

The
Order of the Arrow
in the

_____ **Council**



A
Unit Leader's
Guidebook

to the programs and activities of the

_____ **Lodge**

Order of the Arrow

_____ **Council**

<p>_____ LODGE ORDER OF THE ARROW _____ COUNCIL</p>
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Fellow Scouters:

*This manual is written with you in mind – the Unit Leader. Knowing that your job is the most time-consuming and important job in all of Scouting, our desire is to assist you in any way possible in helping you achieve the primary goal of every unit leader – **to instill a sense of character and value in the life of each boy in your unit.***

Many of you may not be familiar with the Order of the Arrow (OA), except for a call-out ceremony or two – for you, we hope this manual will introduce you to what the Order of the Arrow can offer your unit and your boys. For those of you who are familiar with the OA, whether your experience was within this council or elsewhere, we hope you will learn how the _____ Lodge and its particular programs can be of service to you. For all, by becoming familiar with this manual, we trust you will better understand where the OA fits in the _____ Council’s program, and take advantage of the opportunities that the _____ Lodge provides.

If at any time you have questions about the Order of the Arrow in the _____ Council, please feel free to contact me.

Yours in Scouting,

_____ Lodge Adviser
Email:

Table of Contents

Purpose of the OA

The OA in the _____ Council

Structure of the _____ Lodge

Lodge, Tribe, and Chapter breakdown

Troop Representative Program

Functions of the _____ Lodge

Unit Elections

Camp Promotions

Summer Camp Events

Camp Scholarship Program

District Events

Chapter Adviser Information

Events of the _____ Lodge

Lodge Calendar

Fellowships

Conclave

Lodge Ordeals

Brotherhood Membership

National Events and Opportunities

Service Projects

Publications of the _____ Lodge

Lodge Website

Lodge Newsletter

Where to Go Camping Guide

The Following information and forms are available for you to download and use at the Lodge website: www._____

Unit Election Report Form

Ordeal Candidate Registration Form

Instructions for Ordeal Candidates

Adult Candidate Nomination Form

Troop Representative Appointment Form

Camp Scholarship Application

OA Membership 200_ Dues / Registration Form

Purpose of the OA

The Order of the Arrow's Purpose is fourfold:

To recognize those campers – Scouts and Scouters – who best exemplify the Scout Oath and Law in their daily lives, and by such recognition, cause other campers to conduct themselves in such manner as to warrant recognition.

Recognition is an important part of the Scout program, and helps build character values by rewarding a Scout's drive for achievement and self-esteem. As Scouting's National Honor Society, the Order of the Arrow recognizes those in Scouting who are active examples of the Scouting principles of cheerfulness, helpfulness, trustworthiness – all the central virtues of Scouting. Furthermore, the OA challenges each of its members to continue to live up to these ideals, thereby promoting these ideals back to those in your unit.

To develop and maintain camping traditions and spirit.

The Order of the Arrow was founded at a Scout summer camp, and believes in the outdoor method as an integral part of the Scouting goal of building character, citizenship and fitness in its participants. In camp, Scouts interact toward a common goal, and in doing so, exercise skills that are important in the maturation of boys into valuable members of society. As such, the OA embraces the camping traditions that have stood the test of time with the Scouting program, and serves to keep the spirit of the outdoor program alive.

To promote Scout camping, which reaches its greatest effectiveness as a part of the unit's camping program, both year-round and in the summer camp, as directed by the camping committee of the council.

Under the direction of the _____ Council's Camping Committee, the Coosa Lodge of the Order of the Arrow is committed to promote Scout camping. The OA believes that the goals of Scouting can be best achieved by a year-round program of unit camping, and the programs of the _____ Lodge reflect the desire to be helpful to your Unit in meeting these goals.

To crystallize the Scout habit of helpfulness into a life purpose of leadership in cheerful service to others.

As adult leaders in the Scout program, our goal is to help you in your goal of molding your Scouts into responsible leaders. The Order of the Arrow program emphasizes service to others as a central theme of leadership, and provides a framework through which to experience service as a building block in shaping the character of our youth.

The _____ Lodge also believes that youth membership retention is another benefit of the Order of the Arrow program. As a youth in Scouting matures and completes individual advancement goals, he can turn to the OA as a source of further opportunity to experience Scouting. Youth members who stay with the Scouting program longer typically achieve higher ranks of advancement, serve as camp staff, and ultimately choose to give back to Scouting in adulthood.

Structure of the _____ Lodge

The _____ **Lodge** consists of:

- _____ Tribe – serving the East Service Area
- _____ Tribe – serving the Central Service Area
- _____ Tribe – serving the North Service Area

Each Tribe is divided into chapters, which correspond to the districts within each service area.

The _____ **Tribe** consists of the following chapters:

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Each chapter is responsible for carrying out the prescribed lodge program within its district, and answers to the **Tribe Executive Committee (TEC)**, which oversees the program in its service area. In turn, the TEC answers to the **Lodge Executive Committee (LEC)**, which is responsible for mandating the overall Lodge program for the year.

The Lodge is governed by the Lodge Executive Committee (LEC), which consists of the elected Lodge Officers, the Tribe Chiefs and Advisers, the Lodge operating committee chairmen and their advisers, the Lodge Advisers, and the Scout Executive. The LEC is responsible for planning the overall lodge program, which will be established and fine-tuned at the LEC meetings. The Tribe Chief and Advisers attend the LEC meetings and help establish the program plan, then the Tribe Chiefs carry this plan back to their respective TEC's, who are then responsible for implementing this plan through their chapters.

Through this framework, each chapter has a unique and important responsibility - ***it is the interface between the OA Lodge program and the units within its district.*** Without the chapter carrying out its function, the lodge program cannot be effective – particularly at the troop level, which is the Order's primary responsibility.

To help facilitate this interface between the OA and the unit, the **Troop Representative** program was established. This program establishes a youth liaison in each unit to serve between the OA lodge or chapter and his unit. In his unit, he will serve as a communication and programmatic link to and from Arrowmen, adult leaders and Scouts who are not presently members of the Order. More detailed information on this program may be found at the National OA website at <http://www.oa-bsa.org/programs/ttr/>.

To improve communications between the lodge and your unit, you are encouraged to support the Troop Representative program by asking your Senior Patrol Leader to appoint one for your unit. Each Troop Representative may wear a special leadership patch on their uniform, which is available at each Scout Shop. A **Troop Representative Appointment Form** is enclosed for you under "necessary forms" in this guidebook; please complete it and forward it to the specified address as soon as possible. Your designated Troop Representative will receive an *OA Troop Representative Support Pack* from the Council office once you send in the Appointment Form.

Functions of the _____ Lodge

Election Procedures

To become a member of the _____ Lodge of the Order of the Arrow, each youth must be elected by the fellow non-members of his unit. To be eligible for election, a Scout must:

- ◆ Be a First Class Scout
- ◆ In the last 2 years, have camped at least 15 nights under the auspices of the BSA. Six of those nights must be in a row, in a long-term camp (summer camp), and the remaining 9 nights must not be a part of a long-term camp.

If a Scout meets these requirements, he may be considered for election by the fellow Scouts in his troop. He must receive 50% or more of the votes of his unit to be elected.

Elections are usually held in the spring by an OA Elections Team from your chapter. A chapter officer or member of the Elections Team should contact you to schedule a visit to one of your troop meetings to hold the election; if you have not been contacted by April 1st, please contact the Chapter Adviser in your district.

Alternatively, if you have at least 3 active youth OA members in your unit, you may ask them to hold the election at one of your troop meetings or events. To hold an OA election, you must be able to verify that at least 50 percent of the registered active unit membership is present. A **Unit Elections Report Form** may be downloaded from the _____ Lodge website (www._____) – please make sure this form is completed and mailed by the deadline listed on the form.

Once elected, a “candidate” must participate in and complete the “Ordeal” within one year of his election to become a member of the Order of the Arrow – see “Lodge Ordeals” under the heading “Events of the _____ Lodge” in this Guidebook. Information for Ordeal candidates (registration forms, what to bring, etc.) may be found on the Lodge website.

Adults are nominated based on their potential to enhance the Order of the Arrow program within the Council. This nomination should not be based on merit, but on what they can offer the program and its purposes as outlined above.

National policy states that each year, upon holding a troop or team election for youth which results in at least one youth candidate being elected, the unit committee may recommend one registered unit adult, 21 years of age or older, to the Lodge Adult Selection Committee. Troops or teams having more than 50 registered, active youth members may nominate an additional adult for each 50 registered, active youth. For example, a troop having 51 to 100 registered active youth may nominate two adults, if at least one youth has been elected.

Nominations for adults may be by a unit leader / committee, or by a district / council committee. An **Adult Candidate Nomination Form** must be completed and submitted according to the instructions on the form; you will find this form on the Lodge website listed under “Forms and Publications”.

Summer Camp Events - Call-out Procedures

The Lodge’s primary function at summer camp is to conduct call-out ceremonies during the family campfire each week, to publicly recognize those Scouts who have been elected by their unit. Please bring to summer camp the names of those in your unit who are to be called-out during the family night campfire – the camp Program Director or OA Camp Chief will need this list for the ceremony.

After the ceremony, each new candidate should receive an **Ordeal Candidate Registration Form** and a sheet entitled **Instructions for Ordeal Candidates** to instruct him on what to do next to become a member of the _____ Lodge. If he does not receive them, please refer him to the _____ Lodge website, where he can download these documents. These forms are not mailed to each candidate, so please make sure your elected candidates receive them in time to submit the registration form by the deadline.

If your unit does not attend Camp in-council, you may choose to recognize the newly elected candidates at a unit function, such as a court of honor, in lieu of their call-out at summer camp. If so, please provide each candidate with a copy of the **Ordeal Candidate Registration Form** and the **Instructions for Ordeal Candidates** found on the Lodge website.

The Lodge offers a weekly fellowship after the call-out campfire in the dining hall, and encourages all OA members in camp to attend. This reception is a great time to meet other members of the OA who are in camp that week, as well as get to know those on the Staff who are OA members.

Summer Camp Promotion

One of the primary purposes of the Order of the Arrow is promotion of the Scout year-round outdoor experience. The _____ Lodge believes that the summer camp experience is the highlight of the camping year, and therefore encourages each unit to take advantage of the program opportunities offered at our own Camp _____.

Each OA chapter is a part of the District Camp Promotion Team, and helps with the planning of unit visits for the purpose of promoting Camp _____ to

your unit. If you would like to request a visit, please contact the OA Chapter Adviser in your district.

Summer Camp Scholarship Program

As Scouting's Honor Campers, the _____ Lodge awards 12 summer camp scholarships each year to applicants who are planning on attending Camp _____ or Camp _____. Each scholarship consists of payment to the Council of 2/3rds of the Scout's camp fee, and is awarded based on review of the completed application enclosed in this Guidebook, and on the Lodge website.

The scholarship is primarily intended to reward financially challenged Scouts who are motivated to take advantage of the advancement opportunities that summer camp provides. Although this is not referred to on the application, you are encouraged to direct these scholarship applications to the most appropriate applicants in your unit. A copy of the scholarship application may be found on the Lodge website, and instructions for the applicant are on the application.

As one of the primary purposes of this scholarship is to reward initiative, the _____ Lodge recommends that the scholarship recipient plan to earn the remaining 1/3rd of the camp fee on his own. Each recipient will be notified by mail by April 1st.

District Events

Each District has its own chapter, which is responsible for carrying out the Lodge program within its district. While the primary functions of the chapter are membership elections and summer camp promotion, the chapter also functions as a service arm to assist in the program of district events, and should be called upon to help if needed. While service to the district is an important part of the chapter's responsibility, the chapter understands that each member's primary responsibility is to his unit.

Events of the _____ Lodge

Lodge Calendar

Below is the Lodge Calendar for **200_**. These dates were approved during the annual Council Planning Meeting. Please make note of these dates as you plan your unit's calendar, to allow the OA members in your unit maximum opportunity to participate in the Lodge's events.

February 7	Lodge Leadership Development Conference	Camp
March 19 – 21	Spring Fellowship	Camp
April 16 – 18	Section Conclave	Camp
May 21 - 23	Ordeal / Brotherhood	Camp
July 31 - August 5	National OA Conference	
August 13 – 15	Ordeal / Brotherhood	Camp
September 10 - 12	Ordeal / Brotherhood	Camp
October 1 – 3	Fall Fellowship Pow-Wow	Camp

Lodge Fellowships

Each year, the _____ Lodge offers 2 Lodge-wide Fellowships to its members: the Spring Fellowship, and the Fall Fellowship Pow-Wow. These fellowships are planned by the Lodge Fellowship Committee, and are intended to be weekends devoted to fellowship and learning more about the OA and its programs within the Council. These fellowships are rotated so that each service area has an opportunity to host these events.

Highlights of the Spring Fellowship include the annual First Year Arrowman Breakfast, and recognition of the Founder's Award recipients, along with final conclave planning. The annual Lodge Officer Elections and presentation of the Vigil Honor recipients highlight the Fall Fellowship Pow-Wow. The Brotherhood Ceremony is also offered at each Fellowship.

Conclave

The _____ Lodge belongs to Section _____, along with OA lodges from _____. Every _____, these lodges meet for fellowship and competition during a weekend at one of the Scout camps in the Area. Called a conclave, this event is always enjoyed by all that attend.

The 200_ Section _____ Conclave is on the weekend of April 16 – 18 at _____. _____ Lodge will host this event, and this will be a great opportunity for your OA members to meet and interact with OA members from throughout the section. More information on how members in your unit may register will be available on the Lodge website (www._____).

Lodge Ordeals

To become a member of the Order of the Arrow, an elected candidate must attend and complete the “Ordeal” within one year of his election. The _____ Lodge holds 3 Ordeal weekends each year to allow every candidate several opportunities to attend one after their election.

Each candidate must register for the Ordeal that he intends to attend by completing the **Ordeal Candidate Registration Form**. If the candidate is called out at Camp _____ during summer camp, he should receive this form after the call-out ceremony; if not, they may be downloaded from the Lodge website – look under “Info for Ordeal Candidates” in the left navigation bar on the main page.

All members are invited to participate in the Ordeal weekend. Members are **not** required to register, and the cost to members is \$10 for the weekend, payable at registration Friday evening (usually from 5 – 7 PM). The Ordeal is typically finished by 10 AM Sunday morning.

Brotherhood Membership

The _____ Lodge encourages every Ordeal member to seal their membership in the OA by becoming a Brotherhood member. Ordeal members that have been a member for at least 10 months are eligible for Brotherhood membership.

The Brotherhood ceremony is offered at each Lodge Fellowship and Ordeal. Brotherhood candidates should state their intention to complete the Brotherhood

requirements at registration of these events Friday evening – pre-registration is not necessary. Brotherhood candidates pay \$12 extra for the weekend, to cover the cost of their Brotherhood sash. Further requirements for Brotherhood membership are described in the Order of the Arrow Handbook.

National OA Events and Opportunities

Every 2 years, the National Order of the Arrow Conference (NOAC) is held for one week on a major university campus in the late summer. The 2004 NOAC will be held at Iowa State University in Ames, Iowa. The NOAC is similar in scope to a National Jamboree, in that lodges from across the country send delegates for training, fellowship, competition, and fun. All OA members in the Lodge are eligible and encouraged to become a part of the _____ Lodge Contingent to the 2004 NOAC – it will be a trip to remember! Contact the Lodge Adviser or check the website if your members are interested.

Each summer, there are also special opportunities for Arrowmen at some of Scouting's High Adventure bases: Philmont's Order of the Arrow Trail Crew and the Northern Tier Wilderness Voyage at the Charles L. Sommers High Adventure Base in Minnesota are 2 of the most popular. If any of your unit's members are interested in these opportunities, please contact the Lodge Adviser, or look on the National OA Website at www.oa-bsa.org.

Publications of the _____ Lodge

Lodge Web Site

The Lodge maintains a web page, found at www._____, which contains up-to-date information on Lodge events and programs, as well as all of the forms mentioned in this guidebook (and many other useful forms!). We also encourage all members to sign up for the Lodge email list on the website, which will provide email reminders and breaking news to the list. Youth members maintain this web page, and the web team is always interested in hearing from members who have an interest in helping with this service.

Lodge Interactive Planning Calendar

The Lodge has a planning calendar on the web, found at _____, which can be very helpful in incorporating Coosa Lodge functions into your unit calendar. This calendar reminds you of event registration deadlines, and points you toward the forms necessary to meet the deadlines.

Lodge Newsletter

The official newsletter of the _____ Lodge is the _____, which is published quarterly and mailed to all dues-paid members and registered Scoutmasters in the _____ Council. News on past events, along with pertinent details on upcoming events, is included in each issue. This newsletter is edited and published by a youth staff, and all members are invited to submit articles for consideration.

Where to Go Camping Guide

As part of their camping promotion service, the _____ Lodge publishes a “Where to Go Camping Guide” and provides it to each unit in the Council. This guide is reviewed yearly, and updated as needed. The Lodge encourages you to submit your favorite camping or hiking sites for inclusion, and welcomes your comments and reviews of the sites listed.