



**The Wheel**

**Version III**

**Wa-Hi-Nasa Lodge**

**2024**

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## **The Wheel, Version III – Introduction**

In 2023, the Wa-Hi-Nasa Lodge created a task force to revise *The Wheel*. The original *Wheel* was written in 1983 – 1987 and was revised in 1999. The current revision, as well as the previous revision, were done to reflect changes in the way the Lodge is structured and operates, as well as technological changes that influence how we as a Lodge operate.

The third revision of *The Wheel* was led by Ethan Morrow along with his adviser Ian Romaine. We would like to thank the 2023 Lodge Chief Samuel Rumbley, 2023 Lodge Adviser David Emery, and Wheel Committee member Brianna Buckner for their assistance. We would also like to thank the chairs and advisers of the 2022, 2023, and 2024 Lodge Executive Committee for their insights and advice.

*The Wheel* was designed by Howard Olson, a former lodge adviser and the namesake of the lodge building at Boxwell. *The Wheel* contains materials and guides used to support the various parts of lodge operation. Because youth and adult positions change yearly, *The Wheel* was created to provide information to the new Executive Committee Members within the lodge, thereby keeping them from having to “reinvent the wheel.”

While working on this revision, we realized that *The Wheel* should be revised more frequently than every 25 years. We hope that each year, after using *The Wheel* as a guide, chairs and advisers will work on a shorter document, called a “Spoke.” Our aim for these is to provide additional information to future Arrowmen, without having to completely rewrite *The Wheel*. We hope that after a few years, a task force will be assembled to combine prior Spokes and *The Wheel: V3* to create the fourth version of *The Wheel*.

The following two pages served as the introduction to the original *Wheel*, written by Howard B. Olson.

## **Perfect in Concept, Imperfect in Action**

by Howard Olson

The ideals and traditions of the Order of the Arrow are highly regarded by all of us. I am not saying we all live up to those ideals and traditions, but it's probably safe to say we strongly believe in them.

Said another way, the concept or "theory" of the OA is great, terrific, and probably perfect.

## **THE WHEEL -- INTRODUCTION**

Wa-Hi-Nasa Reinvents the Wheel!

(But we're not proud of it)

Every year lodge and chapter officers and advisers go around and around, just like a wheel, helping new officers, advisers, and chairmen with things that **"EVERYONE KNOWS."** This is known as **"RE-INVENTING THE WHEEL."** It has become painfully obvious that **NOT EVERYBODY** knows what they are doing. Why don't "they" know? Some of the more important reasons are:

- a. The guy before didn't know either!
- b. The guy before did not pass on his records.
- c. The guy before did not keep any records.
- d. There is no training for the particular job.
- e. Not willing to "dig it out" himself.
- f. Satisfied to hold the position and if something goes wrong, use the "nobody told me" excuse.
- g. No resources or reference material to use as guide.
- h. Never talks to adviser.
- i. Adviser never talks with his counterpart.
- j. There is NO adviser.

**"THE WHEEL"** is meant to be a resource and to give direction to those OA members, adult as well as youth, who have taken on new responsibilities. Unfortunately, it will not cover all those items that "everybody knows", but it should keep you out of the major traps.

You may ask, "why not re-invent the wheel each year?" This may sound good since the OA is a service organization and we can help each other, but it doesn't work! Now I ask you, if the guy responsible fails to bring an item HE needs, do you believe anyone who is not responsible would just happen to have it? Not very likely.

**DOING LESS IS MORE??** Yes, that's true. If ten members did not have to be involved in last minute emergencies (no rope, no candles, no schedule, no membership cards, no ceremony team, or no matches) then those ten, fifteen, or twenty members could be of great help. They would have time to do those important tasks such as educating District Chairmen about the OA and talking with chapter officers and advisers about their concerns.

Wa-Hi-Nasa will **NOT** move forward as long as our leaders are constantly **RE-INVENTING THE WHEEL.** Let's get off our merry-go-round and stop going in circles year after year. Let's do our job, let's have fun, and let's have the **SATISFACTION** of knowing that we are doing a good job.

Howard B. Olson, Lodge Adviser 1978-1982

Section Adviser 1983-1995

## **Image of Being an Officer**

Some say that there is a certain "image" for Lodge Officers. This is a dangerous statement unless it is qualified. Although there are certain ways that lodge officers should conduct themselves, it is important that they do not lose touch with reality or become carbon copies of each other. There is room for individualism. It is one of the things that got them elected to their current position. If the lodge members had wanted a clone of all the past officers, they would have elected a robot. The positive image that we need to discuss is the way an officer acts, looks, and thinks about his job.

Officers should set the example by wearing the correct uniform. Nothing looks as bad as a lodge chief who is wearing a sweat suit while officiating at a lodge event. Remember, officers are setting the example for younger members.

Another important part of being a lodge officer is your attitude toward the job, the OA, and any event. If you have the attitude that the entire weekend is a waste of time, this attitude will carry over to the members. If you show that you are enjoying the weekend, so will the members! This is not to say that you cannot express your opinions about how the event is run. However, wait until the evaluation meeting at the end of the meeting.

While we are on the subject of attitude, we need to mention the officers' attitude toward "Johnny Scout." It is vital that you treat the members with respect and good manners. Remember, the average members elect the officers. Never yell at a member! Not only is it foolish, but it gives the members a bad feeling about you as an officer. Things will get hectic, and you will be under pressure, but do not lose your cool. If you have a disagreement with a member, be calm. DO NOT HAVE A TANTRUM! If you have a problem with an adult, get the Lodge Adviser's help. One of the problems you will run into is the belief that the Scouts and the OA are like the Army. Nothing could be further from the truth; therefore, do not order the members around. A good leader gets the job done without ordering anyone; suggest, make them think it is their own idea. Remember we are all volunteers.

Always listen to the member's ideas. It does not matter if they are the youngest or the oldest. They think that their opinions are important, and they are! We always need new ideas. The answer "We've never done that before" is not the appropriate response to a new idea. Always be open to members' suggestions and concerns. If you do not have time to talk with them right at that moment, let them know you are interested and set up a time for later in the day. This is just good PR.

Lastly, remember that you are an officer because you were elected by the members. It is vital that you stay in tune with the membership. The only difference between you and the average member is that you have more problems to deal with. Stay natural, do not become a cardboard officer who is always trying to appear important. Get down and do the dirty work with the members, and they will have a higher opinion of you. You have the opportunity to work with a great group of people and to learn a lot. Go in with the right attitude, and you will accomplish your goals and improve our lodge.



## **Executive Committee**

The Lodge Executive Committee is the group that handles the business of the lodge. Any member of the lodge may attend, but only the Lodge Officers, Chapter Chiefs, and Lodge Chairmen have a vote. As per National requirements, all voting members must be under the age of 21. Extra information can be found in the Lodge rules.

Members of the Executive Committee are:

1. Lodge Officers
2. Lodge Committee Chairmen
3. Chapter Chiefs
4. Immediate past Lodge Chief
5. Lodge Adviser
6. Lodge Committee Advisers
7. Chapter Advisers
8. Council Scout Executive

The Council Executive or his representative, the Lodge Adviser, has veto power over any decision of the Lodge Executive Committee. However, this veto power is rarely needed or used.

Minutes of the meeting are sent to ensure that there is a permanent record of the committee's decisions. Minutes are vital because after a major decision is made, some will think it was decided one way and some another. It is important that the minutes contain enough information to inform someone who missed the meeting what happened. Since important decisions that require action are sometimes made during LEC meetings, these minutes need to be finalized and given to the LEC soon after the meeting,

The minutes need to be reviewed carefully by the lodge secretary; then submitted to the lodge chief and lodge adviser for approval. After this approval, the minutes should be distributed to all committee members. Remember to approve the minutes at the next Executive Committee meeting.

Before bringing an idea or proposed change to the LEC, consider having discussions about the idea with other OA members. This does not need to be an official committee. This can help find holes in the idea and can help formulate a more concrete motion to bring to the LEC. It can also prepare you for potential questions and resistance to your idea during the meeting. This saves time during the LEC meeting and can prevent the motion from being tabled or immediately shut down.

## **Steps to Ensure a Successful Executive Committee Meeting**

### 1. AGENDA

- a. Send a tentative agenda to the Executive Committee along with a reminder for the meeting.
- b. Ask members of the committee to review and be ready to discuss.
- c. Contact any individual who will be responsible for any portion of the agenda.
- d. Review the agenda with Lodge Officers and Advisers prior to the meeting. The chief should divide up the total time for the meeting and assign a block of time for each subject. This will help keep the meeting on schedule.
- e. Have copies of the agenda to hand out or have the agenda written on a flip chart where everyone can see it. After a topic has been covered, mark it off the list. People will see how much there is left to do, and this will help you keep the meeting on track.
- f. As an alternative to a printed agenda, a PowerPoint presentation can also work.

### 2. THE MEETING

- a. Set out the rules of meeting right after welcoming everyone.
- b. Encourage youth input.
- c. Keep an eye on the clock and keep the meeting moving.
- d. If the meeting becomes bogged down on a side issue, suggest a post-meeting meeting to handle the item; table the issue until a future meeting; OR call a break so people can talk together and come up with a solution.
- e. If someone has a "brilliant idea", ask them to get with you during break or put it into writing and submit it to you.
- f. If discussion wanders, lead the group back to the topic by restating the topic or asking someone new for their input on the topic.
- g. If youth members are not saying anything and are not adding to the meeting, start calling on them by name and ask for their input.

### 3. POST MEETINGS

- a. Conduct any post-meeting meetings.
- b. Meet with Lodge Officers and Advisers to discuss any new developments due to decisions of the committee.
- c. Make sure that minutes go out on time:
- d. Must be within two (2) weeks of the meeting.
- e. Minutes need to accurately describe each subject, the discussion and the decision reached. Minutes should give someone who could not attend the meeting a complete understanding of the topics and the decisions reached.
- f. Make sure that the format of the minutes makes them easy to read and find items at a later time.

# **The Importance of Thank You Notes**

Perhaps the most basic of all human emotions is to be wanted/loved/appreciated. Whatever term you use, people share a common desire to be recognized. There are those who wish to be “behind the scenes” or “low-key” but you will never find a human soul who doesn’t appreciate sincere gratitude. A leader would be wise to fuse this universal truth with his words and deeds. Its power cannot be overestimated.

## **Use the P.A.S.S. system**

**Personal** – You should address the person by name. A handwritten note really makes a difference. However, use neat handwriting. Email is not acceptable.

**Actually** mail it and mail it SOON after the recognized good deed.

**Short** – An essay is not needed. Use a card or stationery.

**Specific** – Call attention to a specific success (e.g. “Thanks for your help with registration. It went very smoothly.” “Thanks for your help in the kitchen. The meatloaf was fantastic!” Don’t use form letters – recognize the importance of the individual.

P.A.S.S. on the Praise!

In summation, thank you notes are a win-win. They feel great when they see someone noticed their efforts; someone cares. You feel good about yourself for helping them feel good about their self. As Zig Ziglar says, “You can get everything you want in life if you will just help enough other people get what they want.” Herein lies the strategy of the Thank You note.

# **The ABCs of Lodge Chiefs**

## **Some of the Things to Remember as You Lead the Lodge**

### **A – ACCOUNTABILITY**

Ultimately, you are held accountable by the lodge members for the lodge's successes or failures. While this can include a lot of credit for jobs done well, it can also lead to criticism when things do not go so well. Although you will rarely deserve all the credit or blame you receive, understand that you are the chief, and the buck stops with you.

### **B – BARNUM**

P.T. Barnum was an innovator and a master of promotion. He concocted grand schemes to attract people to his circuses. While you do not need to be as extreme as Barnum was when you promote your events (nor should your events be circus-like), promotion is the key to good lodge attendance and, in turn, lodge success. Be creative in your promotional attempts.

### **C – COMMUNICATION**

Communication might be the most important element of good lodge leadership. You must communicate with your advisers, your officers, chapter officers, the council office, and the lodge members. While it is the lodge secretary's duty to put together the newsletter, you should take an active role in seeing that it is put together in a quality and timely fashion. You should foster good communication habits among the other officers, advisers, etc. through your personal communication habits and instructions.

### **D – DELEGATION**

Even the best lodge chief in the world cannot personally handle all the demands of running a lodge; no leader can do so. You must delegate some responsibilities to others. The key elements of delegation are choosing which tasks you will assign to others and the key people to whom you will assign these jobs. Some tasks lend themselves to being handled by inexperienced Arrowmen with high leadership potential; constantly be on the lookout for such up-and-coming members. Other jobs are vital to lodge success, and you will likely feel uncomfortable delegating these responsibilities to untested people. Remember that you must trust the people to whom you give assignments, and then you must trust them to do their jobs, with an appropriate amount of guidance and oversight by you or an assigned adviser. If you are in the way of their completing the assignment, they will not gain the experience they need, nor will you have relieved yourself of any responsibility.

## **E – EFFICIENCY**

Working in an efficient manner will help your duties flow more smoothly. The best examples of efficiency have to do with communication. Spend no more time on the telephone with an officer or an adviser than is needed to complete the assignment. Mr. Howard Olson, past section adviser and current area adviser for Southern Area 6, always recommended that the officers set an egg timer at the beginning of their phone calls and then complete the call in this amount of time (usually around 5 minutes). Repeated long calls are simply not courteous; the people with whom you work have lives outside of Scouting, just as you do.

Another key example of **efficiency** lies in meetings. One hour is enough time for nearly any meeting you will have, and most meetings should take even less time. The key to **efficient** meetings is good **planning**: prepare an agenda, distribute it to the participants, and then follow it. This measure will keep the meeting on track and let the participants know what is to be covered and when the discussions will take place, avoiding unnecessary repetition of subjects.

## **F – FOLLOW UP**

When you do **delegate** responsibilities, it is vital that you **follow up** on the people to whom they are assigned. Since you are the chief, you are **accountable** for all these tasks being performed well, even if you delegate them to others. The idea here is to check up on the progress of others, not to do the job for them. A good rule of thumb is to check, double-check, and then check again. These progress checks should be spaced out throughout the process so that lacking or errant actions can be corrected as soon as possible. If one of the officers has **delegated** a task to someone else, **follow up** with the officer and ask to see the progress that has been made.

## **G – GOALS**

**Goals** are indispensable in terms of achieving lodge success. **Goals** set the marks for which lodge shoots and should also outline the strategies for reaching these marks. At the beginning of the year, you should set **goals** for both yourself and the lodge (see “Q”), and you should require the other officers to do the same. Refer to these **goals** throughout the year to measure progress and success; expand the use of strategies that are working well, and revise those that are not.

## **H – HAVING TACT**

Much of the way in which people cooperate with you will depend on how you treat them. **Have tact** when you deal with others. Guard against extreme or restricting statements that could prove detrimental in the future. Acting or speaking coarsely with members can only lead to burnt bridges and unnecessary, sometimes embarrassing, apologies, and concessions later. Do not give false impressions or promises to people but respect them and their ideas and give

yourself time to consider them; you never know when someone's idea can be used or modified to help the lodge.

### **I – INCORPORATING OTHER OFFICERS**

Similar to **delegation**, but broader in its implications, **incorporating** other officers involves more than assigning individual tasks. Be sure to consult the other officers when making important decisions. They were elected by the lodge because lodge members trust them to help you in executing the duties of the lodge executive committee. You and the other officers are a team; not only does consulting them increase the likelihood of discovering good solutions to problems, but it is only fair to keep them involved in the decision-making process. They have to answer for Lodge Executive Committee-level decisions, and they have a right to be involved and informed.

### **J – “JUST DO IT”**

Although your lodge is probably not sponsored by Nike, your program should be just as vibrant and exciting as the activities the Swoosh company endorses. Good programming serves as a great promotional tool. When members go to a lodge event and experience a good program, they return to their troops enthused about the event, which in turn helps to attract other OA members to attend in the future. Good programming should include a little bit of everything: training, games, fellowship, and the other things that drew you to lodge events as a new Ordeal member.

### **K – KEEPING FOCUS**

Once you have set **goals** for the year, advertise them to the lodge members and rally them around these **goals**. If you **keep your focus** and the average member's **focus** on the **goals** of the lodge, it creates a sense of morale and drive for everyone. This tactic can be used effectively in reaching such myriad **goals** as increased attendance, higher Brotherhood conversion rate, and winning the Quest for the Golden Arrow. Repeated emphasis on **goals** will help the lodge to **keep focus**.

### **L – LISTENING TO YOUR ADVISERS**

Older members of your lodge are appointed advisers because they have experience and knowledge that can help you carry out your duties. **Listen** to them when they feel they can help you avoid trouble or solve a problem. There is no reason to repeat past mistakes when you have advisers who have seen these mistakes made in the past and know how to avoid making them again. A good adviser will let you and the other officers make decisions on your own until he feels as if you are going to make a critical mistake. When he does speak up, **listen**.

**N – NEW IDEAS**

Doing things the same way they have been doing for decades might be a comfortable mode of operation, but it is not always in the best interests of the lodge. When **making evaluations**, brainstorm **for new ways** of dealing with old issues. Again, ask others for input. Some people have great **new ideas** but are unwilling to step forward with them. Go to them rather than forcing them to come to you. When pondering **new ideas**, think critically about current processes, and compare and contrast these processes with innovation alternatives.

**O – OBSERVATION**

While innovations are important in working better, sometimes the best answers are just a phone call away. **Observe** the ways in which other lodges perform their duties, and consider their methods as alternatives to your own. Some of their methods will work for your lodge, but many of them will work. One of the section's most important roles is to serve as a forum for neighboring lodges to share ideas and learn from each other, so make use of the other lodges in your section.

You should also be observant in your own lodge. The actions and speech of lodge members can be valuable tools in discerning how well the general membership perceives the lodge to be working. Listening to the rumblings of members can not only help you realize how to operate better, but they can also give you an indication of those members who might try to undermine your leadership and cause trouble.

**P – PPPPPP**

The Seven P's: you may have heard of them before, but in case you have not, they are:

**Proper Prior Planning Prevents Pitifully Poor Performance**

This statement sums up the necessity of planning ahead. The keys to **planning** are to **observe** what is needed to accomplish a task, to delegate responsibilities for fulfilling these steps, and to **follow up** on those who are to fulfill these responsibilities. It is important to avoid procrastination (which, you will notice, is *not* one of the **Seven P's**) and to stress that others do likewise.

**Q – QUALITY**

Included with the lodge re-charter application is the **National Lodge Performance Measurement Program** award petition. The categories are broken down into "No Award," "Thriving," and "High Performing." Your top **goal** as lodge chief should be to achieve the "High Performing" status. Achieving this is possible every year, but it does require some work. Do not wait until the end of the year to review these requirements and then hope that you have met them; read them now, and review them periodically. Your **goals** for the year should include

these requirements. If your lodge is accustomed to reaching this status, **focus** on meeting more of the optional requirements. The requirements are designed with the basic ideals of the Order in mind (see “**U**”), so they are a good starting place for designing your **goals** for the coming year.

### **R – REPRESENTING**

You are the figurehead of the lodge; no other individual is more closely associated with it. You will be called upon to **represent** your lodge at troop and chapter functions, non-OA council functions, and on the section and national levels. It is important that you act in a manner that breeds respect for the lodge in these groups. Doing so will not only help you do your job, but it will pave the way for future lodge chiefs to deal with these groups. **Representing** the lodge well as its chief will set a standard by which future lodge chiefs carry out their duties, and this standard must be a high one.

### **S – STEWARDSHIP**

Perhaps the most important realization that you must make is that you are a **steward** of the lodge. Being lodge chief has its perks, but it is vital that you do not let this attention interfere with your number one priority: doing what is best for the lodge. Your decisions, speech, and conduct should reflect this attitude. The perks will come, and they will come in greater numbers if you focus on doing what is right for the lodge rather than thinking of yourself. Remember that serving as the lodge chief is an honor and a privilege granted to you by the members, and that they are trusting you with their lodge. You are its caretaker.

### **T – TRAINING**

**Training** is one of the Order’s most vital duties. The Order is designed to help young men become better leaders on a higher curve than the average youth and even the average Scout. You must ensure that the lodge fulfills its role in **training** members. **Training** sessions should be numerous and varied, and they should be offered throughout the year, not just at LLDC or just one of the fellowships.

It is also important that you seek **training** opportunities for yourself. **Training** helps you to be a better lodge chief, and the Order designs its sessions to be applicable to life outside of Scouting. Why not learn as much as you can? If you have not attended the National Leadership Seminar, make sure to participate in the next available NLS, and insist that your lodge sends as many people as it can. It is vital to the lodge’s success that you **train** younger members to follow you and the other officers as leaders. Do not feel threatened by the development of future leaders and begin the process as soon as possible.



### **U – URNER**

The foundation of everything you need to know to create a successful lodge was laid out by the Order's founder, **Dr. E. Urner Goodman**. He developed the purpose of the Order and much more during the Order's formative years, and his principles still guide the organization today. If you are not familiar with this information, read The Order of the Arrow Handbook. Its guidelines are simple and clearly stated and following them will help your lodge achieve success.

### **V – VISIBILITY**

Just as you **represent** the lodge to others, remember that your lodge members want to see you as well. Do not stay hidden from the members, sitting around with other officers or adults. Be **visible** and available during lodge functions. If you are forced to run around solving problems during events, perhaps your planning methods need evaluation. Interaction with lodge members gives them a good feeling about their lodge and their officers, and it gives you an idea about how members feel about the direction of the lodge (remember: **observe**). One more thing: part of **visibility** is wearing the complete and correct "class A" uniform. Check your job description – wearing the uniform is one of your responsibilities.

### **W – WORKDAYS**

Many people would like to think that their OA **work** ended when their Ordeal did, but we are the Brotherhood of Cheerful Service. **Workdays** are a necessary part of a successful lodge program. Many younger members will shy away from the Order if they think it is just about **work**, so try to find a balance between **work** and fun. Also, encourage your older members to set an example by actively participating in **work projects** rather than merely assigning or supervising. Challenge them to fulfill the Obligation, to "endeavor...to be unselfish in service." And remember that it is OK for you to get your hands dirty too.

### **X – EXPECTATIONS**

Be optimistic. **Expect** success. Do not take success for granted, but plan for it to occur. Be optimistic publicly, and everyone around you will soon adopt your attitude of success.

### **Y – YOUNGER ARROWMEN**

The **youngest members** of the lodge are its lifeblood. They are its future leaders. The bulk of your membership includes Ordeal members who have not been in the Order for very long. High Brotherhood conversion rates depend upon encouraging Ordeal members to participate, so be sure to pay special attention to them. The national OA committee considers **young members** to be so important that it hosts "Very Important Arrowmen" luncheons for the **youngest delegates** for each lodge at the national conference, and many lodges have Ordeal luncheons or dinners at functions, in which lodge officers and advisers serve as waiters for the **young members**.

**Z – ZAPPING IMPULSES TO GIVE UP**

Your term as chief will include many trials and challenges, some of which will test your resolve. Kichkinet, in the Pre-Ordeal Ceremony, relates that “all your strength will be required when you face the isolation which a leader often faces.” But he also reminds you that “its joys are also shadows of a brighter, greater beauty in a life of cheerful service.” Rely on your fellow officers, advisers, and friends for support. Hang in there!

*“The ABC’s of Lodge Chiefs” was written by Kyle Wingfield, a former Section Chief and Lodge Chief for Waguli Lodge #318 based out of Rome, Georgia. These have been adjusted to fix spellings and to keep up with operational changes.*

# **General Event Notes**

Below are some helpful notes for any event at Boxwell for event chairs and advisers to consider.

## **Event Vision**

What is a vision? As anyone who has taken NYLT knows, a vision is the picture of future success. How does the chair see the event playing out? Ways to determine and refine the vision of your event are brainstorming ideas, researching past events, and reaching out to prior event chairs, lodge officers, and advisers.

The vision for the event is very important as it will help determine future choices and decisions for the event such as the theme, schedule, activities, and other Logistics.

## **Key Staff**

What are event key staff and why are they needed? Again, referencing NYLT, delegation is crucial to planning and running a successful event. Lodge events are too big for one individual to tackle, so delegation will help balance your workload and ensure the event runs smoothly. Event key staff will include committee leads such as kitchen, service crew, and registration, but will also include staff that you determine, such as a program lead and member crew lead.

Make sure to ask and finalize your key staff as early as possible and begin a regular set of meetings to discuss and plan the event.

All Key Staff should contact their teams as soon as possible after registration closes with information specific to their role. While several returning members may know what to expect and bring, newer staff members may not know these expectations. Follow up with your Key Staff to make sure all of the event staff have been taken care of and know what to do.

## **Backdated Calendar**

What is a backdated calendar? This is a tool often used when planning events to help ensure all important tasks are completed.

The importance of planning ahead of time cannot be overstated. There are many Arrowmen with lots of experience who can help point out pitfalls and areas of concern, but it is harder to help the chair when things are piling up together at the last minute.

The schedule is critical to the weekend, the chair should arrange the schedule with help from the lodge officers and adviser based on the activities picked. The event chair should follow the schedule during the event. If an event item must be moved, it should only be moved later in the day.

### **Meeting Agendas**

Why should the chair plan an agenda? Using an agenda during the meetings leading up to the event helps the event committee ensure the items on the to-do list are being accomplished and that the chair is making progress on their goals and vision for the event.

### **Pre-Event Emails**

How are pre-event emails important? They provide vital communication to all participants and staff before the event. These should be sent to all participants as soon as registration closes and lists are finalized. These are important because while some things may be obvious to veteran members, many of those given things are obvious to newer members. For induction weekends, different emails should be sent to candidates and members. Listed below are the components that should be in a pre-event email.

- Check-in time and location
- Expected check-out time and location (for people who will be picked up)
- Wa-Hi-Nasa Code of Conduct
- Packing list
  - Extra items based on staffing roles
    - Elangomats need a tarp, pencil, paper, work clothes, and work gloves
    - Construction crew members may want to bring special tools
  - Remind all attendees that they need a copy of their medical form, parts A and B
- Event Schedule
- Brotherhood ceremony eligibility and information
- Weather information (optional)
- Trading post promotion (optional)

### **Registration**

What roles does the registration team play at the event? The registration team helps coordinate some of the logistics of the event. They set up the registration tables and check people in, but they also assign housing before each event. During Inductions, they assemble new member packets and help provide numbers to the kitchen.

Soon after the close of registration, an email should go out to all registered members with information about the event. This is something for the event team to coordinate with the Secretary. Things to include are arrival times, packing list (medical form), tenting arrangements, event schedule, and code of conduct.

In addition to emailing the digital schedule, printed copies should be available for members to use. Physical copies should also be provided to the key staff.

If for whatever reason the event team wishes to change registration dates after they have been established and agreed upon, they need to check with both the registration team and the kitchen. The registration team has the power to be able to make those changes and adjust the logistics for them. The kitchen team also needs to approve this. They cannot change food orders after they have been submitted nor can they summon food out of nowhere to feed participants.

Housing is assigned by the registration team, not by the event team. The event team should provide a list of Key Staff who can receive indoor housing, but these details are finalized by the registration team. Remember that the registration team will assign housing based on member needs and YPT requirements. See the Event Registration segment below for more information.

### **Kitchen**

What roles does the kitchen team play in planning and executing the event? Aside from the obvious of cooking the food, the kitchen team plans the menu. While the event chair can and should share their vision for the menus, it is ultimately the kitchen's job to plan and execute the menu. The kitchen team has to balance the quality of the food, the costs, and the workload and stress of preparing the food.

The kitchen chair and adviser should make all key staff planning calls to help with schedules and menu planning.

When planning budgets for events, keep in mind how the kitchen orders food. They plan menus and order food based on a dollar amount per person. So give them a number that is at least the previous year's amount to budget to feed everyone. As a note, the food budget is a part of the event budget, not the kitchen's budget.

### **Service Crew**

What role does the service crew have in the success of your event? The service crew is a team of people who support the logistics of the event. They can help with area setup and teardown. They are often asked to transport materials from place to place. Logistics are an important part of the success of any event. The most important thing part of working with the service crew is communication. The service crew cannot help you if they do not know what is needed.

### **Short-Term NCAP Assessment**

Beginning in 2021, Scouting America expanded its National Camp Accreditation Program (NCAP) to include short-term camps. A short-term camp is any council-organized overnight camping program that is 1, 2, or 3 nights in length where the council or its agents provide the staffing and may provide program and food services. As the OA lodge operates under the auspices of the local council, the lodge must also adhere to standards laid out in the Short-Term NCAP guidelines and have an assessment performed by a currently certified Short-Term Camp (STC)

Administrator. The purpose of this process is to ensure that council-supported events have a consistent, engaging, and safe program. The lodge adviser will typically assign an STC Administrator who will work with the lodge to ensure its events remain in compliance with NCAP standards.

120 days before the event, the event leadership (event chair, adviser, lodge vice-chief, and adviser) should ascertain who the STC Administrator assigned to the lodge is. The event leadership will provide details of the event (location, length of the event, program planned to be offered, health officers, etc.) to the STC Administrator so they can determine how to best advise event leadership on any applicable Scouting America standards. The STC Administrator will submit an NCAP Local Council Authorization for council approval on behalf of the event/lodge. Event leadership should be in consistent contact with the Short-Term Camp Administrator during planning leading up to the event.

At some point during the event, the Short-Term Camp Administrator will sit down with event leadership to perform a Short-Term Camp Assessment. The STC Administrator will review applicable NCAP standards with event leadership, as well as check off on any staff certifications needed (Kitchen ServSafe Manager, health officer, target and range sports, aquatics, COPE). After the conclusion of the assessment, the STC Administrator will submit a declaration form to council detailing that a Short-Term NCAP assessment took place.

### **Feedback**

The importance of feedback really can't be overstated. A feedback form in the form of a QR code after an event or an email after the event is a good idea. Since you likely won't be in charge of the next edition of your event, you should make sure this feedback is passed on to the next event chair.

# **National Resources**

See below for some useful resources from National to help you thrive in your position!

## **Best Practices and Advice**

[Unit, Chapter, and Lodge Support](#)

[Lodge Ideas and Best Practices](#)

Includes service ideas and Chapter meeting ideas.

[Frequently Asked Questions \(FAQ\)](#)

## **Branding**

[National Branding Guide](#)

This has all the information you could need about OA brand elements, as well as color palettes, rules, and downloads for the brand elements.

[Fonts](#)

Here are the font files for the approved OA fonts.

[Sashes](#)

Here are digital images of all three OA sashes.

[Wa-Hi-Nasa Signatures](#)

Here are the colored variations of the OA signature featuring the lodge name.

[Wa-Hi-Nasa Standard Flaps](#)

Here are digital images of the Ordeal, Brotherhood, and Vigil standard flaps that the lodge uses.

# **Awards**

## **Purpose**

The purpose of the awards chair is to ensure that yearly lodge awards are promoted, selected, and presented. The chair should promote nominations for lodge awards throughout the year, collect nominations, convene a committee for selection of recipients, and prepare the awards for presentation at the Winter Banquet.

## **Responsibilities**

The awards team works to select worthy individuals from the lodge and to recognize them for their service. This starts with receiving nominations, which often involves promoting this process to others. Then they need to assemble the awards selection committee and select recipients. The final steps are procuring the physical awards, communicating with the Winter Banquet team, and presenting the awards.

## **Doing the Job**

### **Description of Tasks**

- Collect Award Nominations
  - There are forms on the website for this, which means the awards team needs access to these forms.
  - As it turns out, most people won't passively fill these out, so it is important to remind people to fill out those forms at events throughout the year, especially at Fall Fellowship. A QR code to the awards page might be a good idea.
  - Working with the Secretary team to promote this is also an important component of getting these forms filled out.
- Assemble The Awards Committee
  - The committee is composed of the awards chair and prior award recipients. ~6 youth is a good target. The Lodge Adviser and Awards Adviser should also attend, however, only youth members can vote.
  - More experienced youth who have received some of these awards are a good choice.
- Decide on Awards
  - The awards committee will meet (probably virtually) to select the awards that they select. Having an agenda for this meeting will help keep it simple and streamlined.



- Procure the Awards
  - Many of the awards are presented solely as certificates and some have certificates in addition to the physical award. Work with the Lodge Chief and Lodge Adviser as well as the Treasurer team to purchase and print these as necessary.
- Communicate With the Winter Banquet Team
  - In private Slack channels (following YPT) communicate with the Winter Banquet team to fit the awards into the script and slideshow. Make sure that the award recipients are removed from any files that are shared via public Slack channels.
  - The awards team should also pick presenters for each of the awards.
- Follow Up After Awards Are Presented
  - After the banquet, the presented awards should be added to the award history document on the website.

**Lodge Awards**

Unless otherwise specified, the awards below are decided by the awards committee and the chair and adviser are responsible for procuring and presenting the awards.

<b>Excellence in Ceremonies</b>	
<b>Purpose</b>	To recognize a youth member who has greatly contributed to any ceremony team by performing at district or lodge events.
<b>Requirements and Selectivity</b>	Nominations will come in from the website form. If no nominations are made, the committee can consider other people, but this award does not have to be given if there is no deserving member.
<b>Needed Materials</b>	Wooden plaque
<b>Notes</b>	Typically a prior recipient of this award will present it at the Winter Banquet.

<b>First Year Arrowman Award (FYAA)</b>	
<b>Purpose</b>	To encourage new members to become active in the lodge and to get them excited about the OA
<b>Requirements and Selectivity</b>	Any new OA member can earn this award by completing the requirements and filling out <a href="#">the form on the website</a> then submitting it to the awards committee, subject to review and approval by the awards committee
<b>Needed Materials</b>	The golden pin to wear at the bottom of the flap Certificate

<b>Flying Eagle Award</b>	
<b>Purpose</b>	Given for exceptional service to the Lodge Chief and Lodge Adviser
<b>Requirements and Selectivity</b>	The Lodge Chief and Adviser will handle this and will communicate the results to the awards committee.
<b>Needed Materials</b>	Medallions Certificates
<b>Notes</b>	The Lodge Chief and Lodge Adviser will each have a moment to present their awards. Each recipient usually gets a 1–2-minute introduction speech explaining why they received the award from the chief/adviser.

<b>Josh Sain Memorial Award</b>	
<b>Purpose</b>	This award, previously known as the Allogagon, is presented for exceptional service to the lodge. It was named in memory of former Wa-Hi-Nasa Lodge Chief Josh Sain, who was tragically killed in 1997 while serving as the Order's National Vice Chief.
<b>Requirements and Selectivity</b>	Nominations will come in from the website form. These individuals should exhibit qualities of unselfishness, initiative, and brotherhood. There is a maximum of five recipients per year and the number of youth recipients must be at least the number of adult recipients.
<b>Needed Materials</b>	Wooden plaques
<b>Notes</b>	Typically a prior recipient of this award will present it at the Winter Banquet.

<b>Tom Parker Memorial Award for Excellence in Camp Promotions</b>	
<b>Purpose</b>	This award was originally given to recognize those who had demonstrated excellence in promoting camping opportunities on the district and council levels. In 2010, the award was broadened to include those who have best demonstrated the spirit of the Order while serving on the Middle Tennessee Council's summer camp staff.
<b>Requirements and Selectivity</b>	Nominations will come in from the website form. If no nominations are made, the committee can consider other people, but this award does not have to be given if there is no deserving member.
<b>Needed Materials</b>	Wooden plaque
<b>Notes</b>	Typically a prior recipient of this award will present it at the Winter Banquet.

<b>Unsung Arrowman</b>	
<b>Purpose</b>	The Unsung Arrowman award, established in 1978, is given to an OA member who has greatly contributed their time, efforts, and talent for the good of the lodge but has not held any lodge positions since their induction. As another prerequisite, they must have also attended 80% of all the lodge events within the past two years of receiving the award.
<b>Requirements and Selectivity</b>	Nominations will come in from the website form. If no nominations are made, the committee can consider other people, but this award does not have to be given if there is no deserving member.
<b>Needed Materials</b>	Wooden plaque
<b>Notes</b>	Typically a prior recipient of this award will present it at the Winter Banquet.

<b>The Vigil Honor</b>	
<b>Purpose</b>	The Vigil Honor is the highest honor that the Order of the Arrow can bestow upon its members for service to lodge, council, and Scouting. Membership cannot be won by a person's conscious endeavors.
<b>Requirements and Selectivity</b>	The Vigil committee will meet after the August Induction Weekend to select recipients. Selectivity is subject to National restrictions based on lodge size. Recipients will be publicly called out at Fall Fellowship and presented with their sash.
<b>Needed Materials</b>	Framed certificates Vigil cards
<b>Notes</b>	This entire award (selection/ordering/presentation) will be handled by the Vigil committee. However, there should be a place in the Winter Banquet PowerPoint and script for this award. Communicate with the Vigil team to see what they want included.

<b>The Founder's Award</b>	
<b>Purpose</b>	Introduced at the 1981 National Order of the Arrow Conference, the Founder's Award recognizes Arrowmen who have given outstanding service to their lodge. The award is reserved for an OA member who demonstrates that he or she personifies the spirit of selfless service, as advocated by founder E. Urner Goodman and cofounder Carroll A. Edson.
<b>Requirements and Selectivity</b>	The Founder's committee is made of previous Founder's award recipients and meets at Fall Fellowship. Selectivity is subject to National restrictions based on lodge size.
<b>Needed Materials</b>	Framed certificate Medallion and stand Hanging ribbon
<b>Notes</b>	This entire award (selection/ordering/presentation) will be handled by the Founder's Award committee. Founder's Award recipients are kept safeguarded until revealed at the Winter Banquet, so time in the slideshow and script should be given to the Founder's Award committee, but they will provide their own script.

<b>James E. West Fellowship/OA Legacy Fellowship</b>	
<b>Purpose</b>	The James E. West Fellowship was established in 1994 to acknowledge Scouters in the Middle Tennessee area who donated \$1000 or more to the Council's Endowment. The Wa-Hi-Nasa lodge has provided monetary donations to fund several James E. West Fellowship Awards.  The National Order of the Arrow Committee created the Legacy Fellowship to honor contributions to the National OA Endowment Fund of \$1000 or more. Modeled on the James E. West Fellowship, individuals and groups may choose to recognize others with a Legacy Fellowship by making a donation in their honor. The Legacy Fellowship is only bestowed on individuals who are already James E. West Fellows.
<b>Requirements and Selectivity</b>	Given as deemed appropriate and as finances allow.
<b>Needed Materials</b>	Knot for wear on the uniform Certificate

<b>Howard B. Olson Lifetime Achievement Award</b>	
<b>Purpose</b>	The Howard B. Olson Lifetime Achievement Award is an award given to those who demonstrate a lasting positive impact on our lodge over an extended period of time. It was originally named the Lifetime Flying Eagle Award but was renamed in 2007 to honor former lodge adviser and longtime lodge member Howard B. Olson who was one of the first to receive this award and whose legacy still lives in us today.
<b>Requirements and Selectivity</b>	Given as deemed appropriate by a consensus of prior living recipients.
<b>Needed Materials</b>	This is typically a large frame with a certificate detailing the reasons for selecting this recipient. Included in the frame are patches that relate to this person’s journey and tenure in the lodge and the OA.

### Chapter Awards

Chapter awards are determined by the awards committee with input from the Vice-Chief of Chapter Operations and their Adviser. Many awards are numerical and derived from the Chapter Performance Measurement Plan, without needing the committee. However, awards such as Excellence in Ceremonies, Service to the Lodge, and Service to Scouting, should be considered by the awards committee with information gathered by the VC of Chapters and their adviser. The Chapters team should gather the following information from each chapter:

- Information on callouts and other ceremonies performed by the chapter
- Information on ceremonial team members from the Ceremonies chair
- Information on service projects each Chapter has done
- Information on lodge event staff by each Chapter, along with Chapter size information to make balanced decisions

Results derived numerically will be communicated to the awards committee in mid-to-late November once the data has been analyzed.

Currently all of the Chapter awards are given as certificates.

Here are the awards currently given for Chapters:

- Excellence in Ceremonies
  - 1 recipient
  - Determined by callouts or chapter member participation in lodge ceremony teams
- Service to the Lodge
  - 1 recipient
  - This is harder to numerically quantify, but one option is to determine how many hours of event staffing a chapter has provided during the year and scale that with chapter size

- Service to Scouting
  - 1 recipient
  - This is also harder to numerically quantify, but one option is to determine how many hours of chapter-related service has been provided during the year to the District and Council and scale that with chapter size
- Most Improved
  - 1 recipient
  - This can be subjective but a numerical method of this is to compare CPMPs from year to year to see who gained the most points in a year
- Highest Brotherhood Percentage
  - 1 recipient but it could be a tie with multiple recipients
  - Determined purely numerically
  - These calculations are provided in the CPMP spreadsheets
- Lachpikin
  - 1 recipient
  - This is Lenni Lenape for “one who grows fast”
  - This replaces the “Highest Unit Election %” and the “Highest CPMP” awards that were given out in 2021
  - The first consideration for this should be which chapter has the Highest CPMP
  - In the case of a tie, further consideration of a chapter’s activities and success should be given
    - Additionally, outside consultation with the Lodge Chief and Adviser should happen at this point to prevent bias
- Performance Measurement Program – Thriving
  - Multiple recipients
  - This is determined numerically from CPMPs
- Performance Measurement Program – High Performing
  - Multiple recipients
  - This is determined numerically from CPMPs

### **Belt Buckles**

We have belt buckles for many of the service areas in the lodge. These are confirmed by each service area chair. Reach out to them directly after Fall Fellowship to determine who the recipients are.

Service areas are supposed to keep track of who has staffed events and pass those records on to their successors. However, there are often some pitfalls in this system. In addition to reaching out to the service areas, you should reach out to the registration team to have them pull the service records for events for the past couple of years. This can be compared with the requirements and prior recipients for each award to determine who should receive them.

Belt Buckles can be earned by youth and adults. All belt buckle awards are subject to the approval of the current respective chair and adviser.

The belt buckle requirements are listed below.

Elangomat Belt Buckle

Serve as an Elangomat three times

Kitchen/Registration/Service Crew Belt Buckles

Serve in the respective area at lodge events five times

Trading Post Belt Buckle

Serve on trading post staff for six events with two summer camp cracker barrels being the equivalent of one event

Ceremonies Belt Buckle - Youth

1. Have your principal character's part (lines and motions) memorized
2. Serve as a ceremonialist for five events performing in all needed ceremonies (at least one per event)

Ceremonies Belt Buckle - Adult

Serve at five events with the ceremonies team providing adequate service as determined by the ceremonies chair and adviser

**Award Requirements and Changing Them**

The criteria listed above for the awards are not set in stone. If needed, the awards committee can decide on changes to an award. These changes should then be brought to the LEC for consideration and approval. It is important that the awards chair does not do this by themselves. Even if the awards committee has yet to be formed, any proposed changes to award requirements should be deliberated upon by a group before making their way to the LEC. This saves time and debates during LEC meetings by pointing out potential flaws in the new requirements are addressing them before presenting them to the LEC.

When changing award requirements, make sure to consider how this change affects prior award recipients. Try not to discount the awards that have already been awarded. Additionally, retroactivity should be considered. If award requirements are changed, think about who might now be eligible for the award. In the case of belt buckles, should they all be given belt buckles for the award that they have now earned?

If award requirements do get changed during an LEC meeting, these new requirements should immediately be recorded by the Awards chair and put in the next Awards Spoke for future Awards chairs.

### **Resources**

- Prior Awards Chairs and Advisers
- [Wa-Hi-Nasa Awards Page](#) – This is where the forms and the public-facing descriptions of the awards are. Additionally, this has a record of all the awards given out by the lodge.
- [Award Templates](#)

### **Best Practices**

New members should be notified about the First Year-Arrowman Award directly after their induction. This should be done during the Sunday morning orientation. Additionally, the award form should be printed and included in their new member packets. These things should be organized by the award chair or other designee.

Because of the way this award is structured, members will receive their award at the Winter Banquet the year after they are inducted.

Reminder emails should go out to members inducted the prior year reminding them of their eligibility and the requirements of this award. This should go out about six months after they are inducted. This email should also include the deadline that award applications should be submitted, which the end of September seems to work well for. These emails should also serve as promotion emails for lodge events, since attending and staffing lodge events are part of the award requirements. The awards chair should request this and work with the appropriate leadership to get the email written and sent.

While designing a new template for awards each year is an option, using the same design year to year ensures that certificates are always of good quality. Making small changes to these templates as needed offers a way of updating them without overhauling the design.

### **Evaluation**

A job well done is when all awards are presented, all names are spelled correctly, and everyone received what they were supposed to.



## **Conclusion**

The awards chair leads the awards committee to select worthy members of the lodge to celebrate their accomplishments. Remember to keep the awards process fair. Awards are given to honor people, and in this instance, members of the Wa-Hi-Nasa Lodge. If a certain set of criteria and standards are not followed, the distinction and honor that the award represents will be lessened. The presentation of awards will then be lowered to no more than a popularity contest. Let's not have that happen to the Wa-Hi-Nasa Lodge. Awards are an important and integral part of our history, so do your best to honor the traditions that came before.

# **Brotherhood**

## **Purpose**

The purpose of the Brotherhood chair is to plan, oversee, and execute the transition of Ordeal Arrowmen into Brotherhood members. This is the completion of the Induction experience and sealing their membership in the Order of the Arrow.

## **Responsibilities**

The Brotherhood chair is responsible for coordinating with the ceremonies team to ensure that a Brotherhood ceremony team will be ready for whenever a Brotherhood ceremony takes place. They are responsible for making sure that the materials needed for ceremonies are obtained and present at all ceremonies. The Brotherhood team is responsible for preparing for and executing Brotherhood reviews before the ceremonies. They also should promote Brotherhood conversion to new Ordeal members.

## **Doing the Job**

Be familiar with the current versions of the Ordeal and Brotherhood Ceremonies to ensure a smooth and meaningful transition from Review to Hike to Ceremony. Remember that a member's induction is not complete until they have achieved Brotherhood. It is all one process. Try to link what they are going through now back to their Induction Weekend. Check the National OA Inductions Portal regularly for any changes or updates. Going through the available Polestar training is recommended.

### **Description of Tasks**

- Promotion
  - Work with the Secretary and Chapter teams to promote Brotherhood to Ordeal members.
  - Make sure that information about Brotherhood is in the New Member Guide.
  - Communicate with event chairs to make sure that space will be available for the Brotherhood review. Also, communicate when the Brotherhood events will be.
- Materials Needed
  - Sashes and Brotherhood Flaps
    - Coordinate with the Trading Post team to ensure that enough of these are in stock and THEY KNOW WHERE THEY ARE!
    - This needs to be done a few months ahead of time and quantities of sashes/flaps should be confirmed with the Trading Post after each event.

- If something happens and people go through Brotherhood and are not able to receive sashes/flaps, it should be immediately coordinated with them to try and get the items to them.
  - If they plan to come to an event that is soon, distribution can be then. But if they are not, they need to be mailed IMMEDIATELY!
- Tiki Torches
  - These are needed for the Brotherhood walk.
  - You will also need fuel and lighters for this.
- Pencils and Paper
  - These are needed for the letters to the Lodge Secretary.
- Booklets
  - Spirit of the Arrow booklets #7 and #8 are needed and need to be printed and folded before the Brotherhood review.
- Ceremonies Preparation
  - Coordinate with the ceremonies team to ensure they will have a team ready to go.
  - Make sure they have all the resources they need to succeed.
    - The ceremonies team needs numbers of people and sashes
    - YOU NEED TO HAVE FLAPS READY TO PASS OUT AFTER THE CEREMONY!
- Brotherhood Review Preparation
  - Make sure you have the above listed materials.
  - Prepare your review using National resources and prior reviews.
  - You can decide to use a PowerPoint to supplement the review.
  - Additional information on Brotherhood review content is provided in the Resources section.
  - Coordinate with the registration team to make sure they are set up to receive payments for Brotherhood.
- Brotherhood Review
  - Make sure to set up the area where you will do the Brotherhood review. Have tables and chairs, and a projector is also needed.
  - MAKE SURE TO HAVE A NIMAT READY!
    - The Nimat has a ceremonial part in the walk. They should have their part memorized and be prepared to give it.
- Brotherhood Hike
  - National guidelines suggest transforming the Brotherhood review into the Brotherhood Hike, a longer, more meaningful hike that incorporates the aspects of the Brotherhood review.
  - More information can be found [here](#).

- The lodge has not currently fully adopted this, so please look for information in the OA Inductions Portal for more information on what is expected of the Brotherhood Hike.
- Events That Brotherhood Happens
  - Spring Summit
  - Both Induction Weekends
  - All Summer Camp Cracker Barrels
  - Fall Fellowship
  - Winter Camp

**Back-Dated Calendar**

2 Months Out	Contact the Trading Post team to ensure there is a sufficient supply of pocket flaps and sashes. Contact the ceremonies team as to the availability of a team. Send out notices to eligible Ordeal members.
1 Month Out	Ensure there are sufficient supplies available at the lodge as listed above.
2 Weeks Out	Check with the appropriate people to ensure that the lodge is available at the required time. If not, secure another location. Again, verify that a ceremonies team is available. Send another reminder to eligible Ordeal members. Make sure to have someone who is willing to be a Nimat.
1 Hour Our	Set up space for the Review. Check on your Nimat and give them a torch and lighter.

**Resources**

- [Guide to Inductions \(Brotherhood Portions\)](#)
  - This has lots of information about the intent and meaning behind the Brotherhood ceremony.
  - See Chapter 9 for this information.
  - It also has the Spirit of the Arrow Booklets (7 & 8), that you will need.
  - It also has information on the Brotherhood Review and Hike.
- [Brotherhood Ceremony Text and Guide](#)
- [Brotherhood Ceremony Resources](#)
  - Has a guide on conducting the Brotherhood ceremony as well as a Deep Dive on the meaning of the ceremony.

**Best Practices**

Write down the Brotherhood review topics in the order that they will be carried out. Practice before every review to refresh your memory. Have note cards on sections you don't have memorized.

Work with the registration team on an ongoing basis so that you can have a good idea of the number of candidates to ensure you have sufficient supplies. Expect numbers to dramatically increase at the last minute. See if registration has numbers from previous years to act as a guide.

### **Evaluation**

Part of the evaluation could look at the effectiveness (percentages) of getting eligible Ordeal Members to complete their Induction. Additionally, the team is evaluated on how coordinated the Brotherhood process was, from start to finish. The goal is for members to enjoy and gain things from the experience, to help seal their membership in the OA.

### **Conclusion**

The Brotherhood Committee is responsible for planning and executing the elevation of Ordeal members to Brotherhood members. They should work closely with the Ceremonies team to accomplish this task. This is an important moment in an OA member's journey, so make sure to make it special!

# Ceremonies

## **Purpose**

The mission of the ceremonies committee is the recruiting and training of ceremony teams for lodge events. Additionally, the committee works to help establish and strengthen ceremony teams in chapters where they are needed.

## **Responsibilities**

### Chair

The ceremonies chair is responsible for ensuring the lodge ceremony events are performed in an outstanding fashion. Their primary responsibility is to ensure that all ceremony teams are prepared to perform and, in conjunction with the team leaders, recruit new teams and team members. The chair works with the team leaders to train the teams and ensures that they are ready to perform.

### Adviser

The adviser of the ceremonies committee should advise and assist the ceremony chair as needed. Additionally, the adviser should help recruit other adults to assist with the lodge's ceremonial efforts.

### Team Leaders

The Team Leaders are responsible for making sure that the members of their ceremony team learn their parts, practice as a team, and are thus prepared for each lodge event.

## **Doing the Job**

### **Description of Tasks**

Simply put, the job of the ceremonies chair is to recruit, train, enable, and execute.

1. Recruit - The ceremonies committee should be in a constant state of recruiting. Membership of the teams is highly fluid. Arrowmen have conflicts, go off to college, and stop doing ceremonies for many reasons. Even if the teams are numerous and well-staffed, things can change dramatically in six months or less. The chairman needs to constantly recruit and look for opportunities, however large or small, to involve Arrowmen.
2. Train - The ceremonies committee should host or facilitate the training of ceremonialists. Often teams are based out of a chapter. Those teams take ownership of their own training and readiness. This often takes place in conjunction with district roundtable meetings. The

lodge should host a training experience for lone ceremonialists who may not have the benefit of chapter support.

3. Enable - The ceremonies committee should set each team and ceremonialist up for success. Before the ceremony, that means training. When it's time to perform, the committee should make sure that the ceremony is properly staged in terms of physical arrangements. Ideally, ceremonialists should be prepared to be in character and not worried about a fire or how many sashes are needed.
4. Execute – The ceremonies team has many opportunities to showcase their skills during the many ceremonies that are conducted during the year. The chair and adviser should be available to help, but this is the time for the ceremonialists to shine.

### **Events With Ceremonies**

- Spring Training Event – 1x Brotherhood
- June/August Inductions – 4x Pre-Ordeal/Ordeal, 1x Brotherhood
  - At least 2 Pre-Ordeal/Ordeals will happen at a time, necessitating having two teams at these events
  - Ideally three ceremonies will occur concurrently
- Summer Camp – 1x Brotherhood per week (typically 4 weeks of summer camp)
- Fall Fellowship – 1x Brotherhood
- Winter Camp – 1x Brotherhood
  - The new ceremonies chair and adviser are responsible for this, but the old chair and adviser should help pass the torch to the new team
  - The budget for this ceremony falls in the new year's budget
- Other – Could be a Cub Scout crossover, a District function, a Court of Honor, etc.

### **At the Event**

#### Site Preparation

*For Pre-Ordeal and Ordeal ceremonies, there will likely be multiple consecutive ceremonies at each site.*

*Listed below are the site preparation needs, additional needed materials for the ceremony are provided in the checklist in the resources section.*

- Pre-Ordeal
  - Grass needs to be mowed to less than 5 inches
  - Fire lay constructed
  - Torches fueled and placed
- Ordeal
  - Sites cleared of debris/mowed/raked if needed
  - Fire lay constructed and lit

- Trail borders realigned and torches placed
- At least 5 filled 5-gallon buckets
- Fueled and lit torches
- Correct type and amount of sashes
- Brotherhood
  - Everything above for the Ordeal ceremony
  - The Burden in place
  - Sticks gathered for candidates

### Tear Down

- Fire and torches fully extinguished
- Extra sashes returned to the Trading Post
- Ceremonial garb returned, inventoried, and cleaned
- All props collected and stored
- Fire barrels emptied and returned to the Compound
- Anything else to leave the ceremonial area better than you found it

### **Sample Back-Dated Calendar**

5 Months – Ideally, a ceremonies team would be created at this time or even before. Individuals would start learning their parts. A tentative practice schedule would be created. As the time of the ceremony draws near, those practices would increase in frequency and intensity.

1 Month – An experienced/senior youth or adult member of the ceremonies committee should observe the team perform an uninterrupted performance of the ceremony. That person should provide practical input to help that team improve. Ultimately, this performance should determine the readiness of the team.

### **Resources**

- Prior Ceremonies Chairs and Advisers
- [Ceremonial Items Checklist](#) – Here is a list of items that you will need to have at any given ceremony
- [Ceremonial Texts](#) – The official ceremonial texts from National

### **Best Practices**

### Administrative Notes

- Upon being selected, the ceremonies chairman and adviser should immediately procure and read the latest version of “Ceremony for the Ordeal,” and “Ceremony for the Brotherhood” published by National. It is important to prepare using the correct version as they are



modified, however slightly, every few years. Most of what the committee does should revolve around enabling Arrowmen to deliver these ceremonies.

- Brotherhood responsibilities are cooperatively shared between Brotherhood and Ceremonies, with Brotherhood being responsible for the Review and the Hike, while Ceremonies is responsible for the Ceremony. Real-time communication between both is crucial for all Brotherhood Reviews and Ceremonies. Ceremonies need real-time numbers of candidates and leave/arrival times while Brotherhood is handling registration right up until the last minute. The Brotherhood team is also responsible for distributing the Brotherhood flaps after the ceremony.
- If something happens and people go through a ceremony and are not able to receive sashes/flaps, it should be immediately coordinated with them to try and get the items to them. If they plan to come to an event that is soon, distribution can be there. But if they are not, they need to be mailed IMMEDIATELY!
- Attend event planning meetings to nail down schedules.
- The new ceremonies team should meet with the prior ceremonies team to get an understanding of the “current status” of the ceremonies teams.
- Video communication can be a tool for busy Arrowmen. However, it should be understood that this form of meeting would never be as effective as an in-person practice. Seek to meet in person, especially as the time of the ceremony nears.
- Keep a record of everyone who staffs at each event, you will need it when belt buckle awards are decided. Give this list to the next ceremonies chair as well!

### Ceremonial Teams

- Team leaders should regularly communicate with their team members by phone in the months and weeks leading up to a ceremony. When asked, every ceremonialist will say they are working on their part whether they are or aren't. The team leader should seek to verify that the ceremonialist is, in fact, working on their principle. Ideally, the team leader should ask questions about the lines, movement, and other aspects of the ceremony. This guidance and leadership requires the team leader to really know the ceremony.
- The team leader should regularly report to the ceremonies chairman to update the progress of the teams. They should seek to identify potential problems and solutions.
- Every ceremony team should seek to identify alternate team members. Conflicts and emergencies always come up and it's best to follow the Scout Motto. Identify and keep an updated list of anyone in the lodge who knows a part, even the “retired” ceremonialists.
- Ideally, the team leader would not perform in the ceremony so that they could focus on the logistics of the ceremony like preparing torches, getting sashes, and other tasks.

### Ceremonial Sites and Logistics

- Have a plan to transport ceremonialists to and from the ceremony site. If they are truly getting into character and focusing on their content, every effort should be made to let them focus on the ceremony and let go of mundane concerns.
- Have a cold water jug at every ceremony site. Many people have fallen out from dehydration at a ceremony site. Pay attention to the well-being of all present at a ceremony site.
- Fire tools are always needed. Make sure you have a lighter or matches. Be prepared and have a backup firestarter. Have a rake and a shovel handy. Often forgotten is a way to put the fire out. Any decent ceremonial fire will need several gallons of water to be extinguished. Be absolutely sure that the fire is completely out.
- Ceremonies often end late. Sometimes too late. In those instances, ceremony teams and their support team often get left out of the evening program like cracker barrels. Plan ahead and make sure ceremonialists are taken care of - in whatever form that needs to take (program, food, etc.)
- Site Needs - (equipment to prepare the site and put out the fire) - rake, weed trimmer/weedeater, saw, firewood, drinking water, lots of water for extinguishing the fire.
- Most of the ceremonial gear is stored in the shed at the lodge. It is highly recommended that the incoming ceremonies chairman and adviser inspect and inventory these supplies weeks before the first scheduled ceremony. Supplies are often grabbed in haste and returned in the dark. Never assume "it's there."
- Have a list of rain sites identified. These should be places that are available and can be readied quickly as needed. Be prepared.
- Always remember ceremony sites are supposed to be special places. Seek to maintain the secrecy and reverence of those places. Our secrecy is about not spoiling the moment when a scout or scouter becomes an Arrowmen. It is not about being exclusionary or elitist. Don't let others see "behind the curtain" until it is their time to experience their own ceremonial moment.
- Consider performing unique and original ceremonies created by our lodge on special occasions. In the early 1990s, the Sunken Road ceremony site was retired because of overuse and camp infrastructure growing too close to the site. A one-time, unique ceremony was written and performed for all lodge members to attend and participate. It was a special moment. Look for those opportunities to make memories and enrich our lodge culture.

### For Ceremonialists

- Often the most difficult thing for a team to do is to get their parts memorized. One effective way to work on memorization is to read through your part once each night before you go to sleep. The familiarity this will bring will enable you to memorize the ceremony with less pain and pressure than if they devote an hour to "memorize" their parts.

- As soon as you know the part you are doing, you should start studying the lines and actions that you will be performing. Study them thoroughly, memorizing them until they become second nature.
- Remember that the ceremony is important because it tells the candidate a story. It is thus important for the team members to deliver their lines slowly and with the proper interpretation. It is important to go through the ceremony discussing the importance of the various lines and mood changes that take place. If the team understands what the lines mean and the mood changes, then it will show in their delivery. Also, make sure that everyone projects their voices and speaks slowly so the candidates can hear. Practicing inside a quiet building is starkly different from performing outdoors with background noises and other things competing for candidates' attention.
- Let's be honest, something can go wrong with the best of plans. Talk with your team about how to cover if there is a major mistake. If someone leaves out a major element of the ceremony, how will you all handle the situation?
- While your part should be your most important priority, remember to read and study the entire script so that you know what everyone else is doing. You never know when you may end up playing another part at the last minute, and you don't want to go into the ceremony completely cold.
- No ceremony team should perform a ceremony without practicing it completely. Get the team together a few days (or weeks) before the real thing and practice, correcting your problems and making sure everyone knows what is expected of them.
- Never show up to a ceremony right before it is time to perform. Arrive early to discuss the ceremony, look over the site of the ceremony, and the path and location of each character. Also, take the time to perform one additional rehearsal.
- We all know how it feels to be ready to perform a ceremony and have someone not show up (or have something else happen). Always have a backup plan (which can include understudies, if you have the manpower) to take care of any emergencies.
- Don't let the audience scare you. Just relax and perform with emotion and feeling. Don't be a static character, be alive. Make your part believable and try to impress those who stand before you.
- After every performance, think about what you did right or wrong. and learn from the experience. Videotaping your performances would not hurt either.

### **Evaluation**

After each ceremony, the team and observers should briefly meet to evaluate the performance. This can even be done informally as the site gets broken down after the ceremony.

The ceremonies committee should consider hosting a ceremonies contest. The purpose of the contest would be to push our teams to work to their best. Ideally, judges might be from another lodge who can offer impartial feedback and input.

## **Conclusion**

Ceremonies have traditionally been a large part of the Order of the Arrow program. Recruit and train those who want to create meaningful experiences for scouts and scouters.

Ceremonies are an integral part of the Induction and Brotherhood experience, and if done right, can be memorable forever and have a real impact on new members and the lodge!

# **Conclave**

## **Purpose**

The purpose of this position is to plan the lodge Conclave contingent and to promote Conclave to all lodge members.

## **Responsibilities**

The job of this chair is to work with Section leadership to coordinate the Wa-Hi-Nasa lodge presence at the annual Section Conclave. The chair also works with their adviser and the lodge promotional teams to encourage Arrowmen from our lodge to attend Conclave.

Additionally, the chair is responsible for leading the lodge contingent while at Conclave.

The Conclave chair attends section COCs leading up to Conclave and communicates with the Lodge Chief regarding Conclave.

## **Doing the Job**

### **Promotion**

Conclave promotion is one of the most important jobs of the Conclave team. Conclave is normally held several hours away from most members, so some members may have reduced enthusiasm anyway.

Promotion should occur in several ways. Utilize lodge-wide emails, social media and the website, and promote at Spring Shindig.

### **Finances**

Typically, lodges can add an upcharge to the Conclave registration to use for implementing their programming during Conclave. It is advised to keep this upcharge small, to prevent finances from getting in the way of Arrowmen coming to Conclave. Remember that Conclave is usually a few hours' drive for most members, so enthusiasm to attend Conclave may already be low.

The lodge usually adds an upcharge to cover the costs of our Saturday evening party. It can also go and cover part of the shirt cost.

When making the budget for Conclave, it's important to keep in mind that this event is not about making money for the lodge. While the lodge shouldn't lose money by attending Conclave, the main focus should be on connecting with other lodges and getting valuable training for our members.

**T-Shirt**

The chair and adviser should work together to create a T-shirt design for the lodge contingent at Conclave. The design should relate to the Conclave theme and should include Wa-Hi-Nasa branding such as 111, an eagle, “Wa-Hi-Nasa,” etc. The shirt should reference the year and the Section name as well. Additionally, the design should be simple enough that it can be printed with a single color to reduce costs.

The base color of the shirt should ideally be lighter, since spring in the south can be hot. White should be avoided some Conclave activities often involve water.

Check with the Lodge Adviser for information on companies to use and timelines to try to achieve. When shirts are ordered, a few extras should be ordered in case some Arrowmen haven’t registered yet. At worst, extra shirts can be sold in the Lodge Trading Post.

Below are a few options for shirt purchasing that the lodge has done in the past.

Option	Pros	Cons
Shirts are provided for the youth at no cost. Adults buy their own shirts. This would be subsidized by the upcharge and the adult shirts.	All the youth get to wear the same lodge shirt at the Quest games. This is for lodge pride and inclusion.	This is likely an expensive option.
Shirts are partially subsidized by the upcharge, but still cost a small amount.	This makes it easier for all the youth to have shirts.	Not every youth is going to have a shirt
Shirts are offered at cost to youth and adult participants.	This is the most budget-safe option.	Given how expensive Conclave already is, this can become very expensive for participants.

**Saturday Evening Lodge Party**

Traditionally, the Wa-Hi-Nasa lodge hosts a party on the Saturday evening of Conclave. This occurs after any other planned activities that evening like the campfire. The Lodge Chief and Conclave chair should invite the Section leadership to the party as well as any Regional or National officers that might be in attendance.

This party is funded via the lodge upcharge as mentioned above. The food at the party is up to the chair and adviser, but pizza tends to be cheap and feeds lots of people. Cookies and other desserts are also popular, as well as drinks. Keep in mind that napkins are probably useful (which might come with the pizza anyway) and cups and plates might also be good to have, depending on what is served. Allergies are something to also keep in mind regarding the food at the party.

The chair should work with their adviser to plan this and to plan the logistics of retrieving the food. Things to consider are the proximity of the camp to grocery stores and pizzerias.

### **Communicating Information to the Contingent**

Since Conclave is a Section event, communication with the Lodge Chief and Section Officers is crucial for getting needed information and distributing it to the contingent. Work with the Lodge Secretary to communicate information such as schedules, packing lists, T-shirt information, and more to the contingent.

### **Typical Conclave Events**

- Friday evening check-in
  - Food may be provided, but it may have to be ordered during registration, check with the Conclave planning team
  - It is best for everyone to arrive with a full stomach
- Saturday morning training sessions
  - There will be several options for youth and adults to attend, the logistics of these tend to change each year
- Saturday afternoon Quest Games
  - This is the “Quest for the Golden Arrow”
  - Every lodge competes in different challenges to win the Golden Arrow award/trophy
  - Try to get all members to participate and have fun
- Section Annual Business Meeting
  - This is when the Section leadership for the new year is elected
  - Typically, there will be an open forum before this during Conclave where the candidates are nominated, introduced, and asked questions
  - The lodge gets one vote per youth lodge member in attendance, up to ten votes
  - Make sure the Wa-Hi-Nasa lodge is represented!

### **Resources**

- Past Conclave chairs and advisers
- The Lodge Chief and Adviser – They are your main contact for the Section leadership team
- The Section website

### **Best Practices**

- Bring the lodge trading post to Conclave
  - This will allow the lodge to sell more merchandise, which is always a good thing
  - Additionally, patch trading is a big event at Conclave, and some members may want to be able to buy more patches

- Plan everything in advance so you and your team are not rushing to get things done
- Using a backdated calendar can keep your tasks in order and keep your team accountable

### **Evaluation**

The success of the lodge Conclave team is measured through the contingent experience before and at Conclave. From promotion to registration to information pushing to the contingent, these things should be done on time to make things easy for all contingent members.

During the event, the chair should always be enthusiastic and work to better the contingent experience while also having a good time themselves.

### **Conclusion**

Ask other Arrowmen to help and for ideas!

Communication openly so everyone knows what is going on and can help if needed.

And lastly, have fun! If you are having a good time at Conclave, then so will the rest of the contingent!



# **Elangomat**

## **Purpose**

Elangomats are the guides for new candidates at the Induction Weekends. They are an essential part of the Induction Weekend and candidate experience.

## **Responsibilities**

The Elangomat Chairman is responsible for recruiting and training Elangomats for each Induction Weekend. This training includes ensuring the volunteers know how the weekend will go regarding the schedule, responsibilities, expectations, etc.

## **Doing the Job**

By far, the most important job of the Elangomat chair is recruiting Elangomats to serve at both Induction Weekends. Without Elangomats, the induction simply cannot run.

### **Description of Tasks**

- Recruit Elangomats for both Induction Weekends
- Train Elangomats leading up to the Induction and at the Induction
- Follow up with registered Elangomats to ensure they are coming
- Design and order an Elangomat T-shirt for them to wear during the weekends
- Purchase glowsticks to ensure YPT compliance during Friday night
  - These should be in four different colors: youth male, youth female, adult male, and adult female
  - Communicate with the registration team to help determine the needed quantities of each
  - These should be distributed by AIMs Friday evening

### **Elangomat Training – Virtual ~1-2 Weeks Before the Induction**

This can be done via Zoom with a slideshow. It should not be very long, and should cover the following:

- Leadership Introduction
  - Include the Inductions chair and adviser as well as the Elangomat team
- Elangomat Responsibility
  - A guide and a friend
  - Discuss the meaning of “Elangomat”
  - Ensure that the candidates fully follow the challenges of the Induction
  - Keep the candidates hydrated

- Monitor morale and keep candidates engaged
- Be an example of the Spirit of the Order
- Spirit of the Arrow Booklets
- Things to Not Do
  - Disqualify a candidate
  - Tempt candidates to break any of their tests
  - Let others distract candidates from their duties
  - Talk unless absolutely necessary
- Schedule
  - Talk over the schedule with the Elangomats and answer any questions they have
- Packing List
  - Since Elangomats are attending with candidates there are extra things they need to bring in addition to normal member packing lists
  - A ground tarp, work clothes, work gloves, paper, and a writing utensil are all additional things Elangomats should bring
- Answer any questions that the Elangomats have

Additionally, this information should be sent in an email to all Elangomats after the meeting. Don't forget to educate any new Elangomats who are added to the team after this meeting.

### **Elangomat Training – In Person at the Induction**

An in-person training should be held on the Friday right before candidates arrive. Elangomats should be given a schedule and they should walk through it to make sure everything is understood. They should be given their crew assignments as well as ceremony times.

A review of the Elangomat responsibilities and things to avoid should also occur. Spirit of the Arrow Booklets should be distributed along with instructions on when to give them to candidates.

Elangomat shirts should also be distributed.

Elangomats should be added to a communication group such as GroupMe, so important updates can be pushed out. AIMs should also be in this group. Emergency and AIM contact information should be given out to Elangomats as well. Group texts tend to not work as well due to difficulties with changing the members of the group.

### **T-Shirt**

Elangomats will all wear the same T-shirt on Saturday to help differentiate them from the candidates. It is the responsibility of the Elangomat chair to design and order these shirts. These can be designed however you want, but they should include Wa-Hi-Nasa branding and the word Elangomat on them. The design should be simple enough that it can be printed in one color. It

is advised against using black as the shirt color because summers in Tennessee are hot, and super light colors are advised against because Elangomats often get dirty.

While a wicking material can be nice, it also increases costs significantly. Remember that these shirts are provided to Elangomats free of charge. Remember that you will want to order these for both Inductions ahead of time. Elangomats who serve at both Inductions really only need one shirt but you will have many people who only serve at one Induction. When ordering, remember that a shirt being a bit too big is better than being too small. Ideally, every crew will have two Elangomats. Communicate with the registration team to see how many crews were at both Inductions last year and go from there.

### **Resources**

- Remain in constant contact with the Inductions team, since they are the ones running the whole event and can help you with questions
- Work with the Trading Post chair and adviser on ordering shirts for the Elangomats
- [Elangomat Training Course](#) – This was made for the 2015 NOAC and has plenty of useful information

### **Best Practices**

Reach out to Arrowmen via phone early to recruit Elangomats. Show it as an opportunity to serve the lodge and as a cheaper way to attend the Induction.

Work with the Chapter Operations team and the registration team to try to gauge how many Elangomats you should have at each induction. Two Elangomats per clan is the goal. Remember that sometimes people drop at the last second, so having a few extras can be a good thing.

Work with the secretary team to advertise being an Elangomat to lodge members.

Keep a record of everyone who staffs at each event, you will need it when belt buckle awards are decided. Give this list to the next Elangomat chair as well!

### **Evaluation**

The Elangomat team is evaluated on having enough trained Elangomats at both inductions. Struggling for Elangomats at the last minute is extra stress on several people that can be avoided by recruiting far enough ahead of time. While the direct performance of Elangomats cannot be measured, the more prepared they are for the induction, the better experience the candidates will have.

## **Conclusion**

This role is mostly work before the Induction. Remember to recruit early on in person and virtually. Make sure to give good training to your Elangomats, as it makes their job easier and improves the candidate experience.

# eNews

## Purpose

The purpose of eNews is to convey important information to lodge members in a monthly email format.

## Responsibilities

The eNews team assembles articles each month and then compiles them into one document. They submit this for review to the Secretary and their Adviser who then load the email into OALM and send it to the lodge.

## Doing the Job

### Description of Tasks

1. Find Articles
  - a. Work with the different committees of the lodge to see what things you need to include in the eNews
  - b. They can write those articles or the eNews team can write them.
2. Find Images
  - a. Find images that align with each article and add them to your document
3. Edit
  - a. Spellcheck and fact-check your final eNews document
4. Submit for Review
  - a. Submit to the Secretary and Adviser for review
  - b. They will enter the email into OALM to send it

### Sample Back-Dated Calendar

1 <sup>st</sup> of the month	Ask for articles from committees and officers
10 <sup>th</sup> of the month	Articles are due
11 <sup>th</sup> – 13 <sup>th</sup> of the month	Editing and review
14 <sup>th</sup> of the month	Upload into OALM
15 <sup>th</sup> of the month	eNews is sent

### Resources

- Prior eNews chair and adviser
- [The eNews archive on the website](#)

### **Best Practices**

Understand that some people may not get articles to you on time. Learn to improvise. Have your outline done by the 5th of every month to stay on track.

### **Evaluation**

The eNews team is evaluated based on the quality of the monthly publications. Do the newsletters adequately advertise the events and opportunities in the OA?

### **Conclusion**

Remember to stay on top of your timeline and remind others to submit their articles. Be creative and have fun.

# **Event Registration**

## **Purpose**

The purpose of the registration chair is to ensure that event registration at all Wa-Hi-Nasa events runs smoothly and efficiently. Registration staff are the first people that Arrowmen and candidates/parents interact with at OA events, so it is important that the process be smooth and simple.

## **Responsibilities**

The registration chair manages the events in OA LodgeMaster (OALM), which is the lodge's online system for managing members and events.

They are responsible for obtaining registration links from the Council for lodge events early enough so that there is plenty of time for members to register at early-bird prices.

They are responsible for assigning sleeping locations for camping events and are responsible for creating new member packets during Induction Weekends.

And of course, they run registration check-in at events.

## **Doing the Job**

### **Using OALM**

OA LodgeMaster is the online system that we use to manage members and events for the lodge. Ask the lodge Adviser for access to this.

In the "Events" panel, you can upload and edit participants as well as create exports to give to event chairs and service area leads.

In the "Edit" panel for an event, there is a place to add fees and event registration links. Make sure to keep these updated, since many automated emails to candidates and new members rely on these.

There is also a flag for hiding events from the calendar. This should be done for any demo events, Brotherhood-only, and LLD events. Otherwise, these will populate in the calendar and be sent in automated emails to new members, which often creates confusion with new members.

### **Registration Links**

Registration links are handled through the Council's registration system. These links should be ready to publish about two months before an event, which means that the registration team should proactively reach out to Council about four months before the event to ensure that the registration links and pages will be available in time.

Once the links are obtained and finalized, they need to be sent to the Secretary team to publicize the event. They should also be added to the OALM event.

These are the things that need to be communicated to Council so they can construct the registration page and links.

- Event Description
  - Also include who to contact and a link back to the lodge website
- Fees and Fee Schedule
  - Confirm this with the Lodge Chief and Treasurer
- Event Service Areas
  - Kitchen/Service Crew/Ceremonies/Trading Post/Registration
  - The default value of this should be "No Thanks" or "Participant"
  - While it is important to have staff for the event, we also want people to register to attend the event as participants
- Brotherhood Information and Price
- Wa-Hi-Nasa Code of Conduct

### **Assigning Sleeping Locations**

During any camping event, people will need places to stay. The majority of people will stay in tents at their campsites, but there are some exceptions. Some medical issues require electricity and it is a good idea to try and keep key staff indoors.

Things to keep in mind while assigning out sleeping locations:

- Distance from where the activities and facilities are located
  - You don't want to assign people to a site that is further away from everything than you need
- Youth Protection Training
  - Youth/Adult and Male/Female separation
- Chapters
  - Keeping Chapter members together is a nice way to build camaraderie



- Indoor Lodging
  - Medical needs come first, and these people are usually placed in the HAB
  - Kitchen Team
    - The cook’s cabins are reserved for the kitchen team, even if there are extra beds in them
      - This is because the kitchen team works long, hard hours and needs to get their sleep, without interruptions from other staff
      - Exceptions to this rule have been made before, and it caused the kitchen team lots of frustration
      - As a general rule, you should not upset the people who feed you
    - Due to YPT, the cook’s cabins cannot accommodate all four age/gender groups. As such an additional cabin at Cubworld should be designated for housing the kitchen
  - Event Key Staff
    - Lodge Officers and the event Chair and Adviser should be given indoor housing
    - Other Key Staff (not all staff) can be given indoor lodging if space and YPT allows

Below is a table of sleeping locations that Boxwell has with the number of people that each can house. While we typically reserve all of Boxwell, sometimes there are overlaps, and we may not have every space.

Camp	Location	Capacity
Cubworld	Cabin #1-2	0 - Reservation Staff
Cubworld	Cabin #3-10	7 per cabin
Stahlman	Campsites #1-17	~20 per site
Stahlman	Cooks' Cabin 1 Cooks' Cabin 2	Reserved for OA kitchen staff 2x 3-person rooms 2x 6-person rooms, 1x 4-person room
Stahlman	OA Lodge	Reserved for Lodge Officers
Craig	Campsites #1-17	~20 per site
High Adventure Building (HAB)	Left Rooms #1-4	8 per room
High Adventure Building (HAB)	Right Rooms #1-4	8 per room

**New Member Packets**

During Induction Weekends, the registration team is responsible for creating new member packets that are distributed on Sunday morning by Chapter Chiefs to the new members.

Registration is responsible for securing the manilla folders that these go into and some Sharpies to write on them with, but that is it. Everything else should be given to registration by other committees. The registration team is often asked to facilitate the printing of items for the new member packets. These documents should be provided to the registration team in a ready-to-print form at least a week before the Induction. The registration team can then forward these requests to the lodge staff adviser for printing.

Things that are normally in these packets include:

- The white-bordered Ordeal flap
- The OA handbook
- The New Member Guide
- Letters from Chapter Chiefs – There will be different ones for each Chapter
- Fall Fellowship Promotional Materials
- First Year Arrowmen Award Form
- A copy of the latest Flying Eagle issue

Each packet should have the name and Chapter of the new member, and they should be sorted by Chapter so the Chapter Chiefs can easily pick them up on Sunday. Packet assembly should occur during downtime on Saturday.

### **Event Check-In Table**

The registration team should plan to arrive before the event starts. They should arrive early enough to set up their table as well as to set up their own personal tents. The team will check members in, collect medical forms, collect money, and direct them to their campsites.

The registration table should have the following items:

- Extra medical forms – People forget these all the time
- Pencils – To fill those forms out
- Wristbands for participants – These are used to verify check-in and potentially assign campsites or Induction crews
- Sharpies – Good to have
- Laminated Maps – Good to show people where campsites are
- Laptops – Used to access OALM and check people in
- Portable Wi-Fi – Used so the laptops can access the internet at camp
- Printer and paper – Always good to have
- Schedules – These should be printed and given to event attendees
- Event Patches – These should be provided by the staff adviser and given to event attendees
- Card Reader – To charge walk-ons

## **Kitchen**

The kitchen team will need to know how many people have registered before they order food. Additionally, allergy and religious dietary restrictions should be communicated at this time. For Induction Weekends, this information should be broken down by candidates and members.

Once Friday check-in is over, check-in numbers should be given to the kitchen chair and adviser as well.

At Induction Weekends, after registration closes Friday evening, a more detailed set of numbers needs to be given to the kitchen team. This should be broken down by camp, crew, and participant type. An example form is listed below.

## **Resources**

- Prior Registration Chairs and Advisers – They have the experience to set you up for success
- Treasurer and Adviser
- [Virtual Boxwell](#) – Has maps of Boxwell
- [Induction Weekend Kitchen Numbers Form](#)
- [BlackPug and Additional Information](#)

## **Best Practices**

Before the first event, have a meeting with your Adviser and Key Staff to make sure everyone is good to go with what they will do. This helps to get rid of any flaws in the system that made it past the first inspection.

The registration team will need to have some people arrive early to set up tables and prepare check-in for member/candidates.

After each event, have a breakdown with your team to determine what went well and what did not, and how to improve for later events.

Keep a record of everyone who staffs at each event, you will need it when belt buckle awards are decided. Give this list to the next registration chair as well!

## **Evaluation**

The registration team is evaluated based on how smoothly everything runs. If they can keep the check-in line moving and answer everyone's questions, then they have succeeded.

Keeping the event teams updated with registration numbers and people is also a key part of how you are evaluated.

## **Conclusion**

Don't be afraid to reach out and ask for help. Even if it's something small that might seem insignificant, it is always better to ask and learn than to not know at all.

Be thoughtful in Lodging and assignment as that can have long-lasting impacts if mishandled. Use the people around you! They are willing and able to help, they're just waiting to be asked.

# **Fall Fellowship**

## **Purpose**

The purpose of Fall Fellowship is to provide an event for the lodge that is fully focused on fun and fellowship. Additionally, the next year's lodge leadership is elected at Fall Fellowship, making it the biggest event on the OA calendar.

## **Responsibilities**

The chair is responsible for planning, coordinating, and executing the event. This includes picking a theme, selecting fellow Arrowmen to serve as Key Staff to help with the planning and delegation, determining the schedule, and working with the Lodge Chief to help coordinate the annual lodge officer elections.

## **Doing the Job**

### **Description of Tasks**

- Choose the event theme
  - The theme is what the event will revolve around
    - This includes decorations, food, promotion, and activities
  - When choosing the theme, think about ways you can implement it in the above areas of your event
  - Make sure that you and your team are fully confident and excited about the theme
- Choose your Key Staff
  - In addition to the kitchen/service crew/etc. there should be different people over the different program areas, such as decoration, chapter vs. chapter, and games
- Make the schedule
  - This will involve many different parties including the Vigil Committee and Lodge Chief for leadership elections
- Promote the event
  - Work with the secretary team on this
  - Things to focus on are the theme, lodge officer elections, specific activities, and discounted new member pricing

### **Event Schedule**

Use prior event schedules to build your schedule. Also, consider feedback from prior years if possible to make adjustments to the schedule.

Below are some things to consider when building your schedule. Also, look at the “Lodge Leadership Elections” and “Vigil” sections below.

This is a fun event focused on fellowship and fun. As such, breakfast does not need to be super early, people like to sleep in.

Keep the participants busy, but try to keep things from being rushed. Everyone is here to have a fun time, so have plenty of activities but give plenty of time for travel between them.

A Brotherhood ceremony is typically held Saturday evening, which partially overlaps with a cracker barrel party that evening.

### **Meals**

At the tail end of meals, before everyone cleans up, make sure to give the lodge chief (or other designee) time to open nominations for lodge office.

While menu items can and should try to align with the event theme, these plans need to be coordinated with the kitchen. While the success of the event ultimately rests on the Fall Fellowship chair, the food element ultimately rests on the kitchen chair. Menu planning should be a collaboration between the Fall Fellowship chair and the kitchen team, but the kitchen team has the final say because ultimately they are the ones responsible for preparing it.

You have the freedom to decide on the location for the cracker barrel. Typically there is a cracker barrel Saturday evening after dinner, but you could include another Friday evening instead of dinner as well. Whatever your decisions, make sure to communicate and work with the kitchen team to confirm these plans.

### **Lodge Leadership Elections**

New lodge leadership is selected at Fall Fellowship. The current lodge chief will run these elections with the lodge adviser, unless they are running for lodge office. Then another youth will lead the election, chosen according to the Wa-Hi-Nasa Lodge Rules.

Below are the typical ways that lodge elections need to be placed in the event schedule.

- All Meals
  - Sometime after everyone has been served, the election official will open the floor for nominations for lodge office. This whole segment shouldn't take more than five minutes.
- Saturday Evening – After Dinner
  - There is normally a forum led by the election official for questions from youth members for all the lodge officers. This should be about 45 minutes.

- Sunday Morning – After Breakfast
  - This is when elections will happen. These vary in time based on how many candidates there are and how competitive the races are. You should plan that this will last two hours, plus or minus 30 or so minutes.
  - This will be run by the election official

### **Program and Activities**

Program is the highlight of Fall Fellowship and significantly contributes to the fellowship aspect of the event. Decorations can play a huge role in tying the event to the theme. Make sure to reach out to lodge members to find ways to get decorations for free or cheap.

Activities should relate to the event theme. Activity ideas can come from anyone, so make sure to use the people around you for ideas. Make sure to consider how the weather might impact these. Gamifying things is often a good way to engage OA members. One way to create activities is to use traditional activities and games and add elements to align them with the theme.

Round-Robins are often used at Fall Fellowship to move groups of people through different activities. When making round-robin groups, ensure to obey YPT and try to keep chapter members together. Make sure to also print these on the schedule so that everyone knows when and where their activities are.

See if there are ways to increase chapter camaraderie and pride during your events, such as making a flag on Friday night

### **Vigil**

Vigil callouts and ceremonies happen at Fall Fellowship. The coordination and planning of these will be done by the Vigil team, but there are some considerations for planning the schedule.

There will be a Vigil callout on Friday evening after dinner. Everyone needs to remain in the dining hall until it is over.

The Fall Fellowship team should be mindful that event staff might be called out and could be out of commission during Saturday. The Vigil team should have sorted replacement staff for this as well.

Lodging needs to be secured for Saturday for Vigil candidates. The Cubworld cabins are perfect for this since they are air conditioned and are several for following YPT.

There will be a Vigil recognition ceremony on Saturday evening as well.

### Resources

- Program Vice-Chief and Adviser
- Prior Fall Fellowship Chairs and Advisers
- Other program chairs may be able to provide support for ideas or staffing
- Fellow Arrowmen – Many OA members would love to help with the large program event of Fall Fellowship and likely have many ideas that might be helpful
- [Sample Master Spreadsheet](#)
- General Event Notes – At the beginning of The Wheel V3

### Best Practices

The biggest two pieces of advice for having a successful Fall Fellowship are planning and delegating early and often. The more time you have to piece your team together and throw around ideas, the better. Do not be afraid to ask for help, this is a big event and there are plenty of Arrowmen who will be more than happy to help lead tasks, just remember to ask.

New members inducted this year will get discounted pricing for this event. For the Fall Fellowship budget, part of your income will be the reduced pricing from new members, but the other part of it will be a credit from the induction budget that is listed as an expense in the Induction Weekend budget.

### Evaluation

The team and fellow Arrowmen should be the ones to evaluate the Chair and Adviser because they have been working as a team for months in order to plan this successful lodge event and have been able to experience their Leadership skills.

The Fall Fellowship team is evaluated by everyone's enjoyment of the event. The event staff should hold a brief meeting after each night of the event to discuss how the day went, and how to execute the next day.

### Conclusion

As emphasized before, Fall Fellowship requires lots of planning and will need a large team of Arrowmen to execute the event. Don't forget to delegate to your fellow Arrowmen.

Remember to have fun with the theme and the event itself! If you are energized, then your staff will be too, which will ensure the participants have a great time!



# **Flying Eagle**

## **Purpose**

The Flying Eagle is the long-form newsletter of the lodge. It serves many purposes, including promoting upcoming lodge events, recording what is happening in the lodge for historical purposes, encouraging participation and advancement within the lodge, and sharing other important information with Arrowmen such as sectional or national news, memorials, lodge projects, and more.

## **Responsibilities**

The Flying Eagle chairman is the primary editor of the Flying Eagle. They work closely with a team consisting of themselves, their adviser, the secretary, the secretary's adviser, and anyone else that may be involved with the task at hand (i.e. Lodge Chief and Lodge Adviser for approval, X event chairman and X event chairman's adviser for promoting an event, etc.). The Flying Eagle chairman is in charge of creating a new and unique template for their term's volume (this has traditionally done in Microsoft Publisher, however Publisher is being discontinued), procuring content for each issue, editing and formatting the content, and working with their adviser to print and distribute each issue.

## **Doing the Job**

There are four stages involved with the production of each issue of The Flying Eagle: Planning, First Draft and Editing, Final Draft and Review, and Print and Distribution. While the Flying Eagle chairman will find their own rhythm that best suits their workflow and team, it is important that each of the following steps be incorporated.

### **Planning**

The planning phase of each issue should begin immediately after the previous issue has been completed. During the planning phase, the primary purpose and prioritized content should be established by the Flying Eagle chairman and their adviser. This will almost always revolve around the event that the given issue will be distributed at or mailed before. Planning should include reaching out to any officers, chairman, or other Arrowmen who will be asked to contribute to that issue, allowing them ample time to do so. During planning you will need to choose what kind of content is relevant to each particular issue and what should be pushed to a later issue or forgone entirely. It is also important at this time to create a timeframe to produce the issue, including deadlines that you set for each stage.

### **First Draft and Editing**

The first draft of each issue mainly serves as a visual guide to how much content will be included and how much space will be required. As you acquire content you can begin to include it in the draft and make edits and formatting changes as necessary. If all planned content has been included and there is still empty space, you may need to generate your own content or figure out some other way to fill the space. During this stage be sure to update the template where necessary, such as the header, the footer, dates, issue number, title, etc.

### **Final Draft and Review**

Once all content has been collected, all necessary edits have been made, and the entire issue is properly formatted, the final draft is ready to be produced. The final draft should provide the entire Flying Eagle team with an accurate representation of how the finished product will look. It should be looked over in its entirety once more by the entire team to catch any grammatical, formatting, graphical, or other issues. This is when the chairman should ask the Lodge Chief and Lodge Adviser to provide their feedback, which could be as little as some corrections of a few minor details or a request to completely restructure parts of the issue and the addition or removal of content if necessary. It is important to allow plenty of time (one to two weeks) for the final review, so the best possible product is produced.

### **Printing and Distribution**

When the issue is 100% complete the printing and distribution process can begin. Much of this stage will be in the hands of the Flying Eagle adviser, secretary adviser, and staff at the scout office, but the Flying Eagle chairman should still assist with communication between all parties involved. It is appropriate for one or two issues of each volume to be mailed to all lodge members to encourage membership renewal or promote lodge events. The rest of the volumes can be printed and handed out at lodge events, included in the new member packets at induction weekends, linked to QR codes posted at lodge events, or emailed. Be sure to send a PDF of each issue to the website chairman so that it can be included in the full catalog of lodge publications. More details on printing and mailing are below in the backdated calendar.

### **Resources**

The full catalog of past Flying Eagles is located on the website [here](#).

Consult it for inspiration and ideas for The Flying Eagle, but remember that each chairman should develop their unique spin on the eighty-five-year-old publication.

The Flying Eagle chairman should not be afraid to contact other lodge members for assistance. Many members have valuable experience with The Flying Eagle or other publications, the printing and distribution process, or any other area of concern. And, of course, past Flying Eagle chairman will be valuable resources as well.

### **Standard Issues**

Pre-Spring Training: The first issue of the year, used to promote the spring training event and encourage membership renewal. Produced in collaboration with the registration chairman and registration adviser.

June/August Induction Weekend: This issue should be included with the new member packets and is used to help introduce new Arrowmen to the lodge and promote upcoming lodge events.

Summer Cracker Barrels: This issue should be distributed at summer camp cracker barrels to inform Arrowmen about what is going on in the lodge.

Pre-Fall Fellowship: This issue is used to promote Fall Fellowship, the largest lodge event of the year. This is typically mailed about six weeks before the event to promote the event before early bird pricing ends.

Winter Banquet: The final issue of the year, used to recap the year in the lodge and list the awards at the Winter Banquet. While the incoming Flying Eagle team can assist with this, it is ultimately the responsibility of the current team to produce and publish this.

These are just some of the common instances for which an issue may be produced. Any lodge event may have its own issue attached to it or mailed prior. The Flying Eagle chairman should strive to produce as many quality issues as their budget and time frame allow, without oversaturating the volume. The number of issues in the volume should be carefully considered by the Flying Eagle team during LLD.

### **Typical Content**

Chiefly Speaking: A space for the Lodge Chief to encourage and inform the lodge.

Adviser's Corner: A space for the Lodge Adviser to encourage and inform the lodge.

Upcoming Events: Each upcoming event can be promoted to boost registration or attract staff.

Event Recaps: Each past event can be recorded to inform the lodge and provide a historical reference.

Event Program/Schedule: If an issue will be distributed at an event consider including the activities and program or even the schedule if possible.

OA Promotions: Throughout the year sectional or national announcements or events (Conclave, NOAC) can be promoted. Other OA features such as high adventure or unit elections can also be included.

Chapters: Chapter Spotlights, the winners of competitions, recipients of awards, and other chapter-related content can be included.

### **Backdating and Planning**

Backdating as the Flying Eagle chairman is a crucial part of the development process, perhaps more so than any other chairman on the secretary team. Procuring content from other Arrowmen, reviews from the Lodge Chief and Adviser, printing, and especially mailing, are all lengthy and highly variable processes. Printing physical copies consumes a fair amount of the lodge's annual budget and poor time management can lead to missing deadlines which may result in an issue being canceled or rendering it unable to complete its primary objectives. Always be sure to backdate each stage of the development process so that the full Flying Eagle team is best able to help you accomplish your goals.

#### **Sample Backdated Calendar – Printed and Handed Out**

~ Eight weeks out: Begin planning the issue with your adviser, and reach out to those you will need content from

~ Six weeks out: Begin the first draft and recontact anyone who hasn't responded, otherwise start working on producing needed content yourself with the Flying Eagle committee

~ Four weeks out: Begin final draft

~ Three weeks out: Heavy communication with Flying Eagle adviser, Secretary, and Secretary Adviser to work on the final draft. Submit the final draft for review to the full Flying Eagle committee, Lodge Chief, and Lodge Adviser

~ Two weeks out: Send to the Council office (lodge staff adviser) to print

#### **Sample Backdated Calendar – Printed and Mailed**

~ Nine weeks out: Begin planning the issue with your adviser, and reach out to those you will need content from

~ Seven weeks out: Begin the first draft and recontact anyone who hasn't responded, otherwise start working on producing needed content yourself with the Flying Eagle committee

~ Five weeks out: Begin final draft

~ Four weeks out: Heavy communication with Flying Eagle adviser, Secretary, and Secretary Adviser to work on the final draft. Submit the final draft for review to the full Flying Eagle committee, Lodge Chief, and Lodge Adviser

~ Three weeks out: Send to the Council office (lodge staff adviser) to print. Make sure to specify the number of copies that you want and if they are in black and white or any other color.

### **Sending Mail via the Council Office**

- Once there is a final draft, send the file to the lodge staff adviser, along with the following details
  - Number of copies
  - Black and white or color printing
  - Use the council folding machine to tri-fold the mailer
- Next, use OALM to create printable address stickers
  - Use a data export from OALM (select one label per address and Excel report)
  - Then filter through the data export to remove duplicate addresses (sending one per household reduces costs while providing the same benefit)
    - The edited spreadsheet can be sent to the lodge staff adviser for printing on a sticker sheet
    - Make sure to give the details on the intended mailing with this request
- Once the edition is printed, they will need to be placed in envelopes, sealed, and addressed
  - Envelopes can be provided by council (ask for them) since they will be the ones stamping them
  - This mail party can be at the council office if they can give you the space or at the lodge
    - Invite OA members to assist with this
- Then provide the final envelopes to the council office for mailing
- Any envelopes that are returned to the council office from the post office will need new addresses and should be mailed again
- While it is possible to send mail using a 3<sup>rd</sup> party service, this is likely more expensive and should only be used if absolutely necessary
  - To prevent having to do this, utilize the above backdated calendar to ensure that requests are given the council in a timely manner

### **Best Practices**

The formatting of the Flying Eagle should adhere to the OA Branding Guide, found [here](#). Any deviations from the branding guide should be deliberated by the entire Flying Eagle team, including the Lodge Chief and Lodge Adviser

Be sure to work closely with the other chairman of the secretary team. Cross-promotion is an important tool and can help increase the reach of each area. eNews, social media, and the website chair are valuable partners to the Flying Eagle chairman

### **Evaluation**

The Flying Eagle chairman and adviser will primarily be evaluated on their ability to meet deadlines. Especially for issues that will be mailed, it is crucial that each stage of development is

reached on time so that the final product is finished on schedule. The Flying Eagle Team will also be evaluated based on the quality of each issue. The Flying Eagle must look professional, and there should be no spelling, grammatical, graphic, or other errors in published versions.

## **Conclusion**

Hopefully you find The Flying Eagle to be a fun and fulfilling opportunity. Like many things in life, you get out of it what you put in. No other chairmanship will give you a better angle to view what the lodge and OA experience truly has to offer. Each issue will have you gather information from many other different Arrowmen, each one offering a unique perspective. Use this position as a jumping-off point in your OA career, taking in everything and plotting where your journey will take you next. Many volumes of The Flying Eagle have come before yours and many chairmen just like you have built up the legacy of one of the greatest OA publications. The fate of it now lies with you, so fly high.

# **Induction Weekends**

## **Purpose**

The Induction Weekend (IW) Chair is responsible for planning and executing both Induction Weekends for the lodge. This event provides service to the Council, while also serving as the gateway for new members to join the OA.

## **Responsibilities**

The IW Chair leads the planning, preparation, and execution of the Induction Weekends for the lodge. They work with the Kitchen, Elangomat, Ceremonies, Brotherhood, and Service Crew chairs to run the event.

The first Induction typically happens in June the weekend before Summer Camp Staff Week, which is the week before Boxwell Summer Camp happens. The second typically happens the first or second weekend of August.

## **Doing the Job**

### **Description of Tasks**

- Assemble and manage a team of people to help run the inductions
- Plan the event's schedule
- Procure needed items for the event
- Ensure that candidates have a good quality experience that leaves a lasting impact on them and will make them want to come back
- Leave tools and information to next year's leadership

### **Your Team**

The Inductions are a collaborative effort of every service chair and are led by the Inductions chair with support from the VC of Service.

The VC of Chapters and their team are responsible for conducting elections to gain candidates to come to the Inductions. They also play a role in encouraging these candidates to attend the Induction.

The Elangomat team is responsible for recruiting Elangomats to attend both Induction Weekends to guide the candidates. Ideally, each crew of candidates should have two Elangomats and crews should be between 8 and 10 members.

The Assistant Induction Masters (AIMs) each reside over one camp at Boxwell. They managed the Elangomats and candidates at those camps.

The member crew provides service to Boxwell during the Induction and is made up of OA members. They are led by a youth and adult pair that coordinates getting tasks that are unsuitable for candidates done. These can be tasks involving paint and power tools, as well as things that require lots of communication.

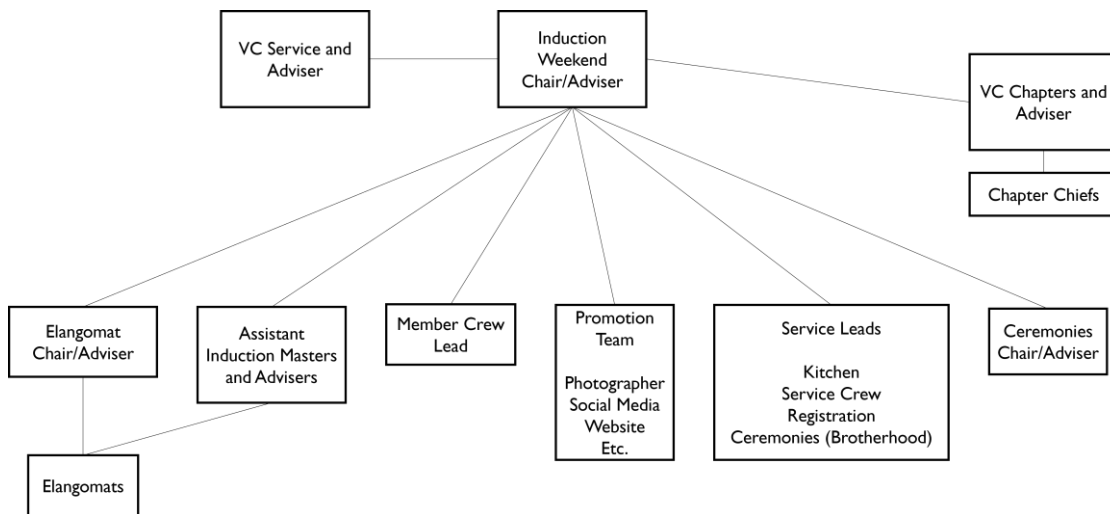
The promotion team helps promote event registration through the various roles that they have.

The registration team is responsible for assigning candidates and Elangomats to their crews. Additionally, they are responsible for checking in all members and candidates on Friday evening. They should give everyone proper directions on where to go and should inform candidate parents of pick-up times and locations. The registration team is also responsible for creating new member packets for each candidate. This occurs on Saturday, and these packets are passed out on Sunday.

The service crew acts as normal, providing support wherever needed and accomplishing whatever tasks they need to do.

The kitchen operates normally, with the additional expectation that they are expected to ship out candidate, Elangomat, and AIM meals for Saturday breakfast and lunch. The schedule should be reviewed with the kitchen team to make sure everyone knows the expectations for shipping meals.

The ceremonies team is responsible for the Brotherhood ceremony on Saturday night and is also responsible for the Pre-Ordeal and Ordeal ceremonies. The ceremonies team should coordinate multiple teams of ceremonialists to conduct multiple ceremonies at the same time. The schedules of how ceremonies will occur should be determined in planning meetings leading up to the Induction.





### **Induction Tasks**

As instructed by the guide to inductions, candidates should be kept working the entire day doing MEANINGFUL work. This does not include picking leaves off the roadways, it also doesn't include moving tent platforms back and forth, and it doesn't include police lining fields with knee-high grass for small bits of trash.

Elangomats and candidates can tell when their work is not meaningful and designed as busy work. Giving busy work to crews is one of the fastest ways to kill morale at the Induction.

ALWAYS ask for extra tasks and ideas from the Boxwell rangers. Don't promise that you can get everything done, but make sure to have extra work. NEVER underestimate how much candidate crews can get done. Without the distraction of talking, they work much faster than you think they will.

Talk with the reservation director and ask for tasks to do. Ask current Boxwell Summer Camp staff members for tasks. Boxwell is a great camp, but there is always work that needs to be done. While you cannot hand a candidate a chainsaw, there are many things that they can do.

NOTE that for the June Induction Weekend, the candidates' tasks will be setting up campsites to prepare for summer camp. As of 2023, we have never set up all of Boxwell during a single Induction Weekend. This may change as the lodge grows. Campsite setup includes tents, cots, and mattresses. Contact the rangers to get access to these.

### **Execution**

Most of the work of the Induction Weekend chair is planning the event. During the event, your leadership team and chairs will do most of the execution. During the Induction, your responsibility is to handle any mishaps that happen as well as to provide support and guidance to your AIMs.

Work with your adviser to get a high-level overview of the Induction. Some questions to think about are below.

Where are your crews? Where will they be going? What work has been completed? What work still needs to be done? Is there impending weather that might change your plans? Does the ceremonies team have what they need to succeed? What about the kitchen? Are all the water jugs full at the worksites? Do the AIMs and Elangomats know where everyone needs to set up camp?

### **Bull Crew**

Bull Crew is a small team of Arrowmen who arrive at Boxwell a few days early (typically Wednesday) to prepare for the Induction Weekend. This includes the Inductions chair and

other people who are asked to come help. It typically includes the Service Crew chair as well. A truck and trailer are also particularly useful for transporting lots of materials.

When picking the team for Bull Crew, make sure to pick one that will be able to follow all aspects of YPT. For sleeping arrangements, work with the lodge adviser to check which areas of Boxwell are reserved. Make sure to follow YPT. Food for Bull Crew can be accomplished in several ways. The crew can go out to eat or make food at the lodge if they wish to. They can also tag along with the Summer Camp Director's Week if they coordinate this far enough in advance. Contact the reservation director for more information if you want to pursue this option.

### **Bull Crew Tasks**

Bull Crew tasks should be planned out ahead of time so the Bull Crew knows exactly what they need to accomplish.

- Spirit of the Arrow Booklet Preparation (Both Induction Weekends)
  - These can be found in the Guide to Inductions and should be printed out ahead of time
  - These should be folded and sorted by the Bull Crew in preparation to give out to candidates
- General Camp Preparation and Inspection (Both Induction Weekends)
  - Make sure the work that the candidates will be doing is where you think it is, make sure that it hasn't been done already, and that there isn't something that would prevent candidates from succeeding in their work
- Friday Preparation for Arrivals (Both Induction Weekends)
  - Place out signs to direct Arrowmen and candidates to their check-in locations
  - Make sure to put a sign preventing them from going to the lodge, as sometimes candidates may try to go there first
- Campsite Setup Preparation (June Induction Weekend)
  - Each site needs to have one tent for each tent platform (make sure it is a 2-person tent and not a tarp)
  - Each tent needs two upright poles and one ridgeline pole
    - These can be metal or wood, Boxwell uses both, although the metal ones are a lot nicer
  - Elangomats/AIMs will need rope to help tie the tents up
    - You can probably get the reservation to buy you some, but make sure that you have it and that it is in good condition
  - It is a good idea if rain is expected to set up one tent in each site and place the rolled-up tents in it, so to keep them from getting wet and moldy

- If the candidates will be setting up army cots, then those need to be laid out at each site too
  - Two per tent
  - You should also have a plan on how to deal with the cot bags after cots are set up
  - Army cots also need two tension poles that will keep the cot stretched out
    - These vary from cot type to cot type and may or may not be in the bags
    - CHECK FOR YOURSELF!

### **Resources**

- [Guide to Inductions](#) – The master guide/handbook published by National
- [Sample Master Spreadsheet](#)
- General Event Notes – At the beginning of The Wheel V3

### **Best Practices**

Stay in constant contact with your team and chairs to ensure their success and the success of the Induction Weekends.

Don't be afraid to ask questions.

Always remember to thank the people who have put in many hours of hard work for you.

Use feedback from the June Induction to help improve the August Induction.

**PASS ON WHAT YOU USED AND WHAT YOU LEARNED TO THE NEXT PERSON!**

### **Evaluation**

The Induction Weekend chair is evaluated by the execution of the inductions. This includes how the members and Elangomats felt, as well as the new members. Remember that we want the candidates to have a positive experience throughout the weekend.

After each induction weekend talk with your team and adviser and ask questions. Find ways to improve, even if just the slightest amount. Write these down so you can use them for the next Induction.

Accept constructive criticism and use it to your advantage.

## **Conclusion**

The Induction Weekends are arguably the most important event of the lodge year, and you get the opportunity to make them a success!

Remember that there are lots of people who are willing and able to help you plan and execute these weekends!

# **Kitchen**

## **Purpose**

Food is one of the most important parts of each event that the lodge hosts a Boxwell! The lodge is known for having great food at all of our events, and it is the kitchen team's responsibility to plan, make, and serve this food.

## **Responsibilities**

### Chair

- Plan a menu for the event
- Talk with the kitchen adviser and the event chair/adviser to solidify the menu
- Recruit staff to work kitchen
- Manage kitchen to produce good food on time for meals
- Keep kitchen areas clean

### Adviser

- Assist the chair with menu planning
- Order the food for the event
- Assist the chair during the event
- Be ServSafe certified or ensure that another adult in the kitchen is

## **Doing the Job**

### **Menu Planning**

The event chair and adviser should give the kitchen two pieces of information: how many people they expect to be there, and how much money the kitchen gets per person. Before ordering, the registration team will have the final numbers. These should be increased to prevent Murphy's Law before ordering.

Since the kitchen ultimately prepares the food, the kitchen chair and adviser are the people who plan the menu. While ultimately, you can pick what you want, make sure to consider the points below.

- Price
  - While you can make awesome meals that aren't expensive, you can't serve filet mignon to 200 people.
- Event Theme
  - The event theme may lend itself to some good ideas for meals.

- Ease of Preparation
  - Does something have to marinate overnight? How are you going to deal with that?
  - Can a team of youth and adults, not all of whom have experience, be led to success in preparing this menu?
- Needed Equipment
  - Consider what equipment will be needed and what is available at Boxwell.
  - If you are going to fry things, remember that fried stuff is typically made to order and that you don't want it sitting long.
    - Consider that frying will require propane, fryers, and hoses that Boxwell doesn't have.
  - Once we did milkshakes, and while they were tasty, it took about four hours because we only had one working blender.
- Balancing
  - Don't have three straight meals of fried foods, it gets old fast.
  - Aside from allergen concerns, you only need one main dish for each meal.
- Friday Dinner
  - This should be something quick and easy that a small team can prepare.
  - The entire kitchen staff may not be able to arrive at 3 PM to prepare a fancy dinner, keep it simple and filling.
- Sunday Breakfast
  - After breakfast on Sunday, most of your team is ready to leave. Make sure that the clean-up for breakfast is easy and quick, since you will also need to clean the kitchen.

#### **Advice and Pitfalls to Avoid**

- Keep people out of the kitchen that aren't supposed to be in there, they take up space and can interfere with your team. This is especially prevalent right before serving time, as people like to enter the kitchen then.
- Make sure to have a quick food safety talk with your entire team Friday night.
- If things need to be defrosted, like meat, make sure you start that early. Meat takes a long time to defrost. Bread is typically delivered to the freezer as well.
- Have someone take an inventory of the food you ordered when you arrive. Nothing is worse than needing something you don't have.
  - If you find that there isn't something that you need or that something has already rotted, emergency trips can be made by adults to grocery stores, but it is better to find this out earlier than later.
- Utilize the experience of the adults and older youth and delegate when possible.
- Use your adults to guide youth in cooking and do the dishwashing.
- Bring a first aid kit, sometimes the one at the Stahlman kitchen isn't there.

- Things almost always take longer than you think they will.
- Clearly communicate to your team the menu and serving plans (see below in resources).
- Don't forget about the serving line!
- When dealing with shipping meals for the Induction Weekends, get the numbers from registration Friday evening. It is easiest if you get counts per camp, instead of per crew. Make sure to provide candidate meals for Elangomats. Also make sure to get AIM and Elangomat numbers so you can properly ship them food as well.
  - It is best to set aside one youth/adult with experience and another to help them, and have that team prepare all the candidate meals for Saturday morning on Friday night. These can be put on a cart and rolled into the fridge.
- Plan out prep tasks like vegetable cutting ahead of time so that as much prep work can be done Friday evening and early Saturday.
  - That being said, DO NOT keep your staff late in the evening Friday night doing prep work!!!
- Assign one adult to be on coffee duty for each morning, the kitchen and participants will need it!
- Keep a record of everyone who staffs at each event, you will need it when belt buckle awards are decided. Give this list to the next kitchen chair as well!

### **Resources**

- Vice-Chief of Service and Adviser
- The event chair and adviser – For schedule information and themed meal ideas
- [Scouting Food Safety Information](#)
- [Sample Menu Plan to give to the kitchen staff](#)

### **Best Practices**

- Stay ahead of your schedule
- Try to give your staff breaks on Saturday, since they are up early and late
- Plan cook cabin sleeping arrangements in advance and communicate these plans to your staff in advance
  - Once you receive final registration information, reach out to your kitchen staff and inform them of the sleeping arrangements. While veteran kitchen staff know they will receive indoor housing, newer staff may not

### **Evaluation**

You are evaluated on the quality of your food and the degree to which you served the food at the planned time. Your team will evaluate you based on how they were treated during the event. Working in the kitchen is hard work, but it should still be fun! Keeping staff coming back is a top priority!

## **Conclusion**

Have fun and make sure the staff does too. Don't be afraid to delegate and ask for advice.



# **New Member Guide**

## **Purpose**

The New Member Guide chair exists to produce and publish the New Member Guide year each for new Arrowmen to receive at their induction.

## **Responsibilities**

This chair produces the New Member Guide for the newly inducted Arrowmen each year. This publication is given out to new members along with their induction packets.

This job includes working with the lodge leadership team to determine what information should be included, working with the LEC to get goals, job descriptions, and headshots, and then assembling the guide and getting it printed.

## **Doing the Job**

### **Description of Tasks**

1. Collect LEC information
  - a. Names of all officers, chairs, and advisers
    - i. Ask the Lodge Secretary for these
  - b. Pictures of the LEC
    - i. It is a good idea to get these at the LLD before the Winter Banquet
    - ii. Bring printed name cards for each position, and have each LLD attendee take two photos, one with the name card, and one without
    - iii. Ask around the lodge to find someone who is willing to bring a nicer camera and help take the photos
  - c. Goals of the LEC
    - i. Each LEC member should already have their goals written down, and these will be finalized after LLD. Contact the officers to get these goals, so they can be included in the New Member Guide
  - d. Chapter information
    - i. Get updated Chapter meeting locations, leadership, and contact methods from each Chapter Chief
2. Produce Graphics for the New Member Guide
  - a. Produce cover images and edit pictures of the LEC members

3. Produce the New Member Guide
  - a. Using Microsoft Word or another suitable choice, assemble all the information that was gathered into the new edition of the New Member Guide
  - b. Update event dates and locations, as well as updating some of the event photos if possible
  - c. Update all the LEC information
  - d. Update all the information for Chapters
4. Publish and print the New Member Guide
  - a. Search for publishers online and talk with your adviser to select one
  - b. Pricing, as well as paper size and color preferences are important
  - c. Also work with the Lodge Staff Adviser
  - d. Keep in mind printing turnarounds, make sure to begin this step around the beginning of April

### **Resources**

- [I Love PDF](#) – Is a great online tool for anything pertaining to PDF documents
- [Microsoft Support](#) – Has lots of guides on how to use Word, also try using the internet to search for any questions you have
- [New Member Guide Archive](#) – An archive of several New Member Guides from years past. Take ideas and inspiration from these, and make sure that the Secretary adds yours to the archive once you are done!
- Previous New Member Guide Chairs – Previous chairs can offer tips and advice, as well as provide the old Word documents to use as a jumping-off point

### **Best Practices**

- Even if they are small, go ahead and send your edits for review. This will make the end process go faster.
- Utilize Google Sheets or Excel to organize contact sheets for LEC members
- Remember that if something is going to be published online, no personal emails or phone numbers should be listed
  - Also remember that youth last names must be truncated to just the first initial for online publishing
- If you don't personally own a copy of Word, see if you can get it from your school. They often have these pre-installed on school laptops

### **Evaluation**

You will be evaluated based on how good of a publication you put out. Grammar and style matter as well. Content also makes up a huge portion of your evaluation. The easier the information is for new members to digest, the better your publication is.

### **Conclusion**

The chairmanship can seem intimidating, but it gets easier as it goes on. Remember to use your resources like your adviser and officer and their adviser.

# **OA Unit Representative**

## **Purpose**

The purpose of the OA Unit Representative is to have a youth member in each troop, crew, and ship to relay all Chapter and lodge information so the units can plan their events around the OA calendar. Another reason is to encourage younger scouts to reach 1st Class/Discovery/Ordinary and camp to be eligible for election into the Order.

## **Responsibilities**

- Relay all chapter and lodge information to the troop
- Encourage their unit leadership to participate in a unit election in the spring
- Encourage all OA members within the unit to stay active
- Promote camping to their unit
- Promote unit attendance at Council camps

## **Doing the Job**

The OA Unit Representatives are the direct link between the OA and the unit.

### **Resources**

- [Wa-Hi-Nasa Website](#) – Here you can find information about lodge events and ways to contact your Chapter leadership
- [Unit Election Information](#) – Here is where unit leaders can find more information about unit elections and schedule one themselves
- Your Chapter Chief and Adviser

### **Best Practices**

Typically, units will have new leadership 2 or three times a year. Make sure that all the calendar year's information is relayed to all leadership. Avoid assuming that they know when OA events are being held.

## **Conclusion**

You might have been chosen by your SPL, President, or Boatswain, but you are tied to the overall brotherhood within our lodge and you are representing the OA as a whole. Keep that in mind as you serve within this position because the next Arrowmen (especially younger scouts) are looking up to you!

# **Service Crew**

## **Purpose**

The service crew covers most of the logistics during the events. For an event to run well, several behind-the-scenes activities need to happen throughout the event. The service crew is responsible for helping out with these tasks.

## **Responsibilities**

The job of the service crew is to help other areas perform their tasks. They provide mobility and manpower to get jobs done.

## **Doing the Job**

### **Your Team**

The service crew chair needs to promote serving as service crew staff to Arrowmen so that the service crew can get their tasks done. That being said, you are unlikely to need tons of people to get the tasks done.

Additionally, make sure that you have multiple adults on your team to follow YPT. Reservation rules state that only people 18+ can drive on reservation. If you have youth female team members, an over 21 female needs to also be present on your team.

### **Description of Tasks**

#### **All Event Tasks**

Trash Runs – Get trash from the lodge, Dining Hall, and program areas and throw it away in the dumpsters behind the compound.

Water Runs – Keep water coolers full and clean during the event.

Assist the event staff with whatever setup/tear-down tasks they have.

#### **Inductions**

While the pre-induction Bull Crew is the induction chair's task, service crew members may be asked to help. Additionally, the service crew may need to move tents, tent poles, and cots around during the Induction.

#### **Cracker Barrels**

Assist with game set up and tear down. Take the trash out at the end of the night.

### **Resources**

- Vice Chief of Service and Adviser
- Event Chairs – They will manage the event, and you will help the behind-the-scenes of the event work smoothly.

### **Best Practices**

- Keep in constant contact with the event chairs, walkie-talkies are great for this
- Make sure you have gas in your vehicle
- Stay in contact with your adviser to better work together to accomplish your tasks
- Keep a record of everyone who staffs at each event, you will need it when belt buckle awards are decided. Give this list to the next service crew chair as well!

### **Evaluation**

You have done well if participants do not see you under pressure. Be a duck, always churning underwater but silky smooth on top. If staff need something, help them. They will appreciate it and so will the event chair.

### **Conclusion**

You are in charge of the logistics that help make events possible. Be communicative and nice to your staff and the staff you are serving. Give your staff breaks when possible, to let them enjoy the events and activities they want. Ask questions when you do not understand a task.

# Slack

## **Purpose**

Slack is the space in which all communication happens in the lodge. It is the job of the Slack chair to ensure that it is running smoothly, clearly, and up to date.

## **Responsibilities**

The scope and responsibilities of the Slack chair are primarily confined to the Slack platform. Their duties mostly consist of managing members via sending invites and auditing the server twice a year. Other responsibilities include reporting the server statistics, managing the emotes, and answering support questions. The primary impact you'll make as Slack chair will come from your ideas.

## **Doing the Job**

### **Description of Tasks**

- Auditing Slack twice a year
  - This consists of checking Slack members against Scouting and OA membership, as well as YPT for those 18+
  - These typically occur in July and November
  - Get information from the registration committee and cross-check it with the current Slack members
  - Members who are on the list to remove should be notified and given a week of time to update their Scouting registration or YPT, and then be removed
- Adding new people
  - These will come as requests to the Slack team to add new members to the Slack workspace
- Responding to other support requests in the workspace
- Other administrative tasks
  - Approving apps for the workspace
  - Managing emojis

### **Adding New People to the Slack Workspace**

These requests will often come in the Slack Help channel. They can also come in other channels. Slack requires an email address to add someone to the workspace. Requests should also include the name of the person, and the reason for them being added to the workspace. LEC members are added as full members who can see and join every channel.

Other people may be added as guests who can only access channels that they are given by an admin. Additionally, requests should include any channels other than the default channels to add the member to.

### **Resources**

- [Slack FAQ](#) – Created in 2023
- Slack Adviser
- Prior Slack chairs
- Secretary and Secretary Adviser

### **Best Practices**

Don't be afraid to utilize your adviser! If you are away from your computer for a while, something like being on vacation, there's no shame in asking your adviser to handle things like join requests.

Fully exploring all the features of Slack will make this position more interesting and allow you to make real changes and set goals for the workspace.

Once you are an administrator, Slack will send you emails with useful information and workplace statistics. These can be useful for helping to optimize communications on Slack.

The Slack workspace is free for Wa-Hi-Nasa, due to a nonprofit program by Slack. This only remains free under a certain threshold of people, so keep this in mind when the workspace begins to get large. See [this](#) for more information.

### **Evaluation**

The Slack team is mostly evaluated on their timely responses to requests. Remember that Slack is where almost all the communication for the Lodge happens, and that quick and easy communication is crucial to our Lodge's success.

## **Conclusion**

The Slack chair and adviser are the engineers that keep the communication machine well-oiled.

Don't be afraid to have fun in this position and help keep the information flowing!



# Social Media

## **Purpose**

The chair's purpose is to use social media as a tool to disseminate information efficiently and effectively, such as opportunities and deadlines, to increase engagement, understanding, productivity, and fellowship within the Lodge. In addition, it can also be used to convey nonessential amusement/entertainment.

## **Responsibilities**

It's the chair's responsibility to find content for the various social media platforms. It is also their responsibility to ensure the posted information is correct, clear, concise, and punctual. If the chair isn't able to attend an important event, it is vital that the chair finds someone else to collect sufficient content.

## **Doing the Job**

- Use scheduling/posting software to prepare future posts.
  - Ex. Meta Business Suite App (Preferred), Hootsuite, etc.
- Use Canva to design infographics and other content.
  - Pre-made templates are very helpful but usually need to be modified to fit the design requirements (See resources).
- Use the Linktree to manage links
- If grammar isn't your strong suit, use a proofreader.
  - Ex. Grammarly.

### **Description of Tasks**

- Find/take/design/edit content
- Find/create captions
- Proof content and caption with others
- Schedule/post content
- Manage comments and DMs

### **Resources**

- Prior Social Media Chairs
  - Feel free to contact the past or current Social Media Chairmen to ask any questions/concerns or for another eye to look over your work

- Secretary and Adviser
  - They can help come up with ideas for content as well as review the posts prior to approval
- Equipment
  - Camera
    - A personal camera is ideal
    - It is also possible to use your smartphone or crowd-source
    - Try your local library to see if you can borrow photography equipment for the event
  - Computer/phone
    - Need internet access to use the below websites/applications.
- Websites/Applications
  - [Canva](#)
    - A very useful and simple graphic design tool
  - [Link Tree](#)
    - Where you will update the “link in bio” for Instagram.
  - [OA Branding Guide](#)
    - Where you can find a lot of designs and rules on branding
  - [Wa-Hi-Nasa Lodge](#)
    - Where you can reference information and photos to include in posts
  - [Instagram](#)
    - Where you can view posted content (or post if you aren’t using a scheduling/processing software) AND where it is easiest to check Metrics (Reach, Engagement, and Total Follows).
  - [Facebook](#)
    - Where you can view posted content (or post if you aren’t using a scheduling/processing software) AND where it is easiest to check Reach, Engagement, and Total Follows.
  - [YouTube](#)
    - You may be in charge of managing/posting content on our YouTube and this website is how you will have to do it
  - [Google Photos](#)
    - See best practices section
  - [National OA Photo Albums](#)
    - Good for supplementing National/Regional posts
  - [Meta Business Suite App](#) (Preferred) OR [Hootsuite](#)
    - Used to upload posts and captions and make individual changes between Facebook and Instagram

- [Lightroom](#) (Not provided / Preferred) OR Generic Photo Editing Software
  - Allows you to make advanced edits to photos to adjust light, color, rotation, crop, etc.
- [Lodge Brand Elements](#)
  - A Google folder with sash and flap images, brand elements, and the OA fonts

### **Best Practices**

- Plan ahead!
  - Scheduling software makes this job SO much easier. Figure out what people want posted (Talk to the current secretary) and then design it, proof it, and then schedule it.
- Linktree
  - When posting including the phrase “link in bio”, you need to add the link to Linktree. This is important with Instagram posts since it doesn’t support links in post captions. Facebook does support this, so it is best to replace the words “link in bio” with the actual link below in the post.
- Google Photo Albums
  - Create an album and then share it in the Slack channels to get crowd-sourced material and also allow everyone to share photos.
    - “Hello everyone! Here is the link to the Google Photos album for this weekend. Feel free to add to it.”
  - It is also important that you share this link with the Website Chairman in order to get the [photos uploaded](#).

### **Evaluation**

- Performance should be evaluated on the quality and correctness of posts and captions. You may also be evaluated on the fruits of your labor or [metrics](#) (Reach, Engagement, and Net Follows).
- The Lodge Secretary and Social Media Adviser should be included in these evaluation processes.

### **Conclusion**

Social media is a crucial component of the lodge’s communication with both youth and adults. Make sure that your posts are correct and useful and have fun!

# **Spring Training**

## **Purpose**

The purpose of the Spring Training Event is to provide training to equip Arrowmen with the knowledge and tools they need for the year to come while providing a program that makes Arrowmen want to come back to future events.

## **Responsibilities**

The job of the chair is to plan and execute the entire Spring Training event. They recruit Arrowmen to their team and delegate the workload among them. As with all delegation, everything that is delegated should be explained in great detail and should include lots of follow-ups to ensure that nothing is forgotten or overlooked.

Additionally, a patch should be designed for the event. This is something to work with your adviser and the Lodge Chief and Adviser.

## **Doing the Job**

Planning for the event should begin immediately after Fall Fellowship to ensure a successful and well-planned event. The officers should immediately consult each other and the Lodge Adviser and pick an OA member to be the chair. Shortly after the selection of the chair, the team should determine a theme for the event to begin the planning process.

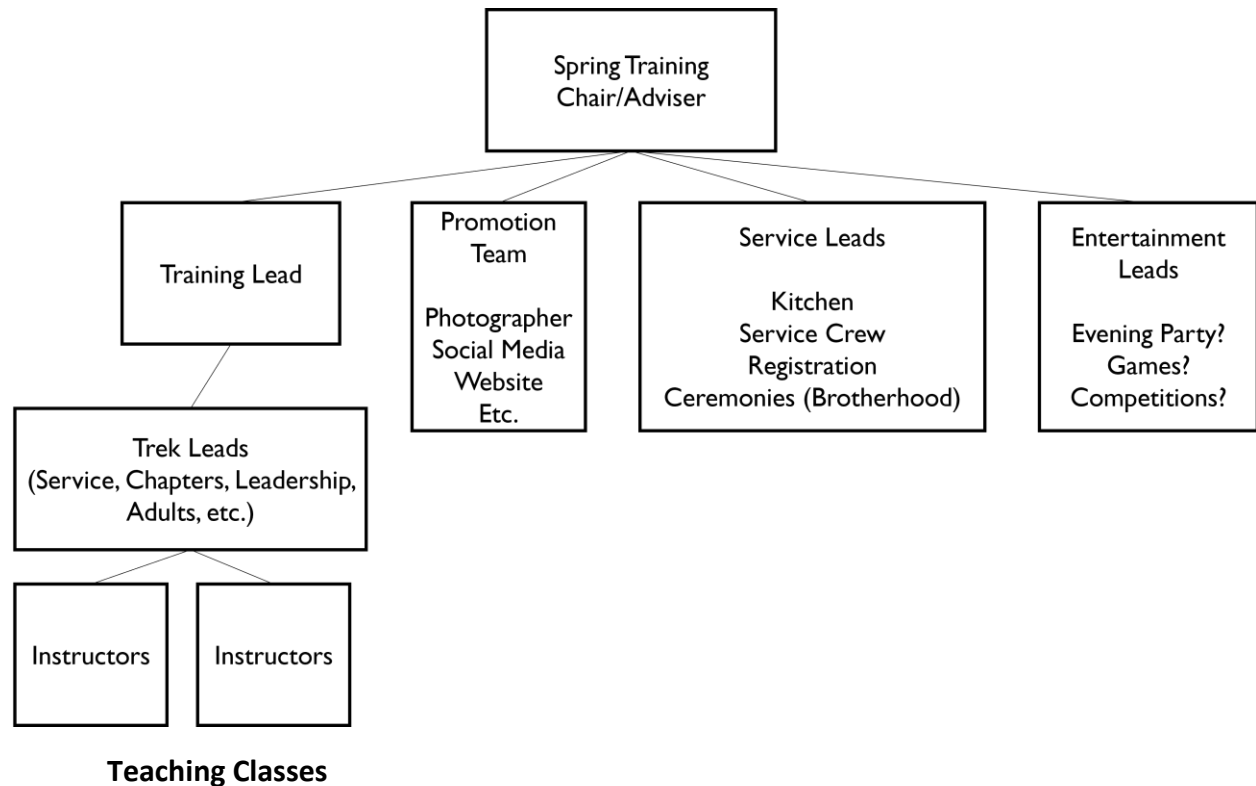
### **Your Team**

Planning for training must be the first task on the list. Training is necessary, but very difficult to put together and plan for. There are several ways to structure this part of the event, but the most important part is to create a Training Lead, delegating the creating of the structure of the training and the recruiting of instructors.

The training team is one of the most important parts of the staff. A logical way to go about recruiting for this is to select a training lead as part of the key staff. The training lead then works closely with the chair and adviser to determine what training courses should be offered. This could be several options, or it could fall into different types. An example of the organization structure for several types is shown in the organization chart below.

The team should also work with the Secretary team to promote the event via social media, lodge publications, and the website. They should begin communicating with the registration team to get a registration link from Council on the website as soon as possible. The team needs to work with the kitchen to determine a menu. They should also communicate with the ceremonies team and Brotherhood chair to ensure that a team will be ready and prepared to conduct a Brotherhood ceremony.

Additionally, the team should have entertainment leads. These are the people who organize an evening party or Chapter competitions or whatever other fun elements to incorporate.



Having quality trainings is vital to the success of the event. This starts with the selection of the classes. Previous versions have done different groups of classes called “treks,” but you can try other ways of organizing classes. Try to offer classes that align with the lodge's current goals and visions. Think about what newer Arrowmen might want to learn about. Additionally, consider the Arrowmen in the lodge, what knowledge or skills do they have that might make a good class to teach? Look at <https://oa-bsa.org/training> for some ideas and example lesson plans.

Once the classes have been selected, begin reaching out to Arrowmen who might be willing to teach a course. Things to look for when selecting teachers are how their skills/roles correlate with the class they will teach. Many Arrowmen have served on Boxwell summer camp staff and

have taught classes to scouts before. For example, a class on leadership could be taught by the Lodge Chief and a class on unit elections could be taught by the unit elections chair.

Depending on the event schedule, the length and number of classes may vary. Make sure to communicate all details and expectations about trainings to the teachers. Walking through a lesson plan with the class instructor in a Zoom or Slack call can help ensure that classes have been thought through and that the instructor is prepared to teach the class.

### **Resources**

- Previous chair and advisers
- Previous VCs of Service and advisers
- [Sample Master Spreadsheet](#)
  - Includes a sample backdated calendar
- General Event Notes – At the beginning of The Wheel V3

### **Best Practices**

- Remember that enthusiasm is contagious.
- Good decorations help boost morale and excitement.
  - Talk to advisers who can help provide ideas for cheap decorations.
- Have a program that engages ALL members.
- Keep Chapters together when possible.
- This allows them to build camaraderie and create friendships with local Arrowmen.

### **Evaluation**

The quality of the training, the smoothness of the event, and the fun that participants had are the biggest three ways that the event is evaluated.

An evaluation form should be used at the end of the event via a QR code or even in an email after the event to gather feedback from the participants. Make sure to keep this feedback and give it to your officer and the next chair, because if you don't the feedback-gathering process will be pointless.

Reflect on how the planning process for the event went. Was it rushed at the last minute or did everything run smoothly? What improvements could the next team make?

An after-action report is also important. This could be held after the LEC meeting on Sunday, but most people would probably like to head home. Set up a virtual meeting for after the event to gather feedback from your area leads like kitchen, registration, training, etc. Make sure to track down anyone who couldn't make the meeting to get their ideas as well.

*MOST IMPORTANTLY:*

Make sure to record the feedback and new ideas and pass them on! Let others capitalize on your success and learn from your mistakes!

**Conclusion**

This is the first event of the year, so it should be exciting but also practical. Make sure to strike a good balance between training and fun and combine the two together for an amazing event! This isn't a service-centered event like the inductions, and it isn't a Fall Fellowship in the spring.

Use your resources! There are many adults in the lodge who have helped plan events for years!

# **Summer Camp Cracker Barrel**

## **Purpose**

The purpose of the Summer Camp Cracker Barrel (SCCB) chair is to plan, organize, and manage OA cracker barrel events during Boxwell Summer Camp. These cracker barrel events typically occur on Wednesday evenings and allow Arrowmen to socialize with other members. Additionally, this event can serve as advertising for the OA to inactive members and units.

The Summer Camp Cracker Barrel chair is only responsible for the cracker barrels during summer camp. Cracker barrels that happen at other events (Inductions or Fall Fellowships) are a collaboration between the event chair and the kitchen chair. While the SCCB chair may help with these, that is not necessarily their job.

## **Responsibilities**

As Summer Camp Cracker Barrel chair, it is your responsibility to plan games, food, entertainment, music, and advertising for Cracker Barrel events (typically 4-5).

Cracker barrels, like other lodge-wide events, involve the coordination of many teams. Brotherhood is offered at each cracker barrel, which involves the ceremonies team and the Brotherhood chair. Members need to check in to the event, so a delegation from the registration team needs to be there to check people in and collect dues when needed. The trading post is also an important component, so the trading post chair and some team members need to be there as well.

Additionally, the chair is responsible for executing the cracker barrels and should be at all of them to help set up and tear down the event.

## **Doing the Job**

### **Planning and Things to Think About**

#### Times

The schedule for each cracker barrel should be the same and is based on the schedules at Stahlman and Craig. While these change year to year, typical ones can be found on the Council website. These happen on Wednesday evenings after dinner at Boxwell.

#### Promotion

Promotion can be done in conjunction with the Secretary team via social media and the website. Make sure to contact them so they know what they need to do. Additionally, posters can be put up in the dining halls. This can be done during the June Induction.



Posters should include:

- Brief (4-5) list of activities and events held at the Cracker Barrel
- Start time and end time
- Brotherhood review timing and cost
- Location (OA Lodge)
- Dates for each Cracker Barrel
- Menu

The main promotion tool you have is the Summer Camp OA Representative. They serve on the camp staff as a representative of the OA. Make sure to communicate with them and to make sure they promote the Cracker Barrels to all the OA members at summer camp.

### Your Team

Like all events, SCCBs are a collaborative effort of several teams. The ceremonies team needs to make sure they have a Brotherhood team ready to go at each Cracker Barrel as well as the supplies to conduct the ceremony.

The Brotherhood team needs to make sure they are ready to do the Brotherhood review before each Cracker Barrel. This means they need a person to run the review as well as pencils and paper. They will also need someone (a Brotherhood/Vigil member) willing to be a Nimat. Tiki torches are a collaborative effort between the Brotherhood and ceremonies teams.

The registration and trading post teams need to have their respective stations set up before the Cracker Barrel and are responsible for staffing their stations.

Ideally, you can get a consistent setup and tear-down crew for each week. This ensures that your team is always covered and they know what to do. When selecting members for this, it is easy to go with members who are serving on summer camp staff since they will already be on the reservation. However, keep in mind that they have their own responsibilities, and be aware of the risk of them showing up late, or the risk of pulling them from their summer camp jobs.

### Food

Food is the job of the SCCB team, and not an OA kitchen nor a summer camp kitchen problem. The SCCB chair and adviser's job is to plan the menu, procure the food, and find ways to prepare and serve it.

Traditionally, ice cream and a topping bar are served at SCCBs. This is typically pretty easy because the ingredients can just be stored in the Stahlman kitchen (MAKE SURE TO LABEL THEM FOR THE OA!). Ice cream doesn't take much preparation aside from a bit of thawing, and serving is pretty simple. Cleanup is disposable bowls and spoons plus washing the ice cream scoops.

You can decide to have other offerings as well, but make sure to consider the changes that will need to happen to make them a success. Fried foods require people to make them and extra equipment and cleaning.

When planning the menu, remember that this event does not bring in money for the Lodge, and while a great aspect of our program, it does not have to be expensive. Keep in mind what preparation and manpower will be needed to execute whatever menu you choose.

When planning food, make sure to take into account what you will need to serve the food. Many serving utensils are already in the Lodge. You should also plan for napkins, bowls/plates, and disposable utensils for members to use. You should include trash bags in your plans. Getting some water jugs up at the lodge is also a good idea, you don't want anyone getting dehydrated.

Work with the kitchen adviser and summer camp food teams to order and store food for the cracker barrels.

### Entertainment

Most of the games that are provided are kept in the lodge shed year-round. You should check on these at the June Induction Cracker Barrel to make sure you know how to set all of these up and that they are all there and are not broken/missing pieces.

If you wish to provide additional activities, see if you can add them to your budget or work with the construction chair to see if they will fit in that budget.

After completion of the Brotherhood review, there is often some entertainment in the lodge building. Sometimes a movie or video game tournament is offered. Board games could also be an option. Remember that the main goal of the Cracker Barrels is for Arrowmen to socialize and have fun, so try to align the indoor entertainment with that. Note that is a crucial component in dealing with inclement weather.

While it is not necessary for successful SCCBs, giving each weekend a theme is a fun way to add some variation while making sure each event still gives everyone a good experience. Themes can influence clothing (although Class A with the sash is the norm), the Dutch Oven Cookoff, games, or anything else you want to do.

### Transportation

Many Arrowmen will not be staying at camp that week and will drive their personal vehicles to the lodge. Make sure that the space you need for your activities is designed before they start arriving and taking up parking spaces.

Members who are staying at Camp Stahlman are expected to walk to the OA Lodge.

Members who are staying at Camp Craig can walk to the Lodge, but it is ideal to try and arrange transportation for them. If possible, try to work with the reservation director and the bus drivers to see if you can get a bus scheduled to shuttle people to and from the Cracker Barrel. Remember to thank the bus driver, and maybe pay them with some food and merch as well. If you successfully arrange this, make sure to get it announced to the Craig campers by the Summer Camp OA Representative.

### Dutch Oven Cookoff

Traditionally, we host a Dutch Oven cooking competition before each Cracker Barrel. This provides some exposure for the OA as well as a fun activity for unit leaders who are staying at camp. We normally provide a reward of a small cast iron skillet for the winning dish. Often we give each week a theme for the dishes. Leftovers from the judging can provide additional food at the Cracker Barrel. While the contestants are responsible for their ingredients, fire, and cleanup, the lodge should provide some small bowls and utensils for serving to OA members.

More information about this can be found in the resources section. Coordinate with the Lodge Adviser to make sure information about the competition is included in the summer camp unit leader meetings so unit leaders will be encouraged to participate.

### **Execution**

During the event, the chair is responsible for making sure things run smoothly. Helping with setup and tear-down is one of the main responsibilities. Additionally, you should welcome people using the speaker system, manage the DJ, quiet everyone for the Brotherhood walkthrough, and congratulate the new Brotherhood members when they return.

### **Reflection**

After each Cracker Barrel, the chair and adviser should meet to discuss improvements and needed things for the next week.

### **Questions to Ask**

Here are some questions to ask before each Cracker Barrel to ensure you are prepared for it.

Who is on registration and do they know? Is the trading post team ready to go? Who is helping set up and what time do they need to be there? Who is helping tear-down? Is the food where I think it is? Who is helping with the food and do they have the resources they need? Is the ceremonies team good to go? Is the Brotherhood chair good to go? Who is the Nimat for Brotherhood? Where is the sound system and does it work correctly? How is the trash going to be taken care of?

Taking an inventory after each Cracker Barrel (and at the June Induction) will help you answer these questions.

## Resources

Keep in mind that all these resources were created in 2023. They are provided to provide a jumping-off point but are not intended to be an end-all-be-all.

- [Outdoor Audio Mixer Manual](#) – Created in 2023
  - For setting up the outdoor audio equipment stored in the Vice Chief room
- [Fair Weather Setup Plan Link](#) – Created in 2023
  - For setting up with the expectation of nice weather (no rain, or storms) refer to this guide
- [Inclement Weather Setup Plan Link](#) – Created in 2023
  - For setting up with the anticipation that Cracker Barrels will be held during inclement weather
- [Dutch Oven Cookoff Guide Link](#) – Created in 2023

## Best Practices

It is highly recommended to fit raffle prizes into your budget. People can win these prizes through a raffle they enter by signing in with registration. This encourages people to sign in, which can help generate revenue through paid dues.

Communicate with the registration team during planning to see roughly how many people checked in to each Cracker Barrel.

At the start of each Cracker Barrel, when announcing to the members, make sure to remind them to stay out of the Lodge because of Brotherhood. You can also introduce Lodge Officers who are there and promote upcoming events. Make sure to also point out where the trading post and food station are.

## Evaluation

Evaluation of the Cracker Barrel team is from the people who attended the events. The more they enjoyed the event, the more others outside the OA will become interested in joining the OA. Other positive things include Brotherhood conversion, dues collection, and trading post sales.

## Conclusion

The Summer Camp Cracker Barrel chair is unique because they get to plan one event but then do it four or five times! Make sure to find creative ways to make your events awesome, and get a great team of people to help you execute your vision.

And of course, make sure to have fun at your event!

# **Summer Camp OA Representative**

## **Purpose**

The Summer Camp OA Representative plays a vital role in the summer camp experience, serving as a liaison between the summer camp staff, the Middle Tennessee Council, and the Wa-Hi-Nasa lodge during the camp season. The Camp Representative oversees the Order of the Arrow's activities at Camp Stahlman and Camp Craig, with a focus on unit elections, Brotherhood Review and Ceremony, and the Wednesday night Cracker Barrel.

It should be noted that this is not an LEC position, but a personal link between the Wa-Hi-Nasa lodge and the Middle Tennessee Council summer camp staff.

There are typically two OA Representatives, one for Stahlman and one for Craig.

## **Responsibilities**

The Summer Camp OA Representative is a fully-fledged summer camp staff member and is expected to participate as such. They will attend all weeks of summer camp, including staff week the week prior.

The selection of this individual is made by the Lodge Chief, Lodge Adviser, and Staff Adviser, with preference given to Lodge Officers or LEC members who do not have significant other summer camp responsibilities.

## **Doing the Job**

### **Before Camp Tasks**

#### **Pre-Camp (May)**

Gather information provided by the Lodge Adviser and Council Office to schedule unit elections during camp. Compare this information with unit elections data from the Vice-Chief of Chapters and make a plan to contact those units to offer an election at summer camp.

### **Weekly Camp Tasks**

These listed are in addition to whatever tasks you are given by the camp and reservation directors. Typically, the OA Representative will teach a merit badge class during the week.

Sunday

Attend SPL/Scoutmaster Meeting to make announcements and provide details about OA Programs at Camp.

Assist with any assigned camp check-in activities

Monday

Morning: Provide in-site camp visits to Campsites 1-8. Introduce yourself, build rapport, and offer information about OA activities.

Flag Announcements: Introduce yourself, and tell the troops that you are there to conduct unit elections to let their members join the OA.

Conduct any unit elections scheduled for the day.

Tuesday

Morning: Provide in-site camp visits to Campsites 9-16. Continue to engage with troops and promote OA involvement.

Flag Announcements: Promote the Cracker Barrel for all current OA members Wednesday evening.

Conduct any unit elections scheduled for the day.

Wednesday

Flag Announcements: Promote the Cracker Barrel for all current OA members Wednesday evening.

Morning/Mid-day: Dedicate time to cleaning the OA Lodge and begin setting up for the evening Cracker Barrel.

Conduct any unit elections scheduled for the day.

Evening: Support the execution of the evening Cracker Barrel event. Ensure it runs smoothly and is engaging for campers.

Assist in clean-up and tear down of the Cracker Barrel area.

Thursday

Conduct any unit elections scheduled for the day.

Ensure that all troops have had the opportunity to participate.

### Friday

Continue conducting any unit elections scheduled for the day.

### Saturday

Camp staff off day

### **Resources**

- The Summer Camp OA Representative reports directly to the Lodge Chief and Adviser as and such should utilize them as a resource
- Unit elections are under the VC of Chapters and a solid communication line should be made with them to report election results as soon as possible
- The [Guide to Unit Elections](#) is lengthy but has all the information you could need for conducting unit elections during summer camp

### **Best Practices**

Maintain clear and open communication with camp staff, chapter chiefs, and unit leaders to ensure smooth coordination of OA activities.

Keep detailed records of unit elections, troop visits, and feedback received to track progress and identify areas for improvement

Demonstrate the OA values and Scout Spirit in all interactions with campers, leaders, and fellow staff members

If there is only one OA Representative, you will be covering these activities for both camps. It is advised to bring a bike to help transport you faster around camp

### **Evaluation**

The performance of the OA Summer Camp Representative and their adviser will be evaluated based on the following criteria:

- Unit Elections
  - Successful completion of unit elections according to the lodge and National OA guidelines
- Troop Visits
  - Meaningful troop interactions and proactive assistance in addressing troop needs.
- Lodge Building Maintenance
  - Maintenance/upkeep of the lodge building and outdoor area to ensure a clean and functional environment

- Promotion
  - Promotion of Middle Tennessee Council programs and camping opportunities
- Brotherhood Ceremony
  - Successful coordination of the Brotherhood ceremony
- Reporting
  - Timely and accurate reporting to the Lodge Chief and Camp Director
- Merit Badge Classes
  - Effective teaching of two merit badge classes per week

## **Conclusion**

The role of the OA Summer Camp Representative is vital to the success of the Order of the Arrow and the camp experience. Your dedication, leadership, and commitment to Scouting values are instrumental in fostering a positive environment for campers and advancing the mission of the OA. As you take on this role, remember to lead by example, communicate effectively, and always strive for excellence. Your efforts will leave a lasting impact on the lodge and the Middle Tennessee Council's camping programs.



# **Trading Post**

## **Purpose**

The purpose of the trading post is to sell lodge merchandise and refreshments to Wa-Hi-Nasa members. The trading post chair helps to create the lodge's image through memorable and recognizable merchandise.

## **Responsibilities**

The trading post chair is responsible for designing new merchandise to sell. They work with their adviser and the Lodge Adviser to approve and order it in time to have it in stock at lodge events.

The chair also runs the Trading Post at lodge events with the help of other Arrowmen.

## **Doing the Job**

### **Description of Tasks**

- Planning
  - The first step of planning is coming up with merchandise ideas and designs. Brainstorm with your adviser and other Arrowmen to help come up with ideas.
  - This process will likely involve lots of back and forth and testing out ideas to help determine the final product design.
- Purchasing
  - Work with your adviser and the Lodge Adviser to determine where to buy the merchandise from. There are several Scouting-approved vendors to choose from.
  - Order items before you think you need to, shipping and manufacturing delays happen often.
  - Consider costs here as well, how much do you think lodge members will be willing to pay for these items? Is there better bulk pricing available?
  - Make sure to consider clothing sizes.
- Execution at the Event
  - Plan to have some of your team arrive early at the event to set up the trading post.
    - Make sure that someone has the keys to the shed so you can get the items.
  - Try to keep a rotation of your staff so that they will have time to relax and enjoy the event. Keep in mind that times around meals and directly after Ordeal ceremonies will be busier.

- Take inventory at the end of each event. This will tell you what you have and will tell you how much money you should have as well. This can indicate which items you might need to restock.

### Resources

- [OA Branding Guide](#) – This is the National guide on OA branding and merchandise
  - This includes colors, fonts, and logos
- [OA Fonts](#) – Here are the font files for the approved OA fonts
- [Canva](#) – This is an easy and pretty intuitive design software
- [Photopea](#) – This is an online and free version of Photoshop

### Best Practices

- Ensure that you adhere to the branding guide, it is National policy and it will make getting merchandise approved significantly easier
- Try to ensure that there is new merchandise at each event to generate increased profits
- Don't be afraid to reach out to fellow lodge members to get their opinions on ideas or to get new ideas
- Record everything that you buy and track how it sells. This can help give future trading post chairs ideas on how much merchandise to purchase
- Ensure that you can get your hands on a portable card reader and Wi-Fi before each event
- Keep a record of everyone who staffs at each event, you will need it when belt buckle awards are decided. Give this list to the next trading post chair as well!

### Evaluation

The evaluation of the trading post is twofold. First, the trading post is evaluated by its customers. Having quality and interesting merchandise as well as snacks and drinks.

Secondly, the trading post team is evaluated by the lodge. The trading post makes up a significant part of the lodge's budget. The income supplied by the trading post allows many other facets of the lodge to exist and function. If the trading post does not maintain a good profit margin the lodge suffers.

### Conclusion

The trading post is a position of immense importance within the lodge. With this importance also comes the opportunity to make a massive impact on our lodge and its outreach. Just staying ahead on orders and designs will make the job significantly easier.

# Unit Elections

## Purpose

The unit elections chair coordinates the planning and execution of providing unit elections to all troops, crews, and ships in the Council. Unit elections are the way that youth members are selected from units to join the OA.

## Responsibilities

The unit elections chair works with the Vice-Chief of Chapter Operations and the Chapter Chiefs to plan and conduct unit elections throughout the Council. Each Chapter Chief is responsible for creating unit elections teams and scheduling and conducting elections within their Chapter. The unit elections chair should create and use materials to help the Chapter Chiefs in this process. The chair will set and communicate a timeline with the VCCO and the Chapter Chiefs and will work to keep everyone on the timeline.

## Doing the Job

### Description of Tasks

- Informing the Chapter Chiefs of their responsibilities, as well as helping them with the process of unit elections
- Managing lodge-wide unit election processes such as OA LodgeMaster (OALM) automated emails
- Managing the process of gathering and approving adult nominations
- Assist Chapter Chiefs with OALM access and issues
- Provide materials and instructions to chapter leadership regarding unit elections
- Approve elections
- Assist in contacting units that are not responding

### Sample Back-Dated Calendar

Date	Task
Lodge Leadership Development	Give the Chapter Chiefs an overview of unit elections and how to schedule, conduct, and report them.
February 1	Begin individually contacting units for elections
February 15	Goal – Have all units contacted at least once
March 1 – Spring Shindig	Goal – Have 50% of unit elections scheduled
April 1	Goal – Have 50% of unit elections completed and reported
April 15	Goal – Have all elections scheduled
May 1	Goal – Have all elections completed and reported

## Resources

- [National Website on Unit Elections](#)
- [Guide to Inductions](#) – Has additional information and resources that aren't available in the unit elections guide
- [Elections Process](#) and [Checklist](#) – For Chapter Chiefs and unit elections teams
- [Sample Unit Leader Letter](#)
- [Sample Elected Candidate Handout](#)
- Blank Election Resources – You can get these from OA LodgeMaster, but blank copies might be useful
  - [Election Ballots](#)
  - [Candidate Information Form](#)
  - [Election Report](#)

## Best Practices

Unit elections are primarily a January through May endeavor. It is a very intense workload and then it drops off dramatically.

This job can involve lots of pushing Chapter Chiefs and some unit leaders to schedule elections. It helps to try to convey the value that whatever you are pushing on them provides. For the Chapter Chiefs, working to get unit elections gets them new members. For the unit leaders, we aim to better their scouts' leadership abilities.

The biggest pitfall is thinking the automated emails will be sufficient to get units to schedule elections. Chapter Chiefs will need to reach out by text or phone calls. Encourage chapters to reach out with any problems or concerns.

Every year someone asks if Lone Scouts can join the OA. The short answer is no, and the long answer is [here](#).

Give out a letter to unit leaders after a completed election thanking them for their time and asking them for their feedback. Unit leaders often want to know what is next, and this letter will tell them that and also give them contact information if they need it.

Create a handout for newly elected candidates to give to them to immediately promote going to an Induction Weekend. Having something tangible really does help. These can also be given to the unit leader in case the results will be announced at a later date.

### **Evaluation**

The unit elections chair should constantly reflect on the unit elections process and make any changes necessary to improve it. They should gather feedback from Chapter Chiefs and try to improve the process as well. They should gather feedback from unit leaders after an election has been completed.

Additionally, they should record twice a month their progress towards a 100% unit election rate, in order to help measure themselves against previous years and to help their successors measure their progress.

### **Conclusion**

Unit elections are crucial to the survival and success of the lodge. With a great unit elections season, you have many members to induct, which helps show others the Arrow, as well as helps balance the lodge budget. With more new members, you can have greater attendance at Fall Fellowship and beyond. Plus, it helps Chapters gain new members and have more successful meetings.

A successful unit elections year involves lots of staying on top of things, and constant reminding of other people about everything related to unit elections. It can be a lot, but it is worth it to you and to the lodge!

# **Vigil**

## **Purpose**

The Vigil honor is the highest honor that the Order of the Arrow can confer upon its members for service to their lodge and local council. The Wa-Hi-Nasa lodge has an excellent tradition of honoring those who have provided exceptional service to the Lodge and Scouting.

When weighing a nominee's credentials, the committee should bear in mind that while the honor recognizes service to the lodge and to the Council, this is an honor given by the OA. There are other awards that recognize service to the district (Long Rifle) and to the Council (Silver Beaver). So when considering a candidate, the committee's primary emphasis should be the service rendered to the Wa-Hi-Nasa lodge.

## **Responsibilities**

1. To make sure that the Vigil is completed successfully. The other points, listed below, are explanations of this, but this is the largest job of the Vigil Committee Chairman's responsibilities.
2. To carefully plan the Vigil election process. Each youth and adult candidate should be given the proper amount of discussion.
3. To appoint guides to each Vigil candidate who is elected and make sure those guides know their job responsibilities.
4. To make sure that all active chapters are represented in the Vigil meeting. If a chapter does not have a youth vigil member, then the Lodge Chief may appoint one after asking for suggestions from the chapter chief. This person should not be eligible for the Vigil but should not be the newest chapter member. Ideally, this person would be a one-year Brotherhood member.
5. To make sure that the Vigil ceremony goes smoothly.

## **Doing the Job**

### **Vigil Meeting Procedures**

A quorum of seven youth members is required to hold a Vigil Meeting. All Vigil Honor members under 21 years of age who are currently registered in the Wa-Hi-Nasa lodge and the Middle Tennessee Council are considered voting members. The Lodge Chief shall appoint non-vigil-eligible members so that each chapter may be represented. Remember that each chapter that does not have a youth vigil may have a voting representative on the committee, all other non-eligible members may not vote.

There are two options for voting, in recent years the lodge has used the second:

1. Vote one nominee at a time with a 50% majority required to elect a candidate. Voting is conducted in two sessions, one for youth, and one for adults. Pro: Candidates are given individual attention. Cons: Voting takes longer, and voting members may forget whom they wanted to vote for.
2. Voting is done block style, with all youth candidates on one sheet of paper and all adult candidates on another sheet. Members vote for youth first and then the adults. Remember that 50% of all elected must be youth. Pros: Candidates are remembered, the voting member gets to pick who gets his vote without forgetting who they voted for before. Cons: Candidates do not get individual attention.

A good idea is to limit the amount of time that is spent discussing a candidate. A fair amount of time can be 3 - 5 minutes for discussion from youth and 2 - 4 minutes from adults. This allows time for the Committee to hear all the things that need to be said about a person and it helps keep the meeting moving.

Family members must leave the room when their relative is being discussed, and they may not vote on their family member, the 50% majority will be adjusted for this candidate.

The Chairman may show a presentation with information about each candidate, including details from their nomination. This should also include a picture of the candidate. After the Chairman goes over the form results the floor is open for discussion. This presentation should be completed BEFORE the LEC meeting on Sunday.

After the discussion is completed for all candidates, adults must leave the room for the youth to vote. The Vigil Adviser and Lodge Adviser may stay in the room. After the adults leave, youth members may discuss the candidates further and voting should proceed.

The decision of the Vigil Committee must be approved by the Lodge Executive Committee. The Chairman should ask for blanket approval of all of the candidates and ask the Executive Committee to accept the Vigil Committee's judgment. If the Committee asks to review each candidate individually, this can be done as stated by National Policy. The members eligible for Vigil who are on the Executive Committee must leave the room but may assign a proxy to vote in their place. This process is complicated and not very practical and should be avoided.

New nominations must be submitted each year. Old nominations will not be accepted. After the voting is completed, the Vigil Chairman and Adviser must select the Vigil names of the elected Vigil Candidates. A good way to pick the names is to look on the nomination form for suggested names and characteristics of the candidate.

### **Vigil Meeting Agenda**

1. Have Vigil nominations available to review before the Vigil meeting begins. Discussion about candidates should not occur at this time. Encourage committee members to arrive early and review applications.
2. Introductions
3. Review Meeting Procedures (voting procedures)
4. Chairman reads and explains the purpose of the Vigil Honor
5. Review and discuss Youth Nominations
6. Adults leave the room except for Vigil Adviser and Lodge Adviser
7. If needed, youth members review Youth Nominations
8. Youth members vote on Youth Nominations
9. Chairman determines the maximum number of Adult candidates possible
10. Adults may return to the room
11. Review and discuss Adult Nominations
12. Adults leave the room except for Vigil Adviser and Lodge Adviser
13. If needed, youth members review Adult Nominations
14. Youth members vote on Adult Nominations
15. Remind all present the importance of safeguarding

### **Back-Dated Calendar**

For Lodge Calendar: Chairman and Adviser set the date for the committee meeting (typically after the LEC of August Induction Weekend) and submit a yearly budget.

Spring Publications: Chairman makes sure the Vigil Nomination link is given to the Secretary chairman (eNews, Website, Flying Eagle, etc.). This should be easy since the form should not be changed year-to-year.

Before August Induction Weekend: Send a message to all Vigil members and non-eligible voting members inviting them to the meeting.

At AIW: Make the presentation. Hold the meeting according to the procedures above.

Right after AIW: Fill out Vigil forms for each candidate and submit them for National approval. Also, ensure Vigil blankets and other mementos are ordered. Begin selection of Vigil names and Vigil guides. Ensure planning for Vigil at Fall Fellowship has started.

Between AIW and Fall Fellowship: Have a meeting with the Vigil guides to prepare them.

At Fall Fellowship: Conduct the Vigil on Friday night of the Fall Fellowship and per the decision below regarding private notification or public notification, conduct the ceremonies needed. Early Saturday morning manage ceremonial tasks as well as the Vigil breakfast. Saturday evening, recognize the new Vigil members and present them with their new sash and patch.



At Winter Banquet: Present candidates with certificates and cards of the Vigil.

### **Public vs. Private Notification**

There are two schools of thought for notifying candidates for the Vigil Honor. The first is private notification. This involves informing the Vigil Candidate through his or her guide. The guide should be a close personal friend if at all possible. The guide should tell the candidate before an appointed time and should help him or her get ready for the Vigil. This notification can be done on the day of the Vigil or before Fall Fellowship if the guide thinks a problem might occur. This method of notification takes care of the problem of a candidate saying no anywhere along the line of the Vigil.

Public notification is when a candidate is called forth in front of the mass of the lodge and is asked to go on a journey, namely the Vigil. This form of notification consists of a call-out ceremony and a meeting with the candidate's guide. The traditional lodge method is to call the peoples' names out and then have a team of three Vigil members surround the candidate with bows forming a triangle and guide the candidate to the front.

After consulting with the Lodge Chief, Lodge Adviser, and the Vigil Adviser, as Vigil Chairman you must choose a method of notification that is appropriate to the Vigil.

### **Best Practices**

- Giving maps and proper schedules to Vigil guides will significantly help in their understanding and experience
- People seem to like starting boat races at about 6:30 AM on Saturday morning, plan to try and avoid that
- Recruit your team early
- The Vigil team needs to have a representative at all Fall Fellowship meetings. The reason for this is three-fold. The Vigil team needs to make sure that there is time placed in the schedule for the callout as well as the recognition ceremony. The Vigil team also needs to make sure that there will not be any overlap in facility use for any Vigil ceremonies. The Vigil team also needs to know who the staff are for the event, and needs to be prepared to make substitutions Friday evening if any event staff are called out for the Vigil ceremony.

### **Evaluation**

It is very important to evaluate the operations of the Vigil Committee at all levels. After the Vigil meeting, the Chairman and Adviser should sit down, evaluate the meeting, and write down recommendations to improve the process in the future. The Vigil process during the Fall Fellowship should also be evaluated in great detail.

## **Conclusion**

It is important to follow the meeting procedures above for the Vigil Committee meeting. As well, it is important to involve both the youth and adult Vigil members of the lodge in the process.

# Website

## **Purpose**

The website chair is responsible for managing and maintaining the Lodge website and the Lodge email system. They are responsible for keeping the public face of the Lodge up to date and accurate.

## **Responsibilities**

The chair works with the Lodge Secretary and adviser, as well as the website adviser to keep the website up to date. This is important for getting information out to Lodge members and candidates.

## **Doing the Job**

### **December Tasks**

These are some of the tasks that you will need to do only once but are important to be done when the leadership transition happens.

### Getting Access to Everything

The Lodge Secretary can give you access to all the login information you will need.

- Gmail
  - The Lodge Google account is protected by MFA, so you will need to be in contact with the Lodge Adviser when you try to log in for the first time. It is recommended that you log into this account in a Google Chrome profile, so you don't get signed out as often.
  - Emails don't often get sent to the administrative address, but you should check it every so often to make sure nothing slides by you.
- Website WordPress Editor
  - This is where you will edit all of the content on the website. The prior website team should be able to send you login credentials for your own personal editing account.
- Hosting Backend
  - This is where the high-level hosting of the website is. Not a lot has to be done here, but it is sometimes needed.

### Update the Lodge Emails

This needs to be done as soon as possible. It is done through the Google Workspace, and instructions can be found [here](#). Use the “Export” sheet of the “Email Forwarders” sheet to make this process easier on yourself.

The Secretary should be able to give you all the emails and names for each position.

### Leadership Updates

The Lodge Officers need to provide biographies for the leadership page on the website. There are probably photos of them on the Google Photos account from Fall Fellowship.

The LEC flowchart on the LEC page also needs to be updated with new names and any changes in the LEC positions.

The Chapters pages also need to be updated. Check with the chiefs and advisers during LLD to ensure that the information on the pages is correct.

Make sure to give the VC of Chapters and their adviser their login information to the website so they can edit Chapter pages as they wish.

### **Description of Tasks**

These are provided in no particular order.

- Upload Flying Eagle
  - Whenever a new Flying Eagle is created, upload it and add it to the Flying Eagle page.
  - The page is powered by a Site Origin layout. You can make changes to the rows and columns to add space for the new edition.
- Make eNews posts
  - When a new eNews comes out, make a copy of the previous eNews post and copy the new contents into the copied post.
- Monitor the Lodge Gmail
  - Occasionally check this to see if anything needs to be done.
- Update the Lodge Calendar
  - When event dates are released, update the Google Calendar with the new event dates. This will automatically update the Events page on the website.
  - The best way to do this is to copy the prior event, and change the dates for it.

- Manage the Banner
  - The banner at the top of the website is a great way to advertise events and provide quick and easy information to elected candidates.
  - It's a good idea to make a plan for how you want to schedule these throughout the year.
  - Typical uses include registration links and making the candidate information page easily accessible for elected candidates in the spring.
  - These can be really fancy with images and colors, or they can be as simple as you want.
- Perform General Website Updates
  - Whenever new registration links are made, or other requests happen, you are responsible for updating the new information.
- Website Improvements
  - Improvements can be done whenever you want, but strive to improve the website over your time in charge
- Google Workspace
  - Each lodge officer has a Google Account for them to use to conduct their position, they will need access to those
  - Additionally, we use Shared Google Drives to store all the files from a particular year, it is your responsibility to make a new one for the new year and to give the officers space to put their files

### **Resources**

- In the Google Drive should be an intensive guide that goes into a lot of depth about more nuanced things regarding the website
- WordPress is used by so many sites, that most things you could want to do are possible, and probably only a quick Google search away

### **Best Practices**

Check everything that you do. It's quite possible that you thought you pressed "save," and it didn't save.

Page caching saves a copy of the page on someone's computer to load it faster. This is generally a good thing, but sometimes it can keep changes to the website hidden. In the top bar of the WordPress editor, there should be a button that allows you to delete all the cache. Do this after every edit you make so that the edits are visible to everyone.

Don't be afraid to explore what you can do with the website. You could find something cool that you can do with it.

While knowledge of HTML, CSS, and JavaScript is good to have, it isn't necessary to succeed in this position. Most interactions with HTML while working with the website are simply finding and changing names or links. You can do this without HTML knowledge, just replace the text with the old content with the new content.

If you do decide to do advanced things with the above codes, it's a good idea to use a code editor instead of the provided editors on the website. External code editors like [VS Code](#) have better coloring and automatic error detection.

### **Evaluation**

The website team is evaluated on how quickly requests get done. Adding an event registration link doesn't take more than ten minutes, so it shouldn't take the website team a week to get around to it.

Additionally, they are evaluated on how the website looks and how easy information is to find.

### **Conclusion**

The website is a crucial part of the Lodge because it is the public-facing presence of OA and non-OA members. Make sure to get things done promptly, and address problems as they come up.

Be creative and find ways to improve things and have fun!

# **Winter Banquet**

## **Purpose**

Winter Banquet is the last lodge event of the year, this is the main way the lodge celebrates the success of the year and honors the great Arrowmen of the lodge. This celebration requires planning months in advance by the committee.

Since it is a celebration, non-OA members are invited and do attend.

## **Responsibilities**

The chair oversees all aspects of planning the event: the theme, the decorations, the locations, etc. The chair must also coordinate with the awards chair to get a list of the awards and must organize a committee to help with completing the tasks. The chair is responsible for designing the event's program and emceeding the event.

### **Description of Tasks**

- Location Selection
  - Work with your adviser to determine suitable locations. Ideally, it should be centrally located in Middle Tennessee and close to the Lodge Leadership Development location. The youth should never be the point of contact for this, and should instead work with their adviser.
  - Think about people that Arrowmen might know who would be able to help with this. The lodge has had a relationship with MTSU and was able to secure a nice facility to host the banquet.
  - This is something to work on in the first three months of the year
- Catering and Menu Selection
  - Each location host operates differently, some may require you to use their catering service, while some may have you provide your own catering. Remember to plan for allergies.
- Decorations
  - The decorations depend on the chosen theme.
  - Order the decorations at least a month before to ensure the arrival is on time.
  - Ideally, you can scout out the venue ahead of time or use photos to gauge how you want to decorate.
  - Decorations can include tablecloths, hanging lights, table centerpieces, and more.

- Slideshow
  - Some hosts ask that the committee send in the completed slideshow ahead of time and provide their own audio/visual people, while others have the lodge provide sound and visual.
  - The slideshow should look professional and should be reviewed with the awards committee to ensure that everything is correct.
- Coordinating With the Awards Committee
  - Contact the awards committee to understand the awarding process and what it will look like during the event. The chair will work with the awards committee on the script and presentation so everything runs smoothly. During the awards presentation, the awards team should be off to the side with the awards to hand to the presenters.
- Execution During Winter Banquet
  - Directly after LLD, or before if needed, the Winter Banquet committee should arrive at the venue to set up decorations. The chair will act as the emcee for the night.

### **Resources**

- Prior chairs and advisers
- Prior scripts, slideshows, and other resources are located in Slack
  - The VC of Program should also have access to prior years' documents

### **Best Practices**

- Be sure to keep a paper trail when the committee gets quotes. Sometimes catering and hosting companies will try to change costs without you realizing
- Planning ahead of time really is the best way to do things. This will reduce the stress of the whole committee and make sure the event is a success
- The overall theme is important, use the theme of the committee's choosing in the promotion of the event and in the decorations
- Balloons can make a big impact with little cost
- Other Arrowmen may also be able to provide ideas and resources for decorating
- Attention to detail, especially with awards, is crucial
- Award recipients should be kept a secret until they are recognized at the banquet. Keep any documents in public channels scrubbed of the actual award recipients
- Registration, the Trading Post, and a silent auction will be set up at the banquet.



- The general structure of Winter Banquets is:
  - Food
  - Introduction and Welcome
  - Awards
  - Recognition of the prior LEC and Officers
  - Installation of the new LEC and Officers
  - OA Song and Conclusion

### **Evaluation**

The Winter Banquet committee is evaluated on how OA and non-OA members experienced the event. The event should run smoothly and everyone should leave the event feeling positive about the OA and the coming year.

### **Conclusion**

Winter Banquet is the last lodge event of the year so remember to promote, delegate, and lead to ensure a successful event. Work tightly with the awards committee when planning the script and executing the event. Remember to utilize your fellow Arrowmen who can help with decorations and other things.

The lodge year gets wrapped up by this event, so remember to have some fun while doing it!