

Troop/Team Representative Support Pack



Job Description
Support Resources
Best Methods



An Open Letter from the National Chief

My fellow Arrowmen,

It is certainly with great pride that I present to you, on behalf of the national committee, the *Order of the Arrow Troop/Team Representative Support Pak*. The information enclosed reflects the exciting potential of the OA representative in the unit.

With the Troop/Team Representative as a liaison between the Order of the Arrow and the troop or team, the mission of the Order of the Arrow and that of the Boy Scouts of America will be advanced. The camp promotions process will be smoother, leading to greater numbers of Scouts at summer camp. The position creates a vehicle to strengthen the ties between the OA and the individual BSA troop or team, helping to retain older Scouts. Additionally, with the organization of service projects, Boy Scouts and Varsity Scouts will be seen actively helping others in their communities.

Furthermore, the OA Representative will help to strengthen our lodges and chapters. With an easier camp promotion process, the lodge can increase the number of units visited, thereby increasing the effectiveness of this program in the Council. The position eases the troop/team election process by having a person in the troop or team whose job is to ensure that elections are held. With positive OA leadership on the unit level, lodges will experience greater membership retention and higher Brotherhood conversion rates, in addition to increased attendance at events. Finally, lodges and chapters will be more responsive and supportive of units' needs.

Most importantly, the Troop/Team Representative stands to benefit the unit itself. With the coordination of the OA calendar with that of troops and teams, OA members will not have to choose between attending unit and OA events. The increased numbers of service projects will provide additional chances for required service hours for rank advancement. Moreover, experienced Arrowmen from other units who may be able to share their knowledge can be sought out by the OA Representative to assist in troop and team programs. Finally, the position allows for more opportunities for youth leadership.

I hope that this information will make the Troop/Team Representative a more effective promoter of the Scouting program. It is a tremendous step towards making the vision of the Order a reality.

Yours in WWW,

Carey J. Mignerey
2000 National Chief





How to Use This Support Pak

This Support Pak has been designed to help you, the OA Troop/Team Representative. In this booklet, you will find information that will help you understand your dual position in your Troop or Team and in the Order of the Arrow. Included in this Pak is a collection of Frequently Asked Questions [4.0] that you can check to see if a question you have has already been answered. In addition, the official Job Description [5.0] of the Troop/Team Representative has been included so that both you and your Scoutmaster will have a better understanding of your responsibilities. In that same section, you can find a list of qualifications for the position in the Troop [6.1] and the Team [6.2], and a checklist of information [6.3] that should flow between your unit and your Lodge/Chapter.

At the end of this general information, you will find several appendices that should help you in fulfilling your responsibilities as an OA Troop/Team Representative. Your role in the Unit Elections process is explained in Appendix A1, and you can help your Troop or Team find great camping locations using the Camping Promotions appendix. As an OA Troop/Team Representative, one of your primary responsibilities will be to organize community service projects. A collection of information has been included to aid you in this process.

The last appendix in this booklet has information about the Order of the Arrow Program, including the National Leadership Seminar [A4.3], the annual National Program of Emphasis [A4.4], the OA Trail Crew at Philmont [A4.5] and the OA Wilderness Voyage at Northern Tier [A4.6]. Pass this information along to the OA members in your Troop or Team so that we will all know about the programs of the Order of the Arrow.

You will notice that certain information must come directly from your Lodge, including the Where to Go Camping Book for your council [A2.1], your Lodge Planbook [A4.1], a list of Local Area Resources [A3.3] for community service projects, and registration forms for Lodge events [A4.2]. If you do not already have a copy of these items, please contact your Lodge/Chapter leadership or your Council office.

Good luck! You have much work ahead of you! But your time spent as an OA Troop/Team Representative will be a meaningful and rewarding one. Don't forget – your position has responsibilities both to your unit and to your Lodge & Chapter. Make sure that you fulfill your obligations to both as you carry out your duties as the OA Troop/Team Representative.

As additional information is compiled, updates to this Support Pak will be posted on the National Order of the Arrow Web site at <http://www.oa-bsa.org>



Frequently Asked Questions

1. *What is the OA Troop/Team Representative?*

Answer: The Troop/Team Representative program was begun in 1999, and is a program of the Order of the Arrow that has been officially adopted by the Boy Scouts of America. The OA Representative is an official leadership position within the troop or team, and boys can earn time towards their leadership rank requirements, just as with Den Chief, Troop Scribe, or any of the other leadership positions.

2. *What are the responsibilities of the Troop/Team Representative?*

Answer: There are numerous possibilities for the job description of the OA Representative. The beauty is that it is flexible enough to allow your unit to fine-tune the exact responsibilities. However, the most basic tasks of the Representative will be to coordinate service opportunities within the unit, to coordinate unit involvement with the Order of the Arrow, including Unit Elections, Camp Promotions, and Inductions, and to request lodge and chapter resources to help meet unit needs. The Representative should provide feedback to the Lodge/Chapter as to the success of their initiative.

3. *Who can serve as a Troop/Team Representative?*

Answer: Anyone in the unit who is under the age of 18 can serve as the OA Representative for the unit, provided he is a dues-paid member of the Order of the Arrow. He should be appointed by the Senior Patrol Leader or Varsity Team Captain, and will be a member of the Patrol Leaders' Council and invited to attend lodge and chapter meetings.

4. *Will there be an Adviser for the Troop/Team Representative?*

Answer: As with all positions in the Order, the OA Representative should have an adult as his Adviser. This adult will be over the age of 21, be a dues-paid member of the Order of the Arrow, and be appointed by the Scoutmaster.

5. *What if a troop or team does not appoint an OA Troop/Team Representative?*

Answer: The Troop/Team Representative is a troop or team position and is therefore up to the unit to adopt and use the program. If the unit does not wish to appoint a Representative, the lodge and chapter should encourage the units to utilize the program by pointing out the benefits to the troop and team.

6. *What recognition is available for OA Troop/Team Representatives?*

Answer: There is a troop and team position patch available. Lodges and chapters are encouraged to develop recognition similar to what they use for other lodge and chapter officers and committee chairs.

7. *Should OA Troop/Team Representatives meet as a group?*

Answer: The lodge or chapter should run an OA Troop/Team Representative Training Seminar at least twice a year. Additionally, the OA Representatives are expected to attend all Lodge and Chapter functions.



Job Description

The Order of the Arrow Troop/Team Representative is a youth liaison serving between the local OA lodge or chapter and his troop or team. In his unit, he helps meet the needs of the unit and will serve as a communication and programmatic link to and from Arrowmen, adult leaders and Scouts who are not presently members of the Order. He will do this in a fashion that strengthens the mission of the lodge, purpose of the Order and the mission of the Boy Scouts of America. By setting a good example, he will enhance the image of the Order as a service arm to his unit.

OA Troop/Team Representative Duties:

- Serves as a communication link between the lodge or chapter and the troop/team.
- Encourages year round and resident camping in the troop/team.
- Encourages older Scout participation in high adventure programs.
- Encourages Scouts to actively participate in community service projects.
- Assists with leadership skills training in the troop/team.
- Encourages Arrowmen to assume leadership positions in the troop/team.
- Encourages Arrowmen in the troop/team to be active participants in the lodge and/or chapter activities and to seal their membership in the Order by becoming Brotherhood members.
- Sets a good example.
- Enthusiastically wears the Scout uniform correctly.
- Lives by the Scout Oath, Scout Law and OA Obligation.
- Shows Scout spirit.

Qualifications:

OA Troop Representative

- Under 18 years old
- Appointed by SPL with SM approval
- OA Member in good standing

OA Team Representative

- Under 18 years old
- Appointed by Varsity Team Captain with Varsity Scout Coach approval
- OA Member in good standing

Reports To:

OA Troop Representative

- Assistant Senior Patrol Leader

OA Team Representative

- Varsity Team Captain



Role of the OA Representative Adviser

The adviser to the Troop/Team Representative assists the youth Representative so that he might succeed in his role as the communication and programmatic link between the unit and the Lodge or Chapter. The adviser helps to include the Order of the Arrow ideals and activities in the program of the troop/team. By setting a good example, the adviser enhances the image of the Order as a service arm to the unit.

Duties of the Adviser to the OA Representative:

- Supports the youth he or she advises, helping him to fully understand the needs of the unit and the elements of the lodge and chapter structure that are responsible for support to the unit.
- Promotes the incorporation of OA ideals into the advancement program of the unit, in unit leader conferences, boards of review, and courts of honor. Promotes recognition of members who have completed their Ordeal, achieved Brotherhood, or been inducted into Vigil Honor membership within the unit.
- Attends lodge and chapter meetings with the youth he or she advises.
- Insures that the OA Representative has the necessary transportation.
- Helps the Lodge, Chapter, or Extended Elangomat in insuring that messages and documents regarding the achievement of Brotherhood reach Ordeal members in the troop/team and works with the OA Representative to assess their impact.
- Assists the OA Representative in providing feedback to the Lodge or Chapter the reaction of the unit and its OA members to the success of the OA programs which affect the unit, including Ordeals, unit elections, call-outs, camp promotion visits, meetings and service projects.
- Sets a good example
- Enthusiastically wears the Scout uniform correctly.
- Lives by the Scout Oath, Scout Law and OA Obligation
- Shows Scout spirit

Qualifications:

- A unit assistant leader or committee member at least 21 years old
- Appointed by the Scoutmaster or Varsity Team Coach with the approval of the unit committee chair
- OA Member in good standing

Reports To:

- Troop Scoutmaster or Varsity Team Coach





Flow of Information

The following is a list of information that needs to flow between the OA Troop/Team Representative and the Lodge or Chapter:

Lodge/Chapter to Unit:

- Lodge/Chapter Calendars
- Unit Elections visit
- Camp Promotions visit
- Community service project opportunities
- Invitations to Ordeal members to obtain Brotherhood membership
- Invitations to candidates to attend their Ordeal
- Resource lists
- OA Representative Registration Forms
- Encourages OA members to be active in their Lodge and Chapter

Unit to Lodge/Chapter:

- Does the unit conduct monthly campouts?
- Does the unit attend a long-term camp?
- Do the unit's older scouts participate in high adventure programs?
- Does the unit need assistance with its outdoor program?
- Does the unit need assistance with community service projects?
- Does the unit need assistance with training?
- Do the unit's OA members participate in Lodge and Chapter functions?
- Name of the new OA Troop/Team Representative
- Reaction of the Troop/Team members to the Lodge and Chapter program



Program Resources

Need help in finding program ideas and answers about Boy Scout and OA operations and procedures? Be sure to take advantage of the following resources:

BSA Program:

- Boy Scout Handbook
- Scout Fieldbook
- Senior Patrol Leader guidebook
- Junior Leader Training syllabus
- Scoutmaster Fundamentals (for training advisers)
- *Boys Life*
- *Scouting Magazine*
- Woods Wisdom
- World Wide Web – <http://www.bsa.scouting.org>
- Merit Badge Books
- Passport to High Adventure
- Varsity Scout Leader Guidebook

OA Program:

- Order of the Arrow Handbook
- OA Guide for Officers and Advisers
- OA Field Operations Guide
- Newsletters (National Bulletin; Region, Section, Lodge and Chapter newsletters)
- Lodge Planbooks
- Lodge Leadership Development (LLD) syllabus
- People
- Membership rosters
- Journey to Brotherhood pamphlet
- World Wide Web – <http://www.oa-bsa.org>



Registration Form

A copy of this form should be filled out and returned to the Lodge or Chapter leadership in order to establish the link between the Order of the Arrow and the Troop or Team.

Date: _____

Term of Office: _____

Name: _____ **Troop/Team #:** _____

Address: _____ **District:** _____

_____ **OA Chapter:** _____

_____ **O/B/V:** _____

Phone: _____ **Fax:** _____

Email: _____

Scouting Experience: _____

OA Experience: _____

Name of Adviser: _____ **Phone:** _____

Address: _____ **Fax:** _____

_____ **Email:** _____

Email: _____

Scoutmaster Signature: _____ **Date:** _____

Please return completed copy to your lodge/chapter leadership.



The OA Troop/Team Representative in Action

The following are examples from across the country as to how the OA Representative can impact the troop, team and district.

“In our Lodge, we are in the process of creating OA Representative roundtables that will meet at the same time as the District Roundtables. While there, the OA Reps can get together to share ideas and discuss issues that need to be dealt with, whether it’s the upcoming Ordeals or troop program. Since our District Roundtables are at a different time from the Chapter meetings, this gives us another opportunity to dedicate time specifically to the OA Reps. Plus, we can contact those units that don’t have an OA Rep at the roundtable immediately by talking to the adult leaders from their troop or team.”

Joey Day

*Suanhacky Lodge #49
Queens Council, NY*

“Our Chapter has created a Vice Chief position that is totally dedicated to the Troop Representative. His job is to make sure that all of the Troops have an OA Representative, and to stay in contact with the troops after they make the appointment. With a Vice Chief position totally dedicated to it, we’ve seen just about every troop in our district adopt the program. It’s given us leverage when we need to get the word out for registration for lodge events and for the service project that our lodge has adopted. I just go to my Vice Chief, and then he gets in touch with everybody out in the district. The troops can also communicate with us if they need some program help, especially if it’s last minute.”

Tim Spruell

*Egwa Tawa Dee Lodge #129
Atlanta Area Council, GA*

“During the annual re-charter time for all of the troops and teams in our Council, we mailed a pack of information about the OA Representative to every Scoutmaster and Varsity Coach, including one of the new position patches. That way, there would be an incentive to implement the program, and nobody could say that they didn’t know about the position. With the adoption of the program by many of the troops in our Council, we are training the OA Reps at lodge events so that they can know what will be expected of them, both from the perspective of the OA and from that of their units.”

G.W. Zuban

*Nawakwa Lodge #3
Robert E. Lee Council, VA*



Role of the OA Representative in Unit Elections

As the OA Representative for your Troop or Team, your responsibility is to make sure that your Lodge/Chapter has a unit elections team scheduled to come to your unit. It is not, however, your role to conduct this election, unless you have been trained by the Lodge/Chapter and the OA leadership has asked you to perform the ceremony. At the same time as the unit election procedure, it might be useful to schedule a camp promotional visit from the OA.

Included in this appendix are materials that you can use to help in the planning process leading up to the election, including National Policy on Unit Elections, a backdating schedule for the unit election, and the actual unit election forms that need to be delivered to the Lodge/Chapter.





National Policy on Unit Elections

Membership Requirements

Unit leader approval. To become eligible for election, a Boy Scout or Varsity Scout must be registered with the Boy Scouts of America and have the approval of his unit leader **prior** to the election. The unit leader must certify his Scout spirit (i.e., his adherence to the Scout Oath and Law and active participation in unit activities). The unit leader must also certify that the nominee meets all specified requirements at the time of this annual election.

Youth membership qualifications. All members of, or candidates for membership in, the Order of the Arrow who are under 21 years of age shall be youth members or candidates for youth membership, subject to meeting the following requirements:

- Be a registered member of the Boy Scouts of America.
- Hold the First Class rank of the Boy Scouts of America, as a minimum
- After registration with a troop or team, have experienced 15 days and nights of Boy Scout camping during the two-year period prior to the election. The 15 days and nights must include one, but no more than one, long-term camp consisting of six consecutive days and five nights of resident camping, approved and under the auspices and standards of the Boy Scouts of America. The balance of the camping must be overnight, weekend, or other short-term camps.

Candidates for youth membership shall be elected by other youth members in accordance with policies set forth by the national Order of the Arrow committee. Election of any person under 21 years of age as a candidate for membership shall be based on fulfillment of the youth membership requirements.

Scouts with disabilities. The Order of the Arrow recognizes Scouting for youth with disabilities, and elections should be held in

these units. Any Arrowman with disabilities who is classified as a youth member of the unit shall be considered a youth (voting) member of the Order of the Arrow regardless of age. Scouts with disabilities must meet all other membership requirements.

When inducting a Scout with a disability, as with any candidate, lodges should make the activities challenging within the individual's limitations and plan accordingly. Accessibility to ceremonial circles, sleeping sites, and appropriate work projects should be taken into consideration to assure a meaningful induction for the Scout.

Adult membership qualifications. All members of or candidates for membership in the Order of the Arrow who are 21 years of age or older and who are registered members of the Boy Scouts of America shall be considered adult members or candidates for adult membership. Individuals shall be selected as candidates based on the following:

1. **Adult leaders in units:** Each year, upon holding a troop or team election for youth candidates that results in at least one youth candidate being elected, the unit committee may recommend up to one adult for every 50 registered active youth members to the lodge adult selection committee, composed of the lodge adviser, the chairman of the council camping committee on which the lodge adviser serves, and the lodge staff adviser. Recommendations of the adult selection committee, with the approval of the Scout executive, serving as the Supreme Chief of the Fire, will be candidates for induction, provided the following conditions are fulfilled:

- Selection of the adult is based on the ability to perform the necessary function to help the Order fulfill its purposes, and not for recognition of service, including current or prior achievement and position.
- The individual will be an asset to the Order because of demonstrated abilities that fulfill the purpose of the Order.



- The camping requirements set forth for youth members are fulfilled.
- The adult leaders' membership will provide a positive role model for the growth and development of the youth members of the lodge.

2. **Adult leaders in council and district positions:** The lodge adviser, district chairman, council president, or members of the professional staff may recommend adults to the lodge adult selection committee.

Recommendations of the adult selection committee, with the approval of the Scout executive, serving as Supreme Chief of the Fire, will become candidates for induction. All requirements set forth for adult leaders in units must be fulfilled, with the exception of the camping requirements, which may be waived at the discretion of the lodge adviser and Scout executive.

Adults may be recommended for membership only one time per year as either unit Scouters or district/council Scouters, but not both. How they are recommended depends on where they maintain their primary registration.

Adult members shall be elected to membership at the discretion of the lodge adult selection committee. All members of the Order of the Arrow, both youth and adult, must successfully complete the Ordeal experience and participate in the induction ceremony.

Because the Order of the Arrow is principally a youth organization, unit, district, and council Scouters are not elected to membership as recognition. Election into the Order should take place only when the adult's job in Boy Scouting or Varsity Scouting will make the Order of the Arrow membership more meaningful in the lives of the youth membership.

Professional membership. Members of the professional service of the Boy Scouts of America shall be considered ex officio members of the lodge of the council in which they are employed. Members of the professional service designated by the Scout executive to serve in camp positions should be given an opportunity to complete the Ordeal and the Ordeal ceremony if they have not previously been inducted into a lodge of the Order. Members of the professional service whose responsibility in the council would be enhanced may be inducted into the lodge based on the recommendation of

the Scout executive and upon completion of the Ordeal experience and ceremony.

Camp staff members (paid but not considered members of the professional service) shall be elected only by members of their own unit if they are under age 21 and meet the youth membership requirements. Staff members over age 21 must meet the adult membership requirements and be selected as either unit Scouters or district/council Scouters.

Honorary membership. Honorary membership in the Order of the Arrow is not authorized and shall not be given. Membership in the Order shall be gained only through fulfillment of membership requirements as stated in the official literature of the Order of the Arrow, Boy Scouts of America. Visiting Scouts or leaders cannot be given honorary membership in the Order.

Life membership. A life membership in the Order of the Arrow is not authorized and shall not be recognized. Membership in the Order of the Arrow requires current registration with the Boy Scouts of America. There is no official or authorized life membership registration status for the Order of the Arrow in the Boy Scouts of America.

Election Procedures

To become a member of the Order of the Arrow a Boy Scout or Varsity Scout is chosen by a vote of the youths in his unit. This is a unique feature of the Order since the majority of those who select their candidates for this honor are not members of the lodge. However, lodge members in the unit have a vote as well as nonmembers. In this way membership is controlled by the youths in their own units and not by those who are already Arrowmen.

It is important that the members of the unit have the membership requirements properly explained to them.

Registered active member. In Boy Scout troops and Varsity Scout teams, every registered active member of the unit under age 21 at the time of election is eligible to vote.

A Boy Scout or Varsity Scout who carries a current national membership card and participates in at least some unit activities during the year is considered to be a registered active member of the unit. For example, a youth away at college who participates in some unit activities when home, such as a campout, camporee, or occasional unit



meeting, should be considered a registered active member.

A youth who moves away or drops out of the unit because of other interests would not be

counted in the registered active membership figure.

Elections and inductions outside the registered council. Order of the Arrow elections are held in qualified troops and teams only under the direction of the lodge in the council where the unit is chartered. *No unit may visit outside its own council and hold an OA election under the auspices of an OA lodge of another council.*

In virtually all cases, newly elected candidates for membership in the Order, both youth and adult, should complete the Ordeal and be inducted into the Order by the lodge that serves the council in which their unit is chartered. Under special circumstances, newly elected candidates may complete the Ordeal outside their own council if the following conditions are met:

1. The unit leader requests the change in Ordeal completion in advance and in writing to both the registered council lodge and to the lodge where the induction is requested.
2. The lodge of the council where the unit is registered gives permission to the unit leader in writing and sends a copy to the lodge where induction is requested.
3. The out-of-council lodge charges the newly elected candidates the cost of an Ordeal sash, an *Order of the Arrow Handbook*, and food/facilities **only**. The Arrowman inducted into the Order outside his registered council lodge should not receive a lodge flap patch, neckerchief, or other OA specialty items, or a membership card from the out-of-council lodge that inducts him. Proof of successful completion of the Ordeal and induction should be given to the new member in the form of a letter from the inducting lodge, with a copy mailed to the registered council lodge of the newly inducted Arrowman.
4. Upon return to his registered council, the newly inducted Arrowman should present proof of induction to the lodge in that council, pay his dues and other appropriate

fees for special items unique to that lodge, and receive a membership card from his registered council lodge.

5. No Arrowman is authorized to wear the OA flap patch of a lodge he is not a member of, even though he may have been inducted into the Order by that lodge.
6. Any candidate desiring to be called out at a resident camp or other event outside his own council may have his unit leader make the arrangements as described in items 1 and 2 above. The candidate would then be inducted into the Order by his registered council lodge at a later date, unless other arrangements are made in advance to also be inducted out of council as described in items 1 through 4 above.

Unit Election Procedures

1. The lodge shall determine the time of year unit elections will be held and should inform unit leaders of this by mail well in advance. The lodge, through the unit elections committee, should work with the unit leader in establishing the actual time and place to conduct the election.
2. Hold the election at the time and place determined by the unit leader, and have Boy Scouts or Varsity Scouts assembled with their unit leader ready to elect candidates. The Order should be represented by a two- or three-member team from the lodge or chapter unit elections committee.
3. Before the election, the OA team must secure from the unit leader verification that at least 50 percent of the registered active unit membership is present. If at least 50 percent is not present, an election cannot be held. The number of registered active members and the number present are entered in the spaces provided on the unit election report form illustrated on page A1.3. If the unit leader is an Arrowman, he may explain to the group the purpose of the Order of the Arrow and the basis upon which candidates should be selected, and describe the method of election. If the unit leader is not a member of the Order, a member of the OA team should make this presentation with the unit leader's consent, demonstrating that election leadership is a cooperative effort of the unit leader and the OA team.



4. The unit leader provides a list of all registered active members of the unit who meet all eligibility requirements, including attitude and participation. The names of these members are entered on the report form and the unit leader signs the certification.
5. The election team leader explains the following to the unit leader:
 - This is the current method of election approved by the national OA committee in use by the lodge
 - All eligible youths who receive votes from at least 50 percent of those who turn in ballots are elected. If no one is elected a second vote may be held immediately, and the result of this vote will be final.
6. A voter may list on his ballot any combination of names, including all eligible candidates who he believes are worthy to become members of the Order of the Arrow.
7. The OA team conducts the election following the instructions on pages 26-27 of the *Guide for Officers and Advisers*. If the election team uses an alternate ceremony, it should be sure to stress the following points:
 - Select the candidates who, in your opinion, have set the best examples of brotherhood, cheerfulness, and service.
 - Vote only for those you believe will continue in unselfish service to your troop.
 - If you feel that no one is worthy, turn in a blank ballot.
 - If you are new in the unit and do not know the candidates well enough to vote wisely, you may abstain by not turning in a ballot at all; this will not affect the final result.
 - Youths eligible for election also vote, and they may vote for themselves if they feel they are worthy.
8. When the voting is finished, the OA election team counts the number of ballots turned in, and enters the numbers on the unit election report.
9. The OA team determines the minimum number of votes one must receive to be elected, as follows: If the number of ballots turned in was even (2, 4, 6, 8, etc.), divide this number by two. If the number was odd (1, 3, 5, 7, etc.), add one and then divide by two. The number of votes a youth must receive to be elected is entered on the report form.
10. The votes are counted in private by the election team and the unit leader to determine who has been elected. All votes count equally. If at least one has been elected, this result is final. If no one is elected, the OA team announces this fact and states that the unit will now be given the opportunity to vote again. Time is allowed for further explanation of the purpose of the Order and the election procedures, and for any questions. (No information about the votes received by candidates is to be revealed at any time.) The second election is then held immediately, and if the unit still elects no one, this is the final result for the year's election. The OA team places a check mark next to the names of those who have been elected.

Announcement of results. As soon as the election is completed, the unit leader may choose to announce to the entire unit the names of members who have been elected. Names and addresses of the newly elected candidates must be forwarded to the lodge membership committee immediately. Candidates will be called out at the earliest possible time, either at a resident camp, a camporee, or a special ceremony. The names and addresses (plus additional information the lodge feels is necessary) are listed on the election report form. OA team members sign the form and mail it to the specified address.

Candidate status. After election, a Boy Scout, Varsity Scout, or adult remains a candidate until completion of the Ordeal and Ordeal ceremony. If this period of candidacy exceeds one year, the candidate's name is dropped and he no longer is a candidate. To become a candidate again, he must be reelected. The executive committee of the lodge may extend the one-year limit between election and



induction if the candidate is ill or
there are other unusual
circumstances.¹



Unit Election Backdating Calendar

	TASK	COORDINATOR	DAYS BEFORE ELECTION	DATE TO DO	X
1	Set date of troop/team election, in coordination with local lodge/chapter	OA Rep & Chapter/Lodge Chief	-60		
2	Begin promotion of the election to the troop/team.	OA Rep	-45		
3	Follow up with lodge/chapter, ensure that an election team will be present	OA Rep & Chapter/Lodge Chief	-30		
4	Call Patrol Leaders, make sure that all troop/team members are present	OA Rep & Patrol Leaders Council	-7		
5	Re-follow up with lodge/chapter, ensure that an election team will be on hand	OA Rep & Chapter/Lodge Chief	-7		
6	Hold election	Unit Elections Team	0		
7	Send completed unit election form to Lodge/Chapter	OA Rep & Scoutmaster	+2		
8	Ensure that all candidates are present for the call-out ceremony	OA Rep & Patrol Leaders Council			
9	Ensure that all candidates are registered for the Ordeal	OA Rep & Chapter/Lodge Chief			
10	Ensure that troop/team has Elangomats at Ordeal for candidates	OA Rep & Chapter/Lodge Chief			
11	Provide transportation to Ordeal for the candidates and Elangomats	OA Rep Adviser			
12	Recognize new OA members at Court of Honor	OA Rep & Patrol Leaders Council			



Summer Camp

Some Scout camps lie in deep forests or at the bases of high, windy peaks. Others are tucked back in the woods along rivers and lakes. A few are located in deserts or along seashores. Every camp is different, but here's a small sampling of what you are likely to find:

- Nature hikes with instructors who really know their stuff
- Map-and-compass courses
- A wood yard for practicing proper use of knives, saws, and axes
- Archery and rifle ranges
- Conservation projects, meadow repair, trail maintenance, and erosion control
- Instruction in the best no-trace methods of backcountry travel
- Project COPE (Challenging Outdoor Personal Experience) courses that improve your balance, fitness, and ability to solve problems
- Aquatics programs in swimming pools, lakes or streams
- Crafts areas

Summer camp allows you the opportunity to devote a full week living the Scouting life. Your own troop leaders will be there to help you work on many outdoor skills and to enjoy some tremendous adventures. A camp staff of experienced older Scouts and adults can give you a helping hand whenever you need it. You can form new friendships with Scouts from other troops and learn how they do things in their patrols.

Scout camps come in many shapes and sizes, but they all share one thing in common – they offer as much adventure and excitement as a Scout can have anywhere. For many troops, a week at summer camp is a high point of the year.²

For more information, check the Order of the Arrow's Summer Camp Support Pak, or contact your Council office.



BSA High Adventure Opportunities

For real excitement beyond your council, it's hard to beat the national high-adventure bases of the Boy Scouts of America. Designed for older Boy Scouts, Varsity Scouts and Venturers, each base offers the training, equipment, and support you will need to set out on wilderness treks that challenge your skills, strength, and willpower.

Philmont Scout Ranch

Explore the rugged high country of northern New Mexico on a backpacking trek, as a member of a conservation work crew, or by taking part in an advanced wilderness adventure. Covering more than 137,000 acres of mountains, forests, prairies, and streams, Philmont is an inspiring backpacker's paradise. Staffed camps in the backcountry offer program opportunities including rock climbing, black-powder rifle shooting, living history, horse-back riding, archaeology, environmental awareness, and many others.

Florida National High Adventure Sea Base

Explore the clear waters of the Florida keys and Bahamas by various kinds of watercraft, including sailboats. Snorkel and scuba dive among schools of brilliantly colored tropical fish. Investigate a primitive island, search for the wreckage of galleons, cast your bait for sailfish in the Gulf Stream waters, practice windsurfing, and study the marine life of North America's only living coral reef.

Northern Tier National High Adventure Programs

The Sioux and Chippewa once traveled this northern lake country. French-Canadian trappers followed, their canoes loaded down with furs. Headquartered in the beautiful Superior-Quetico boundary waters of Minnesota, Ontario, Manitoba, the Northern Tier offers wilderness canoeing expeditions and programs featuring fishing and winter camping.³

For more information about these and other high adventure opportunities, check out the BSA publication Passport to High Adventure.





Backdating Calendar for a Successful Project

COMMUNITY SERVICE PROJECT				
TASK	COORDINATOR	DAYS BEFORE PROJECT	DATE TO DO	X
1	Set date of project	OA Rep & Patrol Leaders Council	-90	
2	Contact group for whom you are doing service, work out details	OA Rep	-60	
3	Begin promotion of the event to the troop/team	OA Rep & Patrol Leaders Council	-45	
4	Collect necessary tools for the work project (shovels, rakes, etc...)	OA Rep & Adviser	-30	
5	Call all members of the troop/team to remind them of the project	OA Rep & Patrol Leaders Council	-14	
6	Coordinate transportation to the project	OA Rep & Adviser	-7	
7	Contact local media about appropriate news coverage	OA Rep	-7	
8	Hold the service project	Troop/Team	0	
9	Report to Scoutmaster/Varsity Team Coach the number of community service hours completed by each member of the troop/team for rank advancement	OA Rep	+7	
10	Report to Lodge/Chapter nature of the project and number of community service hours performed	OA Rep	+7	





National Organization Contact List

In searching for a community service project, you may find it helpful to contact one of the following national organizations to see if they have on-going projects in your local community.

American Red Cross

430 17th Street NW
Washington, DC 20006-5307
(202) 737-8300

American Youth Work Center

1751 N St NW, Suite 302
Washington, DC 20036
(202) 785-0746

Campus Outreach Community League

386 McNeal Hall
St. Paul, MN 55108
(612) 624-3018

Feed the Children

Box 36
Oklahoma City, OK 73101
(405) 942-0228

Forest Ecosystems Rescue Network

7781 Lenox Ave.
Jacksonville, FL 32221

Habitat for Humanity International

121 Habitat St
Americus, GA 31709
(912) 924-6935

Leukemia Society of America

1625 I St NW
Washington, DC 20006-4001
(202) 833-7430

National Arbor Day Foundation

100 Arbor Ave.
Nebraska City, NE 68410
(402) 474-5655

National Society for Shut-Ins

P.O. Box 1392
Reading, PA 19603
(610) 374-2930

National Alliance to End Homelessness

1518 K St NW, Suite 206
Washington, DC 20005
(202) 638-1526

National Federation of Parents for Drug Free Youth

11159B South Town Square
St. Louis, MO 63123
(314) 845-1923

Sierra Club

730 Polk St
San Francisco, CA 94109
(415) 776-2211

Juvenile Diabetes Foundation

1400 I St NW, Suite 500
Washington, DC 20005-2208
(202) 371-0044





National Leadership Seminar (NLS)

The National Leadership Seminar (NLS) is a weekend training program focusing on leadership development. Run by the Region Chief and his Advisers, it provides an in-depth look at leadership skills and techniques. An NLS discusses how these skills can be applied in your role in the OA and in other aspects of your life.

The NLS program is offered several times a year at locations in each region. Scheduled dates are given on the National OA Program Calendar, and are published in the Order of the Arrow's *National Bulletin*. More detailed information is available from your lodge leaders, the Section Chief or Adviser, or the Region Chief or Region Chair.

As One Arrowman Described His NLS Experience:

- *"I just returned from one of the greatest leadership courses around. The NLS course is a winner..."*
- *"I didn't even get out of the room after the second or third session before I was putting the new knowledge to use. The use of movie clips to drive home points of leadership works well..."*
- *"The Staff for the training was excellent. We were privileged to have our National Vice-Chief, the Region Chief, and several Section Chiefs and various members of the National OA Committee. A **Great** staff."*
- *"Well, I have now been given more useful tools to use to help the Scouts in my Council improve themselves and the Lodge. I feel a little less nervous about my position...."*
- *"If and when you get the chance to attend a NLS, **GO!**"⁴*

If you are interested in attending an NLS, please contact your Lodge Chief or Adviser.



Northern Tier OA Wilderness Voyage (OAWV)

"The Order of the Arrow is a thing of the out of doors rather than the indoors. It was born in an island wilderness. It needs the sun and rain, the woods and the plains, the waters and the starlit sky."

-E. Urner Goodman

About The Program

The National Order of the Arrow is offering you an opportunity to join Arrowmen from across the country in cheerful service and the formation of lasting brotherhood on the pristine US/Canadian Boundary Waters. Under the direction of the United States Forest Service, experienced Charles L. Sommers staff members with strong Order of the Arrow backgrounds will lead participants on a two week voyage into the Boundary Waters Canoe Area Wilderness (BWCAW).

The program is a thirteen-day experience inspired by the traditions of the French and Canadian Voyageurs who ventured the northern wilderness during the 1700-1800s. Traveling thousands of miles by water and portage, these Voyageurs were hired to haul goods and furs to trade with Native Americans and Europeans. In the spirit of these adventurers, Arrowmen will embark on a voyage that is twofold. One-half of the OA Northern Tier Wilderness Voyage focuses on portage trail and campsite maintenance within the Boundary Waters. The remaining expedition is spent on a canoeing adventure that is planned and chosen by the participants in the program. In other words, each crew plans their own voyage! However, the program is not simply portage trail work, camping, and canoeing. The OA Northern Tier Wilderness Voyage is ultimately a journey that challenges Scouts mentally, physically, and spiritually.

Portage trail work is tough and serious. The worksite experience is full of long, strenuous days requiring a great deal of physical effort. Participants are expected to work with great diligence as the tasks being accomplished are designed to benefit generations of Scouts and non-Scouts in the Boundary Waters Wilderness. In addition to mastering portage trail maintenance techniques, Scouts will strengthen their leadership skills, learn advanced wilderness and low-impact camping skills, learn wilderness safety techniques, participate in many motivational activities, and receive special OA instruction. The project's mission is to maintain, reinforce, and intensify the purpose of the Order of the Arrow through Scout camping traditions. Camping enhances and builds stronger programs and people. Participants are expected to use their experience to benefit their troop, chapter, lodge, and council programs.

Requirements

- Be at least 16 years old the day your program begins, but not yet 21 by its conclusion.
- Be strong and robust (Charles L. Sommers height and weight guidelines will be strictly enforced.)
- Be a registered member of both the BSA and a local OA lodge.

No exceptions can be made to these requirements. This program is voluntary and selection for the Order of the Arrow Northern Tier Wilderness Voyage is both an honor and a privilege.



How to Apply

Complete the application and have it approved by both your Scout Executive and Lodge Adviser. Parental permission is required if you are under age 18. Mail your completed application and \$25.00 deposit to:

Order of the Arrow
Boy Scouts of America
P O Box 152079
Irving, TX 75015-2079.

The Order will notify you of acceptance by March 16, 2001. Following receipt, a packet of material will be sent to you to assist in preparing you for your experience in the Boundary Waters.

Lodge and Council Responsibilities

A Lodge and Council should only approve those youth Arrowmen who meet all of the qualifications for this program. Charles L. Sommers is not an easy experience and is a risk for those not physically prepared for the rigors of the Boundary Waters Canoe Area Wilderness (BWCAW).

Program Cost

Participant cost is \$100 for the two-week experience. A \$25 non-refundable deposit is required with the application. The balance of the fee is due at the time of acceptance as a participant in the program. Additional expenses, including travel to and from Charles L. Sommers as well as miscellaneous purchases, are the responsibility of the participant.

A shuttle van is available from the Minneapolis/St. Paul International Airport in Minneapolis, Minnesota. The shuttle leaves the airport at 3:00 pm. the day before your scheduled starting date, and arrives at Charles L. Sommers at 8:30 p.m. (5 1/2 hour trip). The return trip leaves at 7:00 am on your last scheduled day, arriving at the Minneapolis Airport at 12:30 p.m. **IMPORTANT: Plan to be at Charles L. Sommers by 8:30 pm the day before your scheduled trek.**

Those applicants not accepted as participants in the program will have their deposit returned. Participants canceling acceptance will be eligible for a refund if notification is received in the National Office by May 10, 2000. No shows are ineligible for a refund.⁶

*For more information, visit the OA Wilderness Voyage Web site at
www.aa-bsa.org/programs/ntvoy*



Philmont OA Trail Crew (OATC)

"The Order of the Arrow is a thing of the out of doors rather than the indoors. It was born in an island wilderness. It needs the sun and rain, the woods and the plains, the waters and the starlit sky."

-E. Urner Goodman

About the Program

The Order of the Arrow is offering you an opportunity to join other Arrowmen in cheerful service and the formation of lasting brotherhood on the trails of Philmont Scout Ranch. Under the direction of the Philmont Conservation Department, experienced Philmont staff members with strong Order of the Arrow backgrounds will lead participants on the two week trail crew and trek.

The program is a fourteen day experience. The first week focuses on trail construction and maintenance under the guidance of Philmont trail crew foremen. The second week is a seven day backpacking trek that is designed by the participants. The program is not simply building trail and hiking though, the OA Trail Crew is ultimately a journey that challenges Scouts mentally, physically, and spiritually.

Trail building is tough. The worksite experience is full of long, strenuous days requiring a great deal of physical effort. Participants are expected to work with great diligence as the trail that is being built is designed to last over 75 years and protect the beautiful landscape of Philmont Scout Ranch. Other than trail building techniques, Scouts will strengthen their leadership skills, learn advanced wilderness and low-impact camping skills, observe and participate in group wilderness safety, good judgment, and motivation activities, and receive special OA instruction.

The project's mission is to maintain, reinforce, and enhance the purpose of the Order of the Arrow by using Scout camping traditions. Participants are expected to use their experience to benefit their troop, chapter, lodge and council programs. Camping is a method of Scouting that enhances and builds stronger programs and people.

Requirements

- Be at least 16 years old the day your program begins, but not 21 by its conclusion.
- Be physically fit, able to lift and handle materials up to 50 pounds. (Philmont height and weight guidelines will be strictly enforced.)
- Be a registered member of both the BSA and a local OA lodge.
- Scouts from the same unit, or otherwise acquainted, will be placed in separate crews.

No exceptions can be made to these requirements. Selection for this program is competitive and is both an honor and a privilege.



HOW TO APPLY

Complete the application, have it approved by both your Scout Executive and Lodge Adviser, and receive parental permission if you are under age 18. Mail your completed application and \$25.00 deposit to:

Order of the Arrow
Boy Scouts of America
P O Box 152079
Irving, TX 75015-2079.

The Order will notify you of acceptance by March 16, 2001. Following receipt, a packet of materials will be sent to you to assist in preparing you for your experience at Philmont.

LODGE AND COUNCIL RESPONSIBILITIES

Lodges and councils should only approve those youth Arrowmen who meet all of the qualifications for this program. Philmont is not an easy experience and is a risk for those not physically prepared for the rigors of the New Mexico mountains.

PROGRAM COST

Participant cost is \$100 for the two-week experience. A \$25 non-refundable deposit is required with the application. The balance of the fee is due at the time of acceptance as a participant in the program. Additional expenses, including travel to and from Philmont as well as miscellaneous purchases, are the responsibility of the participant.

A shuttle is available from the Albuquerque, New Mexico, Airport to Philmont. The shuttle leaves the airport at 4:00 pm the day **before** your scheduled starting date, arriving at Philmont at 8:00 pm (four hour trip). The return trip leaves at 6:00 am on your last scheduled day, arriving at the Albuquerque Airport at 10:00 am. Busses and trains arrive at Raton, New Mexico (40 miles from Philmont). A shuttle is also available from Raton. Plan to arrive at Philmont between 8:00 - 11:00 am of your starting date.

Those applicants not accepted as participants in the program will have their deposit returned. Participants canceling acceptance will be eligible for a refund if notification is received to the national office by May 14, 2000. No shows are not eligible for a refund.⁷

*For more information, visit the OA Trail Crew Web site at
www.oa-bsa.org/programs/tcrew/*



Online Camping Resource

Tired of going to the same campground? Looking for something new? The Internet can be a valuable resource for planning a camping trip with your unit. The following is a collection of sites that you might share with your troop or team when looking for a creative adventure, near or far. Some of these sites are commercial, others are from the government. In either case, you should be aware that the material found on these sites is not maintained nor endorsed by the Boy Scouts of America. These are provided merely as a service to troops and teams who may find the information useful.

CampNet America

www.campnetamerica.com

A site with a collection of links to camping destinations across North America. Information is limited, however, to that provided by the actual campgrounds. Heavy emphasis is placed on family and RV camping.

GORP – Great Outdoor Recreation Pages

www.gorp.com

Huge site with reviews of camping destinations all across the world. Heavy on graphics and advertisements, you have to know what activity you are looking for before you dive in. Includes reviews of national parks, state parks, and other possible Scouting locations.

Scouter Interactive

scouter.com/compass/Where_To_Go

A site with ties to the Scouting movement, *scouter.com*'s Where To Go section has links to information about Scouting destinations provided by groups across the country.

U.S. Army Corp of Engineers

www.usace.army.mil

The Corp of Engineers maintains waterways all across the United States. In order to find the Corp of Engineers campgrounds closest to you, follow the links through *Services to the Public*, and then *Recreation*. Each individual district maintains recreation information on separate pages, so you will have to choose the appropriate location.

U.S. National Park Service

www.nps.gov/parks.html

Information about all of America's national parks is provided by the National Park Service on this page. You can find parks on a map, search by interest, or perform a key word search. At www.nps.gov, you can also find information about educational and research opportunities.

Yahoo! State Parks

www.yahoo.com/Recreation/Outdoors/Parks_and_Public_Lands/United_States/State_Parks/

State parks from across the country are listed in this Yahoo! directory. Though the address is long, the information inside is quite large. You can find local park information for all 50 states.

Your Local Lodge

Many lodges maintain their *Where to Go Camping* guide online. Check with your lodge or chapter officers to see if information about your area has been posted online.



Bibliography

- 1 *Guide for Officers and Advisers*. 1999 revision. p 20-24
- 2 *Boy Scout Handbook*. Eleventh Edition. 1998. p 403
- 3 *Boy Scout Handbook*. Eleventh Edition. 1998. p 404-406
- 4 "National Leadership Seminar" <<http://www.oa-bsa.org/programs/nls/>> Last visited May 22, 2000
- 5 "Why Come to NOAC?" <<http://www.oa-bsa.org/events/n2000/back/n2kwhycome.htm>> Last visited May 22, 2000
- 6 "2000 OA Northern Tier Wilderness Voyage" <<http://www.oa-bsa.org/programs/ntvoy>> Last visited May 22, 2000
- 7 "2000 National Order of the Arrow Trail Crew" <<http://www.oa-bsa.org/programs/tcrew>> Last visited May 22, 2000

For annual updates to this publication, frequently check the National OA Web site at <http://www.oa-bsa.org/>

“Let it be remembered that the Order of the Arrow was created to help the unit - to help it present its membership a better ideal of the inner qualities of the good Scout camper. Qualities of character, like cheerfulness and service, are hard for a boy or a man to understand in the abstract. They come easier when seen in human life.

Let us realize the significance of the Order in the unit – for the unit is our best hope in Scouting.”

*Dr. E. Urner Goodman
Founder, Order of the Arrow*