Trail Life USA Troop CA-1321

Orchard Church
Murrieta, CA

Parent and Trailman Handbook

2026 - 2027

Troop CA-1321 is a chartered ministry of Orchard Church, to be a Christian Outdoor Adventure, Character, and Leadership Program for boys and young men, serving families in Murrieta, Temecula, Menifee, Lake Elsinore, Hemet, Wildomar, Winchester, and surrounding communities.

Our moto to “Walk Worthy” comes from Colossians 1:10, “…that you may walk worthy of the Lord, fully pleasing Him, being fruitful in every good work and increasing in the knowledge of God…”

Our verse Ephesians 2:10 (ESV): “For we are his workmanship, created in Christ Jesus for good works, which God prepared beforehand, that we should walk in them.”

Official Website: https://www.Troop1321.com

Trail Life USA is a registered trademark of Youth Adventure Program, Inc. Trail Life USA was recognized on July 9, 2014 as a 501(c)(3) “public charity” nonprofit corporation. Contributions to Trail Life USA are deductible under section 170 of the IRS Code and we are qualified to receive tax deductible bequests, devises, transfers, or gifts under section 2055, 2106 or 2522 of the Code.

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Troop 1321 One-Page Overview

Meeting starts at 6:30 pm at Orchard's Children's Building, 39729 Avenida Acacias Road Murrieta, CA 92563

Enrollment and Pay of Dues:

- September 21st – Dues must be paid, and Registered Adult Registration completed
- January 18th – Dues must be paid
- Visit and Enroll on Bring a Buddy Days: Nov 2, Mar 1

Any adult who attends regularly will be required to become a Registered Adult.

The communication platforms are Trail Life App, emails, GroupMe, and announcements posted on TrailLifeConnect.com.

Uniform: Formal Troop Class A uniforms are required for Mountain Lions, Navigators, and Adventurers. Foxes and Hawks may wear the Class B Uniform (T-Shirt).

Restrooms: Restrooms designated for adults are at the far center-back of the building, while restrooms for the boys are near their classrooms. The door that leads to the back kitchen also leads to the two adult bathrooms on the right side.

Leaders and parents are expected to remain engaged during meetings. Phone use should be limited to necessary communication only and boys should not use phones during meetings unless required.

Costs:

Troop CA-1321	$110	Troop CA-1321
Trail Life USA Registration - Boy	$42.98	Trail Life USA (National)
Trail Life USA Registration - Father	$46.55	Trail Life USA (National)
Camp Outs	Varies	Troop CA-1321
Uniform	Varies	Trail Life Store

Dues Cover ($110/yr)

- Earned badges and patches
- Rank medallions and awards
- Patrol supplies and program materials
- Troop Number Patch
- Lanyard
- General Troop operations
- Charter fee (paid by Troop to Orchard Church/Trail Life)
- Standards for medallions

Parents Pay Separately

- Trail Life USA registrations
- Uniforms
- Event and campout fees

Check List to Join the Troop (Simplified)

1. Pay the Troop Dues on Church Website
2. Pay the Trail Life Registration Fees for Boy and Registered Adult on TrailLifeConnect.com
3. Complete the Registered Adult Application, and Safety Training
4. Update the Trailman's profile and upload a photo
5. Print the boy and Registered Adult badges from their profiles
6. Download the Trail Life app and GroupMe app
7. Sign the Handbook
8. Purchase the Uniform
9. Complete the Forms
    a. Youth Health & Medical Form
    b. Adult Health & Medical Form
    c. Orchard General Release Form

    The medical forms must be completed every year

Visit https://www.troop1321.com/joiningthetroop.html

Registering Sons in the Troop

When you are logged in Trail Life Connect as the parent, under the Household section click on the link, "Add Son" or "(Membership not paid. Click to pay)."

Our Mission

Trail Life USA exists to provide boys with real-world challenges, responsibility, and growth in a structured, Christ-centered environment.

It is the vision of the leadership that each Trailman grows in the character of the Lord and becomes the man of God that the Lord has intended for him to be. In a culture increasingly centered around virtual entertainment, our Troop emphasizes hands-on learning, outdoor adventure, leadership development, and meaningful mentorship.

Through intentional programming, boys grow in three primary areas:

- Adventure – Outdoor skills, challenge, and exploration
- Character – Integrity, responsibility, self-discipline, and Christ-Likeness
- Leadership – Service, initiative, and accountability

The outdoors provides a natural training ground where boys are stretched, mentored, and encouraged to develop competence and confidence. Fathers and sons connect. Mentorship is strengthened. Growth is practical and visible.

Troop CA-1321 is committed to:

- Outdoor hands-on learning
- Strong father involvement
- Clear structure and leadership
- Developing boys into capable, responsible men

Keys to Success

To ensure the success of the Trail Life program, ample youth, volunteers, and funding are needed. American Heritage Girls CA-1321 is charted by Orchard Church and meets at the same time and location, and many families attend both programs; therefore, Trail Life leadership will work closely with AHG leaders to share proposed calendars and minimize conflicts as much as possible so families can fully participate in both programs.

Trail Life Core Values

Troop CA-1321 operates in alignment with the national values of Trail Life USA:

- Christ-Centered – Biblical principles guide our leadership and program.
- Church-Oversight – We operate under the authority of our Charter Organization.
- Outdoor-Focused – The outdoors is our primary classroom.
- Courage – Boys are challenged to grow through difficulty.
- Male-Centered Leadership – Godly male mentorship is central to development.
- Volunteer-Driven – Leaders serve sacrificially for the benefit of youth.
- Youth Leadership Development – Boys are trained to lead with responsibility.
- Servant Leadership – Authority is exercised through service and humility.

Trailman's 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.

Meeting Location & Schedule

Meeting Location:

Orchard Church Children's Building
39729 Avenida Acacias Road
Murrieta, CA 92563

Meeting Schedule:

- First three Mondays of each month from 6:30 pm – 8:00 pm
- August: Returning Trailman Meeting on the 10th followed by New Trailman Orientation on 17th
- Monday Days Off: Labor Day (Still meeting 3 Mondays during month)
- June: 14th Court of Honor Ceremony
- Hang out time from 8:00 pm to 8:30 pm
- Bring a Buddy: Nov 2, Mar 1, May 3 (Days to visit during the year)
- After open enrollment during Aug/Sept and Jan visitors are to wait until Bring a Buddy day to visit.

Events:

The second, third or fourth weekend of each month will be a Hit the Trail or camp out, or activity. The schedule is coordinated with AHG.

Please Note:

For security purposes, exterior doors are locked at 6:50 PM. Families arriving after that time should contact leadership for entry. Review the Troop calendar for the complete schedule and holiday breaks. The schedule is posted on troop1321.com and TrailLifeConnect.com.

Annual Calendar Commitment

- The Troop calendar will be published before the start of the program year
- Changes will be avoided and only made when necessary
- Families are encouraged to plan around the published schedule

Enrollment

September 21st – Dues must be paid, and Registered Adult Registration completed
January 18th– Dues must be paid
Enroll on Bring a Buddy Days: Nov 2, Mar 1
Enrollment is open during Aug/Sept and Jan and on Bring a Buddy Days.
Visitation is limited to two meetings before registration is required.

Communication

The communication platforms are Trail Life App, emails, GroupMe, and announcements posted on TrailLifeConnect.com. Essential information and resources are also available on our website. Parents are expected to stay informed and remain up to date on troop communications.

GroupMe is a free and secure text messaging app that the leader uses to send out messages directly to the group. Please see Troop1321.com for links to download the app and links to join the groups. There is a GroupMe group for each Program. Important messages will be sent via GroupMe, not always by email. Leadership groups have GroupMe accounts to facilitate communications. Please be considerate to the members of the group when posting messages.

Troop Fees

Troop CA-1321 is committed to financial transparency, accountability, and responsible stewardship. All financial activity operates under the oversight of Orchard Church and the Troop Committee.

Trail Life USA Membership (National)

The TrailLifeConnect.com annual fee ($42.98 per boy per year) is paid directly through traillifeconnect.com and is non-refundable.

This membership provides:

- Access to TrailLifeConnect.com (attendance and advancement tracking)
- Operational support for the Trail Life USA Home Office
- Insurance coverage for Troop activities and events

If your family relocates, your son's records transfer with him, allowing continued participation in another Troop.

It is important to note that if Trail Life USA dues are not paid, advancement and attendance cannot be tracked, awards cannot be issued, and you may not receive Troop communications.

Troop Dues (Local Troop Level)

Troop dues are paid directly (in-person by check or credit card only) to the Troop Treasurer or through the Orchard Website. The local Troop dues support our Troop operations.

- $55 per semester (Paid by Sept 21st, Jan 18th)
- $10 discount per year for each additional boy
- New Navigators needing book can pay $17 to troop directly

Leaders are not given a discount rate.

Refunds of prepaid dues will be reduced by $20 for the cost of the Trail Life Branding Fee.

Troop dues are used for:

- Teaching materials and program supplies
- Special Guests
- Campout equipment and shared gear
- Lanyards and awards
- General operating and administrative costs
- Events

Registered Adult Membership

Any adult who attends regularly will be required to become a Registered Adult. Parents or Mentors becoming Registered Adults must complete the Trail Life application and be approved by the Troop Ministry Liaison. There is a non-refundable fee of $46.55 per adult which covers a background check and Child Safety & Youth Protection Training.

Registered Adults:

- Count toward two-deep leadership requirements (groups of Trailmen must be within eyeshot or earshot of no less than two registered adult Trail Life members).
- Are eligible to serve in leadership roles
- May actively assist in meetings, campouts, and activities

Event-Based Costs

Activities are not included in Troop dues and are paid separately. These may include campouts, Hit the Trail events, and special activities or trips. Costs will be communicated in advance, and payment is required prior to participation.

Financial Stewardship

Finances are administered through Orchard Church to ensure proper accountability and oversight. The Troop is funded through Troop dues, event-based payments, donations from individuals or organizations and campaigns as needed.

Funds are used to support program materials and teaching supplies, awards and advancement items, Troop equipment and maintenance, operational and administrative costs, and scholarships for families in need.

Program costs are based on the actual cost of running the Troop, including meetings and outdoor activities.

Donations & Scholarships

The Troop may accept cash and non-cash donations through Orchard Church to offset program costs, purchase, and maintain Troop equipment, and provide scholarships for families in need.

Scholarships are intended to assist families experiencing temporary financial hardship and are subject to availability and leadership approval. Families needing financial assistance may request an application from the Troop Treasurer or Committee Chair.

Financial Transparency

Troop CA-1321 is committed to maintaining trust through clear and responsible financial practices.

- Financial oversight is provided by the Committee
- Funds are used solely for Troop operations and program delivery
- Financial information may be disclosed upon request

Leadership & Troop Structure

Troop CA-1321 operates under a structured leadership model designed to provide clarity, accountability, and consistent program oversight.

Our leadership structure emphasizes:

- A focused leadership team
- Clear authority and accountability
- Defined areas of responsibility
- Strong program execution

Committee and Council

The Committee handles the Troop's administrative matters, finances, policies, addressing operational needs, and serves as the primary decision-making body of the Troop. The Council brings together Troop-facing leaders to coordinate meetings, activities, and the needs of Trailmen and families.

Leadership selection is based on character, commitment, and alignment with Troop values. Positions such as the Treasurer and Chaplain must attend Orchard Church.

The Committee

- Troop Ministry Liaison
- Committee Chair (CC)
- Troopmaster (TM)
- Treasurer
- Troop Chaplain

Leadership Council

- Committee Chair
- Troopmaster
- Treasurer
- Troop Chaplain
- Activities Director
- Ranger
- Trail Master
- Advisor

Church Leadership

Senior Ministry Leader - Jim Jackson

Troop Ministry Liaison - Austin Godfrey

Troop Ministry Liaison serves as primary contact with the Charter Organization. The TML will approve adult leaders and ensure the Troop aligns with the organization's values.

The TML is available to assist with any concerns, questions, or conflicts related to troop operations and will work with all parties toward a fair and timely resolution. When church leadership involvement is needed, the TML will communicate with the pastors on behalf of the troop. Parents and families are asked to direct all troop-related concerns through the TML rather than contacting the church directly.

Please contact Austin Godfrey by agodfrey@orchardchurch.life or (858) 337-5050.

Troop Facing Leadership

Troopmaster - Marcus Murillo

Troopmaster provides overall leadership and direction for the Troop program. He will collaborate with the Committee and the Leadership Council to oversee the Trail Guides, Patrols, and meetings. He will represent all direct contact leaders for the Committee.

Responsibilities: Establishes vision and direction of the Troop and ensures leadership alignment while protecting patrol structure and integrity. He will have contact with the Charter Organization. Leads annual planning, reviews upcoming troop meetings and campouts with leaders. He will mentor youth leaders and adult Trail Guides.

Ranger - Nick Vivar

Woodlands Trail Leader

Oversee the Woodlands Trail Program with steady leadership, clear direction, and consistent structure to ensure meetings have a skill-building activity, team-building game, age-appropriate devotional.

Responsibilities: Weekly meeting structure (safe, organized and on-track) while giving foundational instruction and encouragement to patrol leaders. Plan year of weekly meetings and outings with Patrol Leaders and coordinate coverage if a leader is absent.

Trailmaster – Nick Germon

Navigators Leader

Oversees: Navigator Patrol Leaders

Responsibilities: Execution and youth leadership development for advancement preparation.

Advisor - Mike Mitchell

Adventures Leader

Oversees: Patrol Officers

Responsibilities: Execution and youth leadership development for advancement preparation.

Committee Chair - Stephen Stewart

Operations, Advancement & Onboarding - The Committee Chair ensures operational systems function smoothly.

Responsibilities: Health and safety coordination and Advancement records. Onboarding new families and ensures training compliance.

Activities Director – Brian Suggs

Assist with campout coordination, service project organization, and event logistics. Ensured reservations are completed and logistics of campouts are provided.

Treasurer - Lindsey Murillo

The Treasurer duties include tracking and reporting on the financial activities and transactions of the Troop.

Responsibilities: Dues collection and processing, budget tracking and financial reporting for transparency and future forecasting to be available. The treasurer also administers reimbursements based on prior authorized purchases of troop members.

Troop Chaplain – Justin Johnson

The Chaplain supports the spiritual development of the Troop by leading brief devotions, prayer, and providing encouragement to boys and leaders. Encourages a Christ-centered tone throughout the program. Provides the materials, development, and training of Unit Chaplains Aids to conduct the ministry related programs of Trail Life USA.

Trail Guides

Trail Guides work directly with the units during meetings and outings to teach the weekly lessons, provide skill instruction and reinforce Troop standards.

- Adventures - Mike Mitchel, Eddie Briskey, Austin Godfrey
- Navigators - Marcus Murillo, Nick German, Justin Johnson
- Mountain Lions - Jordan Baldwin, John Inglis, Brian Suggs
- Hawks - Nick Vivar, Victor Fajardo, Matthew Hunter
- Foxes - Mike Wellesley, Jared Otto

Support Roles

Additional leadership support may be added when appropriate to support growth while maintaining a clear chain of authority.

Under Troopmaster:

Troopmaster Assistant - Justin Johnson

Under Ranger:

Ranger Assistant - Joanna Vivar

Patrol Leaders

Patrol Assistants

Under Chaplain

Chaplin Aids

Under Activities Director:

Outdoor / Activities Assistant

Community Service Assistant - Lyndsey Murillo

Equipment Lead

Under Committee Chair:

Public Relations / Communications Assistant

Advancements Assistant – Check in with parents to ensure understanding of the Trail Life USA program

Attendance/Onboarding Assistants – Take attendance and enter attendance on TLC.com

Health and Safety Lead – Ensure all members have completed medical paperwork, CPR/First Aid trained parents at the events

Historian – Collect photos of the year and create a photo slide show for the COH.

Under Treasurer Chair

Treasurer Assistant - Budget tracking and financial reporting for transparency and future forecasting.

Campaign Lead – Create and execute campaigns

Registered Adult (RA)

RA is a parent/guardian or volunteer who is officially approved to help with the Troop (assist in meetings and campouts/activities) but does not hold a specific leadership position. RA must complete an application, agree with the Statement of Faith, allow for Trail Life to perform a background check, complete online Child Safety Youth Protection Training and approved by the Charter Organization Representative.

The Criminal background check application must be submitted and CSYPT training completed before arriving on the 3rd visit. Responding to follow-up questions must be completed within 2 weeks of receipt.

Father & Mentor Participation

Trail Life is a father-engaged program, not a drop-off program. Fathers or mentors are encouraged to actively participate. Activities are designed for father–son interaction.

When a father has sons in different units, the priority of his time should be with the younger son, and he should ensure a Registered Adult is present to be responsible for their other son during the meetings.

Trail Life USA provides boys with opportunities to grow through Christ-centered activities, outdoor adventure, and positive male mentorship. Although fathers are encouraged to participate with their sons whenever possible, we understand that a father may be unable to attend for many reasons.

Mothers and other guardians are always welcome to bring, support, and participate with their sons. The absence of an available father should never prevent a boy from benefiting from the fellowship, mentorship, and experiences offered through Trail Life.

Minimum Appropriate Youth/Leader Ratios are per Trail Life

- 2 Registered Adult/Leaders per up to 8 boys in the Fox Patrol
- 2 Registered Adult/Leaders per up to 16 boys in the Hawk Patrol
- 2 Registered Adult/Leaders per up to 20 boys in the Mountain Lion Patrol and beyond

Fox Patrol guardians must be in the meetings to help oversee their own boy's behavior.

Committee and Council Meetings

Committee meetings will be held in the first week of June, Oct, Feb, and April. Committee meeting minutes shall be made available to parents or guardians upon request.

Council meetings are held at least every other month or as needed to discuss and plan the weekly meetings for the following month and the upcoming outings. Council meetings are to be held in person at 8:30 pm following the last Troop meeting of the month or online when needed. Decisions are made by majority vote of Council members who are present.
Parents are welcome to speak during the 10-minute discussion period at the Council meeting starting at 8:30 pm. Any comments or concerns from parents or troop-facing leaders may be shared with the Troopmaster. He will gather these concerns so they can be scheduled and discussed in the next Council or Committee meeting. A resolution will be noted and the Troopmaster may communicate the solution to the parents concerned.

Leadership Principle

Responsibility builds confidence. Accountability builds character. Structure builds leaders.

What to Expect at Your First Visit

We want your first experience with Troop CA-1321 to be welcoming, clear, and well organized.

We do want you to visit the Troop before you financially invest in your child's dues and uniform. Do not hesitate to ask questions before you arrive and on your first visit.

What to Bring

Simply bring your son ready to participate and engage in the activities. We welcome new visitors who bring curiosity, positive energy, and an openness to learning. Those qualities will help you get the most out of the experience.

What to Wear

Closed-toe shoes are required. Uniforms are not required for the first few initial visits.

Check-In Process

Upon arrival as a visitor, please check in with Stephen Stewart or a front desk welcome volunteer. You will receive a visitor badge, and we will ensure we have accurate contact information for follow-up.

Restrooms

Restrooms designated for adults are at the far center-back of the building, while restrooms for the boys are near their classrooms. The door that leads to the back kitchen also leads to the two adult bathrooms on the right side.

Meeting Structure (Hands-On Standard)

Troop CA-1321 meetings are designed to be **active, hands-on, and skill-based**, not lecture-driven.

Typical meeting format:

- 10 minutes – Opening ceremony
- 10–15 minutes – Instruction (brief, focused)
- 30–40 minutes – Hands-on activity or skill practice, or game
- 5–10 minutes – Closing and sign-offs

Each meeting begins with a structured opening ceremony, which includes the Pledge of Allegiance, Trailman Oath, Motto, a prayer by a Trailman and the Chaplain Minute. After the opening ceremony, boys are dismissed to their groups for instruction and activities. Meetings conclude with a structured closing and patrol dismissal.

Instruction should be kept short and immediately followed by application.

Trailmen should spend the majority at each meeting:

- Building
- Practicing
- Working in teams
- Participating in outdoor or physical activities

Behavior Expectations

Troop CA-1321 maintains a structured and respectful meeting environment.

Boys are expected to:

- Be attentive when leaders are speaking
- Follow instructions
- Show respect toward peers and leaders

If correction is required after a reminder, a boy may be asked to stand with his parents for the remainder of that portion of the meeting. Disciplinary policy is located at the end of this handbook.

Child Safety

The safety of every Trailman is a top priority. All Registered Adult leaders complete criminal background checks, and Child Safety & Youth Protection Training.

Trail Life USA follows the “1-2-3 Youth Protection Essentials”:

- No One-on-One – An adult (other than a parent/guardian) is never alone with a youth. This is for both the protection of the boy and the adult. This extends to electronic communications such as email, texting, and online communications, as well as transportation to and from Trail Life activities.
- Two-Deep Leadership – A minimum of two registered adults are present at all activities and will be in proximity and within eyesight or earshot so they can provide backup and oversight.
- Buddy System of Three – Boys operate in groups of three or more when out of direct adult supervision. Especially for tents/showers/restrooms. Three or more boys of the same program level should share a tent, rather than only two (unless they are siblings, with parental knowledge).

Additional rules:

- No hazing, bullying, drugs, alcohol, violence, or immoral conduct.
- Mandatory reporting of any suspected abuse or policy violation to authorities, Trail Life USA, and the charter organization.
- Texting Trailman should be within the GroupMe Group Account. Do not have direct texting communication from Leader to Trailman unless the father is in a group chat.

Parents receive a full copy of Trail Life policies by accessing Trail Life Connect. The Committee is to review safety annually. Report concerns immediately to either the Troop Ministry Liaison, Troopmaster, or Committee Chair. All activities follow the Trail Life USA Health and Safety Guide.

Uniform Policy

A Trailman’s uniform is a symbol of his commitment to the values of Trail Life. Wearing the uniform helps build identity, discipline, and unity among the Troop. We expect each Trailman to wear the uniform to all meetings and events unless otherwise stated.

Trail Life offers three uniform types:

- Formal Troop Uniform (Class A) which is the official Trail Life shirt with patches, plus pants/shorts (often olive green or khaki). Worn for meetings, ceremonies, and public events.
- Trail Uniform (Class B) is the official T-shirt for campouts and active events.
- Travel Uniform (Polo) for designated events.

Formal Troop Class A uniforms are required for Mountain Lions, Navigators, and Adventurers. Foxes and Hawks may wear the Class B Uniform (T-Shirt).

When the Troop meets at an event when wearing a uniform is not to be expected, just the Troop hat may be worn.

Uniform Guidelines:

- Formal shirt must be tucked in before entering the building
- Trail Life T-shirts are allowed for campouts
- No sweatpants or athletic shorts unless suggested by the leader for the activity
- Pants must be dark green, dark gray, khaki, dark jeans, or cargo shorts in summer
- Closed-toe, lace-up shoes
- Optional accessories: Trail Life belt and socks (black socks required)

We also encourage cleanliness and personal hygiene.

Youth Trailmen are to wear a lanyard. All Registered Adults must wear official Trail Life identification lanyards. The Troop will provide lanyards; parents are responsible for printing their Registered Adult badge and their son's Trailman badge from TrailLifeConnect.com.

Sponsorship assistance is available for families needing uniform support. Donations of gently used uniforms for future Trailman are appreciated.

Do not wear the uniform in situations that might mistakenly imply an endorsement by Trail Life USA of a product, service, political candidate, or philosophy. Do not wear the uniform while engaged in any activity that could dishonor or discredit Orchard Church, Trail Life USA, the uniform, or the person wearing it.

Leadership, Supervision, and Parent Participation

Troop meetings and events are conducted under Registered Adult leadership and follow Trail Life USA safety standards. Registered - background checked adults - are present at every event. Proper adult-to-boy supervision ratios are maintained according to Trail Life standards and the needs of the activity.

Lesson, Devotional, and Instructional Material Policy

Our mission is to provide Christ-centered, age-appropriate instruction that encourages spiritual growth, character development, and outdoor skills in a safe and wholesome environment.

To support this mission, all lessons, devotionals, videos, books, handouts, demonstrations, guest presentations, and other instructional materials shall be suitable for the age and maturity of the Trailmen participating.

Any material that could reasonably be considered mature, sensitive, or potentially inappropriate for the age group must be reviewed and approved by the Troopmaster before being presented.

Adult leaders and guest speakers are expected to present content that is consistent with the values, mission, and Statement of Faith of Trail Life USA. Use sound judgment in selecting materials that are appropriate for the age and maturity of the audience.

The Troopmaster and troop leadership reserve the right to approve, modify, or decline any lesson, devotional, presentation, or instructional material that is determined to be inconsistent with these standards or with the mission and values of the troop.

When in doubt, leaders should seek leadership approval before presenting the material.

Woodland Patrol Unit Leaders

Each Woodland Unit will have multiple leaders to share the responsibilities of preparing and teaching lessons for the Units (Fox, Hawks, Mountain Lions) and take attendance. Each Unit should have a delegated leader of the leaders' group to be the main contact for the Ranger to communicate with. Each Unit will be assisted by the

Registered Adults for the meetings and events. Registered Adults are also asked to teach their own skills to the Trailman.

Youth Leadership

Navigators Youth Leadership

- Junior Patrol Leaders

Adventurers Youth Leadership:

- 1st Officer
- 2nd Officer
- Quartermaster
- Patrol Leader

Technology & Phone Use

Leaders and parents are expected to remain engaged during meetings. Phone use should be limited to necessary communication only and boys should not use phones during meetings unless required.

Youth Leadership and Adult Oversight

Meetings are designed to build youth leadership through patrol structure and responsibility. Boys are encouraged to lead in age-appropriate ways to plan, organize, make decisions, and take the lead. Adults can—and should—offer guidance, counsel, suggestions.

Adults always maintain oversight to ensure:

- Boys work together as a team
- Safety standards are upheld
- Instruction is delivered effectively
- Structure and order are maintained
- Youth leadership remains productive and respectful

Boys lead where appropriate. Adults remain responsible.

Parent Attendance

Parents are expected to attend Troop meetings, as our Troop is a father-engaged program, not a drop-off program. For all Woodlands meetings, a parent or legal guardian must attend and stay with their Trailman for the entire duration of the meeting and events.

During meetings, parents are asked to:

- Support the program and encourage their Trailman’s participation and participate with them
- Allow patrol leaders and adult leaders to run the meeting structure
- Remain quiet or keep voices low when speaking to other adults while leaders are speaking to the boys
- Bring questions or concerns to leadership at an appropriate time (before/after meeting or by GroupMe)
- Help with setup and cleanup
- Bring food when asked

We asked the parents to be present and lead by example and encourage your boys and others in Christlike service. Parents support the program but do not override patrol leadership, youth leadership roles, or Troop structure during meetings.

Registered Adult Standard per Trail Life

Troop CA-1321 strongly encourages all participating parents to become Registered Adults and requires the primary guardian of the boy attending to be a Registered Adult. Any adult who attends regularly, participates in activities, and assists with boys will be asked to become a Registered Adult.

Non-Registered Adult Participation

Non-Registered Adults who do not regularly attend but do so more than a couple of times must complete a background check through Orchard Church. Completing the Registered Adult Registration is the preferred process for all attending guardians. Due to the cost of the Registration, only one guardian in the household is required, but all visiting guardians will have a completed background check on file with the church. The background check application is to be given to the TML or directly to the church.

Non-registered adults with limited visitation (Grandfather or Uncle to cover for Father for a couple of meetings) will be overseen with clear boundaries:

- Attendance is temporary, not ongoing
- Must be approved by Troop leadership
- Must be a parent, guardian, or immediate family member
- May observe only — not lead, teach, or supervise
- Wear a “Visitor” badge

Troop Patrols & Age Groups

Troop CA-1321 is organized into five age-based units. Trailmen will participate together during opening ceremonies to have the camaraderie as a whole Troop and then break out into age-appropriate lessons and activities.

Ages 5–10 (K–5th Grade)

Woodlands Trailmen build a foundation in outdoor skills, citizenship, character, friendship, and faith through fun activities, and hands-on instruction. The Woodland unit is grouped into K-1st Grade, 2nd and 3rd Grade, and 4th and 5th Grade Units.

Ages 11–13 (Middle School)

Navigators grow in responsibility and begin developing strong values and convictions under the guidance of godly male role models. They participate in more challenging outdoor adventures, explore areas of interest, and earn Trail Badges toward advancement. Leadership training starts at this level to assist Woodlands and assist in helping the Troop as needed.

Ages 14-17 (High School)

Adventurers mature in wisdom, faith, and leadership through higher-level challenges and increased responsibility. They plan and lead events and projects, hold youth leadership positions, and often mentor younger Trailmen.

Program Placement

Program eligibility is determined by age or grade level as of October 31 each year. Placement can be overridden as needed by agreement of leadership on a case-by-case scenario as needed.

Adventurer and Navigator Trailmen Badge Completion, Advancement, and Leadership Policy

The Trail Life USA advancement program is designed to be completed in sequence, with each rank building upon the knowledge, skills, character, and leadership developed in the previous rank. Rank advancement credit will only be granted in accordance with the Trailman's current rank progression. Adventurer Trail Badges may only be completed by Adventurer Trailmen due to the maturity and independence required by many of the badge topics. Adventurer Trailmen may continue working on any remaining Navigator Core Skills Badges while pursuing Adventurer Trail Badges.

Badge sign-offs for Navigators and Adventurers are administered by the Trailmaster or Adventurer Advisor, Trail Guide, or Troopmaster. A second leader is required for Advancement Conferences if one of the leaders is a relative. Expectations regarding the completion of requirements and the process of obtaining sign-offs should be clearly understood by both the Trailman and his father or mentor.

When a Trailman requests a requirement sign-off, an approved leader will evaluate whether the requirement has been completed as written. Trailmen are expected to complete all parts of the requirement and be prepared to demonstrate the required skills and answer any follow-up questions. If the requirement has not been fully fulfilled or the Trailman is unable to demonstrate adequate understanding, sign-off will be deferred until the requirement is satisfactorily completed.

If a leader determines that additional practice or preparation is needed, the Trailman must return to that same leader for reevaluation. The leader will note, using their designated marking in the Trailman's handbook, the specific item(s) requiring further review.

To ensure consistency and fairness in the advancement process, a Trailman may not seek approval for the same requirement from another leader without first informing the original evaluating leader. In situations where the original leader is unavailable for an extended period, the Troopmaster may, after consulting with the original leader when possible, designate another leader to conduct the reevaluation and approve the requirement.

Trailmen are expected to come prepared for sign-off opportunities and to make steady progress on badge requirements throughout the year. Waiting until the final sign-off opportunity to complete most requirements is strongly discouraged and may limit the opportunity for successful completion. For badge requirements that emphasize discussion, reflection, research, explanation, or understanding rather than a hands-on activity, a Trailman completes the requirement by submitting a written response that adequately addresses all aspects of the topic or question. After submitting the written work, the Trailman must provide a verbal overview to a Troop Leader, demonstrating his understanding of the material and his ability to communicate the key concepts in his own words. The Troop Leader may ask reasonable follow-up questions to verify comprehension before approving the requirement.

Badge requirements that specifically require a demonstration, project, skill performance, or other hands-on activity must be completed as written and may not be substituted with written work unless approved by the Troopmaster. Skills and demonstrations will not be signed off on the same day they are taught. Trailmen are expected to practice the skill independently and return at a later date to demonstrate proficiency before receiving approval**.**

Rank Progression

Both Navigators and Adventurers begin their trail to the Freedom Award with the Recruit Trailman Rank, moving upward through all six ranks. Navigators progress through three ranks: Recruit Trailman, Able Trailman, and Ready Trailman. Trailmen who complete the Navigators program retain the rank of Ready Trailman as they transition into the Adventurers program. In addition to these ranks, the Ridgeline Award is the highest honor that may only be earned as a Navigator.

The Journey, Ascent, and Horizon ranks may only be earned as an Adventurer. The Freedom Award is the highest honor for the Adventurer.

Service hours

Service hours may be earned through troop-sponsored service projects or through independent service activities completed by the Trailman. Service hours may not be earned for service provided to immediate family members, compensated work, or other activities excluded by troop policy or Trail Life USA guidelines. All service hours are subject to approval and verification by troop leadership.

Examples of Service:

- Set up or tear down for church events, or assist in church workdays
- Collect canned food for local food banks.
- Water plants while someone is away.
- Clean up litter in local parks, trails, or neighborhoods.

Adventurers Program

This comprehensive journey prepares them for the responsibilities of adulthood, instilling a deep understanding that true freedom is a result of surrender, which Christ modeled with the ultimate sacrifice.

Navigator Program

Under the guidance of godly male role models, they explore values and beliefs, demonstrating responsibility in outdoor adventures, as well as in their home and school life.

The Monday night meetings will focus on practical hands-on life skills such as practicing lashing by building something usable, camping skills, skill challenges, team-building games, and first aid scenarios. The Trailman will also plan and prepare for camp outs and events during the meetings.

To encourage biblical knowledge and public speaking skills, and as a requirement for attaining the Able and Ready Rank, each Navigator Trailman shall prepare and deliver one Bible lesson during each program year.

Woodlands Program

The Woodlands Trail program centers on outdoor experiences that build young man's skills and grow as a role model and leader for his peers.

To encourage biblical knowledge and public speaking skills, each second-year Mountain Lion Trailman shall prepare and deliver one 3-minute bible lesson during each program year.

Annual Program Events & Recognition Structure

Troop CA-1321 conducts two major program recognition events each year. Each event serves a distinct purpose: one emphasizes skill development and accountability, and the other emphasizes recognition and progression.

Mid-Year Program Showcase

Purpose: Learning, Accountability, and Visibility

Date: Dec 2026

The Mid-Year Program Showcase is designed to demonstrate what Trailmen have learned during the first half of the program year and to give families clear visibility into advancement progress.

Objectives:

- Officially recognize rank advancement and earned awards
- Demonstrate practical skills learned during meetings and outings
- Show parents leadership development in action

Format:

- Patrol-led skill demonstrations with rotating skill stations
- Short presentations or leadership demonstrations
- Advancement progress updates for families

End-of-Year Court of Honor

Purpose: Recognition, Honor, and Transition

Date: June 2027

The Court of Honor is the Troop's formal recognition ceremony. It honors rank advancement, leadership growth, and major accomplishments, and marks progression into the next level of responsibility. Families are encouraged to attend to celebrate their trailman.

Objectives:

- Officially recognize rank advancement and earned awards
- Honor leadership development and character growth
- Celebrate the accomplishments of the Troop
- Mark progression into the next level of responsibility

Format:

- Formal opening ceremony
- Rank and award presentations
- Leadership recognition
- Troopmaster reflection
- Structured close relationships

Tone: Formal, respectful, and milestone oriented.

Events Policies

Registration & Payment

Hit the Trail events may require advance registration. Payment when applicable is required prior to participation. A Trailman is not considered registered until payment is received. Deadlines will be communicated clearly in advance. Refunds follow the same policy as campouts unless otherwise stated.

Supervision & Safety

All events follow Trail Life USA safety standards and can be found on Trail Life Connect. Failure to follow conduct standards may result in removal from the event and parent pickup. Safety requirements may vary depending on the nature of the event (hiking, shooting sports, service projects, etc.).

Only Trailman who carry the Fire Ranger Trail Badge can light and tend a fire. Any adult can revoke their privilege.

Trailman must earn Wood Tools Trail Badge before carrying knives, hatchet, axe. Refer to the Knives policy in this handbook.

Conduct Expectations

Trailmen are expected to:

- Follow leader instructions
- Demonstrate respect for others and property
- Represent the Troop well in public settings
- Always maintain safety standards

Failure to follow conduct expectations may result in removal from the event and parent pickup.

Required Gear

Event-specific gear lists will be distributed in advance.

Trailmen are responsible for bringing:

- Appropriate clothing and footwear
- Water and hydration supplies
- Required safety equipment (if applicable)

Proper preparation ensures safety and success.

Parent Participation

Guardians attending events are expected to:

- Support the Troop structure
- Allow patrol and youth leadership to function
- Follow safety and supervision guidelines
- "Never do for a boy what a boy can do for himself."

Weather & Cancellations

Safety is the priority for all outdoor events, and decisions will be made by Troop leadership. Weather-related changes will be communicated via GroupMe.

Payment & Refund Policies

Event Payment Requirements:

- Payment is required prior to participating in any campout or paid Troop event.
- Registration deadlines will be communicated in advance.
- A boy is not considered registered until payment is received.

This ensures accurate campsite reservations, food planning, and supply coordination.

No refunds will be issued after the published registration deadline. Refunds requested before the deadline may be granted if no non-refundable costs have been incurred. If the Troop must cancel an event, a full refund or credit will be issued. Campsites, food, and permits are secured in advance therefore late cancellations create budgetary impact. Families assume responsibility once the deadline has passed.

Leader & Patrol Guide Reimbursement

Patrol Guides and approved adult leaders serving on campouts and HTT may be reimbursed for approved expenses under the following conditions:

- Expenses must be pre-approved by leadership when possible
- Receipts must be submitted to the Treasurer within 30 days
- Reimbursement applies only to Troop-related expenses (e.g., supplies, food purchases made on behalf of the Troop, campsite fees if paid personally)

The goal is to support volunteer leaders without placing financial burden on them while ensuring appropriate accountability.

Emergency Procedures

- Emergency contact information will be available at all events.
- A clear communication plan will be established for each campout.

- In the event of a medical emergency, leaders are authorized to take appropriate action, including contacting emergency services when parents or guardians are not available and will be notified as soon as possible. The Troopmaster or designated leader holds final authority over emergency decisions when the parent is not present.
- Leaders are not medical professionals. Leaders administer medication only as directed by written parent authorization. The Troop does not diagnose, prescribe, or alter dosage instructions.

Sick Policy

- A Trailman and Adult Member should be 24 hours fever-free in order to attend any troop meeting or activity. Any boy with a known contagious rash (chicken pox, HFM, etc.), may not participate in Trail Life activities or meetings until the rash has cleared or is no longer considered contagious.
- If medication is to be given, and parents are not present, the request for Administration of Medication should be provided to the Health and Safety Lead before the meeting or activity. A First-Aid and CPR certified Volunteer will be present at all activities. The Troop has a first-aid kit for all meetings and activities. Each trailman's health and medical information will always be readily available at all meetings and activities.

Alcohol, Tobacco, Nicotine, and Vaping Policy

To provide a safe, healthy, and Christ-centered environment for every Trailman, the Troop follows all Trail Life USA Health & Safety policies regarding alcohol, tobacco, and nicotine products.

Youth Members

- Youth members may not possess or consume alcohol or possess or use tobacco products, electronic cigarettes (vapes), or other nicotine products during any Troop meeting, activity, campout, service project, or event.
- If a youth member is found using or possessing these products, the parents or guardians will be notified immediately, and the matter will be handled in accordance with Trail Life USA policies and the discretion of the Troop Committee.

Adult Leaders and Volunteers

- Registered Adults, volunteers, and guests are expected to model healthy behavior for our Trailmen.
- The use of tobacco products, electronic cigarettes, or vaping devices is prohibited in the presence of youth members.
- Adults who choose to consume alcohol or use tobacco or nicotine products outside of Trail Life activities should do so only away from troop functions and never in view of youth members.
- Any adult who violates this policy may be subject to review by the Troop Committee, Charter Organization, and Trail Life USA, as appropriate.

Camping and Outdoor Activities

- Alcohol, Tobacco, vaping devices, and related products should not be brought into youth camping areas.
- Troop property, meeting facilities, campsites, and vehicles used for Trail Life events are alcohol, tobacco- and vape-free while Trail Life activities are in progress.

Campouts & Outdoor Program

Campout Policies

Campouts are central to the Trail Life program. They build outdoor skills, discipline, leadership, and brotherhood. The following policies ensure Troop campouts are safe, structured, and aligned with Troop CA-1321 standards.

Purpose of Campouts

Campouts are designed to:

- Develop outdoor competency and confidence
- Strengthen patrol leadership and responsibility
- Reinforce character and accountability
- Provide meaningful advancement opportunities
- Build teamwork and resilience

Campouts are structured training environments. While enjoyable and memorable, they are not unstructured recreational outings.

Patrol Structure

Whenever possible, boys camp and operate by patrol. A patrol is a smaller group of boys within the Woodlands (during campouts), Navigators and Adventures. A patrol allows every boy to play a vital role while developing friendships.

Patrol Leaders are responsible for:

- Campsite setup and organization
- Cooking and cleanup
- Gear accountability
- Patrol discipline and participation

Adults guide and supervise but do not replace youth leadership. The patrol system is a core part of leadership development where they learn the connection between preparation and success.

Gear & Equipment

Trailmen are responsible for bringing required personal gear. Troop equipment must be used properly and returned clean and serviceable. Damage due to negligence may result in replacement responsibility.
Event-specific gear lists will be distributed in advance.

Food & Cooking

Expectations:

- Patrol-based meal planning is encouraged
- Food safety standards must be followed
- Campsites must be kept clean
- Leave No Trace principles will always be practiced

Advancement Integration

Campouts are intentionally structured to support:

- Skill badge requirements
- Rank advancement
- Leadership development
- Practical skill demonstration

Advancement opportunities during campouts are deliberate, not incidental.

High-Adventure Activities

For Navigators and Adventurers:

- Activities must be age appropriate
- Additional safety requirements may apply

- Special permissions or training may be required depending on the activity

Hit the Trail Events - Policies & Expectations

“Hit the Trail” events are structured outings designed to extend learning beyond weekly meetings. These may include hikes, service projects, educational trips, skill-based activities, competitions, and special outdoor events.

These events are an important part of the Trail Life experience and support advancement, leadership development, and hands-on learning.

Purpose of Hit the Trail Events

Hit the Trail events are designed to:

- Reinforce skills learned during meetings
- Provide real-world application of advancement requirements
- Develop teamwork and responsibility
- Strengthening brotherhood and mentorship
- Encourage outdoor exploration and service
- Participation is encouraged as these events are often tied directly to advancement and skill development.

Service Projects

Annual Service Commitment

Troop CA-1321 conducts a minimum of two structured service projects each program year. Service is not optional to the identity of the Troop, it is central to developing character, humility, and responsibility.

Purpose of Service Projects:

- Teach stewardship and responsibility
- Develop servant leadership and humility
- Reinforce respect for community and country
- Strengthening teamwork and work ethic and character

Service is an application of what boys learn through meetings and outdoor experiences.

Participation Expectations

Trailmen are encouraged to participate in Troop-wide service projects each year.

Supervision & Safety

All service projects operate under Trail Life USA safety standards.

Conduct & Representation

During service projects, Trailmen represent: their family, Troop CA-1321/Orchard Church, and Trail Life USA.

Trailmen are expected to:

- Follow instructions
- Demonstrate respect and maturity
- Work diligently and safely
- Maintain positive attitudes
- Wear Uniform when required

Failure to follow conduct expectations may result in removal from the event.

Service Policy

Service hours may be earned through troop-sponsored service projects or through independent service activities completed by the Trailman. Services hours may not be earned for service provided to immediate family members, compensated work, or other activities excluded by troop policy or Trail Life USA guidelines. All service hours are subject to approval and verification by troop leadership.

Parent-Organized Activities (Non-Troop Events)

Parents may coordinate additional activities outside of the official Troop schedule during the year or summer.

Examples may include:

- Sporting events (e.g., LA Rams games/tours)
- Special outings (e.g., Monster Trucks)
- Off-road trips (e.g., Ocotillo Wells)

These activities can be a great opportunity for fellowship and build community among families, and each family is encouraged to participate as they feel comfortable. Important distinction that these activities are not official Trail Life events. As such:

- They are not advertised on official channels of the Troop
- They are not organized, supervised, or endorsed by Troop CA-1321
- They are not to be considered events to get credit for Trailman advancement
- They are not subject to Trail Life policies, leadership structure, or safety oversight
- They are not covered under Trail Life insurance
- Troop leadership is not responsible for planning, supervision, or outcomes

These outings may be coordinated by individual parents on a voluntary basis. The coordinating parent is responsible for:

- Communication with participating families
- Planning and logistics
- Supervision and safety during the activity

Participation is entirely voluntary and at each family's own discretion.

To maintain clarity and protect the integrity of the program:

- These events should not be presented as official Troop activities
- Communication should clearly distinguish these from official Trail Life events

Knives Policy

Knives and tools are a privilege and must be carried and used responsibly. Woodlands Mountain Lions must earn their Wood Tools cards, and Navigators and Adventurers must earn their Wood Tools Trail Badge before carrying knives, hatchets, and axes. Hawks and Foxes are not allowed to carry knives, or pocketknives of any kind.

Rules:

- Knives are only allowed at campouts and meetings discussing knife safety or sharpening, or appropriate outdoor tasks when knives are mentioned on the pack list
- Any adult can confiscate any knife if observing Trailman acting irresponsibly
- No fixed-blade knives (sheath knives) for youth, Folding knives only
- Blade length must be 3 inches or less
- Knives may be restricted or prohibited at specific venues/events at leadership's discretion

Unsafe handling, misuse, or carrying prohibited blades may result in immediate confiscation and parent pickup, plus discipline as determined by leadership.

Financial Structure & Stewardship

Troop CA-1321 maintains a structured financial system to ensure accountability, transparency, sustainability, and responsible stewardship. All financial activity operates under Committee oversight and majority vote when required.

Oversight

- The Treasurer manages all financial records and verifies funds are available before approving purchases.
- The Committee provides financial oversight
- The Troopmaster is informed of financial health but does not directly manage funds
- Financial reports are presented at Committee meetings regularly for review

Authorized Spending

- Routine expenses within the approved annual budget may be processed by the Treasurer
- Unbudgeted expenses require a minimum of two Committee members approval
- Major purchases of $300 or more (equipment or high-cost items) require a majority Committee vote

Financial Handling

- Payments from Troop Members for dues and events are to be processed through Church Center website
- The collection of cash for Troop transactions is strongly discouraged and handled only by the Treasurer with a receipt provided
- Event income and expenses are tracked separately
- Events must remain financially self-supported
- Surplus funds are returned to the Treasury or designated fund as approved by the Committee

Expense Authorization and payment policy

Expenses will be paid if they are part of an authorized budget. An event budget authorization form must be completed and signed by the authorized individual and the Committee will authorize all budgets.

Please observe the following guidelines:

- The only persons authorized to submit reimbursement requests to Orchard Church on behalf of the troop is the Treasurer or TML.
- All expenses will be requested through the Troop reimbursement form with an approved Purchase Order attached
- The troop is not obligated to reimburse purchases made without an approved Purchase Order, except for approved emergency expenditures.
- Emergency purchases necessary for the health or safety of Trailmen may be made without prior approval when immediate action is required.

Purchase Orders

All troop purchases, reimbursements, and expenditures must be approved through the Troop Purchase Order (PO) process prior to the purchase being made, unless specifically exempted under this policy.

Annual Cost Per Trailman

Each Trailman incurs the following annual costs:

Item	Cost	Paid To
Troop Dues	$110	Troop CA-1321

Item	Cost	Paid To
Trail Life USA Registration - Boy	$42.98	Trail Life USA (National)
Trail Life USA Registration - Father	$46.55	Trail Life USA (National)
Camp Outs	Varies	Troop CA-1321
Uniform	Varies	Trail Life Online Store
TOTAL — First Trailman	**$199.53 +**	
TOTAL — With 2 Trailman (with $10 family discount)	**$342.51 +**	

Additional costs not included above: uniforms, events, and campout fees.

Trail Life USA Registrations are non-refundable.

How Troop Dues Are Allocated

Troop dues are allocated across three categories at the Troop level:

Share	Category	What It Covers
~80%	Awards	Earned badges, rank patches, and awards
	Program	Events, Special guests, program materials, tools, supplies, shared equipment maintenance
~20%	General Troop Expenses	“Charter fee” (Brand Authorization Renewal), operations

Allocation of Funds

The 80/20 split is a Troop-level target to spend 80 percent of the dues on the Trailman. Spending varies by Trail since badge costs differ between the Trails: Woodlands, Navigators and Adventurers. At the individual program level, funds flow where they are needed most.

Leaders will have $3/month/Trailman allocated to pay for special guests, purchase supplies for the Troop meetings and campouts.

The remaining funds will be designated to Troop equipment, supplies, and scholarships.

Dues Cover vs. Parents Pay Separately

Dues Cover ($110/yr)	Parents Pay Separately
• Earned badges and patches • Rank medallions and awards • Patrol supplies and program materials • Troop Number Patch • Lanyard • General Troop operations • Charter fee (paid by Troop to Orchard Church/Trail Life) • Standards for medallions	• Trail Life USA registrations • Uniforms • Event and campout fees

Multi-Boy Family Discount

Families with more than one registered Trailman receive a $10 annual discount on Troop dues for each additional boy.

- First Trailman: $110/yr
- Each additional Trailman: $100/yr

The discount applies to Troop dues only. Trail Life USA registration paid through TrailLifeConnect.com are full price for each Trailman.

Brand Authorization Renewal “Charter Fee”

Brand Authorization Renewal annual fee of $20 per Trailman supports the national organization’s budget and operations (program development, staffing, and overall support). The “Charter Fee” is required by Trail Life USA and will be paid by Orchard Church.

Campaigns

Periodic campaigns can be organized to strengthen and expand the program’s funding. Campaigns are not used to cover routine operating costs — those are funded by dues — but rather to support high-adventure opportunities, equipment, sponsorships, and long-term stability. The Committee must approve all campaign events. Campaigns will not be for a specific purpose (a particular trip, project, or piece of equipment) but will support the program overall.

Participation

Family participation in campaigns is voluntary but strongly encouraged or may have a pay a participation buy out fee.

Donations

Donations strengthen the Troop’s long-term stability and expand what we can offer Trailmen and families. All donations are received and processed through Orchard Church, which holds the 501(c)(3) tax-exempt status, making donations tax-deductible to the extent allowed by law.

Restricted vs. Unrestricted Donations

- Restricted donations are designated by the donor for a specific purpose (for example: the Scholarship Fund, the High-Adventure Fund, or the Equipment Fund). Restricted gifts are used exclusively for the donor's stated purpose.
- Unrestricted donations are allocated by the Committee in priority order: first to scholarships for families in need, then to capital improvements and equipment, then to events, then to long-term reserves.

In-Kind Donations

The Troop also welcomes donations of gently used gear and uniforms (tents, camp gear, uniform shirts, hats). In-kind donations help reduce costs for families and build up the Troop's shared equipment. Contact Troop leadership before dropping off any equipment so we can confirm what is needed. These gifts may also be tax deductible, and gift acknowledgements are available.

How to Donate

To make a financial donation, contact the Treasurer or Committee Chair. A receipt will be provided for tax purposes. Donations may be designated for a specific fund at the time of giving.

Scholarships & Financial Assistance

Troop CA-1321 is committed to ensuring that no Trailman is turned away from the program because of financial hardship. Limited scholarship assistance is available for families experiencing temporary financial difficulty. The Troop may offer limited financial assistance. Scholarships are intended to remove temporary financial barriers, and support families facing hardship.

What Scholarships Can Cover

Scholarships are reviewed case-by-case and may be applied toward Troop dues, event or campout fees, and uniform assistance. Decisions are made by the Committee based on the family's situation and available funds.

Requests are submitted privately to the Committee through the application on Troop1321.com. All requests are reviewed confidentially by the Committee. No Trailman or family will be identified with a scholarship recipient to the broader Troop.

Funding Source

Scholarships are funded through designated donations, the scholarship allocation of general campaign proceeds, and Troop reserves. The Troop will make every reasonable effort to support families facing short-term hardship.

Scholarship Policy

Scholarships are not automatic and are not long-term subsidies. Requests must be submitted privately to leadership, and the Committee reviews and votes confidentially. Decisions are based on available funds and Troop sustainability. If you are interested, an application process is required. Assistance is awarded based on individual need and the availability of funds.

Reserve Policy

Reserves protect against:

- Membership fluctuations
- Equipment replacement
- Event cancellations
- Unexpected financial strain

Reserve funds are not used for routine or convenience spending. The troop strives to maintain 10% of the budget in reserves at all times.

Discipline Policy - Standard of Conduct & Corrective Action

Discipline exists to correct behavior, restore character, protect safety, and preserve the integrity of the Troop. The goal is always restoration, not punishment.

All Trailmen are expected to live according to the Trailman Oath and represent Christ, family, church, and Troop honorably.

We must ensure that when a boy engages in unsafe or inappropriate behavior, constructive guidance, or "discipline," is provided in a Christian manner. This guidance should be constructive and aimed at encouraging the boy to align his behavior with the Christian model we all aspire to. At the same time, we must prohibit the use of physical, degrading, or punitive methods of discipline in Trail Life USA.

Discipline should always be based on the betterment of the child, never the result of anger, and should never belittle, insult, or demean the child.

Discipline should never be physical, e.g., spanking, slapping, pushing, or hitting, nor ever involve a deprivation of food, sleep, shelter, necessary transport, medical care, or other neglect.

1. Under NO circumstances of physical punishment is to be used.
2. All verbal comments should remain constructive and positive. All discipline should occur in the presence of an adult witness.
3. Remind the boys of troop Motto

Levels of Corrective Action

Discipline will be administered based on the severity, frequency, and intent of the behavior. Trail Life USA policy Addressing Sin in Member Boys to be utilized.

Level 1 – Verbal Correction

Used for: Minor disruption / Inattention / Horseplay / Failure to follow instructions.

Action:

- Immediate verbal correction by the leader
- A leader will privately and calmly identify the specific behavior that does not meet troop expectations, remind the Trailman of the expected behavior, the Motto, and provide him an opportunity to correct it. The correction should remain respectful, age-appropriate, and focused on the behavior rather than the Trailman. The goal is to help the Trailman recognize his responsibility, make a better choice, and practice self-discipline.

No formal record required. Engagement of the father is expected to follow up on the boy's behavior.

Level 2 – Leader Conference

Used for: Repeated Level 1 behavior / Disrespect mild unsafe behavior.

Action:

- Private discussion with Trailman
- Reminder of the Motto
- Behavior expectations clearly restated
- Parent informed to instruct their child

A brief internal note may be made.

Level 3 – Parent Conference

Used for: Continued misconduct / Aggressive behavior / Significant disruption / Violation of safety rules.

Action:

- Meeting with Trailman and parent(s) and possible temporary activity restriction

A written note will be placed in the Trailman's internal file.

Level 4 – Suspension

Used for: Physical aggression / Bullying or intimidation / Possession of prohibited items / Major safety violations / Repeated Level 3 behavior.

Action:

- Suspension from Troop activities for a defined period (1–12 months depending on severity)
- Trailman may not attend meetings, events, or campouts during suspension

Advancement and leadership privileges paused.

A written record will be placed in the Trailman's file.

Level 5 – Expulsion

Decision made by Troop Leadership and Committee

Used for: Severe misconduct / Threats of violence / Repeated serious violations / Behavior that endangers youth or adults / Conduct that brings dishonor to the Troop or church.

Action: Removal from Troop CA-1321 and Charter Organization Representative informed.

Immediate Removal Situations

Leadership may immediately remove a Trailman from an activity (parent pickup required) for:

- Physical violence
- Weapon possession
- Severe defiance
- Threats or intimidation
- Illegal substances

Further discipline will be determined after review.

Restoration Principle:

- Boys grow through correction.
- Discipline should be firm, consistent, and measured.
- Leaders act with authority and fairness.

Every corrective action will aim to:

- Protect safety
- Uphold standards
- Restore the Trailman

Photos

Photos by members taken during Troop activities may not be posted online or passed along in emails/texts/social media without the direct consent of all families included.

In accordance with Trail Life USA policy and as outlined in the Trail Life Connect registration agreement, participants may be included in troop photographs and videos without prior parental consent. These images and

recordings may be used for program-related, promotional, or communication purposes consistent with organizational guidelines.

If you prefer that you or your child not appear in such media, please notify troop leadership. While complete exclusion cannot be guaranteed in all settings, we will make a reasonable and good-faith effort to respect and accommodate your request in alignment with Trail Life USA policies.

Closing Statement

Troop CA-1321 is committed to developing capable, responsible young men through structure, mentorship, and hands-on outdoor experience. This handbook exists to provide clarity, consistency, and direction so that leaders, families, and Trailmen can operate with shared expectations and purpose.

Through challenge, accountability, and active participation, boys will grow in character, leadership, and confidence. This program is not built on convenience, but on commitment—to doing things the right way, and to building men of integrity.

Organizational Policies

The policies and guidelines of Trail Life USA are incorporated into this Troop Handbook by reference, and by signing this handbook, parents/guardians acknowledge that they have read, understand, and agree to abide by these policies.

- Activity Permission Form
- Additional Resources for Responsible Screentime Usage
- Addressing Sin in Member Boys
- Adult Health and Medical Form
- Airsoft Mentor Guide
- Camping Stick Kids & the Worthy Life Award
- Child Safety Youth Protection Policies
- Consent, Waiver, and Release Agreement
- Considerations For Fox Trailmen and Overnight Activities
- Fireguard Requirements
- Freedom Award Appeal Process
- Incident Report Form
- Inclusion Policy
- Insurance FAQs
- Personal Weapons Policy FAQs
- Privacy Policy
- Unity Is God's Heart
- Woodsman Requirements
- Youth Protection Essentials

Statement of Parental Understanding I have read and understand the policies in this handbook, including youth protection guidelines. I agree to support the Christ-centered mission of Trail Life USA and partner with the Troop in my son's development.

Parent/Guardian Name: _____

Boy Name: _____

Boy Name: _____

Boy Name: _____

Parent/Guardian Signature: _____ Date: _____

Adventurers Program

There will also be opportunities for the Adventurers to teach Navigators and the Woodlands during Monday meetings and campouts. Adventurers will also plan and lead hikes during a Troop campout and Hit the Trail events when a hike is the sole activity. Adventurers are the troop's senior youth leaders. Every Monday Troop Meeting has a possible cross-over training or leadership opportunity. Cross-overs require coordination one week ahead with the Advisor or Trailmaster and the Ranger.

Additional fellowship events outside of the regular Monday night meetings will occur throughout the year for the Navigators and Adventurers. These events will count toward troop events needed for rank advancement but are limited to accounting for maximum of 2 of the 6 required events. Fellowship is necessary to build bonds between Trailmen, and between the fathers. Fathers are encouraged to plan these events.

Adventurers who consistently demonstrate progress in badge work, active participation in troop activities, leadership potential, and regular attendance at campouts and other troop events outside of regular meetings may be considered for youth leadership positions appropriate to their age level and experience. Leadership opportunities are awarded based on demonstrated commitment, maturity, and service to the troop.

Patrol Officers & Leadership Structure

Adventurers elect their own officers at the August Kickoff each year if elections have not been made in the previous year. The patrol — not the Advisor — runs the program. Adventurer leadership roles: First Officer Second Officer, Patrol Leaders (PLs), Chaplain Aide, Quartermaster, Scribe.

Trail Life USA Troop Standard

The Trail Life USA Troop Standard is awarded to Trailmen who have earned the Able Trailman Rank. It is specifically designed to display and preserve a Trailman's Trail Life USA advancements throughout his Navigator and Adventurer years.

Other standards may be used to display non-advancement medallions and awards, such as those obtained from national parks, state parks, or special events. Trail Life USA advancement awards should be displayed exclusively on the official Troop Standard and should not be placed on other standards.

Service Hours

Each Gold Service Star represents 20 hours of approved service.

Band of Brothers Bible Study and Discipleship Program

The purpose of the Band of Brothers is to provide the structure for a Christian group Bible study and discipleship program that is satisfactory for completing the Bible Study requirement of the Adventurers Worthy Life Award and aimed at building young men spiritually through Bible study and faith mentorship.

The Band of Brothers program has young men disciple other young men in Christian growth under the advisement of adult mentor(s). Mentors must be Christian adults who have signed the Trail Life USA Statement of Faith and Values.

This study will be completed in small groups outside of the regular troop meetings, as well as on campouts.

Adventurer Ranks and Awards

Journey Rank

Prerequisite: Ready Trailman Rank.

Discuss Traditions with Advisor or Trail Guide per the Trailman Handbook.

Trail Badge Work：Earn a cumulative total of 15 Trail Badges including:

- All 9 Core Skills Trail Badges: Aquatics, Camping, Fire Ranger, First Aid, Our Flag, Outdoor Cooking, Ropework, Trail Skills, and Woods Tools.

- Any one True Freedom Trail Badge: Citizenship, Emergency Preparedness, Family Man, Outdoor Life, Personal Resources, and one Fitness Badge (Cycling, Fitness, Hiking, or Swimming).
- Any 5 other Trail Badges of your choice: remaining True Freedom Trail Badges, published Elective Trail Badges, or Design Your Own Badges.

Servant Service: Complete 20 hours of service for each program year as an Adventurer.

Freedom Experience: Draft a plan for completing at least four Freedom Experiences as an Adventurer, including two minors and a major.

Troop Involvement: As listed below.

Leadership: Since earning the Ready Trailman Rank, complete one of the following as listed below.

Review: As listed below.

Ascent Rank

Prerequisite: Journey Trailman Rank.

Trail Badge Work: Earn a total of 20 Trail Badges including:

- All 9 Core Skills Trail Badges (listed above)
- Any 3 True Freedom Trail Badges (listed above)
- Any 8 other Trail Badges of your choice: remaining True Freedom Trail Badges, published Elective Trail Badges, or Design Your Own Badges.

Servant Service: Complete 20 hours of service for each program year as an Adventurer.

Freedom Experience: Complete at least 1 Freedom Experience since becoming an Adventurer.

Troop Involvement: As listed below.

Leadership: Since earning the previous rank, complete one of the following leadership options listed below.

Horizon Rank

Prerequisite: Earn the Ascent Rank.

Trail Badge Work: Earn a cumulative total of 25 Trail Badges including:

- All 9 Core Skills Trail Badges (listed above)
- All 6 True Freedom Trail Badges (listed above)
- Any 10 Elective Trail Badges of your choice: remaining published Elective Trail Badges or Design Your Own Badges.

Servant Service: Complete 20 hours of service for each program year as an Adventurer.

Freedom Experience: Complete at least 2 Freedom Experiences since becoming an Adventurer.

Troop Involvement: As listed below.

Leadership: Since earning the previous rank, complete one of the following leadership options listed below.

Review: As listed below.

Troop Involvement Requirement: Maintain a level of in-uniform Troop meeting attendance acceptable to your Advisor (60% or better). Since becoming an Adventurer, participate in at least 6 Troop activities, not including regular meetings, each year as an Adventurer. The Troop activities must include a minimum of 2 troop campouts, one high-adventure activity and a maximum of 2 fellowship nights.

Leadership and Rank Review Requirements

- As an Adventurer, serve as a First Officer, Second Officer, Quartermaster, Patrol Leader, or other Troop-approved leadership roles for a minimum of six months.

- At five Troop meetings or outings, demonstrate your leadership ability by planning and instructing a Woodlands Trail patrol in significant skills approved by your Advisor and the Woodlands Trail Ranger.
- At five Troop meetings or outings, demonstrate your leadership ability by planning and instructing a Navigators or Adventurers patrol in significant Trail Badge skills approved by your Advisor, Trail Guide, and, if applicable, the Navigators Trailmaster.
- Plan and implement a Troop or patrol camping or high adventure trip including the program, food, and wilderness travel plans (biking, hiking, paddle craft, etc.) approved by your Advisor.
- Plan and implement an Adventurers-only high adventure or extended travel experience including the program, food, and travel plans approved by your Advisor.
- Plan and implement a Troop-wide or patrol service project approved by your Advisor.

Review Requirements

- Successfully complete an Advancement Conference in uniform.
- Successfully complete a Board of Review in uniform.

Freedom Award

To achieve this distinction, a Trailman must master a broad range of skills by completing required Trail Badges elective Trail Badges, participate in at least 16 Troop activities since becoming an Adventurer, not including regular meetings, and demonstrate proven leadership among his peers.

In addition, he must complete four Freedom Experiences across three separate fields of interest, participate in a Faith-Building Activity. Plan, budget, organize, and lead a significant Servant Leadership Project utilizing a team of volunteers. The journey culminates with an advancement conference and a formal Freedom Board of Review, where he demonstrates his readiness to receive Trail Life USA’s highest award.

Badge Costs by Program

Woodlands — 6-Year Program

Woodlands Trailmen progress through three patrols (Fox, Hawk, Mountain Lion), each lasting two years. Badges and patches earned during the program costs.

Item	Cost
Fox Branch Patch (Year 1)	$6.50
7 Bronze Branches (Year 1)	$24.50
Fox Forest Award Patch (Year 2)	$6.50
Worthy Life Award & Pin	$9 + $2.50
7 Bronze Stars (Year 2)	$24.50
Hawk Branch Patch (Year 1)	$6.50
7 Silver Branches (Year 1)	$24.50
Hawk Forest Award Patch (Year 2)	$6.50
Worthy Life Award Pin	$2.50
7 Silver Stars (Year 2)	$24.50
Mountain Lion Branch Patch (Year 1)	$6.50
7 gold branches (Year 1)	$24.50
Mountain Lion Forest Award Patch (Year 2)	$6.50
7 gold stars (Year 2)	$24.50
Timberline Award (end of program) *$1/yr	$6.50
Worthy Life Award & Pin (end of program)	[$9] + $2.50
6-year total	**$197.50**
~$33/yr +$1shipping = $34 / Year	

Navigators — 3-Year Program

Navigators work toward the Recruit, Able, and Ready Trailman badges by completing required and elective badges.

Item	Cost
Recruit Patch (Year 1)	$6.50
Able Patch & Medallion (Year 2)	$13
Ready Patch & Medallion (Year 3)	$13
Ridgeline Award (end of program)	$6
Standard	$53
Worthy Life Award	[$9] + $2.50
Manhood Journey Patch (end of program)	$6.50
Service Star — 1 per year × 3	$12
Badges — 5 required for Able & Ready. Additional ~15 total)	$30
3-year total	**$145.00**
~$48/yr +shipping = $49 / Year	

Adventurers — 4-Year Program

Adventurers earn three rank medallions in Years 1–3 and complete the Worthy Life Award capstone in Year 4.

Item	Cost
Journey Patch & Medallion (Year 1)	$13
Ascent Patch & Medallion (Year 2)	$13
Horizon Patch & Medallion (Year 3)	$13
Worthy Life Award & Pin	[$9] + $2.50
Service Star — 1 per year × 4	$16
Badges — 13 Required for Ascent & Horizon	$84.50

Item	Cost
4-year total	**$129**
$33/yr +$1 shipping = $34 / Year	

Troop-Provided Equipment

The Troop provides major shared gear for Troop camping and operations, including:

- Camp cooking gear (grills/stoves/flat irons as applicable)
- Dining tarps / shelter tarps
- Lanterns / lighting
- Water containers
- Dry goods boxes
- Coolers
- Rope / basic camp utility items
- Fire-building demonstration equipment (when permitted)
- Troop gear and equipment are shared among all units.

Equipment Care and Accountability

- Trailmen are expected to treat Troop facilities and gear with respect and return items clean and ready for use
- Any broken, damaged, or missing items must be reported immediately to leadership
- Patrols may be assigned cleanup and gear breakdown duties as part of leadership development

Trailman/Family-Provided Equipment (Personal)

Each Trailman (and family, when camping) is responsible for bringing and maintaining his own personal gear, including:

Required for outings (typical):

- Closed-toe shoes
- Refillable water bottle
- Weather-appropriate layers (cold nights/wind are common in our area)
- Day pack (for hikes)
- Sun protection (hat/sunscreen)

Required for campouts (typical):

- Tent and sleeping bag
- Personal mess kit (plate/bowl/cup/utensils) unless otherwise instructed
- Headlamp or flashlight (no flashing lights)
- Personal hygiene items
- Drinking Water
- Personal cooking gear

Patrol leaders may add items based on the specific event plan.