



## TRAIL LIFE USA

### READY, SET, CHARTER!

*Has your Troop pre-chartered, and wants to charter in two weeks? It can be done! All that is needed (in addition to recruiting qualified core leader applicants) is an understanding of the process, a motivated core leadership team, and an encouraging charter leader.*

#### **First, IDENTIFY your core leaders:**

The Institutional Head is the highest authority in his organization (for example, the Senior Pastor of a church). He approves the existence of a Trail Life Troop and makes sure it is an active ministry of the organization. He understands the mission and policies of Trail Life USA. He appoints (or serves as) the Charter Organization Representative, and delegates the responsibility of selecting volunteer leaders to the COR.

The Charter Organization Representative (COR) approves all other adult membership applications to be sent on to the Home Office for review and national approval. The COR approves each adult members' eligibility on behalf of the Institutional Head (IH), providing the pastoral recommendation, and final oversight of their membership. The COR actually has four different roles: the Charter Organization's appointed official, their Troop liaison, an Area resource, and a National voter.

The IH can also serve as a COR and Chaplain, however, this may be too large of a commitment for the organization's top leader, as the time required to serve as COR is great. A better solution is for the IH to select a COR. The COR can also serve as Chaplain, if he desires. Other core leaders cannot serve in duplicate positions.

The COR is responsible for selecting and recruiting the rest of the core leadership team. For direction on how to do this, see [Selecting and Recruiting Volunteer Leaders, 10 Steps to Successful Selecting and Recruiting](#), and [Top Tips to Increase Troop Leadership](#). Also utilize the [Adult Connection Guide](#) to help parents and potential leaders connect as members.

Click on these links for core leader position-specific details: [Charter Organization Representative](#), [Chaplain](#), [Committee Chair](#), [Treasurer](#), [Troopmaster](#).

**Once they are recruited, INVITE your core leaders. You will need their names and their email addresses.**

It is recommended that you use the internet browser Google Chrome; doing so will facilitate the chartering process. Log in to [www.trooptrack.com](http://www.trooptrack.com) with the login user name and password that you created when you pre-chartered your Troop. If you need help logging in or assistance during the chartering process, please contact our Troop Engagement Coordinator at [Charter@TrailLifeUSA.com](mailto:Charter@TrailLifeUSA.com).

Once you log in, you will be directed to proceed to each new screen to enter the required information.

## **Follow up by phone the same day with each invited core leader.**

Let them know that they should have already received an email invitation to apply. Ask them to complete their application (sign and pay\*) today or tomorrow, and ask them to use a PC (not an iPhone, iPad, Mac or any other tablet) and the browser Google Chrome for the both the application and the online training. Also, share the process to expect in the next few days, as described below.

As soon as each completes their application, you, as the charter leader will see a check mark in front of their name. If you need to resend the application email, just click the small envelope. If the wrong name or email has been entered, click the X at the end of the name to delete the entry and re-enter. If you don't see the checkmark, the X, or the envelope, use the internet browser Google Chrome to access TroopTrack.

In addition, as soon as they complete the application, the Home Office will order their background check. This, in turn, triggers the email invitation to online Child Safety Youth Protection Training (CSYPT) that will arrive from [message@mobilizemyministry.com](mailto:message@mobilizemyministry.com). Make sure each applicant knows that the training will take close to two hours to complete.

\*Please note that 1) all members pay a \$26 membership fee, except the IH and the COR, who do not have to pay; and 2) membership is not complete until the charter is granted by the Home Office.

## **On the third day (once all core leaders have completed their applications) finalize (pay and submit) the charter.**

As soon as all applications are completed, charter payment information can be entered (the charter fee will not be charged until the charter is approved). The COR will then be able to review the applications and submit the charter to the Home Office.

## **On day 5-7, call all core leaders again to remind them to complete CSYPT.**

As soon as all applicants complete CSYPT, all background check results are in (these sometimes take more than a week), and the charter is submitted, the Home Office will review the charter. The Home Office review process usually does not take longer than 1 business day.

## **Get ready to hit the ground running!**

While you are waiting for core leaders to complete CSYPT and Home Office approval of the charter, prepare to GROW your Troop. Consider what additional volunteers will be needed to run the Troop, by consulting the list of Troop Level Positions. Inviting each new member will be easy, using the directions provided. Find them on the GROW button link below.

At the Join The Trail website, you can find helpful resources to PLAN, PROMOTE, GROW, and THRIVE. Access member registration directions, promotional posters and flyers, a detailed Open House plan, and much more at [www.JoinTheTrail.com](http://www.JoinTheTrail.com).



PLAN



PROMOTE



GROW



THRIVE