



**2011**  
**QUALITY LODGE**  
**GUIDEBOOK**

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## How to Use this Guidebook

Quality Lodge recognition is a mark of a successful lodge with good programs, active and trained members, and a strong record of supporting the council and other branches of Scouting. Lodges that are truly successful should look at these requirements as a minimum standard of expectations of your service to the council. As such, use these requirements as a starting point in planning your goals for the year.

As a new lodge officer or adviser, you may ask yourself: “Where do I start?” Yes, this list of requirements can seem intimidating at best, but this Guidebook is designed to eliminate that intimidation. As you begin to plan your new lodge yearly program, use it as a resource to establish your lodge goals, and work those goals toward achieving National Quality Lodge.

### **Why strive to be a National Quality Lodge?**

#### **Because it is expected of you!**

The National Quality Lodge petition was designed, not only to recognize success, but also to establish the standard for lodges in fulfilling their purpose to their council.

#### **The NQL Requirements - simplified:**

The National Quality Lodge requirements were modified for 2008, allowing more flexibility for lodges to “create” and use their own goals toward fulfilling the petition.

The NQL petition consists of a total of 15 requirements, in two parts:

- 10 requirements specific to the petition
- and***
- 5 requirements that the lodge leadership can establish, by choosing 3 from a list of recommended objectives, and either creating the other 2, or choosing them from the same list.

Providing this increased flexibility means that planning ahead is even more important, as these objectives must be established by your lodge leadership at the start of the year to be successful.

This Guidebook has been designed to provide you with a workbook-type resource; at every opening, you will find 2 pages for each requirement. The page on the left will provide you with insight and ideas for that specific requirement, and the opposite page will allow you to outline the specific plan to achieve this requirement for your lodge.

### **Planning & Communication: Two Keys to Success**

This page discusses the important role of Planning and Communication in achieving Quality Lodge. As you work on each requirement and the pages in this book, remember to consider how the lodge will need to plan to complete the requirement, and how it will communicate with its members, chapter and the council throughout the process to make all of the lodge’s efforts successful.

### **Requirement Pages**

Each requirement is given its own page to allow for quick reference. Each page is divided into several sections, which are explained below:

#### **Understanding the Requirement**

The first section of each requirement page describes the requirement’s basic meaning. This section also tries to explain why each requirement is helpful to fulfilling the “*Purpose of the Order of the Arrow*” and the “*Mission of the Lodge*.” These two statements comprise the core values and motivations of the Order at every level of its program. Each requirement for Quality Lodge, and in fact every program in the Order, is structured around making sure the lodge accomplishes its “Mission” and contributes to the Order’s Purpose.” Both statements are frequently mentioned in this book, and they can both be found in their entirety on Page 8 of the Order of the Arrow Handbook and the National Order of the Arrow Web Site (<http://www.oa-bsa.org>), among other places. Making sure the lodge and all of its members understand and embrace the “Purpose of the Order” and the “Mission of the Lodge” is vital to becoming a Quality Lodge.

#### **The Requirement In-Depth**

It is often helpful to have some background information and even some theory on how to implement the lodge programs mentioned in the requirement. This section aims at going beyond a basic explanation of the requirement and giving helpful context to the workings of the lodge. Topics in this section include:

- What do particular parts of the requirement mean?
- What is the role of the chapter and the lodge in this requirement?
- What other goals should the lodge set that will help it pass the minimum mark set down in the requirement?
- What are some general principles to keep in mind while working on this requirement?



### Formulas for Success

This section lists specific ideas, examples and details of practical ways for the lodge to meet the requirement. The book attempts to present multiple ways of achieving the requirement for lodges of different sizes and circumstances. This list is particularly helpful when brainstorming new ways to think about a requirement and its pieces. Even veteran Quality Lodges and Arrowmen can use this section to come up with newer and possibly better ways to help them receive recognition.

### Sample Target S.M.A.R.T. Goal

Once you have an idea about how to complete a requirement, it is time to make a plan with specific goals to achieve. Make sure all of your goals are **S**pecific, **M**easurable, **A**ction-Oriented, **R**ealistic and **T**imely. This section of each page provides an example S.M.A.R.T. goal for completing the requirement. S.M.A.R.T. goals are practical and assessable, and their success depends on the work you put into them and not on results that you can not control, like members' decisions to attend an event. For a more in-depth explanation of S.M.A.R.T. goals, check out the Lodge Leadership Development syllabus for "Goal Setting" that can be found at <http://lld.oa-bsa.org>.

### Our Lodge's Target S.M.A.R.T. Goals

This space is for you to use as you plan to accomplish the items listed in the requirement. In this section, you can write your own S.M.A.R.T. goals that will fulfill the requirement, remembering to incorporate these goals into the overall lodge program and vision for the coming year.

### Backdating Plan for Goal Implementation

This section provides some room for the lodge to establish a timetable for completing its S.M.A.R.T. goals and the requirement. When making a schedule, use the principles of S.M.A.R.T. to set each date. Completing the requirement early in the year will let the lodge concentrate on other things when fall and winter arrive. Also, remember to communicate the timetable to lodge members and the council.

### Planning and Communication

Planning is crucial to building any successful lodge, and it is equally important to making a lodge a Quality Lodge. Using the Quality Lodge requirements as a baseline reference will allow the lodge to understand what programs it needs to implement in its normal operations.

Planning to become a Quality Lodge should begin before the start of the year. When the lodge prepares to submit its Quality Lodge Recognition Petition for the past year, the lodge leadership needs to analyze its performance during that year. *What requirements did the lodge have difficulty completing? What were some things the lodge could have done differently to avoid any troubles? Were there requirements the lodge had no plan for completing that it could have finished with a little preparation? When did the lodge complete each Quality Lodge requirement, and how could each requirement have been completed sooner?*

After identifying where improvement is needed, the lodge leadership should begin looking for ideas on how to succeed. This Guidebook is provided as one of many resources available to you for that purpose. The lodge should also contact the lodges in their section to see how they have approached qualifying for Quality Lodge. Armed with the knowledge of where and how the lodge can improve, it is finally time for the lodge leadership to set formal S.M.A.R.T. goals and determine exactly how they will achieve Quality Lodge. Remember the requirements of a S.M.A.R.T. goal: **S**pecific, **M**easurable, **A**ction-Oriented, **R**ealistic/Rewarding, and **T**imely.

"A journey of a thousand miles begins with one step", so as you begin, consider each requirement individually. **Create** a backdated calendar for each requirement, **and then delegate** specific duties and deadlines to lodge officers and committees. As you plan, remember to include all responsibilities to your council, and consider other opportunities to serve as you coordinate your calendar with the council calendar.

Within the first two months after election of new officers, the lodge leadership should finalize a detailed plan for the rest of the year. This will allow the lodge and chapters time to arrange for things like extra training for members or new committees to work with the council's Scoutreach program or to make a "Where to Go Camping Guide". With good planning, the lodge can use its precious time wisely and get all of its Quality Lodge requirements out of the way long before December.



## **Communication**

Planning and communication go hand in hand, particularly when working on Quality Lodge requirements. While evaluating the previous year's performance, begin by calling on the advice of outgoing lodge officers or leadership as well as other lodge members who might have helpful advice or opinions. After delegating specific planned responsibilities to lodge officers and committees, encourage those officers and committees to create a specific plan to communicate those specific goals and the plan to achieve that goal to everyone involved, from the Executive Board to each Unit in the council. Consider using every resource available - the council website or newsletter, district roundtables and events - and work to communicate your goals and plans to the council in a way that helps further the lodge's success toward Quality Lodge. In short: **Communication is critical to the lodge's success.**

The lodge leadership also needs to evaluate their methods of communication, particularly in reaching specific targets within the council. Make sure the right method is being used to reach those who have a stake in fulfilling your Quality Lodge requirements, whether it be personally meeting with the Scout executive, calling every unit in the council, or keeping members informed through programmed email messages. Ask questions: *Has every decision of the LEC and Key 3 regarding Quality Lodge been communicated to the lodge? Is the lodge supporting and coordinating events with the appropriate parts of the council? Are chapters being included in lodge decisions and efforts? Is every member of the lodge and council being reached by at least two different methods (lodge and chapter meetings, web site updates, emails, newsletters, phone trees, etc.)?*

Two-way communication is an important part of any successful Quality Lodge plan, and lodge leadership should encourage it wherever possible. Mailings and websites work in one direction and do not allow for much feedback. Without input from members, the lodge cannot assess its progress on Quality Lodge or other goals. Two-way communication also helps lodge and council members feel like a meaningful part of the lodge program and vision.

Improving two-way communication can be done in several ways. First, make sure every Arrowman has updated and accurate contact information for officers and advisers, and encourage them to discuss their ideas. Having the lodge leadership visit chapter meetings is an excellent way to solicit feedback on Quality Lodge requirement progress, as is spending some time at each lodge event discussing and evaluating progress. By considering the entire lodge membership in the process, the lodge can utilize two-way communication to further its success in achieving Quality Lodge.



## Quality Lodge Requirement #1

*The Lodge complies with all requirements in the current printings of the OA Handbook, Guide for Officers and Advisers, Field Operations Guide, Guide to Inductions, and ceremony books. The council has only one Order of the Arrow Lodge organization.*

### Understanding the Requirement

The Order of the Arrow is one part of the national Boy Scouting program. As an extension of the Order at the council level, the lodge must remember that it is a part of a larger Brotherhood of Cheerful Service. Just as Scouting seeks to provide equal opportunities for leadership and character-building in youth across regional and council boundaries, the Order seeks to provide service and leadership to Scouts throughout the nation. In order to make sure that lodges are successful in supporting their councils and serving the “Purpose of the Order,” guidelines and resources have been created in the form of national publications. While these documents do work to provide some uniformity across lodge programs, they serve a greater role as aids to the constantly changing youth and adult leadership at the Order’s local lodge and chapter levels. Every leader must be trained to be successful, and these documents are the primary tools necessary to provide success to Arrowmen at any level.

### The Requirement In-Depth

- 🦋 The *OA Handbook* gives Arrowmen the basics about participation in the Order. It sets out the “Purpose of the Order,” the “Mission of the lodge,” and an explanation of the “Challenges of Brotherhood Membership.” The handbook is a vital tool for every lodge member.
- 🦋 The *Guide for Officers and Advisers* explains how a lodge should operate. It sets the standards for leadership roles and lodge organization. It includes the proper way to perform elections, and it describes the proper relationship between the council and the lodge.
- 🦋 The *Field Operations Guide (FOG)* spells out the standards for national, regional, and section organization and programs. It includes the *Section Rules* and explains the Lodge Assistance Program. The *FOG* appendices are the competition rules used at section conclaves and national conferences.
- 🦋 The *Guide to Inductions* and the ceremony books are the written resources necessary for effective planning and respectful and impressive ceremonies.

### Formulas for Success

- 🦋 **Make sure every lodge member has access to and understands the proper resources for their position:**
  - Give every new Arrowman a current edition of the *OA Handbook*.
  - Give a copy of the *Guide for Officers and Advisers* to all chapter and lodge youth leaders and advisers (available online at [www.oa-bsa.org](http://www.oa-bsa.org)).

- Give members of the Key 3 the *Field Operations Guide* (available online at [www.oa-bsa.org](http://www.oa-bsa.org)).
- Give the *Guide to Inductions* (also available online) and copies of the appropriate ceremonies to officers, advisers, and new members.

- 🦋 Offer lodge and chapter level training for members on the use of the previously-named publications, and how each guide contributes to the lodge program and the “Purpose of the Order.”
- 🦋 Make sure at least one copy of all documents is available at every lodge event, LEC and Key 3 meeting.
- 🦋 Sell extra copies of each publication in the lodge store to interested and appropriate Arrowmen.

Review the “Challenges of Brotherhood Membership” at all Ordeal weekends.

### Sample Target S.M.A.R.T. Goal

*“Our lodge will keep reference copies of, or will distribute, national publications for use by lodge leadership. The lodge will include the cost of the OA Handbook in fees for Ordeal candidates so that each new member will receive their own copy. The lodge will review different sections of the handbook with the new members during the Ordeal weekend. The lodge will also keep a copy of each document at all lodge meetings for reference and training.”*

### Our Lodge’s S.M.A.R.T. Goals to achieve Requirement #1

### Backdating Plan for Goal Implementation

## Quality Lodge Requirement #2



*The Lodge experienced positive growth in its membership.*

### Understanding the Requirement

Increasing lodge membership is a sign of a healthy lodge. In the Order, membership is influenced by two things: 1) electing and inducting new Ordeal members each year, and 2) keeping current members active and interested in the lodge program. By gaining members each year, the lodge and chapter not only show that they are conducting unit elections and holding effective Ordeal weekends, but that they are also involving members in different lodge programs and supporting the council's other operations. Because lodge membership is a combination of so many smaller program areas, working to increase membership each year is one simple way to make sure that every part of the lodge is working properly.

### The Requirement In-Depth

The requirement does not give a specific number of new members the lodge must gain. The requirement could be met by adding one new member. What is important is that the lodge is focused on growing and is working to induct new members and keep old members active and interested in the lodge program.

### Formulas for Success

#### Ideas to improve inductions:

- Establish Lodge guidelines for unit visitation teams. Then use the guidelines and LLD syllabi to train teams at lodge events to make sure that every team is trained and knowledgeable.
- Create incentive by rewarding chapters with trained unit visitation teams that contact all of the units in their district(s).
- Use the *Guide to Inductions* as a template to better plan, organize and run Ordeal weekends.
- Offer lodge resources or training for Ordeal ceremony teams. Hold competitions or give incentives to encourage ceremony teams to become high-quality.
- Promote all Ordeal weekends through chapter and district functions, email and mailings, and the lodge website so every candidate and member is aware of each event and can plan to attend them.
- Hold multiple Ordeal weekends to make it easier for candidates with busy schedules to attend. Different locations are also useful for large geographic areas.
- Consider organizing lodge or chapter carpools to get candidates to Ordeal weekends.

#### Ideas to increase membership retention:

- Promote all events well before the date by using several different methods, in order to reach members by at least 2 different methods (e-mail, website, Troop/Team Rep announcements, etc.)
- Plan events with the idea of making each one interesting and fun. Include time for fellowship or special activities beyond service or training.
- Establish ways for new Ordeal members remain active with the lodge and become Brotherhood members. To do this the lodge and chapter could:
  - Train elangomats to guide their clan members through Brotherhood membership.
  - Assign current Arrowmen from the same chapter to serve as mentors to new Ordeal members
  - Regularly contact Ordeal members, both personally and with lodge announcements, to notify them about events and encourage attendance.
  - Set aside time to practice and discuss the obligation, song, signs of Ordeal membership, etc at lodge events.
- Promote the Lodge at council events and camps through handouts, displays and/or presentations.
- Provide several opportunities for past and current members to register with the lodge each year. These could include: contacting members at council/district events, directly mailing registration forms, or training unit visitation teams to re-register past members who might have let their dues lapse.

### Sample Target S.M.A.R.T. Goal

*“Our lodge will work to increase our Membership by 10%. We will hold three Ordeal weekends this year, and we will inform Candidates of all dates and locations through personal contact by unit visitation teams in the chapters and by mailing a lodge flyer. We will also organize carpools to make sure all candidates have a ride. We will also implement a mentor program to help retain membership.”*

### Our Lodge's S.M.A.R.T. Goals to achieve Requirement #2

### Backdating Plan for Goal Implementation

## Quality Lodge Requirement #3



*The Lodge inducted a minimum of 30% of its eligible Ordeal members into the Brotherhood.*

### Understanding the Requirement

Obtaining Brotherhood status serves as a sign that an Arrowman understands the purpose of the Order of the Arrow. Once an Arrowman is inducted into the Brotherhood, they are more likely to stay active and committed to the lodge and Order. New Brotherhood members contribute to the lodge by serving as Elangomats, ceremonies team members or lodge leaders, thereby helping other Ordeal members on their journey to Brotherhood. Therefore, converting at least 30% of Ordeal members into Brotherhood members each year is a sign of a healthy lodge.

### The Requirement In-Depth

- ❖ The 30% Brotherhood conversion rate is calculated by taking the total amount of newly-inducted Brotherhood members from the current year and comparing it with the total number of Ordeal members registered with the lodge at the end of the previous year. This means that the lodge must convert 30% of all Ordeal members, whether inducted in the previous year or before.
- ❖ If new Ordeal members remain active, they will be more likely to continue to support the lodge as Brotherhood members. First impressions are very important, as Arrowmen will not choose to continue to the next step if they do not feel that their Ordeal experience was meaningful. Therefore, improving the lodge's Ordeal Induction weekend is vital to increasing Brotherhood conversion.
- ❖ The 30% Brotherhood conversion rate should serve as a minimum expectation, rather than an absolute goal. The more Brotherhood members in a lodge, the better effectiveness the lodge will have in the council.
- ❖ Elangomats and a clan system are good tools for providing the best possible Ordeal experience. Elangomats should be reliable and accessible to their clan members in order to maintain a bond with each candidate after the Ordeal.

### Formulas for Success

- ❖ Communicate the Brotherhood honor at the Ordeal weekend, perhaps at chapter breakout meetings, and distribute complete lodge and chapter calendars, making sure that Brotherhood opportunities are clearly listed.
- ❖ Create a list of the email addresses for new Ordeal members at the Ordeal weekend, and email them 1 or 2 months before the next offered ceremony after their 10 month requirement, encouraging them to attend.

- ❖ In addition, have the Chapter leadership or the member's mentor send a personal invitation to each new member at the proper time to attend the next offered ceremony and earn their Brotherhood.
- ❖ Provide new members with resources that will help them obtain Brotherhood, such as the OA handbook, a lodge-produced guide, or information about Jumpstart (<http://jumpstart.oe-bsa.org>).
- ❖ Promote and provide ceremonies, leadership positions, camping, and High Adventure as opportunities to stay active. Work to help members explore their own interests in the Order.
- ❖ Follow the *Guide to Inductions* for planning and running all Ordeal weekends. Pay special attention to the training and use of elangomats as tools to keep clan members active toward Brotherhood status.
- ❖ Create a specific committee designated to work the process from Ordeal to Brotherhood membership, assuring proper communication and encouraging elangomats to complete their long-term responsibilities to their clans.
- ❖ Give recognition to elangomats who guide a certain number of their clan members to earning Brotherhood status during the following year. Pair new adult members with new youth and challenge the adults to mentor the youth to complete the five Challenges of Brotherhood Membership in ten months.

### Sample Target S.M.A.R.T. Goal

*"Our lodge will train all designated elangomats before each Ordeal weekend about how to keep new members active and interested long after the event. After the Ordeal, our Vice Chief of Elangomats will contact all the elangomats each month and ask about their clans' progress towards Brotherhood."*

### Our Lodge's S.M.A.R.T. Goals to achieve Requirement #3

### Backdating Plan for Goal Implementation



## Quality Lodge Requirement #4

*The Lodge conducted one or more Lodge Leadership Development (LLD) Courses with Qualified instructors, and used the current LLD materials (available at [www.oa-bsa.org](http://www.oa-bsa.org)) to train Lodge and Chapter Officers, Lodge and Chapter Committee Chairmen and their Advisers. Collectively, the LLD Courses were attended by a minimum of 75% of all members eligible to attend.*

### Understanding the Requirement

Lodge Leadership Development is an integral part of a lodge's year-round training efforts. With every OA event comes an opportunity for quality training to take place. This is especially necessary since a leader cannot be "developed" in a single weekend. Quality lodges recognize that not everyone can make it to a single event, so multiple training opportunities are necessary. In addition, this keeps information fresh in people's minds, helping to remind them of their roles as servant leaders and to develop their bank of leadership skills and talents. The LLD, in particular, should be a program to improve the leadership skills and enhance the knowledge of the leaders in your lodge. Training is the foundation of a quality program, and competent, knowledgeable leaders are the ones who are then empowered to carry out the lodge's success. Effective training, coupled with experiential opportunities for growth, is the best teacher.

### The Requirement In-Depth

- ✦ Every trainer should be well prepared and knowledgeable of the subject and session he is assigned.
- ✦ National materials available online should be used to provide a consistent, uniform training experience. The sessions should be presented at full-length, as indicated by the syllabus documents.
- ✦ Frequent LLD "mini-seminars" or sessions should be held in addition to an annual weekend LLD event, so that training opportunities become a normal part of lodge functions.
- ✦ Lodge and chapter officers, committee members, and advisers all need to be trained. Rely on past experienced officers to train people in new positions.
- ✦ The *Guide to Inductions* and the ceremony books are the written resources necessary for effective planning and respectful and impressive ceremonies.

### Formulas for Success

- ✦ Hold a Train-the-Trainer workshop for all LLD trainers prior to training events and seminars.
- ✦ Form a Leadership Development committee to facilitate the planning of all training sessions, as outlined in the *Guide for Officers and Advisers*.
- ✦ Recruit leaders from neighboring lodges or the section leadership to help train topics for which your lodge may need to build more strength.

- ✦ Present a full-length session during an LEC meeting that coincides with current topics of discussion and/or planning (e.g., a session on unit elections to prepare for the upcoming unit election season).
- ✦ Create an annual training calendar to pinpoint monthly training topics, centered on the lodge calendar.

### Sample Target S.M.A.R.T. Goal

*"Our lodge will create an annual training calendar that shows which training session will be trained for each month, who would be a good trainer for each, and what event and/or LEC meeting the session will be trained at. The calendar will be distributed to all lodge and chapter leaders within 30 days of our annual planning retreat."*

### Our Lodge's S.M.A.R.T. Goals to achieve Requirement #4

### Backdating Plan for Goal Implementation



## Quality Lodge Requirement #5

*The Lodge Completed service projects for the council camp or service center, and a council-approved community service project. A written report for each project was included in the Lodge Annual Report. During the year, Lodge members contributed an average of 3 hours of service per person*

### Understanding the Requirement

As an “integral part of the council” according to the “Mission of the Lodge,” it is the lodge’s responsibility to give service not only to local Scout units and communities, but also to the council. Whether benefiting the council or community, service projects exemplify the lodge’s commitment to supporting the overall Scouting program in the local area. Not only is it the right thing to do, but service to the council also helps build a strong and cooperative relationship between the lodge and the council. Examples of service inspire young Scouts to become Arrowmen and they give a positive image of the lodge to the council’s volunteer leaders who are not associated with the Order. Including reports of all service projects is just one way to give an accounting of the lodge’s service to its members and the council. With two council service projects in addition to the lodge’s other projects through the year, amassing three service hours per member should not be very difficult. As the Brotherhood of Cheerful Service for the council, the lodge and its members must set the example by leading a life of cheerful service.

### The Requirement In-Depth

- This requirement allows you to use lodge and chapter service hours toward the total. To obtain the average number of service hours, divide the total by the lodge membership.
- With hours from lodge, chapter and the two large council projects, it should be easy for the lodge to reach three hours per member. Therefore, the LEC should set and promote a higher goal for the lodge to make sure it is giving as much service as it can.
- The service projects should be examples of good leadership and planning to any observers. The lodge should put real effort into the projects to make them as meaningful and lasting as possible.
- Project summaries should include details of the project’s purpose and significance. They should also include statistics about how many Arrowmen helped and for how long each member contributed. The summaries should also evaluate the success and difficulties of the project to help lodge and council leadership in future projects.
- For more details on lodge annual reports see the workbook page for Requirement #10.

### Formulas for Success

- Include fellowship activities with service projects to increase participation. Use fun events to entice members, but make sure they do not override the intended service. All service should be meaningful.
- Utilize already available resources like Ordeal weekends to hold member service projects. Make sure all members at such events contribute to the service.
- Form a service committee or appoint a lodge vice chief to work with the council to help procure ideas for quality service projects. The lodge committee will then organize and run service events.
- Provide lodge members with training on how to organize and carry out service projects, particularly community service.
- Encourage chapters to make one meeting a year a service meeting, in addition to planning chapter service projects.

### Sample Target S.M.A.R.T. Goal

*“Our lodge will promote service throughout the year by creating a list of quality service projects. A lodge service committee will be formed. They will make the list and make sure that it is incorporated into our yearly calendar. The lodge will then distribute copies of the calendar to all members at the beginning of the year. A summary will be written for every project, which will include the total amount of service hours and the number of lodge members participating. The lodge service committee will collect all reports and keep a running total of service hours.”*

### Our Lodge’s S.M.A.R.T. Goals to achieve Requirement #5

### Backdating Plan for Goal Implementation



## Quality Lodge Requirement #6

*After contacting each troop and team in the council, the Lodge conducted elections in every unit desiring an election. The election teams were trained, and all members were in proper uniform during each unit election.*

### Understanding the Requirement

The OA unit election fulfills the first purpose of the Order, and new Arrowmen are the future of the Order. Without inducting plenty of new members each year, the lodge's youth leadership will age out of the program and leave the program stagnant. Holding elections in all willing units is the first stage in the inductions process, and it is just as important as quality Ordeal weekends or ceremonies. Training election teams in every chapter and providing each team with all necessary resources is one of the lodge's primary responsibilities. Along with camping promotion visits, elections are rare opportunities for Arrowmen to come directly into units and personally explain the Order, its purpose and its programs to non-members. Through lodge and chapter cooperation, skilled teams can give every unit in the council a proper election that will give the Order new members and help foster better communication with the unit.

- Reward chapters with trained unit visitation teams and those that contact all of the units in their district(s).
- Reward individual Arrowmen for becoming trained and helping administer multiple unit elections.

### Sample Target S.M.A.R.T. Goal

*"Our lodge will offer unit elections training at its LLD weekend in November for all teams in the lodge. We will then set two deadlines. All units must be contact by February 1st to offer elections, and all elections must be completed by March 1st. The lodge unit elections committee will contact chapters every two weeks to assess unit elections progress and to provide new materials."*

### The Requirement In-Depth

- Communicating with units is crucial to completing this requirement successfully. The troop/team representative program in the lodge can be a big help in scheduling the elections, and these unit ambassadors can also help in making sure elected candidates attend an Ordeal weekend.
- The *Guide for Officers and Advisers* contains the official script to be used by elections teams, along with more information about holding elections. The *Guide to Inductions* also explains how to set up and train election teams.
- Remember that unit elections must take place before the lodge's Ordeal weekends. As the first step in the inductions process, elections should take place early in the year.

### Our Lodge's S.M.A.R.T. Goals to achieve Requirement #6

### Backdating Plan for Goal Implementation

### Formulas for Success

- Elect or appoint a lodge vice-chief over unit elections and gather a committee representing every chapter to manage elections within the lodge. Utilize the Troop/Team Representative program in the process.
- Have the lodge make sure every chapter has contact information for all units and leaders in its district. Contact district executives for most recent contact information.
- Hold one or more lodge-wide unit elections training weekends open to all chapters and teams. Hand out unit election forms and any other necessary supplies for each team.
- Establish a deadline early in the year for contacting all of the council's units. Make a deadline for holding unit elections and include all dates on the lodge calendar.
- Promote unit elections, training and all deadlines in the lodge newsletter and website.



## Quality Lodge Requirement #7

*Following a review of the Order of the Arrow 2008 - 2012 Strategic Plan, the Lodge Key 3 met with the Scout Executive and members of the Council Executive board to identify ways for the Lodge to be more effective in cooperating and coordinating with council programs and events. The Lodge calendar permits members to actively participate in unit, district, and council events.*

### Understanding the Requirement

The Order of the Arrow 2007-2012 Strategic Plan states that the Order of the Arrow is an integral part of every council. To help ensure this, your lodge Key 3 must meet with the leaders of the council each year to review how the lodge is working to help the council achieve its mission.

### The Requirement In-Depth

- ✦ A meeting between the Key 3 and the council allows for more effective communication by both the lodge's youth and adults with the council.
- ✦ Meeting to discuss any areas of emphasis or changes in the council's strategic plan allows the lodge leadership to then refocus the lodge's plans to coincide with the council's vision.
- ✦ The meeting of the Key 3 also allows the lodge leadership to coordinate how to overcome any obstacles in person with the council leadership.

### Formulas for Success

- ✦ Provide the *Order of the Arrow 2007 – 2012 Strategic Plan* to the Scout Executive, Staff Adviser and council office.
- ✦ Publish one lodge calendar that compiles both council and lodge events. Planning of lodge events should be coordinated with the council calendar to resolve any conflicts. The lodge calendar should also promote service and commitment to members' units.
- ✦ Provide lodge update reports to the council executive board on a regular basis.
- ✦ Encourage the Scout Executive to appoint the Lodge Chief to the council executive board to increase communication and promote a better working relationship between the lodge and the council.
- ✦ Ask the Scout Executive and council executive committee to identify areas in the Order of the Arrow 2007 – 2012 Strategic Plan for the lodge to emphasize.

- ✦ Help the chapters coordinate with the district committees to implement council plans at all levels.
- ✦ Ask the Scout executive, or other lodge or council leadership, to communicate the council strategic plan to the lodge at every LLD Course.

### Sample Target S.M.A.R.T. Goal

*“Our lodge will ask the council Scout Executive to attend and inform the lodge of the council strategic plan at the first LLD course this year. The Key 3 will meet with the Scout Executive and council executive board before the LLD to discuss the Order of the Arrow 2007-2012 Strategic Plan and the council strategic plan, and agree on a vision to promote both of them.”*

### Our Lodge's S.M.A.R.T. Goals to achieve Requirement #7

### Backdating Plan for Goal Implementation



## Quality Lodge Requirement #8

*The Lodge leadership actively participated in the development and implementation of the Council's plan for promotion of the council camping, high adventure, and other outdoor programs. Working closely with district and council leadership, the Lodge Camping Promotion Committee helped establish and conduct promotional contacts to a minimum of 75% of the troops and teams in the council as of June 30.*

### Understanding the Requirement

The outdoor experience is fundamental to Scouting and the Order. Nature provides a unique environment for Scouts to learn and use many skills, from knot-tying to leadership. As honor campers, Arrowmen have a duty to promote camping on a unit by unit basis throughout the council. Camping promotion has many benefits, including increased attendance at council camps, more unit camping trips, and ultimately better Scouts. By visiting units individually and working with the council to develop advertising materials and camping resources, the lodge is fulfilling one of its most important responsibilities to the Scouting program.

### The Requirement In-Depth

- While the lodge must only contact 75% of the council's registered units to complete this requirement, the lodge should set its goal for 100% of the units.
- Notice that this requirement only requires contacting units about camping and not necessarily having a camping promotion team visit each unit. However, the purpose behind the requirement is to ensure that every council unit has a strong camping program, and this is best-accomplished by directly providing information and resources to each unit through a personal visit.
- While unit visitations are best done by local chapters, the lodge still has an important part in the process. The lodge can support its chapters by developing lodge resources, distributing those resources around the council and helping to train chapter visitation teams.
- Lodge visitations can be done at the same time as yearly elections or at a separate time.

### Formulas for Success

- Start contacting units and scheduling visits at or before the beginning of the year. Units are often very busy and the deadlines for council camp registration are usually in the spring.
- Work with the council to develop camping promotion materials for unit visitation teams. These could include registration forms, fliers, a short video or website presentation, a CD presentation and/or a syllabus.

- Offer lodge training for all unit visitation teams and ensure that promotion materials are distributed to each team.
- Create a "Where to Go Camping Guide" to give units ideas for places to camp. The Manual for Producing a "Where to Go Camping Guide" is an excellent resource for this.
- Promote camping and council camps at lodge, chapter and council events.
- Teach outdoor-oriented classes or have outdoor activities at OA and council events
- Create or increase camper scholarship programs, and help promote and explain them to every unit through presentations, mailings or handouts.
- Create a mailing for all Scoutmasters, discussing the benefits of the council's outdoor programs.
- Encourage lodge members and other Scouts to serve on camp staffs. This can promote camping to younger Scouts in units by example.

### Sample Target S.M.A.R.T. Goal

*"The lodge will contact 100% of the council's troops and teams and visit all willing units with lodge-trained camping promotion teams. The teams will promote camping at council summer camps, high adventure bases, and within the council by handing out the lodge's Where to Go Camping Guide."*

### Our Lodge's S.M.A.R.T. Goals to achieve Requirement #8

### Backdating Plan for Goal Implementation



## Quality Lodge Requirement #9

*The Lodge contributed cash, materials, or both, to the council in an amount equal to at least \$2.00 per Lodge member.*

### Understanding the Requirement

The job of the Order is to enhance the Scouting program. Contributing cash, materials, time, and labor are ways that a lodge can support its council and the Scouts it serves. Councils put forth a great deal of effort making sure that the Scouting program continues. Whether the lodge improves a camp or organizes and hosts an event, the council benefits. Any support the lodge provides allows the council to focus greater attention and resources on other important areas that will help the Scouting program. Besides, helping the council is a form of cheerful service.

### The Requirement In-Depth

- ❖ Create a list of suggestions that the contribution could be spent on. Make sure to estimate any Costs.
- ❖ The lodge treasurer should monitor the lodge budget to determine when the contribution goal has been met and how much additional work is needed.
- ❖ Think of the \$2.00 per member figure not as a limit, but use it as a minimum goal. Be ambitious, but remember to keep track of all contributions and not spend more than the lodge budget will allow.
- ❖ Ideas on how to acquire the funds for the council should be generated by the LEC. The LEC should also be responsible for the planning and gathering of the donation.
- ❖ Promotion of the contribution and its purpose will help lodge members see how the lodge is supporting the council as well as how each member can help.

### Formulas for Success

- ❖ Meet with the Scout executive to ask what form of donation would best benefit the council and what the contribution's purpose might be.
- ❖ Many possibilities exist beyond traditional donations of just money. It might be a good idea to look for more unique and perhaps more meaningful contributions.
- ❖ Some other possible contributions include:
  - o Provide materials and manpower to improve the council camp(s).
  - o Sponsor a council publication.
  - o Donate materials for a special council event/project, such as a recognition banquet, and then provide staff and time to carry it out.

- ❖ Possible sources of donation include:
  - o Add \$2.00 to each member's annual dues.
  - o Hold a special fundraiser event or drive.
  - o Promote the lodge store more or increase the products it carries to help boost revenue.

- ❖ Create a fundraiser OA flap or other item.

### Sample Target S.M.A.R.T. Goal

*"Our lodge will host a spaghetti dinner Fundraiser on February 23rd. All of the profit from the dinner will go toward a water heater and roofing supplies for the council camp, which members will help to install during the next Ordeal weekend."*

### Our Lodge's S.M.A.R.T. Goals to achieve Requirement #9

### Backdating Plan for Goal Implementation



## Quality Lodge Requirement #10

*The Lodge submitted an annual report of accomplishments to the Council Executive Board.*

### Understanding the Requirement

Supporting the council means that the lodge must communicate regularly with the council. A final report for the year is a good place for the lodge to tell the council about all of its achievements, from induction numbers to how the lodge has supported the council's Cub Scouts. This also provides the lodge with a great opportunity to strengthen relations with the council and improve its reputation as an important and productive part of the council. Moreover, a final report can also be distributed to lodge members and other Scouts and Scouters in the council to show them how much the lodge has done over the past year and give them ideas for how to improve the lodge in the future.

### The Requirement In-Depth

- ❖ Be creative when making the year-end report.
- ❖ Written summaries of lodge actions will provide the council with information, but other forms of communication will help them better understand the lodge's achievements. Including pictures and firsthand accounts of lodge activities will give board members a personal view. Giving a formal presentation of the report using a slideshow or other means will also help make the final report more engaging and lasting.
- ❖ The annual report is a great opportunity for the lodge to sum up its past and begin working with the council to develop ideas for the coming year. The report's presentation can be a multi-purpose meeting with the council that combines assessment with planning.

### Formulas for Success

- ❖ Utilize the Annual Report Template on the OA's website ([www.main.oa-bsa.org/resources/lodge/](http://www.main.oa-bsa.org/resources/lodge/)). Remember to include information about the lodge's service projects and service hours in the final report. Include pictures and any other materials that will help convey the projects' impact to all
- ❖ Assign a small group of lodge and chapter officers to create specific parts of the report.
- ❖ Have the Lodge Chief oversee the report's creation and check frequently on its progress.
- ❖ Have youth leadership present the annual report in person to the council executive board. This will allow the council leadership to ask questions and make suggestions for the coming year directly to the lodge leadership.

- ❖ Send copies of the written report to the council executive board a week before the face-to-face meeting to allow the board members to read it and prepare questions.
- ❖ Make the annual report available to all lodge members on the lodge website. Also, announce that it is available in the lodge newsletter.
- ❖ Give copies of the report to other parts of the council, including the council camping committee and service committee.

### Sample Target S.M.A.R.T. Goal

*"Our Lodge Chief will assign each of the Lodge vice-chiefs with a section of the annual report to write. The chiefs will complete the report by December 1st and the report will be presented to the council executive board at its December meeting. The lodge chief and all of its writers, along with our lodge adviser and staff adviser, will personally present the report. Following the presentation, an electronic copy of the annual report will be placed on our lodge website."*

### Our Lodge's S.M.A.R.T. Goals to achieve Requirement #10

### Backdating Plan for Goal Implementation



## Quality Lodge Requirements 11-15

*The lodge Key 3 and council Scout executive must jointly identify and approve five additional objectives to be accomplished during 2008. On the reverse of this form are nine suggested objectives. Choose three from this list and enter the corresponding letter on lines 11, 12, and 13, below.*

*For objectives 14 and 15, type two locally developed objectives alongside the numbers. Otherwise, select additional objectives from the suggested list and enter the corresponding letter on the line(s) provided.*

11. \_\_\_\_\_ Enter the letter corresponding to the selected objective.
12. \_\_\_\_\_ Enter the letter corresponding to the selected objective.
13. \_\_\_\_\_ Enter the letter corresponding to the selected objective.
14. \_\_\_\_\_
15. \_\_\_\_\_

These are yours to determine, or select from the following list of suggested objectives. The important point to remember is that these objectives must be identified and discussed with the council Scout executive for his approval prior to establishing them as lodge objectives for National Quality Lodge recognition.

The suggested objectives are as follows:

- A. In addition to contributions made in item 9, the lodge made a minimum contribution of \$1000 to the council's endowment fund.
- B. The lodge published a Where to Go Camping pamphlet, CD, or information on the lodge or council website which has been updated within the last three years.
- C. Each ceremony team member memorized his part and each ceremony was presented in an effective and impressive manner in accordance with the official ceremony books and the *Guide to Inductions*.
- D. The lodge Key 3 met at least six times during the year to discuss the progress of the lodge.
- E. The lodge provided manpower, resources, and/or program assistance in support of the Scout council's Cub Scout outdoor program and Webelos transition to Boy Scouts.
- F. Within the last two years, two youth attended a National Leadership Seminar and completed their contracts, and one adult attended a National Lodge Adviser Training Seminar and completed the required discussion with the council Scout executive.
- G. The lodge created a plan to serve the OA Scoutreach Mentoring Program. The plan was approved by the council Scout executive or the council Scoutreach committee and was included in the lodge annual report.
- H. The lodge produced and distributed (by hardcopy, email, or lodge website) a minimum of four newsletters to its members and contributed articles to the council's newsletter or website. Lodge websites conform to the council's website policies.
- I. One youth member attended a national OA high adventure program. A minimum of three youth and two adult members

*On this page, select the 3 from the list of suggested objectives that will become requirements 11, 12, and 13 for your lodge, and outline your plan for achieving this objective:*

11.

Plan:

12.

Plan:

13.

*On this page, plan the 2 remaining objectives, by either choosing 2 more from the suggested list, or creating them yourself according to your lodge's needs and goals.*

14.

Plan:

15.

Plan: