Activities: An activity is a troop sponsored event that is not a campout.
  - 7.4.1. Activities that include Fox trailmen require a parent or guardian to attend.
  - 7.4.2. Parents/guardians may be required to complete medical forms to attend any event.
  - 7.4.3. Participation in troop activities is limited to members of the troop and parents/guardians when deemed appropriate by the troop. Persons that are not members of the troop are not permitted on troop activities.
  - 7.4.4. A person will be counted as a participant in an activity ONLY after all national and local dues are paid, all medical forms are completed, and all permission slips are completed.
  - 7.4.5. A person will be counted as a participant in an activity ONLY after payment has been made to the Troop for those activities that require a fee. Payment must be made by the deadline set by the leader in charge of that activity. A person who does NOT turn in the fee by the deadline will be considered as NOT attending that activity. No refunds will be issued after the payment deadline has passed.
  - 7.4.6. Activities may 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.
- 7.5. Ceremonies: The Troop may hold ceremonies 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 ceremonies.

## **8. Troop & Personal Equipment**

- 8.1. 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, along with any other personal items required for the trip. Hawks and Mountain Lion Trailmen must provide their own water bottle, sleeping bag, and flashlight along with any other personal items required for the trip.
- 8.2. Trail guides will offer each Trailman instruction on proper use, care, and handling, of all woodcraft tools, including pocketknife, saw or axe. No Trailman may carry or use a pocketknife, 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 pocketknives of 4 inches or less, with a recommendation to also be locking type, are allowed. No fixed blade knives are allowed.
- 8.3. Trailmen may carry any equipment they deem necessary on outdoor activities, if it is not excessive, can be suitably packed and carried into the campsite, and it is not otherwise disallowed.
- 8.4. 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. Medication Policy

8.5. It is the policy of Troop MN-2950 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 MN-2950. Any needed medications during such times, will be delivered to the appropriate and designated Troop Leaders for administration (except with camping/event 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, except for 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.

## **9. Dress Code**

- 9.1. Trail Life is a uniformed organization. The Trail Life USA “troop uniform” is the official uniform of Troop MN-2950. It is highly recommended that a troop uniform shirt, hat, belt, and shoulder loops be purchased within 30 days of joining. The troop uniform shirt and hat may be worn with grey pants and is expected for all meetings and formal gatherings. An official Trail Life USA t-shirt or polo for the Trailmen’s Unit (Woodlands Trail, Navigators, Adventurers) can be worn during more casual outings and at the discretion of the Troopmaster and Unit Leaders.
- 9.2. All troop members are expected to dress in a manner consistent with the TLUSA Statement of Faith and Values
- 9.3. No vulgar or profane images or text are allowed on any article of clothing.
- 9.4. All troop members are expected to dress according to Deuteronomy 22:5 ESV. “A woman shall not wear a man’s garment, nor shall a man put on a woman’s cloak, for whoever does these things is an abomination to the Lord your God.”

## **10. Advancement, Awards & Handbooks**

- 10.1. 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.
- 10.2. Service activities are 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.
- 10.3. Official Trail Life USA handbooks are required for each Trailman based on which Unit they are part of. Handbooks will be the responsibility of each Woodlands, Navigator and Adventurers member to purchase through Trail Life USA on-line or the Troop.
- 10.4. Trail badge opportunities and Rank Advancement opportunities may be set and limited by the Unit Leader or the Troopmaster.

## **11. Problem Resolution**

- 11.1. 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:
  - 11.1.1. Woodlands Trail
    - 11.1.1.1. Unit Leader
    - 11.1.1.2. Troopmaster
    - 11.1.1.3. Committee Chair

- 11.1.1.4. Troop Ministry Liaison
- 11.1.2. Navigators/Adventurers
  - 11.1.2.1. Patrol Leader
  - 11.1.2.2. First Officer
  - 11.1.2.3. The assigned Patrol Trail guide
  - 11.1.2.4. Unit Leader
  - 11.1.2.5. Troopmaster
  - 11.1.2.6. Committee Chair
  - 11.1.2.7. Troop Ministry Liaison

## **12. Amending these Bylaws, Policies & Procedures**

- 12.1. 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.

## **Troop MN-2950 Registered Adult Policy**

### **Introduction**

This document covers the role of a Registered Adult in Troop MN-2950 as well as the application process for becoming a Registered Adult.

### **What is a Registered Adult?**

A Registered Adult is a person 18 years of age or older that has gone through both the local troop approval process and the approval process by the Trail Life USA home office that can count towards required adult to youth safety ratios. A parent that has a login to Trail Life Connect is not a Registered Adult. Troop MN-2950 has a policy that except for specific overnight events, such as the father/son camping trips, only male Registered Adults are allowed on overnight events.

Adult members pay an annual membership fee of \$46.55 directly to Trail Life USA. The higher amount covers the costs of periodic criminal background checks, supplemental evaluation processes, and youth protection training for adult members. **NOTE – Membership and Troop fees are non-refundable, and all fees must be paid via credit or debit card.**

### **Registered Adult Responsibilities**

The primary responsibility of a Registered Adult is child safety. No adult involved in Trail Life USA is allowed to be the only adult in the presence of boys that they are not related to. Two or more Registered Adults are always required in any situation to protect both the boys and adults in the troop. Registered Adults should always wear their TLUSA lanyard with their membership ID badge denoting them as an official Registered Adult during troop events. This is part of our child safety protocols.

Registered Adults should be looking for ways to serve the troop and assist with meetings. This does not necessarily mean having to take on a teaching role or be on a specific schedule, but actively working with the leaders in the troop to assist with meetings, games, activities, and other events is a great way to help the troop. Being available as a resource for the Trail Guides, Troop Master, and other troop leaders is a great blessing to the troop.

Registered Adults should try to attend all meetings and events as much as possible. When our main teachers/leaders are out due to illness or some other unfortunate event, it can be difficult to have the required number of Registered Adults for child safety reasons.

Becoming a registered adult to only go on campouts is not the intended role of Registered Adults in Troop MN-Troop 2950.

## **Becoming a Registered Adult**

We take the subject of who will be working with our youth very seriously. There are two main parts of becoming a Registered Adult. The first is the local troop approval process and the second is the approval process by the home office of Trail Life USA. This section will outline what those procedures are.

Troop MN-2950 Approval Process To apply to become a Registered Adult in the troop, an applicant must complete the following procedure:

1. Adhere to TLUSA Statement of Faith and Values
2. Be a part of a local church congregation
3. Obtain a letter of recommendation to work in children's ministry from a pastor on staff at their church. Trinity Lone Oak Lutheran Church members/attendees must have approval by the Senior Ministry Leader, Pastor Kroonblawd.
4. Complete the application form
5. Be interviewed by members of the Troop Committee to discuss topics including but not limited to:
  - a. Criminal history
  - b. Their faith
  - c. Experience in children's ministry
  - d. Experience in scouting or outdoors
  - e. Why the applicant wants to volunteer with the troop
6. The Troop Committee will make a recommendation to the troop leader serving as the Troop Ministry Liaison (TML) on whether to approve or deny the applicant
7. If approved, the TML will initiate the signup process for the applicant with TLUSA home office
8. A member of the troop committee will notify the applicant of their troop approval status TLUSA

### **Approval Process**

Once the applicant has been approved by the TML the process is as follows:

1. Become a member of TLUSA and pay the yearly membership fee
  - a. This is paid directly to the home office of TLUSA and not to the local troop. Adults have no local troop dues.
2. Complete the CBC (criminal background check) questionnaire form online and submit the CBC to TLUSA. This typically takes around 7 business days but can take longer.
3. Complete the child safety training course through Trail Life Connect (approximately 1.5 hours of videos and a quiz)
4. TLUSA has sole discretion on the CBC. Past convictions and pending criminal cases are grounds for TLUSA denying an application. The local troop has no interaction with this process and cannot affect the outcome of the CBC in anyway.
5. If the CBC is approved by TLUSA and the applicant completes the child safety training online course, they become a Registered Adult.
6. Registered Adults are required to keep their TLUSA membership current every year and periodically to complete additional CBC's and child safety training.

### **More Information**

For more information or to start the application process, please contact one of the following resources.

- Troop Email Address: [trailife@trinityloneoak.org](mailto:trailife@trinityloneoak.org)
- Troop Ministry Liaison (TML): Pastor James L Kroonblawd, [james.kroonblawd@tloschool.org](mailto:james.kroonblawd@tloschool.org)
- Troopmaster: Derek Field: [trailife@trinityloneoak.org](mailto:trailife@trinityloneoak.org)