

December 5, 2017

To: Southern Region Lodge Key-3

Southern Region - *Spirit of Excellence – Preparing the Submission*

Greetings Arrowmen!

With another year nearly finished, we can look back fondly on the trail we've blazed. We hope the inaugural Spirit of Excellence issues have helped orient your lodge for its 2017 JTE goals. Throughout the year, you have been equipped with the tools to succeed. In this edition, we will prepare you with all of the details needed for your submission. Thank you for joining the journey!

Requirement #17 – Planning and Reporting

As the year wraps to a close, this is the perfect time to reflect on everything your Lodge Executive Committee has accomplished. It is important to align the lodge's goals with those of the council, and this requirement provides an opportunity for the local Order of the Arrow lodge to showcase its impact.

To help with this requirement, we suggest you publish a yearly plan book (which will serve as your "annual performance plan"), encourage the LEC to develop individual goals each year, and always ask how the lodge can improve. The mantra here is continuous improvement!

When the lodge chief presents the report to the council's executive board, look sharp and be in full field uniform with sash. Also, be sure to show pictures and videos of how much fun Order of the Arrow members had in the past year!

All JTE Data Entered?

Review your JTE data to be sure all is complete.

Ordeal Completion:

Ensure the names of all candidates are entered into LodgeMaster, even those Scouts who did not complete the Ordeal.

Unit Election Rate:

Be sure to record the number of units that conducted unit elections this year. A unit election should be counted even if no Scout was elected or if the unit leader indicated that no Scout was eligible.

Lodge Annual Report Template:

<http://www.oa-bsa.org/pages/content/lodge-leadership-annual-report-template>

Requirement #2 – Contribution to Council

In order for your lodge to be successful, it is important to maintain a very strong relationship with the council. Councils depend on the Order to provide needed service to local camps. On the other hand, the councils oversee the overarching program from which the Order pulls its membership. Through providing financial assistance to the council, a lodge can help the overall Scouting program. It is important to note that material contributions to the council count for this requirement. To fulfill this requirement, many lodges complete service projects at camp and/or present a James E. West recognition annually.

FREQUENTLY ASKED QUESTIONS ABOUT CONTRIBUTIONS:

Question #1: *Do materials purchased by the lodge or donated by lodge members count toward this requirement?*

Yes, the market value of materials used for service projects on council properties and camps should be included in your lodge's contributions. There are separate entries for cash and materials in LodgeMaster.

Requirement #12 – Unit of Excellence Award

The Order of the Arrow is rooted in service back to the unit. The OA Unit of Excellence Award strengthens that cornerstone of service to our units. The award seeks to identify units and unit leaders who excel at incorporating the OA into their annual planning. The Unit of Excellence Award provides a tool for lodges to recognize unit-level participation in Order of the Arrow programs. To successfully fulfill this requirement, we recommend distributing information to all Scoutmasters in the council. Additionally, work with your chapters to revamp your Troop Representative program and develop a program to recognize troops with the special award.

The Unit of Excellence Award recognizes units that:

- Operate a complete OA Troop/Team Representative program
- Invite the lodge to conduct unit elections
- Encourage attendance at lodge events and meetings
- Consider the lodge calendar in unit planning
- Encourage unit Ordeal members to achieve Brotherhood membership

JTE Top Performers:

Unit of Excellence Award:

More than 30% of the units in six Southern Region lodges earned the Unit of Excellence Award in 2016.

O-Shot-Caw	Miami, FL	S-4
Loquanne Allangwh	Paris, TX	S-2
Quapaw	Little Rock, AR	S-8
Unali'yi	Charleston, SC	S-5
Akela Wahinapay	Texarkana, TX	S-2
Ema'o Mahpe	Enid, OK	S-8

Unit of Excellence Award information:

<http://www.oe-bsa.org/uploads/resources/forms/unitexcellenceaward-2015.pdf>

Unit of Excellence patch award order form:

<http://www.oe-bsa.org/uploads/resources/forms/unitexcellenceawardform.pdf>

Unit of Excellence ribbon order form:

<http://www.oe-bsa.org/uploads/resources/forms/unitexcellence-lodgeribbon.pdf>

Unit of Excellence Scoutmaster of excellence award certificate:

http://www.oe-bsa.org/uploads/resources/forms/unitexcellence-scoutmaster_certificate.pdf

Unit of Excellence Coach of excellence award certificate:

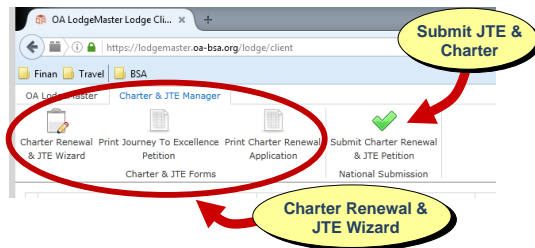
http://www.oe-bsa.org/uploads/resources/forms/unitexcellence-coach_certificate.pdf

Other JTE Ideas

Here are some additional JTE ideas that may be useful to your lodge as the 2017 year comes to a close:

Charter Renewal & JTE Wizard:

OA LodgeMaster includes a feature called the “Charter & JTE Wizard” which allows you to review and edit your JTE data before sending the final numbers to the national office. The JTE Wizard helps you to ensure everything is complete and accurate. If you find mistakes or missing data, go back and correct the data,



and then run the JTE Wizard again. The JTE Wizard can be used at anytime and as many times as needed to review your data.

When all LodgeMaster data is complete and accurate, click on “Submit Charter Renewal and JTE Petition” to send the final JTE report to the national office. But, be sure you’re ready to do so, for the submittal can only be done once!

JTE and Recharter Steps

Do you know the steps you must follow to recharter your lodge for 2018 and to submit your JTE data for 2017?

If not, check out this document that describes the step-by-step process in detail. Pages 10 through 12 contain the JTE and Recharter steps.

Candidates Still Eligible from Last Year?

The JTE wizard in OA LodgeMaster (page 4 of 23) asks for the number of candidates still eligible from the previous year. This number identifies candidates whose one-year eligibility has been extended through a special action of the LEC. Usually, this number is zero. All Scouts elected to the OA during your lodge’s entire election year should already be included in the number of candidates calculated by OALM.

JTE and Recharter Steps:

<http://southern.oa-bsa.org/wp-content/uploads/2017/12/OALodgeMaster-JTEandRecharter.pdf>

Previous Issues of the Southern Region *Spirit of Excellence*:

Issue 5 (September 2017)

<http://southern.oa-bsa.org/wp-content/uploads/2017/09/Spirit-of-Excellence-2017Sept.pdf>

Issue 4 (July 2017)

<http://southern.oa-bsa.org/wp-content/uploads/2017/08/Spirit-of-Excellence-2017July.pdf>

Issue 3 (April 2017)

<http://southern.oa-bsa.org/wp-content/uploads/2017/09/Spirit-of-Excellence-2017Apr.pdf>

Issue 2 (February 2017)

<http://southern.oa-bsa.org/wp-content/uploads/2017/02/Spirit-of-Excellence-2017Feb.pdf>

Issue 1 (January 2017)

<http://southern.oa-bsa.org/wp-content/uploads/2017/02/Spirit-of-Excellence-2017Jan.pdf>

It has been a humbling honor and privilege to serve the mighty Southern Region as our lodges prepare to finish their Journey to Excellence during 2017. Harrison and I have enjoyed every moment spent helping the leaders of our lodges.

If your lodge leadership ever has any questions or concerns, please feel free to reach out to our team at jte@southern.oa-bsa.org.

In the Spirit of our Founders,



Matthew Watson
Southern Region Youth JTE Coordinator



Harrison Fry
2017 Southern Region Chief

Advisers: Larry Mobley, *JTE Coordinator*
Charlie Harbin, *Vice Chair – Section Operations*