

Colonneh Lodge 137

Order of the Arrow - Sam Houston Area Council

Chapter Operations Plan Book



Publication Version 2

November 2010

Chapter Operations Plan Book

Table of Contents

Part I.	Program Overview	3
Part II.	The Chapter's Role in the Order of the Arrow	5
Part III.	The Chapter Structure	6
Part IV.	What Does a Chapter Do?	12
	4A. Key Events	13
	4B. Chapter Meetings	14
	4C. Unit Elections	15
	4D. Camp Promotions	16
	4E. Chapter Activities	18
	4F. Ceremonies	18
	4G. Service	20
Part V.	Communication	22
	5A. Intra-Chapter	22
	5B. Unit Representative Program	23
Part VI.	Chapter Logistics and Finance	24
Part VII.	Annual Planning Process and Goal Setting	25
Part VIII.	Adult Roles	27
Part IX.	Resources and Appendices	28
	A. Quality Chapter worksheet	29
	B. Sample Chapter Meeting Worksheet	30
	C. Lodge Reimbursement form	31
	D. Chapter Self Assessment	32
	E. Chapter Youth Annual Goals	34
	F. Chapter Adviser Goals	36
	G. National and Lodge OA Recognitions	37
	H. Lodge Organizational Chart	40
	I. OA Training Opportunities	41
	J. Chapter Annual Planning	42



Part I. Chapter Operations Program Overview

Colonneh's Chapter Operation Program is designed to strengthen our Chapters by providing the necessary resources and facilitating collaboration among the Chapters for ensuring their success.

The program consists of self-assessments and annual goal setting at the Chapter level, annual workshops, resource guides (e.g., Chapter Operations Plan Book), and help from the Lodge and neighboring Chapters. The theory is simple: Chapters within the Lodge should work together to ensure a quality program for its members. In doing so, greater consistency and continuous improvement year-to-year is facilitated, and new ideas assimilated into the Chapter program. The ultimate goal is increased communication, participation and retention at the Chapter level.

Mission of the BSA: The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law.

Mission of the Lodge: The mission of the Lodge is to achieve the purpose of the Order of the Arrow as an integral part of the Boy Scouts of America in the council through positive youth leadership under the guidance of selected capable adults.

The purpose of the Order of the Arrow is fourfold

1. Recognize those who best exemplify the Scout Oath and Law in their daily lives and through that recognition cause others to conduct themselves in a way that warrant similar recognition.
2. Promote camping, responsible outdoor adventure, and environmental stewardship as essential components of every Scout's experience, in the unit, year-round, and in summer camp.
3. Develop leaders with the willingness, character, spirit and ability to advance the activities of their units, our brotherhood, Scouting, and ultimately our nation.
4. Crystallize the Scout habit of helpfulness into a life purpose of leadership in cheerful service to others.

Purpose of the Lodge

The purpose of the Lodge is to plan, make decisions and communicate the Lodge's participation in Lodge, Section and National events in coordination with the Council. The Lodge helps fund programs for the Chapters and Council. It is the responsibility of the Lodge to provide training for the Chapter Leadership (youth and adults) to provide them with knowledge and resources to put on a successful Chapter program that benefits the Units of their District. The Lodge is also responsible for coordinating the Chapters in their execution of the annual candidate elections and camp promotion programs.

The Lodge has formal, written rules that give the details of its structure and activities. It specifies offices, operating committees, Lodge dues, and makeup of the executive committee. The Lodge Executive Committee (LEC) plans and carries out the Lodge program. The LEC is comprised of the Lodge Officers, immediate past Lodge Chief, Lodge Committee Chairmen, Lodge Advisers, a member of the Camping Committee, Chapter Chiefs, Chapter Advisers, Lodge Adviser, Scout Executive, and Staff Adviser. The Colonneh Lodge By-Laws are posted at www.colonneh.org.

Lodge responsibilities:

- ✦ Make long-range plans, including budgets.
- ✦ Make operating policy decisions.
- ✦ Keep membership and financial records.
- ✦ Collect dues; order and sell supplies.
- ✦ Develop camping promotions and unit elections materials.
- ✦ Lead participation in section and national events.
- ✦ Publish a Lodge newsletter.
- ✦ Make Vigil Honor and Founder's Award nominations and handle other awards.
- ✦ Provide leadership training.
- ✦ Plan, run and evaluate Lodge activities.
- ✦ Provide liaison to the Council.

Importance of the Chapter

The Chapter is the most important component in the Order of the Arrow because of its proximity to Arrowman and their Units. The Chapter is the rallying point for all OA activities. Chapters provide more youth an opportunity to develop and demonstrate leadership and to share in the responsibility of giving cheerful service to their Units and Districts. A healthy Chapter that improves year after year builds a solid OA program that benefits the Scouts and Units in the District. Effective communications with the Units it serves is an absolute priority of the Chapter. In doing these things well, the Lodge becomes more effective through the success of its Chapters.

Chapters run like a small Lodge with basic Chapter committees - Camp Promotion, Unit Elections, Service, Program, Unit Elections, Native American, Communications, and Membership/Administration.

Chapter responsibilities:

- ✦ Hold several meetings each year.
- ✦ Supervise Unit elections in the district.
- ✦ Conduct camp promotion visits to troops and teams
- ✦ Act as a rallying point for members going to Lodge activities.
- ✦ Support parts of the Lodge program (e.g., ceremony and dance teams; Ordeals)
- ✦ Support specific jobs at Lodge activities
- ✦ Provide support to Units, the District (e.g., camporee) and Council (e.g., Scout Fair)
- ✦ Conduct a service project
- ✦ Support the Lodge Ordeals and/or hold a District Ordeal
- ✦ Train ceremonial teams and conduct Arrow of Light, Call-out, Ordeal, and Brotherhood Ceremonies

Arrowman's responsibility to the Unit

An Arrowman's primary responsibility is to the troop or team and includes:

- ✦ **Setting the example.** Serve by being the best example of the Scout Oath and Law
- ✦ **Properly wearing the Scout uniform.**
- ✦ **Providing leadership in your unit.** Take on more difficult leadership roles
- ✦ **Serving as OA troop/team representative.** Assume the visible role in maintaining an effective relationship between his Unit and the Chapter and Lodge
- ✦ **Teaching skills to Scouts in the Unit.**
- ✦ **Promoting camping traditions.** Encourage camping. Go camping. Improve camping skills. Help new Scouts with camping skills. Attend summer camp. Promote unit camping traditions. Serve on Camp Staff.



Part II. The Chapter's Role in the Order of the Arrow

Reflect upon the nature of the Chapter's Objective

The very essence of the Chapter is to serve the units in the District. If the Chapter is to be effective in influencing Scouts and serving troops, it must build solid relationships with the troops' and District leadership. The most important element to building relationships is trust, created by building friendships with troop members and creating partnerships between troops and the OA. Remember, the OA is a supplement to troop programming.

The Chapter's role is to support the District in its camping program, camporee and other various activities. The goal of the Chapter and the OA is not to take boys away from their units, but to provide additional program to keep those boys involved longer in the program.

- ✦ How can your Chapter serve the units in your District?
- ✦ How can your Chapter serve the District at large?
- ✦ How can your Chapter help the Units increase retention and involvement of older Scouts?

How can we serve our District?

Just ask! Some Chapters conduct an annual survey of their unit leaders, asking Scoutmasters to identify ways the OA can help their units grow. Survey the leaders to identify key Scout skills they would like to see improved, then offer training sessions as part of your monthly Chapter meetings. Provide staffing for District Camporees and Webelos Woods. Regularly promote Scout camping at Roundtable. Serve at District Annual Dinners and Courts of Honor. Raise money and purchase equipment for troops in the District. Provide for junior leader training at a Unit and District level. Coordinate District-wide service projects. And most importantly, set a shining example of Scouting spirit.

How can we improve our relationship with Unit Leaders?

Communication between the Chapter and Unit Leaders is key to building good relationships. Conduct an annual survey and self assessment (appendix E) to determine what the Chapter is doing well and where opportunities exist. Regularly report on OA happenings at District Roundtables, implement monthly email newsletters to unit leaders (e.g., topics to share with Arrowmen in your Unit) and submit articles about the OA to be included in your District's email newsletters. The annual Unit Visitations are also an excellent opportunity to reach out to unit leaders about the OA and how Arrowmen can help serve their unit. Work with the district leadership to create other opportunities for interaction with Unit Leaders (e.g., host a cracker barrel at camporee, host a merit badge weekend, run the first aid competition, or create programs that can be brought to Unit meetings).

Equally important is to remind all Arrowmen about their first obligation to serve their unit, and encourage your chapter members to look for opportunities to do so. Many chapters share ideas with one another to foster such service, or conduct workshops as part of their chapter meetings to facilitate information sharing. Serving in leadership roles, leading a new boy training program, organizing and conducting a Court of Honor, encouraging younger Scouts to participate in unit outings, teaching camping skills, and bringing resources back to the unit (e.g., where-to-go camping ideas as part of the unit's annual planning) are all ways Arrowmen can serve their units.



Part III. The Chapter Structure

Duties and Responsibilities of Chapter Leadership

Each Chapter should elect youth leaders after Lodge elections but before David Hinds Training. Every Chapter has its own strengths and needs, so the duties are customizable based upon the needs of the Chapter; however, the Officers and Committee Chairs of the Chapter shall correspond to the offices and committees of the Lodge. The Chairman of each Chapter Committee shall have a seat on the Lodge Committee of the same name. The term of office for all Chapter Officers shall run concurrently for one year, from January 1st to December 31st.

All Chapter Officers, Advisers, and Committee Chairs are expected to:

- ✦ Live by the Scout Oath, Scout Law and Obligation.
- ✦ Be an ambassador of Colonneh Lodge 137, the Order of the Arrow and the BSA.
- ✦ Be responsible for adherence to the program and policies of the Lodge, the Order of the Arrow, the Council and BSA.
- ✦ Promote and attend all Chapter meetings and events.
- ✦ Obtain necessary training at the annual David Hines Memorial Training as well as other sessions as prescribed by the current Lodge officers.
- ✦ Promote and attend Lodge events
- ✦ Collaborate with other Chapter officers and advisers to ensure a consistent quality program.
- ✦ Promote the correct wearing of the Scout uniform by personal example.
- ✦ Ensure that at least one youth officer and adult adviser attend all Lodge Executive Committee (LEC) meetings to represent the Chapter.
- ✦ Support the chapter in meeting or exceeding the Chapter annual goals.

Additional responsibilities include:

CHAPTER CHIEF:

How Selected: Voted by Chapter youth members with the approval of the Chapter Adviser

Responsible to: Lodge Chief

Goal: To increase membership; provide a quality program to Chapter Arrowman; and to develop and assist the chapter in meeting the annual goals

Responsibilities:

- ✦ Faithfully represents his Chapter at all Lodge events, functions and service projects, and acts as a two-way liaison between the Lodge and Chapter
- ✦ Works to maintain contact with fellow Arrowmen in his District's units
- ✦ Keeps all members informed of Lodge and Chapter events
- ✦ Responsible for carrying out the Lodge program in the Chapter (e.g., Unit Elections, Camp Promotions, Service Projects, and any other appointed tasks by the Lodge)
- ✦ Presides over and runs all meetings of the Chapter
- ✦ Appoints chairmen to Chapter Committees when needed and delegates work to his Vice-Chief(s) with the approval of the Chapter Adviser
- ✦ Works closely with Vice-chief(s), Secretary, Committee Chairmen, and Chapter Adviser
- ✦ Represents the Chapter on the Lodge Executive Committee (LEC)
- ✦ Maintains meaningful contact with his Chapter Adviser and consults with the Chapter Adviser on any program, activity or meeting item

CHAPTER VICE CHIEF OF ADMINISTRATION:

How Selected: Voted by Chapter youth members with the approval of the Chapter Adviser

Responsible to: Chapter Chief and Lodge Vice Chief of Administration

Goal: To increase the number of active Arrowman; encourage Arrowman retention and dues renewal; and to assist the Chapter in meeting the Membership (#2) Goal

Responsibilities:

- ✦ Keeps minutes of all chapter meetings and submits a copy to the Lodge Recording Secretary
- ✦ Assists the Lodge Vice Chair of Administration with registration at Lodge events and other record keeping duties, such as Membership and Dues
- ✦ May attend Lodge executive committee meetings through this position but only has a vote in the absence of the Chapter Chief
- ✦ Maintains Chapter registration information, ensures the Chapter Roster is current and coordinates with the Lodge Vice Chief of Administration on any changes
- ✦ Maintains meaningful contact with the Chapter Chief, Chapter Associate Adviser and Lodge Vice Chief of Administration and regularly keeps them informed of progress

CHAPTER INDUCTIONS VICE CHIEF:

How Selected: Voted by Chapter youth members with the approval of the Chapter Adviser

Responsible to: Chapter Chief

Goal: to develop new ceremony teams, ensure high quality ceremonies, and increase the number of youth participating in competitions; ensure the timely completion of unit elections and paperwork; conduct an election in every unit willing to hold an election; increase Brotherhood conversion; Coordinate chapter ordeals; conduct a camp promotions presentation with a minimum of 75% of all units in the district; and to assist the chapter in meeting the Ceremony Teams (#11), Camp Promotions (#7), Unit Elections (#6), and Brotherhood Conversion (#3) annual goals

Responsibilities:

- ✦ Promotes participation in Chapter ceremony teams, coordinates practice sessions, and ensures each ceremony team member memorizes his part and that ceremonies are presented in an effective and impressive manner in accordance with the official ceremony books and the Guide to Inductions
- ✦ Responsible for protecting and issuing Chapter regalia/costuming, ceremony props, and other materials
- ✦ Promotes Brotherhood conversion ceremonies/walks and develops a plan to convert a minimum of 30% of its eligible Ordeal members into the Brotherhood
- ✦ Coordinates Chapter Ordeals and supports Lodge Ordeals
- ✦ Works with the Elections Committee Chair and:
 - ✦ Provides needed candidate elections materials to units and Chapters
 - ✦ Contacts all unit leaders in District and coordinates unit visitations and elections and ensures that each unit desiring a visitation has at least one youth representative from the Chapter present
 - ✦ Processes appropriate unit election paperwork and forwards to the Lodge Candidate Election Team
 - ✦ Trains unit visitation teams within the Chapter to ensure youth are running the visitations and elections properly and are aware of all policies and procedures
 - ✦ Provides the Service Chair with a list of Elangomats recruited during the unit visitations
 - ✦ Provides the Chapter OA Unit Representative Chair with list of Unit OA representatives identified during the unit visitations
 - ✦ Works with the Vice Chair of Service to promote council camping, high adventure, and other outdoor programs during unit elections; conducts camp promotions to a minimum of 75% of the troops and teams in the chapter.
- ✦ Maintains meaningful contact with the Chapter Chief, Chapter Inductions Adviser, and Lodge Vice Chief of Inductions and regularly keeps them informed of progress

CHAPTER VICE CHIEF OF PROGRAM:

How Selected: Appointed Voted by Chapter youth members with the approval of the Chapter Adviser

Responsible to: Chapter Chief and Lodge Vice Chief of Program

Goal: To increase percentage of Arrowmen participating in Chapter, Lodge, Section, National, and High Adventure activities; improve the quality of Chapter program; increase percentage of youth performing in Native American activities such as dance and singing; and to assist the chapter in meeting the Program (#1) and Participation (#12) annual goals

Responsibilities:

- ✦ Plans Chapter activities, events, and outings as well as coordinates Chapter activity and transportation to and from other OA events in line with planning by CEC
- ✦ Promotes participation in Chapter and Lodge dance and drumming activities
- ✦ Coordinates Chapter assignments at Lodge events (e.g., PowWow, Spring Fellowship)
- ✦ Works with the Lodge Vice Chief of Program
- ✦ Maintains meaningful contact with the Chapter Chief, Chapter Program Committee Adviser, and Lodge Vice Chief of Program and regularly keeps them informed of progress

CHAPTER SERVICE CHAIR: (or Chapter Vice Chief of Service):

How Selected: Appointed by the Chapter Chief (or voted by Chapter youth members if VC position) with the approval of the Chapter Adviser

Responsible to: Chapter Chief, Lodge Vice Chief of Service, and the Lodge Ordeal Master

Goal: To increase the percentage of Arrowmen participating in community, Unit, District, Chapter, and Lodge service; to promote camping; and to assist the Chapter in meeting the Service (#5) Annual Goal

Responsibilities:

- ✦ Serves on key staff at the Chapter Ordeal and supports Lodge Ordeals
- ✦ Promotes and organizes service to the District in various aspects such as providing service at events
- ✦ Promotes and encourages Arrowmen to apply for summer camp staff
- ✦ Maintains meaningful contact with the Chapter Chief, Chapter Service Committee Adviser, and Lodge Vice Chief of Service and regularly keeps them informed of progress
- ✦ Works with the Election Committee Chair and Vice Chair of Induction to promote council camping, high adventure, and other outdoor programs during Unit Elections; conducts camp promotions to a minimum of 75% of the troops and teams in the chapter.

CHAPTER COMMUNICATIONS CHAIR (or Chapter Vice Chief of Communications):

How Selected: Appointed by the Chapter Chief (or voted by Chapter youth members if VC position) with the approval of the Chapter Adviser

Responsible to: Chapter Chief and Lodge Vice Chief of Communications

Goal: To improve how information about the OA is communicated within the chapter, to units, and within the District; to assist the Chapter in meeting the Promotions (#10) Annual Goal; to increase number of OA Unit representatives and Unit representative advisers in the district; and to assist the Chapter in meeting the Unit Representative (#8) Annual Goal

Responsibilities:

- ✦ Submits articles to the Lodge Vice Chief of Communications to be included in the Raucous Raven, CyberRaven and ERaven.
- ✦ Maintains the Chapter website (following Council and National guidelines)
- ✦ Distributes Lodge flyers, email newsletters, and registration forms
- ✦ Publicizes information to the Chapter and District
- ✦ Writes and distributes Chapter newsletters and emails
- ✦ Operates the Chapter phone/texting tree and social media sites
- ✦ Works with the Chapter OA Unit Representative Chair
- ✦ Maintains meaningful contact with the Chapter Chief, Chapter Communications Committee Adviser, and Lodge Vice Chief of Communications and regularly keeps them informed of progress

CHAPTER OA UNIT REPRESENTATIVE CHAIR:

How Selected: Appointed by the Chapter Chief with the approval of the Chapter Adviser

Responsible to: Chapter Chief, Chapter Communications Chair, and Lodge Unit Representative Chair (or Vice Chair of Communications)

Goal: To increase number of OA Unit representatives and Unit representative advisers in the district; and to assist the Chapter in meeting the Unit Representative (#8) Annual Goal

Responsibilities:

- ✦ Maintains an updated roster of the OA Unit representatives and their adult adviser in his District
- ✦ Keeps all representatives informed of any important Lodge/Chapter information and distributes handouts and flyers from the Chapter and Lodge
- ✦ Exchanges information and resources at monthly Chapter meetings and by other means of communication.
- ✦ Holds training sessions for newly appointed Unit Representatives
- ✦ Maintains meaningful contact with the Chapter Chief, Chapter Unit Representative Adviser, and Lodge Unit Representative Chair (serves under Vice Chair of Chapter Operations) and regularly keeps them informed of progress

ELECTIONS COMMITTEE CHAIR:

How Selected: Appointed by the Chapter Chief with the approval of the Chapter Adviser

Responsible to: Chapter Chief, Chapter Vice Chief of Inductions, Lodge Elections Chair and Lodge Vice Chief of Inductions

Goal: To ensure the timely completion of unit elections and paperwork; conduct an election in every unit willing to hold an election; conduct a camp promotions presentation with a minimum of 75% of all units in the district; and to assist the Chapter in meeting the Unit Elections (#6) and Camp Promotions (#7) annual goals

Responsibilities:

- ✦ Provides needed candidate elections materials to units and Chapters
- ✦ Contacts all unit leaders in District and coordinates unit visitations and elections and ensures that each unit desiring a visitation has at least one youth representative from the Chapter present
- ✦ Processes appropriate unit election paperwork and forwards to the Lodge Candidate Election Team
- ✦ Trains unit visitation teams within the Chapter to ensure youth are running the visitations and elections properly and are aware of all policies and procedures
- ✦ Provides the Service Chair with a list of Elangomats recruited during the unit visitations
- ✦ Provides the Chapter OA Unit Representative Chair with list of Unit OA representatives identified during the unit visitations
- ✦ During Unit Elections, promotes council camping, high adventure, and other outdoor programs; conducts camp promotions to a minimum of 75% of the troops and teams in the chapter.
- ✦ Maintains meaningful contact with the Chapter Chief, Chapter Vice Chief of Inductions, Chapter Elections Committee Adviser, and Lodge Elections Chair and regularly keeps them informed of progress

CHAPTER ADVISER:

How Selected: Appointed by the Scout Executive (or his designee) after consultation with the Lodge Adviser, Camping Chair, Program Chair, District Chair, and District Executive.

Reports to: Camping Chair and Lodge Adviser

Length of Term: One year (beginning from the Annual District Business meeting) with reappointed on an annual basis.

Goal: To work behind the scenes to provide sound guidance and enthusiastic support to enable the youth Chapter Chief and his youth officers (leadership team) in the chapter to meet or exceed the Chapter annual goals

Responsibilities:

- ✦ Serves as a member of the District Committee.
- ✦ Attends the following meetings:
 - Monthly District Committee meetings (or submits a written report on the progress towards Chapter annual goals as well as anticipated challenges and needs, preferably using the District Work Plan, to the Camping Chair prior to each meeting)
 - Tri-annual Council Coordinated meetings
 - Annual Key Leader's Conference
 - Quarterly Lodge Executive Meetings (LEC) ensuring at least one youth is present at the meeting
 - Annual Lodge Leadership Development (David Hinds training)
 - Chapter meetings and events
 - Lodge events
 - Monthly Roundtables
- ✦ Keeps the Camping Chair and Lodge Adviser regularly informed of progress towards goals.
- ✦ Promotes the Order of the Arrow at Roundtable, District functions, Unit meetings, District/Unit websites, District email blasts, etc.
- ✦ Makes his/herself available at District functions (roundtable and District Committee meetings) to answer questions as well as ensure that the Order of the Arrow (OA) is properly supporting the District.
- ✦ Promotes adult participation and support in the Chapter.
- ✦ Appoints Associate Chapter Advisers and Chapter Committee Advisers matching the various youth Chapter officer roles. Works to ensure that all positions are filled with capable, dedicated volunteers. Acts immediately to replace adult advisers that resign or become inactive and serves in empty position until it is filled.
- ✦ Supports local and National Scouting policy and adheres to the program and policies of the Lodge and the Order of the Arrow.
- ✦ Promotes youth leadership opportunities within the Chapter and Lodge.
- ✦ Tracks youth progress for individual awards.
- ✦ Works with the youth to develop annual goals; submits annual goals to the Lodge in January and submits results of the goals in December.
- ✦ Always stays involved, but does not run the program.
- ✦ Ensures that the Arrowman succeed; this includes training, transportation, and staying constantly involved.
- ✦ Works almost completely behind the scenes and provides all youth and adults with sound guidance and enthusiastic support.
- ✦ Works with the youth (Vice Chair of Service) to promote and organize service to the District, Council, and Community in various aspects such as providing service at events.
- ✦ Works with the youth (Vice Chair of Communication) to communicate information about the OA within the chapter, to Units, and within the District; and to increase number of OA Unit representatives and OA Unit Rep adult advisers in the District. (Ensures that all OA Troop Representatives and adult advisers are invited to every Chapter meeting.)
- ✦ Works with the youth (Vice Chair of Inductions) to develop new ceremony teams, ensure high quality ceremonies, and increase the number of youth participating in competitions; ensure the timely completion of Unit elections and paperwork; conduct an election in every Unit willing to hold an election; increase Brotherhood conversion (>30%); coordinate chapter ordeals; and promote Council camping, high adventure, and other outdoor programs to a minimum of 75% of the troops and teams in the District.
- ✦ Works with the youth (Vice Chief of Administration) to increase the number of active Arrowman and encourage retention and dues renewal.
- ✦ Works with the youth (Vice Chief of Program) to increase the percentage of Arrowmen participating in Chapter, Lodge, Section, National, and High Adventure activities; improve the quality of the Chapter program; and increase the percentage of youth performing in Native American activities such as dance and singing.



Part IV. What Does a Chapter Do?

4A. Key Events

Officer Elections – November

Chapter officer elections should take place in the Fall before David Hinds Memorial Training. The Chapter leadership corps takes office December 1st and serves for one year. Between November and December, outgoing officers spend time with their incoming counterparts helping to train and transition the leadership functions of the Chapter.

Officer Training – December

At David Hinds Training, Lodge officers conduct Chapter Officer Training for the new Chapter leadership. All newly-elected Chapter officers and committee Chairs need to attend this training. All Arrowman are encouraged to attend David Hinds training. Training opportunities are also available at LEC, NLS, NAOC, and Conclave.

Annual Planning Conference – December/January

An Annual Planning Conference is conducted by the Chapter leadership. A Chapter Self-Assessment Survey (appendix E) is completed, an annual calendar for the Chapter is reviewed, and annual goals established. The Chapter Annual Plan/Calendar should be distributed to all Units and at the District Roundtable.

Chapter “Big Event” – September

Chapters are encouraged to hold a “Big Event” in September. This provides an excellent opportunity for the Chapter to kick-off the new school year, review goals for the Chapter, and recruit volunteers for the various Chapter events and responsibilities. This event needs to be well promoted, with the goal that all active Arrowman in the District attend. The “big event” may be the regularly scheduled Chapter meeting, or a separate event (e.g., may require a larger facility than normally used for Chapter meetings).

Sample metrics for success:

- ✦ Participation: number of attendees at Chapter and Lodge events
- ✦ Retention: Brotherhood conversion rates, annual dues renewal rates
- ✦ Activities: On-time completion of Unit Visitations/Elections; ceremony team certification

Chapter Executive Council meetings

The CEC (Chapter Executive Council) which includes Chapter youth officers, Chapter committee chairs and the Chapter Advisor should meet one month before the Quarterly Chapter meeting to plan and prepare for an awesome quality Chapter meeting. The Chapter meeting agenda and Chapter publications should be finalized. The Chapter phone tree should be initiated. The Chapter Advisor should request a Unit roster from the District Executive before the CEC. During the CEC, establish who is going to contact each unit (either the Unit Rep or the SM if the Chapter does not have a Unit Rep) to invite them to the upcoming Chapter meeting and events.

4B. Chapter Meetings

When should we have Chapter meetings?

Some Chapters hold their meetings to coincide with District Roundtables, which encourages Scout leaders to bring OA members along to the monthly meeting and provides an opportunity to increase the visibility of the OA within the District (interaction with unit leaders). Other Chapters conduct their Chapter meetings on a separate night, allowing adult leaders the opportunity to participate in both meetings and enabling more flexibility in meeting location/facilities.

"Experience has proven that the lodges that keep general lodge and chapter meeting or activities to a minimum will have better attendance. Experience also has shown that the most active and successful lodge are those that offer service opportunities and are activity involved in helping units and the council..."

Quarterly meetings of chapters should be sufficient to keep members informed... Arrowman are expected first to give service to and be active in their own units. Then as time permits, they can assist the lodge in such activities as unit elections, camping promotion, service to council camping facilities, etc. In addition, Arrowmen have other outside and school interests and activities, so they will not be interested in attending too many lodge and chapter meetings and activities. Don't try to schedule too many ceremonies, calling-out ceremonies, inductions, rehearsals, or fellowships, either." (Guide for Officers and Advisers, p. 16)

Chapters may also choose to hold separate meetings for ceremony team practice, inviting those that are most interested in the Native American traditions. These separate meetings may also include drumming and regalia building sessions.

What goes on during a typical Chapter meeting?

Regularly scheduled meetings (what works for your Chapter: Monthly; Quarterly, etc.) provide the opportunity to share business items, plan and promote upcoming events, participate in ceremony team preparation and regalia building, learn Scout leadership skills, and have fun as a Chapter.

- ✦ The Advisers should sit close enough behind the youth that if he needs to ask a question of his Adviser he can do without disturbing the meeting.
- ✦ The Vice-Chief(s) should set to either side of the Chief.
- ✦ The Vice Chief of Administration should start taking minutes as soon as the Chief calls the meeting to order.
- ✦ Any members in attendance should set facing the Chapter officers.
- ✦ The Chief should run the meeting in an orderly manner!
- ✦ **Adults do not run the meeting!**

Chapter meetings should contain some business. Information regarding upcoming events to service projects and updates from the Lodge Executive Committee. Reports from OA Unit Representatives. Planning Unit Elections/ Camp Promotions. Planning Chapter service projects and Ordeals. Planning for upcoming Lodge/Section Events. Chapter meetings may include ceremony and dance team practice. A Brotherhood Ceremony should be offered at every meeting. This is good practice for the ceremony team and improves the Chapter's Brotherhood conversions. Program for the meeting should be creative and fun. Think outside of the box. What do the boys want to do? What will make them leave the house for another meeting? Form Chapter traditions that are fun and are anticipated by Arrowmen each year (e.g., Summer Swimming Pool and Backyard BBQ event, Holiday Party in Dec.).

Typical chapter meeting agenda:

Opening

- Call to Order and OA Obligation
- Welcome anyone new to a chapter meeting --This is a time to make new members to your meeting feel welcome and more likely to come back. If there are few enough people at the meeting everyone can introduce themselves.

Business

This should take no more than 10 minutes. This is a very important way of getting information to the members, however spending too much time on business will quickly bore all Arrowmen present and make them less likely to come back to another meeting. Make sure that all the information that is covered during this time is also in handouts, and preferably e-mailed to every member.

- Lodge Business from the LEC (share information that is given to the chapter officers at LEC meeting. To save time, type up a handout that has all the information that needs to be known about these events. The chapter officer then needs only to mention the basic information of: What, When, Where, and How Much).
- Chapter Business (chapters will oftentimes have their own events that need to be addressed during the business time. Try to keep this down to just passing on information and not planning. Chapter planning should take place either outside of meetings or during breakout sessions during the fellowship portion of the meeting.)
- Other Business (From time to time there will be information from units or the district that needs to be shared with the Arrowmen at the meeting.)

Fellowship

Fellowship should take up the next 30-45 minutes of the meeting. This is the most important part of the meeting; this is when everyone has fun, and should be the part of the meeting that everyone looks forward to. This time can be used in a number of different ways. One is to have a main activity that everyone participates in like a game. Another is offer break-out sessions, with games, ceremonies, planning, etc.

Chapter meetings should be:

- ✦ Informational
- ✦ Creative
- ✦ FUN!!!

What are some keys to successful Chapter meetings?

- ✦ "Let the Youth build the program and they will come."
- ✦ Have a written agenda: helps keep the meeting on track and run efficiently
- ✦ Keep business topics to a minimum: don't let business items (e.g., promoting upcoming Lodge events, making assignments for unit elections, recruiting committee help) dominate the agenda.
- ✦ Have FUN: include activities that Scouts enjoy (food, dessert, games) or see value in attending (leadership skills building, training). Some Chapters have annual traditions, like a Christmas party once a year. Others have screen-printed Chapter t-shirts and door prizes. Meeting ideas: service project, lock-in, weekend campout, video game tournaments, play OA Jeopardy, guest speakers (FBI Swat Team, HPD Sniper), Dutch Oven cook-off, swim party, cookout, training (e.g., CPR), field trip (e.g., rock gym, FBI training center behind Camp Strake, remote control ??).

How can we increase participation?

- ✦ Advertise!
- ✦ See Section 4 on Communication, and use multiple approaches to get the word out about what's planned -- word-of-mouth, phone trees, Chapter newsletters, email, mailed flyers or post cards, Chapter websites, etc.
- ✦ Offer food (pizza, ice cream, root beer floats) and play some games
- ✦ Special promotions (e.g., Bring-a-Friend), welcoming and positive environment
- ✦ Publish a Chapter Annual Calendar and distribute to every Scout unit (encourage units to take OA activities into consideration when planning their Annual Calendar).
- ✦ Ask for help - recruiting volunteers for even simple/small tasks increases retention. *Get EVERYONE involved by giving EVERYONE a job!*
- ✦ Chapter meeting flyers (e.g., handout for next month's meeting, for use by Unit Reps, Scoutmasters, etc.)
- ✦ Transportation - helping to arrange carpools
- ✦ Minutes - the Chapter Secretary should take minutes and the Chapter meetings and distribute to all members
- ✦ Meet with your District Commissioner and place OA rosters, dues cards, and flyers for Arrowman in the Unit Recharter packets

4C. Unit Elections

Why do unit visitations?

Conducting unit visitations is perhaps the most critical responsibility of every Chapter. Each year, EVERY Scout unit needs to be contacted and asked to conduct a unit visitation and election for new members. Visitations must be conducted by trained Arrowman that are from outside of the unit (maintains integrity of the election and increases the perceived importance by the Scouts in the unit). Visitations (a) are the first step to inducting new members into the Order, and (b) gets the word out about what exactly the Order is and what purpose it serves.

How do we contact Units?

The Chapter should contact every unit in the fall (no later than October) to schedule unit visitations. Identify when and where they hold their regular troop meetings, who is the main contact at the unit (typically the Scoutmaster/Team Coach or preferably the OA Unit Representative), and when do they want to hold their election. Visitations should be held between September 15 and December 15 each year.

Quality Lodge 2008 requirement: "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 team members were in proper uniform during each election."

What does the Lodge provide?

Each year, the Lodge will provide a unit visitation/elections packet (available at www.colonneh.org) that includes instructions for conducting the visitation, a sample unit election script and the necessary forms to be filled out by the Unit Visitation team. The Lodge also provides a Unit Elections DVD that (a) explains the purpose and traditions of the OA, and (b) aids in promoting Scout camping.

The Lodge will also provide a Programs Highlight flyer that promotes annual activities that can be handed out to unit OA members. Information on summer camp staff opportunities will be included with the Programs Highlight flyer.

What does the Chapter need to do?

The Chapter must recruit unit visitation teams (typically two Arrowmen and one adult per team), provide training, schedule visitations with Units, conduct the visitations, and complete necessary paperwork.

What things do we need to know when training visitation teams?

Carefully review the process for the visitation and election with each team, including the script, election process, and how to complete the paperwork. Go over all the different Order of the Arrow events, opportunities, and service projects. Review the purpose of the Order of the Arrow so that the team members can properly explain to the units what the purpose of the Order is. Promote professionalism, respect and full Field uniform.

What happens during a typical Unit Visitation?

In addition to conducting the unit election, the team should take the opportunity to (a) promote Scout camping within the unit, (b) promote the Order of the Arrow and how Arrowmen can become involved and (c) call a short meeting with the unit Arrowman.

Completing the Inductions Cycle

The Inductions process is more than the Unit Election. The entire process continues until the new Arrowman obtains his Brotherhood. Throughout this cycle, the new member should be routinely contacted and encouraged to fulfill his obligation and become an active member in the Order.

The Extended Elangomat Program

The goal of the "Extended Elangomat" program is to improve our overall new member retention through consistent personal contact (i.e., retention as measured by participation in Chapter and Lodge events, annual dues renewal, and Brotherhood conversion). It is based on a concept found in many fraternal organizations, and a recognition that becoming a member of a group requires three basic needs to be fulfilled: (1) the need to be heard; (2) the need to belong, and (3) the need to contribute. The goal of the program is to improve overall new member retention through consistent personal contact (i.e., retention as measured by participation in chapter and Lodge events, annual dues renewal, and Brotherhood conversion).

As part of the Extended Elangomat program, each newly inducted Ordeal member will be assigned an "elangomat" within his or her own Chapter as early in the inductions process as possible. This assignment would ideally take place prior to the ordeal, or at the latest immediately following a candidate's induction at an ordeal. Where possible, the Extended Elangomat would also serve as the candidate's Ordeal Elangomat.

During the twelve-month inductions process (defined as two months prior to the Ordeal, and the ten months following the Ordeal), the Elangomat would regularly contact his assigned new Arrowmen to encourage active participation in the OA (beginning with service to his own unit). The first contact would be as a newly elected candidate, encouraging registration for an upcoming ordeal and invitation to a Chapter orientation session (e.g., a new candidate BBQ or Chapter meeting). A second contact would be immediately following an ordeal, welcoming the new member into the Chapter and inviting them to the next Chapter event. Another contact might be a monthly reminder to attend a Chapter meeting, or invitation to get involved on a Chapter committee. A final push is to encourage obtaining their Brotherhood once ten months have passed.

4D. Camp Promotions

When should we be promoting Scout camping?

All the time! The most obvious time to promote Scout camping is during the unit visitations (see below). However, Chapters should be on the lookout for every opportunity to promote camping year-round, including District Roundtables, Troop meetings, Pack meetings, and at OA events and Arrow of Light Ceremonies. Make presentations. Create static displays. Handout flyers.

Arrowmen can do camping promotion individually in their own units, as well as part of a Chapter camping promotions team. They should set the example as honor campers, be enthusiastic about camping, and never miss an opportunity to encourage Scouts to enjoy the outdoors. The Chapter can help prepare its members with knowledge, resources, and encouragement.

What camping opportunities are there to promote?

- ✦ SHAC Summer camp
- ✦ Regular troop year-round camping
- ✦ Cub Scout camp (day camp and Bovay resident camp)
- ✦ Winter camp
- ✦ High-adventure outings and treks
- ✦ OA Treks and National OA programs
- ✦ National and World Jamboree

What happens during the Unit Visitation?

One of the requirements for Quality Lodge is that EVERY unit be visited by the OA to promote Scout camping. Our Lodge includes camp promotion during the annual unit visitation (elections). This can be done by showing a promotional videotape on summer camping in the Sam Houston Area Council, handing out flyers on our camps, sharing personal experiences from camp to promote participation (especially relevant to the summer camp the unit will be attending that year), and encouraging applying for camp staff. Also promote year-round camping (e.g., offer to share ideas on where to camp locally).

Quality Lodge 2008 requirement: "The Lodge leadership actively participated in the development and implementation of the council's plan for the 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..."

Where can we find more information to promote camping?

There are a number of resources to call upon beyond your personal experiences:

- ✦ Council Summer Camp Promotions video
- ✦ Lodge Where to Go Camping CD
- ✦ Council website (www.shac.org/Home/Camping)
- ✦ Council camping promotional flyers (available from Camping Services at the Scout Service Center)
- ✦ Knowledgeable Scouts and Scouters

What about camp staff opportunities?

Since the Order is all about cheerful service, what better a way for an Arrowman to serve his Council than to become a member of camp staff? Staffing not only provides leadership to young Scouts, but also enhances the leadership abilities of the Arrowman joining staff. Staff applications are available at

www.shac.org/Home/Camping.

4E. Chapter Activities

What else does a Chapter do?

The Chapter meeting is not the only activity that a Chapter can do during the year. Many Chapters have a rich program that extends beyond a monthly meeting.

- ✦ Ceremony and drumming practice
- ✦ Costume (regalia) building and ceremony props workshops
- ✦ Ceremonies: Arrow of Light, Call-out, Pre-Ordeal, Ordeal, Brotherhood
- ✦ Hold District training events (e.g., Youth Leader Training) conducted by the OA for Scouts
- ✦ Provide staff and/or run District events such as Camporees, Webelos Woods, Annual District Dinners
- ✦ Hold a chapter meeting at Camporee
- ✦ Provide Merit Badge classes at the District level
- ✦ Overnights for planning (e.g., annual planning), costume building, or simply fun/fellowship
- ✦ Annual Chapter Barbeque/Dinner/Planning meeting, Chapter campouts, fellowships
- ✦ Bowling, Skeet shoot, swim night, basketball, rock climbing at a sports gym, ultimate Frisbee
- ✦ Attending Lodge events as a Chapter (e.g., PowWow, Spring Fellowship)
- ✦ Host a Lodge function or program element as a Chapter (e.g., ordeal, activity at PowWow, Spring Fellowship)
- ✦ Unique activities that can't be done at a Troop level (e.g., high adventure)
- ✦ Chapter fellowship with neighboring Chapters (e.g., joint campout, field trip, visits)
- ✦ Extended Elangomat program to reach out to new members

4F. Ceremonies

What types of ceremonies are there?

- ✦ Arrow of Light
- ✦ OA Call-out
- ✦ Pre-Ordeal
- ✦ Ordeal
- ✦ Brotherhood

Quality Lodge 2008 optional objective: *"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."*

4G. Service

What about Cheerful Service at the Chapter level?

Many Chapters conduct service projects as a Chapter, in addition to serving units and the District through staffing. An excellent way to get your Chapter involved in service is to bring a crew to the current Lodge-sponsored service project. Also, community service is a great idea, which helps get Scouting and the Order positive public acknowledgement. Consider organizing some sort of Chapter service project out in the community in addition to helping at the Lodge service workdays.

We are the Brotherhood of Cheerful Service. "We who bear the obligation of the Order of the Arrow, mindful of our high tradition, ponder that which is our purpose, and do pledge ourselves to cheerful service." (OA Handbook, pg. 7). "The Order's function is to spread the spirit of brotherhood and cheerful service." (OA Handbook, p. 10).

Quality Lodge 2008 requirement: *"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."*

Quality Lodge 2008 optional objective: *"The lodge completed service projects for the council camp or service center, and a council-approved community service project...During the year, lodge members contributed an average of three hours of service per person."*

Service is more than physical labor. The OA has always place a special emphasis on service. Recently, National's Strategic Plan expands where and how we do our service to Scouting and the community.

What is the One Day of Service?

"The Southern Region's One Day of Service program was started in 1996 to better meet the goals of the Order's new strategic vision. One Day is an opportunity for every lodge in the region to do meaningful service in their communities - all on one day! One Day is a fantastic chance to get members involved, make a significant contribution to the community, and have fun with your fellow brothers!

Wondering about the benefits of the One Day of Service program? Well, in addition to performing cheerful service, One Day ... will allow local chapters and lodges the opportunity to give something back to their hometown. Benefiting hundreds of towns and communities across the nation, One Day ... will also increase the level of service performed by the Order of the Arrow as a whole.

Lodges may select any type of community service. In the past, lodges have completed such projects as:

- Planting trees at a local park
- Completing conservation projects at a local state park
- Holding a Blanket or Food Drive for a local homeless shelter
- Repairing a local museum
- Cleaning trash around a local lake, park, or community center
- Assisting at a local soup kitchen
- Working with groups like Habitat for Humanity, the Red Cross, and the Salvation Army
-

Again, your project can be as large or as small as your lodge wants it to be, as long as it benefits the local, non-scouting community in some way. It is up to your lodge to coordinate the logistics of your projects and turn in a record of your project to your OA section. If you have any questions or concerns, ask your Section One Day Coordinator or contact the Southern Region's One Day of Service Coordinator (oneday@southern.aa-bsa.org)." (<http://southern.aa-bsa.org>)

For more information, visit <http://southern.aa-bsa.org/programs/oneday.php>

Do we need to track our Service?

All service hours should be tracked by the Chapter and submitted to the Lodge Vice Chief of Service in December. All service conducted by Arrowman benefiting the community and/or Scouting (Unit, Lodge, District, Council) such as service at Ordeals, Eagle Projects, One Day of Service should be tracked by the Chapter.

Service Ideas to Units

- ✦ Arrow of Light Ceremonies
- ✦ Assisting with Patrol Leader Councils
- ✦ Den Chiefs Program
- ✦ Eagle Ceremony
- ✦ First year Scout orientation/advancement program
- ✦ Fund-raising
- ✦ Help recruit new Scouts
- ✦ Help with Scout advancement
- ✦ Leave-no-trace education
- ✦ Mentoring
- ✦ Scout Sunday
- ✦ Skills Training
- ✦ Special assistance for disabled
- ✦ Special programs for troop meetings
- ✦ Training Jr. Leaders
- ✦ Webelos camping
- ✦ Winter camp awareness

Service Ideas to District/Lodge

- ✦ Assist with district dinner
- ✦ Camp Projects
- ✦ Camp Promotions
- ✦ Camp Staff
- ✦ Commissioner service
- ✦ District Event Hosting or Staffing
- ✦ Fund-raising
- ✦ Help with school nights
- ✦ High adventure activity
- ✦ Host a merit badge fair or Skills Discovery Day
- ✦ JLT Training
- ✦ OA exhibits at council events
- ✦ Provide camping supplies to new/under-privileged troops
- ✦ Provide merit badge counselors
- ✦ Provide program for camporees, etc.
- ✦ Roundtable assistance
- ✦ Serve on district camping committee

Service to Section/Regional/National Level

- ✦ Boundary Waters
- ✦ High adventure crews
- ✦ National Jamboree
- ✦ Natural rehabilitation projects
- ✦ Networking with others
- ✦ Philmont Staff
- ✦ Promote/staff NLS
- ✦ Serve on the Lodge Assistance Team
- ✦ Service Lodge
- ✦ Service to City/State/National Parks and Forests
- ✦ Sharing success stories with others
- ✦ Southern Region One Day Program

Service Ideas to Community

- ✦ Adopt-A-Park
- ✦ Assist in recycling
- ✦ Beach/Highway clean up
- ✦ Disaster Relief Work
- ✦ Food/coat drives
- ✦ Habitat for Humanity
- ✦ Help at zoos, botanical programs
- ✦ Programs at schools
- ✦ Special Olympics
- ✦ Toy Drive / Toys for Tots
- ✦ Ushers and other help at community events
- ✦ Volunteer fire support



Part V. Communication

5A. Intra-Chapter

What do we need to communicate in the Chapter?

- ✦ Upcoming Lodge and Chapter activities
- ✦ Chapter meetings (including agenda topics)
- ✦ Communicate enthusiasm and FUN

When should we communicate?

A Chapter relies on three avenues to promote attendance at monthly Chapter meetings: word of mouth, phone tree, and a mailed flyer. The flyer is mailed to all youth members and Scoutmasters reminding them of the upcoming meeting. It includes time, date, location, key agenda topics for the meeting (including FUN aspects), and a rolling three-month calendar. It is mailed on Wednesday the prior week of the meeting, to insure it arrives by Saturday. The phone tree is conducted during the weekend referencing the flyer.

How can we communicate?

There's an old adage - communicate well and often.

- ✦ **Word-of-mouth** - have friends talk to friends (everything is more fun with a friend)
- ✦ **Phone tree** (Chapters can always receive updated contact information from the Lodge Membership Vice Chief upon request) - good new member assignment/job
- ✦ **Direct mail** - (postcards, letters, brochures and flyers)
- ✦ **Chapter newsletters**
- ✦ **Chapter emails (list serv)** - Yahoogroups.com is a great resource. You can even setup automatic reminders.
- ✦ **Chapter websites**
- ✦ **Council websites** (District News) - contact your District Executive to submit articles for the District pages on the Council website.
- ✦ **Social networking sites**
- ✦ **District websites**
- ✦ **Text messaging**
- ✦ **District email newsletters**
- ✦ Publish a **Chapter annual Calendar** in early spring so troops can take OA events into consideration when they are planning their annual calendars)
- ✦ **Establish annual Chapter traditions** that are easier to remember

Chapter Web Page

A well-working chapter web page is a great tool for getting information to your members. Here are some things that all chapter web pages should have:

- ✦ Contact information for the chapter leadership - this will help new members contact you. Remember to use discretion and get permission before publishing contact information. Written permission is best and should be from adults - either the adult Scouter or a parent of a youth member. Youth phone numbers should not be published on a website. The Lodge Webmaster should be able to provide help with this.
- ✦ Chapter meeting dates, time, and location - a map or detailed directions to the location may be helpful. Once again this will help new members find you.
- ✦ A calendar of chapter events that is updated at least monthly and looks ahead at least 4 months.
- ✦ And last, but not least, pictures and/or graphics to get people's attention.

5B. Unit OA Representative Program

What is the Unit Representative Program?

The Order of the Arrow Unit Representative is a youth liaison serving between the local OA Lodge or Chapter and his unit. In his unit, he serves as a communication and programmatic link to and from Arrowmen, 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, purpose of the Order, and the mission of the Boy Scouts of America. By setting a good example, he enhances the image of the Order as a service arm to his unit.

How can we improve the effectiveness of the Unit Rep Program?

There are several avenues a Chapter may take to further utilize the program. Since the program is primarily based out of the unit and the unit leaders are the ones who decide how to use the position of responsibility, it is necessary to first win the support of the unit leaders. Convince them that this program is a truly a two-way deal. Not only do the Lodge and Chapter obtain more members and participation, but also the unit would have someone to go to locally in order to get resources for their own needs.

Here are a few key steps to implementing the program:

- ✦ Obtain contact information for the OA Troop Rep and for their adult adviser during unit visits.
- ✦ Hold a unit leader informational meeting as part of the District roundtable to present the program and how it works. Distribute informational flyers and packets to units, as well as "registration" sheets for the youth who will hold the position to be returned to the Chapter.
- ✦ Form a contact tree and establish frequent communication between the Chapter's Unit Representative Chairman and each of the Unit Representatives.
- ✦ Encourage selection of an Adult Adviser in each unit to support the Unit Representative. Like other adult adviser roles in the OA, this adult would help to make the unit representative successful through training, support, and encouragement.
- ✦ Occasionally check up on the units and their leaders and find out what the OA can do for them.
- ✦ Offer Unit Representative trainings to make sure everyone knows what they should be doing and how vital their duty is to both improve their unit's program as well as keeping a quality Chapter program going.

What is the role of the Unit Representative?

As with any unit-level leadership position, there are responsibilities. It is important that both the youth holding the position as well as the adult leader or adviser in charge are well aware of these duties. Remember that the duties that follow are very general, and that the Unit Representative position was meant to be completely customized by the unit according to the Chapter's and its own needs.

- ✦ Serves as a communication link between the Lodge or Chapter and the Unit.
- ✦ Encourages year-round and resident camping in the Unit.
- ✦ Encourages older Scout participation in high adventure programs.
- ✦ Encourages Scouts to actively participate in community service projects.
- ✦ Assists with leadership skills training in the Unit.
- ✦ Encourages Arrowmen to assume leadership positions in the Unit.
- ✦ Encourages Arrowmen in the Unit to be active participants in the Lodge and/or Chapter activities and to seal their membership in the Order by becoming Brotherhood members.

New Requirements: www.oa-bsa.org/programs/ttr/index.php



Part VI. Chapter Logistics

6A. Chapter Finances

What goes into a typical Chapter budget?

Each Chapter is given \$1.00 per dues paid Chapter member per year by the Lodge. Chapters often use their money on regalia and ceremony equipment, as well as copies and refreshments at meetings and other events. In addition, Chapters who send out newsletters or other mailings need to pay for printing and postage.

What rules must be followed for maintaining Chapter funds?

According to BSA and OA regulations, a Chapter may not maintain its own banking or checking account. All monies must be handled through the Council's financial system. Any monies raised at the Chapter level should be deposited with the Lodge, with detailed records kept by the Lodge for safeguarding the Chapter funds for the sole use by the Chapter. A detailed record of all Chapter expenditures must be maintained.

How do I get reimbursed?

The Lodge reimbursement form (see appendix C) along with the original receipt must be submitted to the Lodge Treasurer for reimbursement.

Part VII. Annual Planning Process and Goal Setting

7A. Chapter Goal Setting

At the David Hinds Training, Colonneh Lodge distributes the Quality Chapter guidelines. The aim of this program is to not only recognize successful Chapters, but also improve the overall quality of the Chapter program within our Lodge.

"The very essence of leadership is that you have a vision." - Theodore Hesburg. This year, Chapters will establish a personalized vision and goals based on their current level of activities and reasonable expectations for improvement. Twelve goal areas are outlined and are closely aligned with the Quality Lodge criterion.

When setting annual goals, Chapters should assess their current level of performance, setting realistic yet challenging goals to drive continuous improvements. All goals should be expressed as "SMART" goals (specific, measurable, achievable, realistic, and timely). Goals for the Chapter are established by the Chapter Chief and Chapter Adviser, and approved by the Lodge Chief (appendix F).

1. **Chapter Programs** -- quality of Chapter meetings and events
2. **Membership** -- membership growth and retention; contacting members to encourage retention and dues renewal
3. **Brotherhood Conversion** -- actions taken to contact all eligible members and encourage Brotherhood (minimum 30% conversion)
4. **Training** -- training of new officers (minimum 75%) and advisers, participation in David Hinds Training, election team training, ceremony team training
5. **Service Projects** -- participation in community, Unit, District, Chapter and Lodge service (minimum of average 3 hours of service/person); Chapter Ordeals; One Day of Service
6. **Unit Elections** -- timely completion of unit elections and paperwork, Inductions process, Extended Elangomat program
7. **Camp Promotions** - contacting units and distributing camp promotions materials (minimum 75% of units visited)
8. **OA Unit Representatives** -- utilization of the program
9. **Chapter Planning** - annual plan (published and distributed by May), District surveys, self-assessments and goal setting
10. **Promotions** - how information is communicated within the chapter, to Unit Leaders, and within the District (e.g., websites; email; mailings, phone trees, Unit Reps)
12. **Ceremony Teams** - developing new teams, performing ceremonies (Arrow of Light, Pre-Ordeal, Ordeal, Brotherhood), participating in competitions, certifying ceremony team members
11. **Lodge and National participation** - Chapter member's participation in Lodge, Section, and National High Adventure activities

A Chapter lock-in after the new officers are elected is a good time to develop the Annual goals. The Chapter Chief should use a variety of styles of leadership such as Persuading (getting the group to agree), Consulting (using brainstorming sessions to get the group's ideas), and Delegating (sharing the load) to get things done.

The Planning Model should be utilized to implement and achieve goals: 1. Consider the Task; 2. Consider the Resources; 3. Consider the Alternatives; 4. Write the Plan; 5. Implement the Plan; 6. Evaluate

7A. Annual Planning

Following the election of new Chapter Officers, these officers should meet with the Chapter Adviser to develop their annual plan for the Chapter. Chapters Officers should evaluate the past year's activities; brainstorm new ideas; prioritize activities based on the Chapter's goals; consider Lodge, Section, and Council activities; and vote on each program feature. This planning function is critical to the success of the Chapter. The Chapter should then publish a detailed annual calendar and distribute the calendar to all Units and at May Districts Roundtable. Include when and where Chapter meetings will be held, special meeting topics, and Lodge and National events.

Month	Sample Chapter Activities	Lodge/Section Activities
January	New Chapter Officers Take Office David Hinds Training - develop Annual Chapter Plan/chapter goals Announce Annual Plan/Calendar at District Roundtable Quarterly Chapter Meeting/Social - Invite newly elected candidates (announce/finalize Annual Plan/chapter goals, plan Chapter programs/service for Spring Fellowship, Scout Fair, promote summer camp staff, brotherhood ceremony, establish a relationship with newly elected candidates)	New Lodge Officers Take Office LEC Lodge Banquet David Hinds Training (2012) SHAC Corps: Division Service Weekend
February	CEC (officers and committees meet to prepare for chapter meeting; implement phone tree to contact all units for Chapter Meeting and upcoming events; finalize chapter publications) Arrow of Light Ceremonies Dance, Drum, and Ceremony Team practice	SHAC Corps: Division Service Weekend
March	Arrow of Light Ceremonies Quarterly Chapter Meeting (plan Ordeals, finalize chapter programs/service for Spring Fellowship, Conclave promotion, Scout Fair, summer camp staff, brotherhood ceremony)	LEC SHAC Corps: Division Service Weekend
April	Dance, Drum, and Ceremony Team practice Chapter meeting (at Spring District Camporee / Webelos Woods)	Spring Fellowship Scout Fair Lodge Ordeal SHAC Corps: Division Service Weekend
May	Dance, Drum, and Ceremony Team practice	Spring Ordeals SHAC Corps: Division Service Weekend
June		Summer Camp Staff / Ordeals
July	CEC (officers and committees meet to prepare for chapter meeting; implement phone tree to contact all units for Chapter Meeting and upcoming events; finalize chapter publications)	Summer Camp Staff / Ordeals Section Conclave Summit Corps (Virginia)
August	Quarterly Chapter Meeting (Plan Chapter programs/service for PowWow, plan Fall Elections, brotherhood ceremony)	Election Team Training LEC Indian Summer (North Carolina)
September	Begin Unit Visitations/Elections/Camp Promotions Dance, Drum, and Ceremony Team practice	Lodge Ordeal
October	Unit Visitations/Elections/Camp Promotions Dance, Drum, and Ceremony Team practice Chapter meeting (at Fall District Camporees / Webelos Woods) CEC (officers and committees meet to prepare for chapter meeting; implement phone tree to contact all units for Chapter Meeting and upcoming events; finalize chapter publications)	Fall PowWow LEC Lodge Officer Elections
November	Quarterly Chapter Meeting (Chapter Officer Elections, finalize elections, brotherhood ceremony) Unit Visitations/Elections/Camp Promotions	Vigil Weekend
December	Complete Unit Visitations/ Elections/Camp Promotions CEC (officers and committees meet to prepare for chapter meeting; implement phone tree to contact all units for Chapter Meeting and upcoming events; finalize chapter publications) Dance, Drum, and Ceremony Team practice	Lodge Ordeal LEC

Part VIII. Adult Roles

Definition of Adviser: 1 a: to give advice to, counsel; b: caution, warn; c: recommend
 2: to give information or notice to, inform
 (2008). In *Merriam-Webster Online Dictionary*.

"The Order of the Arrow is a program designed for youth...Adults serve in advisory capacities only. The officers plan and conduct all meetings and events, as well as develop and fund an annual operating budget." (OA Handbook, p.37)

"Role of the adviser in the Order. Each chapter or lodge officer or committee chairman has an appointed adviser. Officers in the Order are elected by the youth members, and the officers appoint committee chairman. Advisers are appointed or approved by the Scout executive, usually for the same term as the officers. The Scout executive, as the lodge's Supreme Chief of the Fire, is the highest adviser in the lodge.

Each adviser in the Order provides support for the program to which he or she has been assigned. It is inappropriate for an adviser to run the program, although he or she should always be involved. It is the adviser's task to make sure that the young men succeed. This includes training, transportation, and staying constantly involved and informed.

The proper role of an adviser is the same as the proper role of a Scoutmaster or Varsity team Coach. An adviser works almost completely behind the scenes. Although the Order's program is more complex than that of a troop or team, the leaders in the Order are older and more experienced. Yet, they still benefit from sound guidance and enthusiastic support. Watching outstanding youth leaders succeed is one of the most enjoyable parts of being an adviser." (OA Handbook, p.62)

"Engage the youth or they will leave and find a place to be challenged elsewhere."

"Empowering boys to be leaders is the core of Scouting. Scouts learn by doing, and what they do is lead their patrols and their troop. The boys themselves develop a troop's program, then take responsibility for figuring out how they will achieve their goals. One of your most important challenges...is to train boy leaders ...by providing direction, coaching, and support. They will make mistakes now and then and will rely upon you to guide them. But only through real hands-on experiences as leaders can boys learn to lead... In the short term it might seem easier for adults to make all of the decisions and direct the action. However, when you invest your energy in training boys to run the show, you will find that you can watch with great satisfaction as junior leaders thrive in fulfilling the responsibilities they have been doing. Your time will have been spent productively, and the boys ...will be getting the full measure of the Scouting program... evaluate the skills, abilities, and morale level of the newly formed group, then provide direction, coaching, and support based on that evaluation." (Scoutmaster Handbook, pg. 12)

Good advisers:

- | | |
|----------------------------------------|-------------------------------------------------------|
| ✦ Set high expectations of performance | ✦ Offer motivational guidance |
| ✦ Offer challenging ideas | ✦ Explain how the organization works |
| ✦ Help build self-confidence | ✦ Stand by their mentees in critical/tough situations |
| ✦ Offer wise counsel | ✦ Offer encouragement |
| ✦ Confront negative behavior | ✦ Trigger self-awareness |
| ✦ Listen to personal problems | ✦ Inspire |
| ✦ Teach by example | ✦ Share critical knowledge |
| ✦ Provide growth experiences | ✦ Help the youth to find and utilize their resources |



Part IX. Resources

Camp Promotion Flyers	www.shac.org/Home/Camping
Colonneh Lodge Regulations and Rules	www.colonneh.org
Election Forms	www.colonneh.org
Scoutreach Mentoring	www.aa-bsa.org/programs/scoutreach/
Guide for Officers and Advisers	www.aa-bsa.org/resources/pubs/#goa
Guide to Inductions	www.aa-bsa.org/resources/pubs/gti/
High Adventure Programs	http://adventure.aa-bsa.org/
Troop OA Rep. Program	www.aa-bsa.org/programs/ttr/
OA Website Guidelines	www.aa-bsa.org/resources/wsguide.htm
OA Handbook	

Websites

Colonneh Lodge	www.colonneh.org
Section SR2-3S	www.sr2-3s.org
Southern Region	http://southern.aa-bsa.org
National OA	www.aa-bsa.org

Appendices

A. Quality Chapter Worksheet	28
B. Sample Chapter Meeting Agenda	29
C. Lodge Reimbursement Form	30
D. Chapter Self Assessment	31
E. Chapter Youth Goals	33
F. Chapter Adviser Goals	35
G. National and Lodge OA Recognitions	37
H. Lodge Organizational Chart	39
I. OA Training Opportunities	40
J. Chapter Annual Planning	41



The original version of this book was adapted from Wauna La-Mon'tay Lodge 442.

Appendix A

OA Office Use Only:

Date Received _____

Received By _____

Chapter Name _____

2011 Quality Chapter Petition
Colonneh Lodge #137

1. [] Yes [] No Held an annual planning meeting, conducted the self-assessment survey (appendix D), and set chapter goals (appendix E)
[] Yes [] No Met the Chapter Program (#1) and Chapter Planning (#9) goals set Dec 2010.

2. [] Yes [] No Increased membership and participation in Chapter, Lodge, Section, and High Adventure activities
[] Yes [] No Met the Membership (#2) and Participation (#12) goals set Dec 2010.

3. [] Yes [] No Inducted a minimum of 30% of its eligible Ordeal members to the Brotherhood.
[] Yes [] No Met the Annual Brotherhood Conversion (#3) goal set Dec 2010.

Number of Eligible Ordeal Members _____ Number of Brotherhood Inductees _____

4. [] Yes [] No 75% of the chapter officers and advisers attended Lodge Leadership Development (David Hinds).
[] Yes [] No Chapter youth representation in at least 75% of Lodge Executive Committee meetings. Please provide the number of youth in attendance at each meeting.
[] Yes [] No Met the Annual Training (#4) goal set Dec 2010.

Number of Chapter Officers/Advisers _____
Number Attending David Hinds _____
Number Attending each LEC _____

5. [] Yes [] No Participated in national "One Day of Service" program or another community-based service project within the chapter's area of service.
[] Yes [] No Helped with staffing support of at least one District program (Webelos Woods, Cub Day Camp, First Aid Meet, etc.) Please provide a detailed descriptions.
[] Yes [] No Met the Annual Service (#5) goal set Dec 2010.

6. [] Yes [] No Completed a Unit Election in every eligible unit desiring an election. Please provide the number of units visited.
[] Yes [] No Conducted a camp promotion (including council camps, high adventure and other outdoor programs) to a minimum of 75% of the troops and teams
[] Yes [] No Met the Unit Elections (#6) and Camp Promotions (#7) goals set Dec 2010.

Number of Troops/Teams _____ Number of Camp Promotions _____

7. [] Yes [] No Contacted each Boy Scout Troop and Varsity Team to further implement the OA Troop/Team Representative Program
[] Yes [] No Met the Annual OA Unit Representatives (#8) goal set Dec 2010.

Number of Troops/Teams _____ Number of Troops/Teams Contacted _____

8. [] Yes [] No Increased contact with Chapter members
[] Yes [] No Met the Promotions (#10) goal set Dec 2010.

9. [] Yes [] No Increased number of Arrowman participating in Ceremony teams
[] Yes [] No Met the Ceremony Teams (#11) goal set Dec 2010.

10. [] Yes [] No Quality Chapter Petition completed and submitted no later than 12/31/2011.

District Executive

Chapter Chief

Chapter Adviser

Chapter Commissioner

Appendix B

Sample Chapter Meeting Plan Worksheet

Date: _____ Theme: _____

Activity	Description	Run By	Time
Opening	<ul style="list-style-type: none"> • Call to Order and Obligation • Introductions • Welcome new members • Review meeting policies <ul style="list-style-type: none"> -Youth members sit in front of room with their advisor behind them. -Adult comments on any subject are limited to 1 minute. The Chapter Adviser will be the timekeeper. -Everyone please keep side conversations to a minimum. -If we get into a major discussion on an issue and reach impasse, I will call a break so the youth will have time to speak with their Adviser. -Remember that the following people may vote on issues at this meeting. • 		__ min
Business	<ul style="list-style-type: none"> • Roll Call (Make sure that there is a Quorum present) • Minutes (Review minutes of last meeting and approval) <p><u>Committee Reports</u></p> <ul style="list-style-type: none"> • • • <p><u>Old Business</u></p> <ul style="list-style-type: none"> • • • <p><u>New Business</u></p> <ul style="list-style-type: none"> • • • • • 		__ min
Fellowship	<ul style="list-style-type: none"> • • 		__ min
Closing	<ul style="list-style-type: none"> • Chief and Adviser minute • OA Song • 		__ min

Chapter meetings should be • Informational • Creative • FUN!!!

Appendix C

Sam Houston Area Council

Boy Scouts of America

**Colonneh Lodge 137
Order of the Arrow
Expense Voucher**

Program Area or Event _____

Chapter _____

Name _____ Date _____

Address _____

City, State _____ Zip _____

Home Phone _____ Work Phone _____

Email _____

Items Purchases	Cost	Receipt (y/n)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Reimbursement \$ _____

Value of items donated \$ _____

Approved by _____

Note: If no receipt, attach a written explanation.

Texas state sales tax is not a reimbursable expense to you, please use our Texas Sales Tax Exemption Organization Certificate #30000985694 when making purchases

Appendix D

Chapter Self Assessment

Chapter: _____

Chapter Officers

Trained

Chapter Chief:	_____	Yes	No
Vice Chief:	_____	Yes	No
Secretary:	_____	Yes	No
Elections:	_____	Yes	No
Ceremonies:	_____	Yes	No

Chapter Adult Advisers

Chapter Adviser:	_____	Yes	No
Vice Chief:	_____	Yes	No
Secretary:	_____	Yes	No
Elections:	_____	Yes	No
Ceremonies:	_____	Yes	No

Chapter Meetings

Time: _____

Location: _____

Typical Attendance: _____

Current Membership: _____ Total Inducted Last Year: _____

Brotherhood Conversion %: _____ Brotherhood Last Year: _____

Chapter Activities (list activities outside of the chapter meeting that your chapter is involved in, and roughly how many Arrowmen from the chapter are typically involved):

Chapter Activity	When	Typical # involved
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Does the Chapter have active Ceremony teams? What type and how many different ceremonies do you perform? Drumming? Dance?

How many Arrowmen from the Chapter serve as Elangomats?

How many Arrowmen from the Chapter typically attend Lodge events?

How many Arrowmen from the Chapter typically attend Conclave?

How well does the OA Unit Representative Program work in your chapter?

What is working well in the Chapter (list your top three strengths)?

What areas would you like to improve in the next year?

How well are you serving your Chapter's 4 main customers (i.e., members, units, unit leaders, district)?

Other comments:

Appendix E

Youth Chapter Annual Goals

Chapter _____

Date _____

Chapter Vision: _____

SMART goals (Specific, Measurable, Attainable, Relevant and Timely) guided by the Oath, Law, Purpose of the OA, Mission of the Lodge, Obligation

1. Chapter Programs – Quality of Chapter meetings and events

Goal: _____

Results: _____

Goal obtained: Yes No

2. Membership -- membership growth and retention; contacting members to encourage retention and dues renewal

Goal: _____

Results: _____

Goal obtained: Yes No

3. Brotherhood Conversion -- actions taken to contact all eligible members and encourage Brotherhood (minimum 30% conversion)

Goal: _____

Results: _____

Goal obtained: Yes No

4. Training -- training of new officers (minimum 75%) and advisers, participation in David Hinds Training, election and ceremony team training

Goal: _____

Results: _____

Goal obtained: Yes No

5. Service Projects -- participation in community, Unit, District, Chapter, and Lodge service (minimum of average 3 hrs of service/person)

Goal: _____

Results: _____

Goal obtained: Yes No

6. Unit Elections -- timely completion of unit elections and paperwork, utilization of Extended Elangomat program

Goal: _____

Results: _____

Goal obtained: Yes No

7. Camp Promotions – contacting units and distribution camp promotion materials (minimum 75% of units visited)

Goal: _____

Results: _____

Goal obtained: Yes No

8. OA Unit Representatives -- utilization of the program

Goal: _____

Results: _____

Goal obtained: Yes No

9. Chapter Planning – annual plan (published and distributed by May), District surveys, self-assessments and goal setting

Goal: _____

Results: _____

Goal obtained: Yes No

10. Promotions – how information is communicated within the chapter, to units, and within the District

Goal: _____

Results: _____

Goal obtained: Yes No

11. Ceremony Teams – developing new teams, performing ceremonies (Arrow of Light, Pre-O, Ordeal, Brotherhood), participating in competitions

Goal: _____

Results: _____

Goal obtained: Yes No

12. Lodge and National participation – Chapter member’s participation in Lodge, Section, and National High Adventure activities

Goal: _____

Results: _____

Goal obtained: Yes No

Chapter Chief signature

Chapter Adviser signature

Lodge Chief signature

Appendix F

Chapter Adviser Goals

Chapter _____

Date _____

Chapter Adviser: _____

I will strive to have all Chapter Communications come from the youth and not me.
 Results: _____

 Goal obtained: Yes No

During Chapter meetings, I will not talk except for the 60 seconds allotted during the Adviser minute.
 Results: _____

 Goal obtained: Yes No

I will ensure my Chapter Chief is well prepared to run the CEC and Chapter Meeting.
 Results: _____

 Goal obtained: Yes No

I will train the youth to replace me.
 Results: _____

 Goal obtained: Yes No

I will assign another adult in the Chapter the job to remind me when I do something that a youth should be doing.
 Results: _____

 Goal obtained: Yes No

I will empower the youth to run the Chapter.
 Results: _____

 Goal obtained: Yes No

I will keep the day to day decision, planning and operations in the hands of the youth leaders
 Results: _____

 Goal obtained: Yes No

I will not rob a youth of their chance to become a better leader by doing their job.
 Results: _____

 Goal obtained: Yes No

 Results: _____

 Goal obtained: Yes No

Ten Commandments for Advising

(posted on Arrow-L)

The following is a list of Ten Commandments, or ten useful words of adviser wisdom. Learn them, live them, and advise by them: *(listed in no specific order)*

1. THOU SHALT SUPPORT THY CHIEF (YOUTH)

It isn't easy being a youth, especially being a Chief. As an adult adviser we are to help the youth be successful. Their success is more important than our own - see to it!

2. THOU SHALT HONOR MURPHY'S LAW

Since all things that can go wrong eventually will, you must have a backup plan for every event or activity!

3. THOU SHALT HONOR THY WRITTEN WORD

A poorly written plan is better than an exquisite plan that relies on memory. Write down every detail!

4. THOU SHALT REMEMBER, TIME FLIES LIKE THE WIND, FRUIT FLIES LIKE BANANAS

Don't deal with fruit flies when you should be dealing with time. Make priorities and deal with them accordingly.

5. THOU SHALT LOOK TO THE FUTURE

We are interested in what a boy can become, not so much what he is. Let him see his potential through your eyes.

6. THOU SHALT NOT BE A "BUDDY"

Remember, youth want and need Advisers - not 40 year-old buddies. If you need a buddy, join a bowling team. You are an adviser, be one.

7. THOU SHALT REMEMBER LORD BADENPOWELL

Baden-Powell's philosophy of "Train them, trust them, let them lead" applies as much today as it did back then, and most successful if followed.

8. THOU SHALT HAVE FUN

If you are not having fun, something is wrong. If the youth are not having fun something is seriously wrong.

9. THOU SHALT LISTEN

An adult adviser who truly listens will know what is needed. God gave you two ears and one mouth, so listen twice as much as you speak.

10. THOU SHALT REMEMBER YOUR ANSWER IS NOT ALWAYS THE RIGHT ONE

There are many solutions to tasks and problems. It not always has to be done your way. Help the youth find the path to the solution that helps him grow.

National and Lodge OA Recognitions

Virgil L. Smith Chapter of the Year Award This award was named in honor of Virgil L. Smith, a long-time lodge adviser, good friend to E. Urner Goodman, and driving force in Colonneh Lodge for many years. It is a competition between the Chapters to fulfill Lodge program goals; based on a point system managed by the Vice Chiefs of Chapters.

Ralph Rivera Memorial Native American Culture Award The purpose of the Ralph Rivera Memorial Native American Culture Award is to honor the memory of our Brother Ralph Rivera who was instrumental in the preservation of the Native American culture in Colonneh Lodge by teaching, leading, and counseling young men in dancing, drumming and singing, team dance and ceremonial participation. This award is given annually to the Chapter in Colonneh Lodge that best works to preserve the culture of the Native Americans by participation in all facets of the Indian Lore and ceremonial programs of Colonneh Lodge.

Colonneh Numbered Certificates Created in late 1967 by Dabney Kennedy to recognize outstanding leadership in Service and the Spirit of Achievement beyond the Vigil Honor.

James E. West Recipients Although the James E. West Fellowship award is not OA specific, Colonneh has chosen to honor those individuals that continue to serve the lodge and the order unselfishly, leaving a legacy for generations to come. This is truly the highest honor that Colonneh can bestow on an arrowman.

Founder's Award Introduced at the 1981 National Order of the Arrow Conference, the Founder's Award was created to honor and recognize those Arrowmen who have given outstanding service to the lodge. The award is reserved for an Arrowmen who demonstrates to fellow Arrowmen that he or she memorializes in his or her everyday life the spirit of achievement as described by founder E. Urner Goodman and cofounder Carroll A. Edson.

Distinguished Service Award The Distinguished Service Award was created in 1940 to honor those who rendered service to the Order beyond the Lodge level. The award is presented to those Arrowmen who have rendered distinguished and outstanding to the Order on a sectional, regional, or national basis. The award is presented every two years at NOAC.

Arrowman's Achievement Award

Quest for Lodge and Chapter development

1. Continue to be active in Scouting and attain Brotherhood membership in the Order of the Arrow
2. Help conduct an OA election in a troop besides your own
3. Complete the Indian Lore Merit Badge
4. Participate in a minimum of 3 Lodge functions

Quest for Personal Development

1. Deepen your spiritual commitment by striving to earn the emblem of your religious faith
2. Advance one Scout rank, or as an explorer, fulfill your obligations in your post
3. Promote the correct wearing of the uniform through personal example
4. Accept your obligation as an Arrowman and a Scout by serving in a leadership position in your unit or chapter for at least six months from the date of starting on this award

Quest for Unit and Community Development

1. Recruit one new boy or adult into scouting
2. Assist your Troop or Post in earning the National Camping Award
3. Assist in promoting summer camp in your troop or another
4. Participate in at least two service projects in your unit or chapter, and participate in two of the following activities: Skills Discovery Camp, Webelos Day, Lodge Service Day

Colonneh Clan Sash Requirements

Forms available at www.colonneh.org

Dance Clan Sash (Red sash)

1. Earn the Indian Lore Merit Badge
2. Complete 1 of the following 2 sections
 - Section A:
 - Have your own dance outfit in one of the 4 styles
 - Outfit must be advanced, authentic, and appropriate for the style
 - Be able to explain the article worn
 - Help another arrowman improve his suit
 - Know the basic dance steps of the style chosen
 - Sing a Native American Song
 - Help another interested Arrowman improve his dancing ability
 - Participate and compete in a Lodge or Section function
 - Section B:
 - Know all of the Basic drum beats (5)
 - Know the differences between Southern and Northern singing
 - Make a drumstick
 - Show that you know some Native American Songs
 - Know proper drum etiquette
 - Explain proper attire for sitting at the drum
 - Tell the difference between on beat and off beat
 - Participate in Youth drum at Spring Fellowship or Fall Pow Wow
 - Show interest in your chapter by starting or continuing a singing team
 - Compete at a Lodge or Section function in individual or team singing

Camping Promotion Clan Sash (Blue sash)

1. Develop a slide show, video, or story board for use in camp promotion.
2. Conduct 15 presentations promoting summer camps in units other than your own (must present adequate documentation).
3. Do 2 of the following:
 - a. Serve on council summer camp staff for at least 2 years (each must consist of a 5 week term).
 - b. Serve as Lodge or Chapter Camp Promotion Chairman or Assistant Chairman, and help organize 10 camp promotion presentations outside of those required for Requirement 2.
 - c. Participate in writing and editing the Colonneh Lodge Camping Guidebook.

Service Clan Sash (Green sash)

1. Must be a Brotherhood member
2. Participate in all the following:
 - a. Spring Fellowship Service Project
 - b. Lodge Service Day at Camp Strake or El Rancho Cima
 - c. September Ordeal Project or Project at Summer Camp Ordeal
 - d. Chapter Service Project of at least 3 hours
 - e. Major camp improvement of at least 12 hours duration

Ceremonies Clan Sash (Black sash)

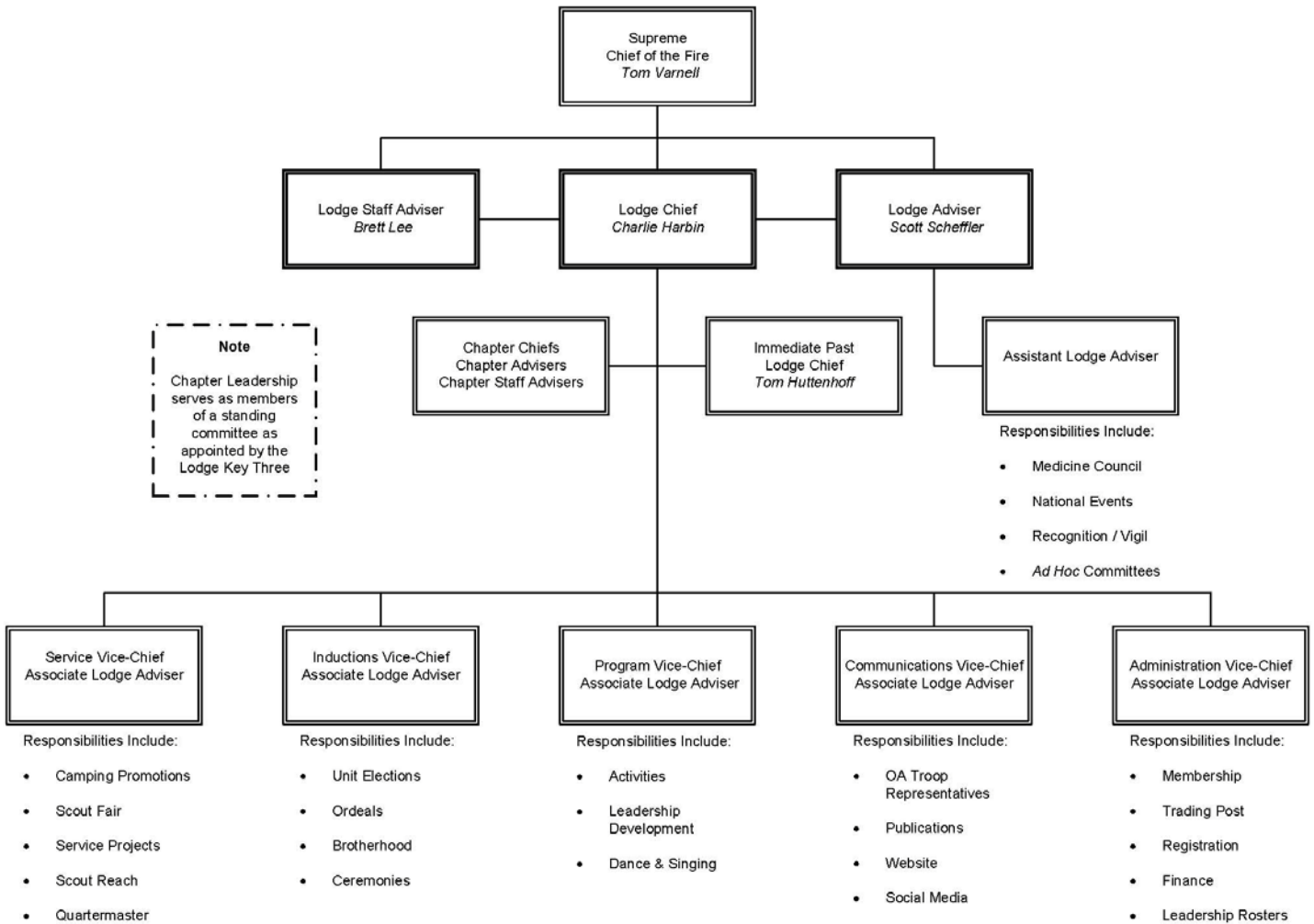
1. Does the candidate possess a complete ceremonial costume
2. Did he help to make at least half of the costume
3. Participate in all the ceremonies the OA offers (Arrow of Light, Call Out, Pre-Ordeal, Ordeal, Brotherhood). Document the part and date

Elangomat Clan Sash (Brown sash)

1. Complete Elangomat Training
2. Be an Elangomat at 3 Ordeals
3. 50% of one of your Clans seal their memberships by obtaining brotherhood
4. Be a staff member at an ordeal holding a position no lower than an Assistant Service or Program Master

Lodge Organizational Chart

2010 Colonneh Lodge Executive Committee



OA Training Opportunities

David Hinds Memorial Training

David Hinds is a one day Lodge Leadership Development training run by the Colonneh lodge leaders of today to train the chapter and lodge leaders of tomorrow and to further their understanding of their roles as servant leaders. All Arrowman are invited to attend this dynamic annual training event. New Arrowman will learn more about the OA and how to become a better leader. Basic Training for all new Chapter leaders and their advisers is held. Advance youth and adult training classes include leadership development, event planning, tools needed to improve chapters, and communication skills to name a few. This important training is open to all Arrowman, but is required for all Lodge and Chapter Officers and Advisers. Check the Lodge website (www.colonneh.org) for dates.



Section Conclave and NOAC

Leadership Training courses are offered at both Section Conclave and NOAC.



National Leadership Seminar (NLS)

NLS is a weekend training program focusing on leadership development. Run by the Region Chief and his Advisers, it provides an in-depth look at leadership skills and techniques. NLS discusses how these skills can be applied in your role in the OA and in other aspects of your life. NLS is offered several times a year at various locations in each region. Check the region website (<http://southern.ou-bsa.org>) for dates.



Winter Leadership Encampment

WLE is a weekend training for Lodge officers focused on program planning and implementation. WLE is run by the Section Chief and his Advisers. Check the section website (www.sr2-3s.org) for dates.



National Lodge Adviser Training Seminar (NLATS)

NLATS is a weekend conference focusing on the skills and attributes of effective lodge advisers. It is intended primarily to enhance an adviser's knowledge of and connectivity with the OA's strategic plan, program and resources, while emphasizing personal skills that are essential to the development of effective youth leadership and ultimately the OA's service to the council. Each Region offers at least one NLATS each year. There is also a session offered at the Philmont training center each summer. Check the region website (<http://southern.ou-bsa.org>) for dates.



Additional Training Opportunities

National Youth Leadership Training (NYLT)

NYLT is an exciting, action-packed 6-day training to provide youth members with leadership skills and experience centering around the concepts of what a leader must BE, what he must KNOW, and what he must DO. The key elements are then taught with a clear focus on HOW TO. Through activities, presentations, challenges, discussions, and audio-visual support, NYLT participants will be engaged in a unified approach to leadership that will give them the skill and confidence to lead well. Through a wide range of activities, games, and adventures, participants will work and play together as they put into action the best Scouting has to offer. All youth Chapter and Lodge officers are encouraged to attend NYLT. Check the council site (www.shac.org/Home/Training/JLTC) for dates.



Wood Badge

Wood Badge is a 6-day advanced leadership course designed to give adult Scouters the skills they need to be effective leaders. It offers participants the tools to lead, as well as the opportunity to practice leadership. All OA adult advisers are encouraged to complete this course. Check the council site (www.shac.org/Home/Training/WoodBadge) for dates.



Chapter Annual Planning - 2011

Month	Sample Chapter Activities	Lodge/Section Activities
January		New Lodge Officers Take Office LEC Lodge Banquet SHAC Corps: Division Service Weekend
February		SHAC Corps: Division Service Weekend
March		LEC SHAC Corps: Division Service Weekend
April		Spring Fellowship Scout Fair Lodge Ordeal SHAC Corps: Division Service Weekend
May		Spring Ordeals SHAC Corps: Division Service Weekend
June		Summer Camp Staff / Ordeals
July		Summer Camp Staff / Ordeals Section Conclave Summit Corps (Virginia)
August		Election Team Training LEC Indian Summer (North Carolina)
September		Lodge Ordeal
October		Fall PowWow LEC Lodge Officer Elections
November		Vigil Weekend
December		Lodge Ordeal LEC

All Lodge Officers, Advisers, and Committee Chairs are expected to:

- ✦ Live by the Scout Oath, Scout Law and Obligation.
- ✦ Be an ambassador of Colonneh Lodge 137, the Order of the Arrow and the BSA.
- ✦ Be responsible for adherence to the program and policies of the Lodge, the Order of the Arrow, the Council and BSA.
- ✦ Promote and attend all Lodge meetings and events (e.g., LEC, Ordeals, Fall PowWow, Spring Fellowship, banquet).
- ✦ Help teach at the annual David Hines Memorial Training.
- ✦ Obtain necessary training (e.g., NLS, OALM).
- ✦ Collaborate with other Lodge officers and advisers to ensure a consistent quality program.
- ✦ Promote the correct wearing of the Scout uniform by personal example.
- ✦ Attend all Lodge Executive Committee (LEC) meetings.
- ✦ Support the Lodge and Chapters in meeting or exceeding annual goals.
- ✦ Maintains meaningful contact with the Lodge Chief and adult adviser and regularly keeps them informed of progress (at a minimum of once a week and more often if needed). Inform the Chief and adviser of the best way to maintain contact (e.g., email, text, cell, Facebook).

Additional responsibilities include:

LODGE CHIEF:

How Selected: Voted by youth members of the OA with the approval of the Lodge Adviser

Responsible to: Lodge Adviser

Goal: To increase membership; provide a quality program to Lodge Arrowman; and to develop and assist the Lodge in meeting the annual goals

Responsibilities:

- ✦ Faithfully represents his Lodge at all events, functions and service projects, and acts as a two-way liaison between the Lodge and Chapter
- ✦ Works to maintain contact with fellow Arrowmen in his District's units
- ✦ Keeps all members informed of Lodge and Chapter events
- ✦ Responsible for carrying out the Lodge program in the Chapter (e.g., Unit Elections, Camp Promotions, Service Projects, and any other appointed tasks by the Lodge)
- ✦ Presides over and runs all meetings of the Chapter
- ✦ Appoints chairmen to Chapter Committees when needed and delegates work to his Vice-Chief(s) with the approval of the Chapter Adviser
- ✦ Works closely with Vice-chief(s), Secretary, Committee Chairmen, and Chapter Adviser
- ✦ Represents the Chapter on the Lodge Executive Committee (LEC)
- ✦ Maintains meaningful contact with his Chapter Adviser and consults with the Chapter Adviser on any program, activity or meeting item

LODGE VICE CHIEF OF ADMINISTRATION:

How Selected: Voted by OA youth members with the approval of the Lodge Adviser

Responsible to: Lodge Chief and Associate Lodge Adviser of Administration

Goal: To increase the number of active Arrowman; encourage Arrowman retention and dues renewal; and to assist Chapters in meeting their Membership (#2) Goal

Responsibilities:

- ✦ Keeps minutes at LEC and officer meetings and submits a copy to the Lodge Chief
- ✦ Keeps sign-in sheets at LEC
- ✦ Assists with registration at Lodge events and other record keeping duties, such as Membership and Dues
- ✦ Maintains Lodge registration information, ensures the Lodge and Chapter Roster is current and coordinates with Chapters on any changes

LODGE INDUCTIONS VICE CHIEF:

How Selected: Voted by OA youth members with the approval of the Chapter Adviser

Responsible to: Lodge Chief and Associate Lodge Adviser of Inductions

Goal: to develop new ceremony teams, ensure high quality ceremonies, and increase the number of youth participating in competitions; ensure the timely completion of unit elections and paperwork; support chapters in conducting an election in every unit willing to hold an election; increase Brotherhood conversion; coordinate lodge and chapter ordeals; support chapters in conducting a camp promotions presentation to a minimum of 75% of all units in their district; and to assist the chapters in meeting their Ceremony Teams (#11), Camp Promotions (#7), Unit Elections (#6), and Brotherhood Conversion (#3) annual goals

Responsibilities:

- ✦ Promotes participation in Chapter ceremony teams, coordinates practice sessions, and ensures chapter and lodge ceremony team member memorizes their part and that ceremonies are presented in an effective and impressive manner in accordance with the official ceremony books and the Guide to Inductions
- ✦ Responsible for protecting and issuing Chapter regalia/costuming, ceremony props, and other materials
- ✦ Promotes Brotherhood conversion ceremonies/walks and develops a plan to convert a minimum of 30% of eligible Ordeal members into the Brotherhood
- ✦ Coordinates Chapter Ordeals and Lodge Ordeals
- ✦ Works with the Lodge Chief to assign Elections Committee Chair and oversees their role:
 - ✦ Provides needed candidate elections materials to units and Chapters
 - ✦ Contacts all unit leaders in District and coordinates unit visitations and elections and ensures that each unit desiring a visitation has at least one youth representative from the Chapter present
 - ✦ Processes appropriate unit election paperwork and forwards to the Lodge Candidate Election Team
 - ✦ Trains unit visitation teams within the Chapter to ensure youth are running the visitations and elections properly and are aware of all policies and procedures
 - ✦ Provides the Service Chair with a list of Elangomats recruited during the unit visitations
 - ✦ Provides the Chapter OA Unit Representative Chair with list of Unit OA representatives identified during the unit visitations
 - ✦ Works with the Vice Chair of Service to promote council camping, high adventure, and other outdoor programs during unit elections; conducts camp promotions to a minimum of 75% of the troops and teams in the chapter.

LODGE VICE CHIEF OF PROGRAM:

How Selected: Voted by OA youth members with the approval of the Lodge Adviser

Responsible to: Lodge Chief and Associate Lodge Adviser of Program

Goal: To increase percentage of Arrowmen participating in Chapter, Lodge, Section, National, and High Adventure activities; improve the quality of Chapter program; increase percentage of youth performing in Native American

activities such as dance and singing; and to assist the chapter in meeting the Program (#1) and Participation (#12) annual goals

Responsibilities:

- ✦ Plans Chapter activities, events, and outings as well as coordinates Chapter activity and transportation to and from other OA events in line with planning by CEC
- ✦ Promotes participation in Chapter and Lodge dance and drumming activities
- ✦ Coordinated Chapter assignments at Lodge events (e.g., PowWow, Spring Fellowship)
- ✦ Works with the Lodge Vice Chief of Program
- ✦ Maintains meaningful contact with the Chapter Chief, Chapter Program Committee Adviser, and Lodge Vice Chief of Program and regularly keeps them informed of progress

LODGE SERVICE CHAIR: (or Chapter Vice Chief of Service):

How Selected: Voted by OA youth members with the approval of the Lodge Adviser

Responsible to: Lodge Chief and Associate Lodge Adviser of Service

Goal: To increase the percentage of Arrowmen participating in community, Unit, District, Chapter, and Lodge service; to promote camping; and to assist the Chapter in meeting the Service (#5) Annual Goal

Responsibilities:

- ✦ Serves on key staff at the Chapter Ordeal and supports Lodge Ordeals
- ✦ Promotes and organizes service to the District in various aspects such as providing service at events
- ✦ Promotes and encourages Arrowmen to apply for summer camp staff
- ✦ Works with the Election Committee Chair and Vice Chair of Induction to promote council camping, high adventure, and other outdoor programs during Unit Elections; conducts camp promotions to a minimum of 75% of the troops and teams in the chapter.

CHAPTER COMMUNICATIONS CHAIR (or Chapter Vice Chief of Communications):

How Selected: Voted by OA youth members with the approval of the Lodge Adviser

Responsible to: Lodge Chief and Associate Lodge Adviser of Communications

Goal: To improve how information about the OA is communicated within the chapter, to units, and within the District; to assist the Chapter in meeting the Promotions (#10) Annual Goal; to increase number of OA Unit representatives and Unit representative advisers in the district; and to assist the Chapter in meeting the Unit Representative (#8) Annual Goal

Responsibilities:

- ✦ Maintains the Raucous Raven, CyberRaven and ERaven.
- ✦ Maintains the Lodge website (following Council and National guidelines)
- ✦ Distributes Lodge flyers, email newsletters, and registration forms
- ✦ Publicizes information to the Chapter
- ✦ Operates the Lodge phone/texting tree and social media sites
- ✦ Works with the Chapter OA Unit Representative Chair