

Scoutmaster's Resource Guide to the Order of the Arrow

Dear Scouters,

This packet of Order of the Arrow (OA) information is something new the lodge is trying this year in an effort to better communicate with the troops here in the Moraine Trails Council. The goal of creating this packet is to better inform unit leaders, the youth, and all interested persons of the events and policies of our lodge. Please use this information and pass it along to interested parties in your troop. If you have any questions, please feel free to contact one of us at anytime.

There are several important items included in this packet:

- Election/Membership Policies –There is a form in this packet called “Election Request Form” (#A100) that must be filled out and returned to your district's OA vice chief. You will receive a letter from the vice chief for your district letting you know how to contact him.
- Adult Nomination Form – All troops may nominate an adult for membership in the Order of the Arrow as long as they elect a youth member this year. The rule is that you may nominate one adult per 50 Scouts or fraction thereof. Adult nomination forms are due at Council the Friday of the Spring Ordeal. A unit can not nominate an adult if they do not elect a youth member.
- Troop Representative Program – All troops are encouraged to have an OA troop representative. Please let the lodge know who yours is.
- Lodge Calendar – The OA calendar has been drawn up through Big Three Weekend of next year. It is posted on the web page at www.kuskitannee.org

There is a lot more information in this packet. We thank you in advance for reading it over and sharing it with your unit.

Yours in Scouting,

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ELECTION & MEMBERSHIP POLICY

ELECTIONS

- A. All troops in the council are eligible to have a youth election conducted by the lodge. Please note that the election must be conducted by a lodge representative, generally the OA district vice chief, not the troop's OA representative.
- B. Order of the Arrow elections may be held in qualified Boy Scout troops under the direction of the lodge in the council where the troop is chartered. No troop may hold an OA election under the auspices of an OA lodge in another council.
- C. To hold an election, the unit leader must verify that at least 50 percent of the registered active youth (as defined in the national OA standards as under 21 years old) are present at the time the election is to be held.
- D. All candidates for ordeal membership must be elected by at least 50% of the registered active youth who are present and that turn in ballots at the election.
- E. *Troop Election:* An election may be conducted in the home troop at a predetermined troop meeting. All home troop elections will be held during the months of February, March, and April by an authorized representative, as detailed above. Troops must make application in writing on the Election Request Form.
- F. *Troop Election at Camporee:* A troop has the option of conducting an election at the district's spring camporee. Again, troops must make application in writing on the Election Request Form.
- G. After election, a Scout or adult remains a candidate until completion of the ordeal and the ordeal ceremony. If the period of candidacy exceeds one year, as determined by the lodge executive committee, the candidate's name is dropped and he or she is no longer considered a candidate. In Kuskitantee Lodge, a candidate's first opportunity to complete the ordeal is the Fall Big Three Weekend in August and the second opportunity is during the following spring at the Spring Ordeal Weekend in April. After this period, anyone not completing the ordeal will be dropped as a candidate.

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Youth Eligibility Requirements - (Under 21)

Before an election, a list of eligible candidates must be established by the troop using the following criteria:

- A candidate must have Scoutmaster's certification as to:
 - His Scouting Spirit
 - Adherence to the Scout Oath and Law
 - Participation in troop activities
- Must have a minimum of fifteen days and nights of troop camping as a Boy Scout under the auspices and standards of the Boy Scouts of America within the prior two years of the election. These fifteen days and nights must include one (but not more than one) long-term camp experience at a BSA accredited summer camp (6 consecutive days and five nights) and at least 9 days and nights of short-term camping (overnight 2, 3, or 4 days.)
- Must have earned the First Class rank of the Boy Scouts of America.
- Must be a registered member of a troop or team in the Boy Scouts of America.

Youth Voting Process

A youth voter may vote for each candidate on the ballot only once. He may vote for every candidate he feels worthy. If he feels no one is worthy he should turn in a blank ballot. If he doesn't know the candidates well enough to vote wisely, he should not turn in a ballot, he should abstain. Note: All registered Scouts and leaders under the age of 21 may vote.

Leaders Age 18-21

Any Scouter who is age 18 through 21 may participate in the Order of the Arrow as a youth member. As such, they are also subject to the guidelines for election and membership as a youth. The same camping requirement is in place and the leader must have earned, at a minimum, the First Class rank while he was a Scout.

IMPORTANT NOTE ABOUT UNIT ELECTIONS: Unit elections tend to occur at the same time your troop welcomes the Webelos that crossed over from Cub Scouts. Please help the OA representative running your election make it clear to the new scouts that they should not turn in a ballot if they don't know anyone. Turning in a blank ballot counts against everyone eligible. Not turning in a ballot does not count against anyone. If no youth is elected, a second ballot is to be held immediately. If no youth is elected after the second ballot then you must wait until next year for another election. Please have a VCR and TV available for the night of the election. The OA member running the election will have a video on the OA and a Camp Promotional video about Camp Bucoco.

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Adult Eligibility Requirements - (21 & Over)

Troops who conduct an annual election for youth members, and have at least one youth elected, can nominate one adult for each 50 registered youth to the OA. This nomination is decided by the troop committee and is submitted by the unit leader or troop committee chairman in writing to the lodge staff adviser for approval using a current adult nomination form.

A nomination does not necessarily guarantee acceptance of membership in the lodge. Adult candidates must meet the same camping requirements as stated above for youth, and must likewise demonstrate the Scouting spirit, adherence to the Scout Oath and Law, and active participation in Scout camp activities.

The district committee in each of the council's three districts and the council executive board are also eligible to nominate one adult each per year. The adult Scouter nominated must meet the same eligibility requirements as a unit Scouter and must also follow the same timeline.

All adults nominated must be reviewed by an adult selection committee as designated by national Order of the Arrow policy. This review will occur shortly after the April deadline for adult nominations, so that is why it is essential that deadline be observed. If the troop has chosen not to have a home troop election during the February-April period, but plans to have a youth election at the Camporee, the lodge will put a "hold" on returning the approved/declined adult nomination form until the youth election is complete. The lodge will grant/decline final approval after the youth election has occurred. Troops are also given the option of having the youth election conducted at summer camp, but we ask that any unit wishing to nominate an adult not use this option.

Calling-Out Ceremonies

The call out ceremony is the first step in Order of the Arrow membership and it is public recognition of the selection of the candidates. Following the election, all candidates should participate in the calling out ceremony. The calling out ceremony may be conducted at Camp Bucoco or at another BSA approved summer camp with prior written permission from the lodge staff adviser. If you will have your candidates called out at an out-of council camp you must get a letter from our council sent to the out-of council camp authorizing them to be called out.

At Camp Bucoco, the calling out ceremony occurs on Wednesday evening at dusk. All troops will gather in the designated area and the lodge will conduct the ceremony. During this ceremony, the Scoutmaster or other appropriate individual should stand behind the candidates holding an Order of the Arrow sash or a small hemlock branch to designate who is to be called out. During the week

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of camp, the OA serviceman will meet with all Scoutmasters to provide more detailed directions.

Brotherhood Membership

After a period of at least 10 months as an Ordeal member, an arrowman may seal his membership in the Order through the Brotherhood ceremony. To do this, an arrowman must:

- Have 10 months service as an Ordeal member
- Be registered and active in Scouting
- Memorize the Obligation, OA Song, and the Admonition

The interested arrowman can sign up for Brotherhood counseling at summer camp or at most Order of the Arrow events. After the completion of the counseling, he or she will be eligible to participate in a Brotherhood ceremony. The lodge has plans to hold Brotherhood ceremonies at the following events, but please check for updates on this list:

- Spring Ordeal Weekend
- Fall Big Three Weekend

Please contact the lodge vice chief for membership or the Brotherhood chairman for more information.

TROOP REPRESENTATIVE PROGRAM

OA Troop Representative Job Description:

An Order of the Arrow Troop Representative is a youth liaison serving between the local OA lodge or chapter and his troop. In his troop, he serves as a communication link to the Arrowman and adult leaders and Scouts who are not presently members of the Order. He does this in a fashion that strengthens the mission of the lodge and purpose of the Order. By setting a good example, he enhances the image of the Order as a service arm to his troop.

OA Troop Representative Duties:

- Serves as a communication link between the lodge and the troop.
- Encourages year round and resident camping in the troop.
- 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.
- Encourages Arrowmen to assume leadership positions in the troop.
- Encourages Arrowmen in the troop to be active participants in the lodge and/or chapter activities and to seal their membership in the Order by becoming Brotherhood members.

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- Sets a good example
- Enthusiastically wears the Scout uniform correctly.
- Lives by the Scout Oath, Scout Law and OA Obligation
- Shows Scout spirit

OA Troop Representative Qualifications:

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

One additional note, this position is a troop leadership position. Please be careful not to confuse it with a lodge representative such as one who will conduct your unit election.

LODGE RECOGNITIONS AND AWARDS

Service Award/Ghost Flap – After completing 50 hours of service at Camp Bucoco or Camp Agawam a member of the OA is eligible to earn a special lodge flap to commemorate the cheerful service. Only one flap may be earned each year and records of eligibility will be kept by the lodge vice chief for program or another officer as directed by the lodge chief.

Vigil Honor – The Vigil Honor is the highest degree of membership in the Order of the Arrow. The honor is bestowed on eligible brotherhood members based on outstanding service to the lodge, council, or camp. Anyone may nominate an arrowman for this award. Selection is done by a committee, which is appointed by the lodge chief, that is composed of youth arrowmen who have previously received the Vigil Honor. The number of Vigil Honors presented each year is determined by the national office based on the lodge's year end membership. Presently, Kuskitaneer may present up to 7 Vigil Honors and at least half of the recipients each year must be youth.

Silver Chief – The Silver Chief is a lodge award created by Kuskitaneer Lodge to recognize noteworthy service to the lodge. The Silver Chief is awarded to deserving lodge members who are selected based on "noteworthy service of exceptional quality to the lodge." Each calendar year, one award will be presented to a youth member and one award will be presented to an adult member. The lodge executive committee has the right, though, to allow additional or honorary presentations in unusual circumstances. Service to the lodge should be considered as the primary criteria for this award; some examples include leadership to a functional lodge committee, dedication to lodge, outstanding execution of a lodge position, service to the council camps as an arrowman, etc.

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Founder's Award - The Founder's Award is a national award presented on the lodge level. The award has been created to memorialize the founders of the Order, Dr. E. Urner Goodman and Carroll A. Edson. The award is meant to recognize individuals who exemplify the Order's mission to be Scouting's National Honor Society. It should be presented with that in mind. The award is not meant to recognize service to just one part of the Order's mission. The primary criteria for this award should be a significant contribution that enhanced the Order of the Arrow's overall mission.

SOME FREQUENTLY ASKED QUESTIONS

Why do adult nominations need approval?

As noted on the Adult Candidate Nomination Form, election of an adult into the Order of the Arrow should take place only when the adult's job in Boy Scouting will make the OA membership, MTC camping promotion, or camping services more meaningful for the youth membership. Approval of that standard is mandated by the National Council and is qualified through our review/approval process. In order to properly review/approve adult candidates, adequate time must be scheduled to permit the orderly process. The lodge designates a reasonable deadline, and communicates the deadline to the units several times well in advance of the cutoff date, which is the Friday in April of the Spring Ordeal. An adult can only be selected only if at least one youth is elected during the same year.

What if I could not attend a call-out ceremony?

While it is strongly recommended that you attend a call-out ceremony, you may attend an Ordeal weekend without being called-out. Contact the Lodge or Council for details on the up-coming Ordeal weekends.

What if I can't complete my Ordeal within a year?

If the ordeal is not completed within the period of candidacy, the candidate must be re-elected (youth) or re-nominated (adult). Candidates who are unable to complete their ordeal within the designated period because of unique circumstances can apply for an extension in writing through the lodge.

How to re-register with lapsed OA membership?

Several times a month we are called with questions of how to reactivate the lapsed membership from an adult who has recently rejoined a unit or district. The process is quite simple. We need a dues form to be filled out with complete dates and information, and we need some verification of past membership. (In most cases, a photo copy of a past dues card will be sufficient. When a past card is not available, we need to have another member vouch for the person in

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writing). The form and accompanying verification is to be sent to the lodge with the current year's dues and one year's back dues.

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ELECTION REQUEST FORM

Please mail this to your District Vice-Chief or call him to schedule an election:

District Vice-Chief Contact Info: Phone: _____

Name & Address

Unit requesting an election:

Unit Number: _____

Unit Leader: _____

District: _____

Phone (H): _____

Date Submitted: _____

Phone (W): _____

We are requesting this year: *
(Please check one)

_____ Home Troop Election

Dates that are good for our election: _____

_____ Election at Spring Camporee

Troop Meeting Location: _____

Meeting Time/Day: _____

Will you be nominating an adult for membership as well? _____

*A representative from your OA in your district will call you to confirm time and date of election.

Please remember to complete the roster portion of the unit election report prior to the election.

For Lodge Use Only

Date election request was received: _____

Date election scheduled for: _____

To be conducted by: _____

FORM A100