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# Introduction – The Wheel II

In 1999, the Executive Committee of the Wa-Hi-Nasa Lodge took upon itself the project of revising the Wheel. The Wheel services as the operating guide for the Wa-Hi-Nasa Lodge. Wheel II or The Wheel, Version 2, contains changes updating the guide for the current operations of the lodge. The following two pages served as the introduction to the original Wheel, written in 1983 – 1987.

# **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

# WA-HI-NASA LODGE RULES

## Article I: Name and Affiliation

### Section 1: Name and Totem

- A. The name of this organization is Wa-Hi-Nasa Lodge No. 111 of the Order of the Arrow.
- B. The totem of this lodge shall be the Eagle.

### Section 2: Affiliation

- A. The Lodge shall be affiliated with the Middle Tennessee Council, Boy Scouts of America, and shall be under the supervision of the Council Camping Committee and the administrative authority of the Scout Executive.
- B. The Lodge shall be divided into chapters, ideally one per Scouting district. Under normal circumstances there will be no more than one chapter per district. In unusual circumstances, such as realignment or merger of districts, this may be varied. Combination or division of chapters must have the approval of the Executive Committee and the lay and professional advisers. All involved Scouting District Executives and Chairman and Chapter Advisers must be consulted but their approval is not necessary.
- C. For some administrative purposes, the chapters shall be grouped into areas, with one area corresponding to each Scouting service area.

### Section 3: Lodge Flap Patch

- A. The Lodge flap patch shall consist of a Bald Eagle, wings spread and claws extended, on a field of red, white and blue stripes, bearing the legends "Wa-Hi-Nasa" and "111" between the Eagles wings, there shall be a golden fleur-de-lis.
- B. Patch trading at Lodge functions will occur only at that time and place set aside for that purpose by the Lodge Executive Committee.

## Article II. Membership

### Section 1: Election to Membership

- A. The requirements for membership in this Lodge are as required in the current printing of the Order of the Arrow Handbook.

B. Procedure for the Ordeal shall be as stated in the Order of the Arrow Handbook, and other materials approved by the National OA Committee.

C. A Unit may not have more than one Order of the Arrow Unit election per calendar year.

## Section 2: Brotherhood and Vigil Honor Membership

A. Completion of Brotherhood Membership shall be in accordance with the requirements in the current printing of the Order of the Arrow Handbook.

B. Attainment of the Vigil Honor shall be in accordance with the requirements in the current printing of the Order of the Arrow Handbook.

## Section 3: Ceremonies

While election and ceremony procedures are as stated in the Order of the Arrow Handbook, ceremonies must be performed by active, registered O. A. Scout members from active chapters, rather than adults.

## Section 4: Active Membership

A. Any person who is registered in Scouting, Cubbing, Varsity or Exploring in the Middle Tennessee Council, has completed the Ordeal as stated in the Order of the Arrow Handbook, has been registered with the Lodge and has paid the current years dues, shall be considered a member in good standing with the Wa-Hi-Nasa Lodge.

B. Chapter membership is based on registration with a troop, pack, team or post assigned to the Scouting District with which the Chapter is affiliated, or registered as an adult Scouter with that district.

C. Only currently, active, registered members may wear the Lodge Insignia.

## Section 5: Expulsion of Members

A. The only way a member of the Lodge can be expelled is by the Council Scout Executive after consultation with the Lodge Lay-Adviser.

B. If a person is not currently registered with a Scout Troop, Explorer Post, Cub Pack, Varsity Team or on the District or Council level, he will be dropped from the active membership in the Order of the Arrow.

C. There will be no full or partial refund of yearly dues for any member who:

1. Is removed from the OA for any of the above reasons

2. Leaves due to moving

Section 6: Transfer of Membership

A. Unregistered members of other lodges wishing to transfer into the Wa-Hi-Nasa Lodge may do so by registering with a Middle Tennessee Council Scout, Cub, Varsity or Explorer unit or as an adult Scouter, Cubber or Varsity Scouter in the Council, and by paying the current years OA dues. This person must show some proof of membership from his former lodge (old dues card, letter from Lodge Chief or Council representative). This proof of membership may be waived for adults who have not registered for five or more years.

B. Registered members of other lodges wishing to transfer into the Wa-Hi-Nasa Lodge may do so by registering with a Middle Tennessee Council Scout, Cub, Varsity or Explorer unit or as an adult Scouter in the Council, and paying a transfer fee levied by the Executive Committee by December 1, of the previous year. Proof of membership is as covered in sub-section A above.

**Article III: Lodge Dues and Funds**

Section 1: Dues

A. Wa-Hi-Nasa Lodge dues for each year shall be levied by the Executive Committee by December 1, of the previous year. Registration is for the calendar year only, no matter when collected. The exception will be that new Ordeal members going through an Ordeal during the year will pay one half of the late registration fee or regular fee if no late registration fee. The only valid registration cards are those signed by the Lodge Secretary. Registration cards may not be sold in the Council Trading Post.

B. When registering, the following information must be furnished:

Name, Unit, Address, OA Level (Ordeal, Brotherhood, or Vigil),  
Telephone Number, District, Rank or Progress Award, Chapter,  
Position in Scouting (adults), Date of Birth,  
Dates of Ordeal, Brotherhood and Vigil

Section 2: Suspension and Reinstatement

A. Any member who has failed to pay annual dues by January 1, shall be contacted in a lodge mailing. After the time allotted by the Executive Committee (usually one or two months) if he has failed to pay dues, he will be dropped from the rolls.

B. Any member dropped from the rolls may be reinstated by paying the current dues and by showing proof that he was registered with the Lodge at some previous time (old membership card, letter from a Lodge Official, past or present).



### Section 3: Handling of Lodge Funds

A. All Wa-Hi-Nasa funds shall be handled through the Middle Tennessee Council office and go through all the normal accounting procedures used by the Council.

B. The Council shall provide annually to the Lodge Lay Adviser and Lodge Treasurer an accounting of all lodge funds handled through the Council office.

C. All expenditures of Lodge funds must be approved by the vote of the Executive Committee, except those necessary for day to day running of the lodge and routine expenses for lodge events.

D. All Order of the Arrow funds will be handled in accordance with the Order of the Arrow Handbook and the OA Financial Record Book.

### **Article IV: Lodge Officers and Advisers**

#### Section 1: Advisers

A. A Lodge Adviser shall be appointed annually by the Scout Executive.

B. Area Advisers may be appointed annually by the Lodge Adviser. The Area Advisers shall be considered Associate Lodge Advisers. The Lodge Adviser may appoint any associate advisers that he deems appropriate.

C. A Chapter Adviser shall be appointed annually in accordance with the Order of the Arrow Handbook.

D. It is to be understood that adult advisers are not appointed to administer Lodge or Chapter affairs, but to offer guidance and advice to officers and members. Adult Scouters, age 21 and over, do not have a vote in matters of lodge business.

E. The District Executive is the Professional Adviser for the O. A. Chapter that corresponds to his district.

F. The Lodge Adviser shall not appoint any adult to be the adviser to his/her child

#### Section 2: Lodge Officers

A. The Lodge Officers of the Wa-Hi-Nasa Lodge shall be as follows: A chief, three vice-chiefs, a secretary and a treasurer. The lodge chief may appoint an area commissioner for each area.

B. Officers shall be elected for one calendar year.

C. All officers must be registered in Scouting, in good standing with the lodge and under 21 years of age for their entire term of office.

D. Lodge officers may be re-elected, but one person can only serve a maximum of two (2) full terms as Lodge Chief.

E. A maximum of two officers of the lodge may be from the same chapter.

### Section 3: Duties of Officers

#### A. The Lodge Chief

1. The Chief shall be the principal officer of the lodge and is responsible for the total lodge program.

2. He shall preside at all lodge meetings, lodge executive meetings and lodge activities.

3. He may appoint, after consulting with the Lodge Adviser, members to be in charge of various activities and functions. Never the less, the final responsibility always rests with the Chief.

4. He shall be ex-officio member of all committees.

5. He shall prepare the agenda for all meetings which he chairs and shall consult the Lodge Adviser on such agenda prior to any meeting.

6. He supervises the lodges program through the various officers and committees.

7. He shall at all times consult with the Lodge Adviser and Staff Adviser on all program, activity or meeting items.

8. He authorizes special Tap Out ceremonies with the approval of the Lodge Adviser.

9. He may call special meetings of the Lodge as a whole or the Executive Committee, with the approval of the Lodge Adviser.

10. He appoints the Chairman of the Lodge Standing Committees, The Vigil Honor Committee Chairman, and the Lodge Ordeal Master.

11. He supervises the work of the standing committees as well as any special task force.

12. He may remove inefficient or otherwise inappropriate committee chairmen with the approval of the Lodge Executive Committee.

13. He appoints special Lodge committees as may be needed from time to time.

14. He is responsible for insuring that the Lodge is properly registered.

15. He shall attend Key-3 meetings (Chief, Staff Adviser and Lodge Adviser) as called.

16. He shall keep records of his office and be prepared to turn them over to the next Chief.

#### B. Lodge Vice Chief (2)

1. They shall oversee the effective operation of the Lodge standing committees.

2. They shall oversee the effective operation of Area Commissioners once they are appointed.

3. They shall assume other duties assigned to them by the Lodge Chief.

4. One shall assume the duties of the Lodge Chief, if the Lodge Chief is incapacitated.

#### C. Lodge Secretary

1. He shall record the minutes of all meetings and functions (such as Winter Banquet) and Executive Committee.

2. He shall send copies of all minutes to the Executive Committee.

3. He shall, in consultation with the Lodge Adviser, prepare such correspondence as required by the Lodge.

4. He will see that all persons paying Lodge dues receive a membership card signed by him and that the proper date is recorded.

5. He shall see that a "sign in" sheet is available at all functions, such sheets to record at least members name and district, plus whatever additional information the secretary deems useful. He shall, along with the Lodge Treasurer, be in charge of event registration.

6. He shall see that copies of all "sign in" sheets are sent to the Chief, Lodge Adviser and Vigil Chairman, and that a copy is placed in each chapters file as well as the file for that activity.

7. He shall keep the chapter informed semi-annually of their "active" membership (those who have paid current year's dues and new members inducted through Lodge Ordeals).

8. He shall see that the Lodge mailing list is complete and up-to-date. To aid him in this, he may appoint a committee, of which he shall be chairman, called the Membership and Records Committee.

9. He shall assume all duties assigned him by the Lodge Chief.

10. He shall pay particular attention to keeping good records and see to it that any papers added to a Lodge file show:

- a. Date (include the year)
- b. Time
- c. Location
- d. Event (if a list of names, show what it is for--i.e. Scouts tapped out, etc.

11. He shall keep records during his term in office, and be prepared to turn them over to the next Lodge Secretary.

#### D. Lodge Treasurer

1. He is responsible for the collection of all Lodge fees and dues.

2. He shall make reports of the lodge finances from a lodge function to the Executive Committee and annually to the Lodge.

3. He shall keep records for his office and be prepared to turn them over to the next Lodge Treasurer.

4. He shall assist in the preparation of the annual budget for the Lodge.

5. He shall, along with the Lodge Secretary, be in charge of registration and funds for all Lodge events.

#### E. Area Commissioner

The Area Commissioner assists in the development of the Order of the Arrow in his area, serves as a liaison between the Lodge and the chapters in his area and reports regularly to the Lodge Vice-chief.

#### F. General Duties

All officers shall train and advise their immediate successors in office. All records must be turned over to their successors.

### Section 4: Election of Officers

A. The Lodge Chief, Vice Chiefs, Secretary and Treasurer are elected once a year at the OA Fellowship. The term of office will be for a year from Winter Banquet to Winter Banquet.

B. For the purposes of elections and representation on governing committees, only active chapters as defined later in these rules will be allowed to participate or vote. The Lodge Chief and Lodge Adviser shall determine the status of each chapter before an election or a vote of the Council of Chiefs.

C. Nominations for Lodge office shall be made in a general meeting of the Lodge. Any member of the Lodge under 21 years of age may nominate any other member under 21 years of age or himself. All nominees must go before a committee made up of the Lodge Adviser, the Staff Adviser, Lodge Chief and any other persons the committee deems appropriate. At this meeting, nominees will be made aware of the responsibilities of the office they are seeking. The nominees must formally accept his nomination after this meeting to be included in the ballot.

D. Each active chapter shall be accorded one vote for each registered member under 21 years of age present, up to a maximum of ten votes.

E. A simple majority of votes shall be required for election of Lodge office. In the event that no candidate receives such majority, a run-off shall be held among the top contenders the sum of whose votes exceed fifty (50) percent of votes cast. The process shall continue until one candidate is elected.

F. If any adult adviser is found publicly or clandestinely supporting a candidate for Lodge office, such adviser may be relieved of his office. Such determination shall be made by the Lodge Adviser and the Council Scout Executive.

#### Section 5: Impeachment or Resignation

A. The only grounds for impeachment of an officer of the Wa-Hi-Nasa Lodge shall be gross incompetence, neglect of duties for a period of not less than three months or embezzlement of Lodge funds or property.

B. Charges of impeachment must be presented in writing to the Lodge Adviser. A committee, composed of the Vigil Chairman, Lodge Adviser and one Scout member agreed upon by these two members, shall investigate the charges and submit a report to the Council of Chiefs.

C. A special meeting of the Council of Chiefs shall be held within two weeks of the above committee's report if impeachment is indicated therein. The accused officer shall be given an opportunity to defend himself, the burden of proof resting with the accuser. After this hearing, the Council of Chiefs shall determine by a two thirds majority vote whether to remove the accused from office or censure him. If there is no two thirds majority for either censure or removal from office, the accused officer shall be considered cleared of all charges.

D. If an office shall become vacant for any reason, the successor will be appointed to fill the remaining term, by the following procedures, depending on which office becomes vacant.

1. Lodge Chief. In the case the Lodge Chiefs position becomes vacant, the Lodge Vice-chief will automatically move up to Lodge Chief. If there are more than one Vice Chief, and more than one wants the Chiefs position, the Lodge Adviser will mail a ballot to each member of the Council of Chiefs for a mail vote between the Vice Chiefs interested. If none of the Vice Chiefs are willing to move up to the Chiefs position, then the progression will be for the Secretary or Treasurer to move up, in that order.

2. Any other officer or committee chairman. The Lodge Chief will appoint a successor with the approval of the Lodge Adviser.

## ARTICLE V: Chapters

### **Section 1: Chapter Officers**

A. Each chapter shall elect a Chief, Vice Chief and Secretary to serve for the term of one calendar year. Qualifications for office shall be identical to those for Lodge officers. Each active registered member of the chapter under twenty-one (21) shall have one vote in chapter elections. Each chapter shall conduct their elections prior to the annual Winter Banquet.

B. Duties of Chapter Officers:

1. Chapter Chief

a. The Chief shall be the principal officer of the chapter and is responsible for the total chapter program.

b. He shall preside at all chapter activities/meetings.

c. He shall directly manage the following phases of the chapter program:

1. UNIT ELECTIONS: Contacts each Scoutmaster regarding annual unit elections. Insures that Chapter Unit Election Team is trained and conducts elections at each troop desiring an election.

2. CAMP PROMOTIONS: Contacts each Scoutmaster regarding annual summer camp promotion. Insures that Camp Promotion team is trained and conducts promotions at each troop desiring one. Encourages Unit Elections Team and Camp Promotion Team to visit each troop on the same evening.

3. SCOUTING SERVICE: Coordinates chapter's involvement and participation with District Roundtable, Camporees and activities, and Lodge/Council Events.
  4. COMMUNITY SERVICE: Coordinates chapter service projects in the community, including community beautification projects, handicapped access projects, etc.
  5. EXECUTIVE COMMITTEE MEETINGS: Attend all Lodge Executive Committee Meetings and Council of Chief Meetings as chapter representative. Appoints proxy to represent chapter when he is unable to attend.
  6. LODGE EVENTS: Encourage participation of chapter in all lodge events. Calls members reminding them of event. Coordinates transportation of members with Adviser and adult members of the chapter.
- d. He shall be responsible for insuring that the chapter meets "active chapter" requirements of the lodge.
  - e. He may appoint, after consulting with the Chapter Adviser, members to assist with the various activities and functions of the chapter. Never the less, the final responsibility always rests with the Chief. He may remove these individuals who fail to perform their assignments, after obtaining approval of the Chapter Adviser.
  - f. He shall at all times consult with the Chapter Adviser and District Executive on all program or activity/meeting items.
  - g. He shall keep records of his office and be prepared to turn them over to the next Chapter Chief.
2. Chapter Vice Chief:
    - a. ELANGOMAT PROGRAM: Recruits chapter members to serve as Elangomats for Lodge Ordeals. Insures that members attend Elangomat Training and keep in contact with the new members until they obtain Brotherhood. Service on Lodge Elangomat Committee.
    - b. CEREMONY TEAM: Coordinates formation, practices, and performances of Calling Out Team, Webloes Transition Team, Ordeal and Brotherhood team.

- c. DANCE AND DRUM TEAM: Coordinates practices and performances of Chapter Dance and/or Drum Team and encourages participation in District and Lodge events.
3. Chapter Secretary:
  - a. NEWSLETTER: Serves on Flying Eagle staff. Submits chapter news article for each issue of the Flying Eagle.
  - b. BROTHERHOOD: Encourages chapter members to obtain Brotherhood at Lodge Events or at Summer Camp. Responsible for insuring that at least 34% of all eligible Ordeal Members obtain Brotherhood. Communicates directly with Lodge Brotherhood Warrior.
  - c. RE-REGISTRATION: Contacts each chapter member encouraging them to re-register with the Lodge. Forwards money and registration forms to the Council Office.

## **Section 2: Chapter Rules**

These rules can be applied to a Chapter where applicable. If a chapter wants to have its own set of rules, the following conditions apply:

1. They cannot have the effect of changing the Order of the ARROW Handbook or the of the WA-HI-NASA Lodge Rules

AND

2. The chapter rules and any future amendments must be approved by the Lodge Executive Committee by a simple majority vote.

## **Section 3: Active Chapter**

A. An active chapter shall be defined as one that has met the following conditions:

1. Has a registered, Chief, Vice Chief and Secretary.
2. Has a registered Chapter Adviser
3. Has quarterly activities/meetings
4. Submits a Chapter Achievement Report (CAP) yearly



5. Have at least two members attend the annual lodge training event (usually Lodge Leadership Development Conference (LLDC))
6. Have their Chapter Chief or his representative at a minimum of one half Executive Committee and Council of Chiefs Meetings.
7. Submits a quarterly report to the Lodge Chief on the state of the Chapter.
8. Conducts annual Calling Out Ceremony and Webloes Transition Ceremony.

B. Any chapter not meeting the above criteria will be put on probation for a period of one (1) year. During this time, they can still conduct Chapter business. If the deficiencies continue, the chapter will cease to exist. If the only deficiency is lack of annual lodge training event (usually LLDC) and no such training is scheduled, the probation will be continued until the next such training.

- C. An inactive chapter and its members may not:
1. Have a member run for Lodge Office.
  2. Vote in Lodge Elections.
  3. Vote at Executive Committee or Council of Chief's Meetings.

### **Section 3: Effect of new Article V**

The provisions contained in Article V shall be advisory for the year 1993, but shall become mandatory for the year 1994. The lodge chief and lodge adviser shall meet during January of 1994 to determine what chapters are active and what chapters are to be placed on probation.

## **Article VI: Governing Committees of the Lodge**

### **Section 1: The Lodge Executive Committee**

A. The Executive Committee shall be composed of the elected Lodge officers, immediate past Lodge Chief, Lodge operating committee chairmen and advisers, Lodge Adviser, camping committee member or Vice-president of the Scout Department, Chapter Chief and Adviser of each chapter, Scout Executive and Staff Adviser. Only those persons under 21 years of age shall be voting members.

B. The quorum for conducting business in a Lodge Executive meeting shall be 50% of the voting members.

C. Executive Committee meetings shall be held at least quarterly. Special meetings may be called by the Lodge Chief or the Scout Executive.

D. The Lodge Executive Committee shall be empowered to plan and execute an annual calendar, make appropriations necessary for Lodge administration, set policy for the Lodge in non-constitutional matters and otherwise provide for the administration of the Lodge so long as it does not interfere with the constitutional duties of Lodge officers or the Council of Chiefs.

E. In the event that no Lodge Executive Committee meeting is scheduled within two months after a proposal to the Executive Committee is received, in writing, by the Lodge Chief, or any time if action must be accomplished prior to the next Executive Committee meeting, voting can be by unanimous decision of the elected officers with approval of the Lodge and Staff Adviser.

## Section 2: The Council of Chiefs

A. The Council of Chiefs shall be composed of all legally elected chiefs of active chapters. If a Chapter Chief cannot be present, he may delegate a representative who must present credentials as a delegated representative signed by the Chapter Chief.

B. The Council of Chiefs shall elect a chairman before it may conduct any other business.

C. The Council of Chiefs shall elect a secretary to keep minutes when necessary.

D. The Council of Chiefs has the right to hold its meetings in private and exclude anyone except the Lodge Adviser, Scout Executive and those immediately concerned with the problem under consideration.

E. Meetings of the Council of Chiefs may be called by the Lodge Adviser or Lodge Chief when the rules require.

F. A quorum of the Council of Chiefs shall be a Chapter Chief or delegated representative from fifty percent of the active chapters.

G. The Council of Chiefs shall be empowered to approve the Lodge Rules and amendments thereto, to remove from office, and censure or acquit a Lodge officer following a Bill of Impeachment.

H. A two-thirds majority vote shall be required for approval of a rule or amendment, or censuring or removal from office an officer.

## Section 3: The Lodge Vigil Committee

A. The Lodge Vigil Committee shall be composed of all Vigil Honor members in the Wa-Hi-Nasa Lodge. All Vigil Honor members under twenty one (21) years of age shall be considered

voting members. The Lodge Vigil Chairman, appointed annually by the Lodge Chief to supervise the committee's activities, may invite non-Vigil members to serve on the committee as necessary.

B. The Vigil Committee shall be empowered to nominate candidates for the Vigil Honor and plan and conduct a Vigil tap-out at the Fellowship and ceremony in the fall of each year in accordance with the policies set forth in the Order of the Arrow Handbook.

C. The Vigil Committee may plan and conduct meetings of all Vigil Honor Lodge members at its discretion.

D. The Vigil Chairman must be a Vigil Honor member who is in good standing with the Lodge.

## **Article VII: Ratification and Amendments**

### Section 1: Ratification

These rules shall take effect when ratified by a two-thirds majority vote of the Council of Chiefs.

### Section 2: Repealing Clause

All former constitutions and bylaws, approved and informal, are hereby repealed.

### Section 3: Limitations

A. In the case of any disagreement between their rules and national policy as set forth in the Order of the Arrow Handbook, the Handbook shall be followed.

B. These rules shall not be construed as removing any current Lodge Officer or Adviser from his position before the expiration of his elected or appointed term.

C. These rules shall in no way be retroactive.

### Section 4: Amendments

A. Amendments to these rules must be presented in writing at a regular meeting of the Lodge Executive Committee and be passed by a simple majority of that committee.

B. After passage by the Lodge Executive Committee, the amendment to take effect must be approved by a two-thirds majority vote of the Council of Chiefs.

C. An amendment must be passed or rejected within one year of its introduction, otherwise it shall be withdrawn.

Section 5: Limitations on Amendments

A. No amendment to these rules may effect the position, term or duties of current Lodge officers within the term they are serving.

B. Under no circumstances may any amendments alter in any way Article VI; Section 5, Limitations on Amendments.

## ADMINISTRATIVE SUPPORT, MAIL AND PRINTING

Basically, each event stands alone, i.e. it is planned separately from other events. There are certain procedures that apply to **ALL** events, such as:

- 1) To be certain that first class mail goes out on time, get the draft to the OA Secretary at least **THREE** weeks before the event. If bulk mail, turn it in **FOUR** weeks before the event.
- 2) Write a complete draft and give complete instructions to our OA Secretary. Remember, she is not a member and is thus not as familiar with OA requirements.
- 3) The OA Secretary is not responsible for decisions on events.

For instance: if the Fall Fellowship fee is \$12 and a member calls in and asks: "I'm a vegetarian and will not eat any meat, can I pay only \$7.89?" This question must be answered by either the Chief, Adviser and/or event chairman or his adviser, but **NOT** by the OA Secretary.

- 4) Audio Equipment: Reserve it early. Make certain that someone else has a hard time, not you and the OA!!
- 5) When you pick up audio-visual equipment, check it out. See if it works. Better to spend five extra minutes checking it out than having an embarrassing failure at the event. Bulbs in projectors burn out and invariably it's left for **You** to fix. When you turn equipment back in, make certain it works. There is more to it than just being polite. The next person to use it could blame you or the OA if something doesn't work right.

### MAIL AND TYPING

- 1) Check and see if you can get your item in the *Flying Eagle*. The cost of a special first class mailing to **ALL** members is prohibited. The "Flying Eagle" goes out every two or three months, so there is plenty of opportunity to use the lodge newsletter.

Example: In the fall of 1984, severe paralysis struck the planners of the Winter Banquet. This disease, sometimes called "terminal inertiaitis" caused a last minute first class mailing that cost \$2.91 for EACH of the 55 members who attended! Remember, postage was a mere 20 cents then.

- 2) While third class mail is cheaper, it frequently results in members receiving it **AFTER** the event. Get it to the Scout Center four weeks before the event.
- 3) When you use last year's letter or form as a guide for this year's printing (this disease is called "Evasive Actionitis"), make certain you changed **ALL** dates, etc. so that it "fits" this year's requirements.

- 4) Material that are hand printed or typed, goes through faster and with fewer errors.
- 5) **PROOFREAD!** It's your responsibility, not the responsibility of the secretary, Chief, Adviser or the post office. If you spell dog "dawg", it will come out "dawg".
- 6) **ALL MAILINGS AND PRINTING MUST BE APPROVED BY THE LODGE CHIEF AND ADVISER**
- 7) While most printing is done by the Scout Center due to convenience, cost, etc., there are times when "outside" non-scout printing is cheaper and more appropriate. One example is when multi-color work is needed. Another time is when the Council Office is closed for vacations. All times that the Council Office is closed are on the Council Calendar.

#### **E-MAIL AND WEB PAGE**

- 1) The Lodge Secretary should keep a list of lodge member e-mail addresses. E-mail can be used to as both a communications tool between officers, advisers, chapters, and committee chairmen as well as for promoting lodge events.
- 2) The Lodge's website can be used for promoting lodge events and providing access to a variety of information to lodge members and Arrowmen around the world.
- 3) Links placed on the lodge website to other websites **MUST** be approved by the Lodge Adviser.

# ORGANIZATION AND ADMINISTRATION

- I. Fundamentals of the Order of the Arrow in the Middle Tennessee Council
  - A. Scout Executive is the top administrative authority of the Lodge.
  - B. The OA is not an organization which exists independently outside of the BSA, but rather it is a device which aims to support the regular Scouting Program through service.
  - C. The OA is a part of the entire camping program and therefore includes not only the Boy Scouts, but also adult Scouters, Explorer Scouts, Varsity Scouts and their advisers.
  - D. The OA is Scouting's National Honor Society.
  - E. The OA should be an intergral part of the Council's Camping Committee.
  - E. All those who give full-time service as professional Scouters should be active members of the Order and the Wa-Hi-Nasa Lodge.

## II. ADVISERS

- A. Lodge Adviser- appointed annually by the Scout Executive
  - 1. Member of the Council Camping Committee
  - 2. Qualifications-see OA Handbook
  - 3. Duties-- see OA Handbook
  - 4. Approves Check Requests
  - 5. Appoints Committee Advisers Annually
  - 6. Works with District Chairmen annually to appoint chapter advisers.
- B. Staff Adviser
  - 1. Professional Scouter appointed by the Scout Executive
  - 2. Duties- refer to OA Handbook

C. Additional Advisers

1. Assistant Lodge Adviser
2. Adult advisers to each lodge committee
3. Adult advisers are most effective when working with their respective youth leader. The adult should give the youth full opportunity to do the job.

D. RELATIONSHIP BETWEEN LODGE ADVISER AND STAFF ADVISER

1. Closeness important
2. Frequent conferences between the two and should often include the Scout Executive.



# 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 the wearing of 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 the 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 Arrowman". It is vital that you treat the members with the 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 he is the youngest or the oldest. He thinks that his 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 ideal. 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 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. A minimum of 4 quarterly meetings are to be held each year. The number necessary for a quorum is found in the Lodge Rules. Minutes from the meeting are to be mailed within two weeks of the meeting.

Member 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 current meeting procedure is for all youth and adult members of the Executive Committee to meet at the same time. To speak at the meeting, members must be recognized by the Lodge Chief. It is suggested that a time limit be placed on adult comments. In the past, adults have been limited to two minutes for their comments on a specific proposal. The Lodge Chief and Adviser need to develop a system that insures that the youth members run the meeting and make the majority of the comments, but still allow the adults a limited amount of time for important comments.

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.

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 mailed to all committee members. Remember to approve minutes at the next Executive Committee meeting.

# Steps to Ensure a Successful Executive Committee Meeting

## I. AGENDA

- A, Send a tentative agenda to the Executive Committee along with the reminder of the meeting.
  - 1. Ask members of the committee to review and be ready to discuss.
  - 2 Write a note or call any individual who will be responsible for any portion of the agenda.
- B. Review 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.
- C. Have copies of the agenda to hand out or have agenda written on 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.

## II. THE MEETING:

- A. Set out rules of meeting right after welcoming everyone.
  - 1. Establish time limit for adults speaking on any one topic.
  - 2. Encourage youth input.
- B. Keep eye on the clock and keep the meeting moving.
  - 1. If 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.
  - 2. If someone has a "brilliant idea", ask them to get with you during break or put it into writing and submit it to you.
  - 3. If discussion wanders, lead group back to the topic by restating the topic or asking someone new for their input on the topic.
  - 4. 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.

## III. 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:
  - 1. Must be within two (2) weeks of the meeting.
  - 2. 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.
  - 3. Make sure that the format of the minutes make them easy to read and to find items at a later time.

# THE WHEEL CHECKLIST

## DON'T LEAVE HOME WITHOUT IT

Many veteran OA members start "check lists" months before an event. As time goes by, they add items to these lists. When it's time to leave home, these members are PREPARED. What kind of check lists? Probably the most useful is one that covers supplies and equipment, this section will focus on those items included in a miscellaneous check list.

Miscellaneous items that we must consider are:

1. **INSURANCE**-Who is taking care of it? Accidents with swing blades and earthball have happened to Wa-Hi-Nasa Lodge members in the past.
2. **TOUR PERMIT**-Who is to get it, and does he know to get it a month early? Tour permits are not kept "in stock", and you CANNOT drive by the Scout Office on the day you leave and just pick one up!
3. **WRITTEN PERMISSION TO USE FACILITIES**- Verbal will not do! Written permission nails it down and prevents problems. Wa-Hi-Nasa has been "bagged" many a time on this item.
4. **COMMUNICATION WITH CAMP RANGER**-If you do this, you will look good; Wa-Hi-Nasa will look good; and the ranger will appreciate it. This should not only include tools, bath houses, etc., but also don't forget: -alternate sites in case of drought, and have we reserved these sites? We are in trouble if drought forces us to use "the island" and there are several Scout troops or even a district camporee being held there. A SOLUTION: RESERVE the island ahead of time. -CANOES-Are they reserved? How do we get them to the Waterfront? -RIFLES-Are they reserved? Are they ACTUALLY at Boxwell or have they been sent off for repair? IT HAPPENS.
5. **PRINTING**- It is tough to get something like a map, post card or program printed when the Scout Office is closed for vacation or holiday. SOLUTION: submit two or three weeks early and make certain you avoid the two week closing for vacation. A council calendar can help. If in doubt, TELEPHONE!!
6. **AMMUNITION AND TARGETS**- Why, they are at camp with the rifles. WRONG!! Telephone our staff adviser.

# American Indian Events

## Purpose

The American Indian Events committee was established to provide instruction at OA events as necessary, to assist in the formation of drum and dance teams in the lodge, and to notify OA members of Native American Events outside of the lodge.

The instruction and information provided by the AIE committee benefits all Scouts, inside and outside of the Order of the Arrow.

## Responsibilities

1. To provide qualified instruction at all OA events as required by the Lodge Vice-chief of Activities
2. To notify OA members of upcoming American Indian Events outside of the OA.
3. To assist in the formation of chapter drum and dance teams.
4. To provide links (which have been approved by the Lodge Adviser) to the Lodge Webmaster of native-related web sites.
5. Encourage participation in Section Conclave competitions.
6. Encourage participation in NOAC competition.

## Membership

### Structure

The current AIE chairman, who is also responsible for ensuring that his duties are completed, dictates membership.

### Roles

#### Chairman

The role of the chairman is that of those listed above in the responsibility section.

#### Adviser

The role of the adviser is to support the chairman and provide counsel when he sees fit.

## Doing the Job

### Introduction

This is a very basic guide to the job of the AIE chairman. It will only tell you how to begin your task, not how to complete it.

### Description of Tasks

At the training events, have knowledgeable instructors in all fields. Having onsite examples is a great way to influence others. Friday and/or Saturday night pow-wows or drum sessions are a big interest builder. Success is based on the number of seriously interested Scouts and Scouters.

### Calendar

The best calendar is past OA events and pow-wows. Look in the past Lodge Planbooks and on the Internet for dates.

### Resources

The best information can be found online and at pow-wows. Ask more experienced people on the info that you may need.

### Evaluation

It is important to evaluate the AIE activities that take place during lodge events to improve upon them for the future.

## Conclusion

A good year will bring a drum team and five or six dancers out the woodwork. But because of the geographical layout of the lodge, there are few natives and few interested members. Don't be discouraged when you've trained all year and are still dancing alone.

# AWARDS

Awards work properly when they reward people for their efforts and contributions to the lodge and chapter. At their worst, they are given to people who are popular or are friends or relatives of individuals in power. In an effort to curb abuses and to solve past problems, the Executive Committee adopted the Awards Criteria found on the following pages. By following the procedures and requirements set forth, the Lodge may be able to avoid some of the problems that have occurred as noted below.

In the past, the Lodge Chief has had total discretion and made all decisions about who received Lodge Awards. The problems encountered include giving them to family members or friends and putting off the decisions until the day of the Winter Banquet. Since the Lodge Chief was the only one making the decisions, his choices were often criticized and subjected to close scrutiny by the membership. There was a perception that on many occasions people received the awards who were not deserving.

Another difficulty has been that the awards forms that were sent to the Chapters were never returned. In an effort to solve this problem, the Awards Committee has developed one nomination sheet that can be used for all individual awards ( including Vigil).

## Purpose and Responsibilities

The Chairman of the Lodge Awards Committee is appointed annually by the Lodge Chief and is a youth member (preferably one who has received many of the awards and is experienced and mature). The committee will be composed of the chairman, the 6 lodge officers, the CAP Chairman, two youth members selected by the committee chairman (one experienced and one newer member with limited experience), one adult appointed by the committee chairman, the committee adviser, and the Lodge Advisor as an *ex-officio* member. If the awards chairman is a lodge officer, an additional youth member will be appointed to the committee.

With the exception of the Founder's Award, the Vigil Honor and the CAP awards, all other lodge awards will be decided by the Awards Committee. The committee needs to meet prior to the winter banquet and make their decisions based on nomination forms turned into the Council Office for individual awards and recommendations from lodge committee chairmen. It is the job of the Awards chairman to make sure that the award forms are distributed in time for the committee meeting. Individual forms should be distributed in time for the committee meeting. Individual forms should also be distributed in the Flying Eagle with enough time allotted to allow response and thought.

## Membership

### Roles

#### Chairman

The chairman of the committee is responsible for coordinating the nomination, selection, and presenting of awards in the lodge.

#### Adviser

The adviser of the committee is responsible for ensuring the awards are promoting and selected in a fair manner.

## Doing the Job

### Chapter Awards

#### EXCELLENCE IN CAMP PROMOTION

Considerations for this award will be based on recommendations from the Camp Promotions chairman, the CAP (Chapter Achievement Program), and by the Awards Committee.

#### OUTSTANDING SUPPORT OF THE LODGE

The award will be based on the number and the percentages of chapter members attending lodge events. The Lodge Secretary will be responsible for submitting this information to the Awards Committee.

#### EXCELLENCE IN CEREMONIES

Based on recommendations from the Ceremonies Chairman and his adviser, the award will also be based somewhat on CAP and the expertise and knowledge of the Awards Committee.

#### HIGHEST PERCENTAGE OF BROTHERHOOD

Lodge Secretary is responsible for submitting the information and percentages to the committee.

#### OUTSTANDING SERVICE TO SCOUTING

The award will be based on the CAP and is given for service by the chapter to its district and units. When needed, chapters may be asked to submit a history of the past years' service of the chapter to its district and units.

#### MOST IMPROVED CHAPTER



Based on the improvement of CAP scores, when available, and is otherwise awarded on the basis of judgment and use of questionnaires.

## **INDIVIDUAL AWARDS**

### TOM PARKER MEMORIAL AWARD FOR EXCELLENCE IN CAMP PROMOTIONS

The requirements shall be as follows:

- 1) Two years as a member in good standing of the Order of the Arrow.
- 2) Must be nominated by an Order of the Arrow member.
- 3) Must be approved by the Awards Committee, youth members only.
- 4) The award does not have to be given if there is no deserving member.

### UNSUNG ARROWMAN

The requirements shall be as follows:

- 1) Two years as a member in good standing of the Order of the Arrow.
- 2) Must not have held any lodge position since his/her induction, including lodge officer and chairman positions.
- 3) Must have shown true Scout spirit and attended at least 80% of the scheduled lodge events over those two years as a member.
- 4) Must be nominated by an Order of the Arrow member.
- 5) Must be approved by the Awards Committee, youth members only.

### EXCELLENCE IN NATIVE AMERICAN EVENTS

The requirements shall be as follows:

- 1) For the award to be considered for presentation, a recommendation must be made by the Native American Events chairman to the Awards chairman and committee.
- 2) Must be nominated by an Order of the Arrow member other than Native American Events chairman.
- 3) Must be approved by the Awards Committee, youth members only.

### EXCELLENCE IN CEREMONIES

- 1) Must be recommended by Ceremonies chairman.
- 2) Must be nominated by Order of the Arrow member other than the Ceremonies chairman.
- 3) Must be approved by the Awards Committee, youth members only.

### JOSH SAIN MEMORIAL AWARD FOR EXCEPTIONAL SERVICE TO THE LODGE

The Josh Sain Memorial Award is given to a youth or adult member for service to the lodge. This individual should exhibit qualities of unselfishness, initiative, and brotherhood. Typical traits of recipients is their willingness to help out without being asked. The recipient works well with youth and adults and is usually seen at events as the arrowman leading the clean up effort or ironing out last minute problems that the event chairman may not have seen. If the individual exhibits these qualities in a consistent and honest manner, then he/she is a deserving arrowman and should be given the award. The arrowman must, however, be nominated by a member of the Order of the Arrow and must in turn be approved by the Awards Committee. This award is limited to 5 awards per year and the number of youth awards must be greater than the number of adult awards.

### **OTHER INDIVIDUAL AWARDS ARE AS FOLLOWS:**

#### JAMES E. WEST FELLOWSHIP

The James E. West Fellowship is recognized by a knot to be worn on the Scout uniform, given by the council for monetary donations of at least \$1000.00. The Wa-Hi-Nasa Lodge receives one of these Fellowships for each \$1000.00 it donates to the Howard B. Olson OA Lodge Trust which is within the Middle Tennessee Council Boxwell Reservation endowment. On behalf of the lodge, the Fellowships are presented to individuals who have over time consistently and outstandingly served the lodge.

James E. West Fellowships will not always be given every year. When they are presented, they are in direct proportion to the number of \$1000.00 donations that the Wa-Hi-Nasa Lodge has donated to the Howard B. Olson OA Lodge Trust. Nominations are taken through the standard awards form. The Lodge Adviser and Lodge Officers will decide who will receive the Fellowships from the Lodge.

#### VIGIL HONOR

(See separate section within "The Wheel" for procedures and criteria.)

#### FOUNDERS' AWARD

Although the Founders' Award is not considered by the Awards Committee, it is an award and should be related in this section of "The Wheel."

The Founders' Award is a national award with the criteria having been established on the National level. It is, however, given on the lodge level for service to the lodge. The requirements for this award are that the individual be an active, registered Brotherhood or Vigil Honor member of the Order of the Arrow, that in everyday life, memorializes the spirit of achievement as revealed in this passage by our founder, Dr. E. Urner Goodman: "The spirit, as I understand it, is the real self of the individual helping himself to do what he thinks he ought to do in the future before him. It is a thing that is hard to set forth in so many words, but it is facing life as we understand it and seeking guidance to do the right thing in that life. And

that sometimes takes more than just pride and smartness of thinking, but it requires divine guidance and help to do our best; and that is what I pray for in the years ahead for the Arrowmen as they face this future - feeling that God will help them to do that which our Country needs and do it with devotion in the Brotherhood of Cheerful Service."

The award is given, following the above guidelines, by a committee composed of all past recipients of the Founders' Award. A meeting must be held within two months of presentation of the award and at least three or more Founders' Award recipients must be present.

### CEREMONIES CLAN

The ceremonies clan was established to publicly recognize those arrowmen on ceremony teams that have given of themselves in service above and beyond the call of duty.

The requirements for both youth and adult arrowmen are as follows:

#### YOUTH:

- 1) Be a recognized member of the BSA.
- 2) Be registered in Wa-Hi-Nasa Lodge #111.
- 3) Be active in chapter and lodge functions.
- 4) Possess a good understanding of Indian Lore.
- 5) Demonstrate, by performance, a thorough grasp of the essentials on how to conduct effective ceremonies.
- 6) Know perfectly a complete part in an official ceremony of the Order of the Arrow.
- 7) Make a complete costume that meets the accepted standards for the part being performed.
- 8) As a member of the ceremony team, participate in at least two pre-ordeal and ordeal ceremonies.
- 9) Meet with the ceremony clan for a review of all foregoing standards.
- 10) Participate in the induction ceremony of the ceremony clan.

#### ADULT:

- 1) Display through service an interest in ceremonies and their successful operation.
- 2) Be nominated by the clan by a majority vote.
- 3) Participate in the induction ceremony of the ceremony clan.

#### SERVICE REQUIREMENT:

- 1) Same as 1 - 5 above.
- 2) Spend 30 hours in service to the lodge ceremony team.

### KITCHEN CLAN

The goal of the Kitchen Clan is to serve our fellow Arrowmen with the best food possible. In order to become a member and receive the clan belt buckle, a member must meet the following requirements:

- 1) Two years as a member in good standing of the Order of the Arrow.
- 2) Sixty hours in the kitchen at camp within a two year period, under the Chief of the Kitchen Clan.
- 3) Must be approved by the Chief of the Kitchen Clan.

### TRADING POST CLAN

The Trading Post Clan is designed to recognize Arrowmen who provide valuable service to the Lodge by working in the Lodge Trading Post during lodge events. The requirements for induction into the Trading Post Clan are as follows:

- 1) Be a member in good standing of the Order of the Arrow.
- 2) Work at least 15 hours a clan hat.
- 3) Work at least 30 hours for a clan belt buckle.
- 4) Work at least 45 hours for a clan T-shirt.
- 5) Be courteous to members and guests and follow the procedures and directives of the Lodge treasurer and the Trading Post Adviser.

### DIRTY DOZEN CLAN

The requirements for induction into the Dirty Dozen Clan are as follows:

- 1) Work at least one event to receive a clan T-shirt.
- 2) Work at least three events to receive a clan hat.
- 3) Work at least five events to receive a clan sweat shirt.

## **Conclusion**

### **A Final Word About Awards**

All criteria that have been described in the last few pages is not set in concrete. When needed and as time progresses, changes will be made. The changes, however, will be made by the Awards Committee - voted on and passed by a unanimous vote of the committee. The changes will then be brought to the attention of the Executive Committee for their approval.

Remember . . .

Awards are given to honor people, and in this instance, Arrowmen 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. Remember . . . we are "**A Standard of Excellence!**"

# Chapter Achievement Program (CAP)

## Purpose

The CAP committee establishes goals for each chapter to achieve (hence the name “Chapter Achievement Committee”) and to evaluate how well each chapter accomplishes these goals. Further, the committee provides a means to determine the status of each chapter (probation, standard, or honor. The program encourages each chapter to become stronger, which results in all Scouts and Scouters having a more meaningful experience in the Order of the Arrow.

## Responsibilities

1. Provide a class on CAP at the Order of the Arrow University.
2. Make necessary updates/revisions to the CAP form and having them approved by the Lodge Executive Committee.
3. Provide updated form to the lodge webmaster for inclusion in the lodge webpage and to the Planbook committee for inclusion in the Planbook.
4. Remind each chapter of upcoming form submission deadlines.
5. Retrieve, check, and compile each chapter’s CAP form data and report the results to the Winter Banquet committee.

## Membership

### Structure

The CAP committee consists of the CAP chairman and adviser. They work together to accomplish the goals of the committee. However, each chapter chief and adviser is also involved in the CAP process because they must report their chapter’s information to the chairman.

### Roles

#### Chairman

The CAP chairman is responsible for:

1. Providing a CAP class at OAU
2. Making any necessary updates/revisions to the CAP form and having them approved by the executive committee.
3. Submitting the updated form to the lodge webmaster for inclusion on the lodge homepage

4. Submitting the updated form to the Planbook committee for publication
5. Reminding each chapter of upcoming form submission deadlines via email, mail, fax, or phone
6. Receiving, checking, and compiling each chapter's CAP data and reporting the results to the Winter Banquet committee

### Adviser

The CAP adviser is responsible for:

1. Helping the chairman understand, remember, and complete his duties
2. Helping the chairman obtain missing or late CAP forms from chapter chiefs or elsewhere.
3. Maintaining contact with the chairman to provide encouragement, help, and reminders.

## **Doing the Job**

### **Introduction**

The CAP committee's responsibilities are important but fairly simple. This section will describe what has been done in the past and other things that could be done to accomplish them.

### **Description of Tasks**

1. Order of the Arrow University CAP class—The chairman and adviser work with the lodge chief and OAU committee to provide a CAP class at OAU. The class might be taught by the chairman or another person and should include information on the following: the purpose of CAP, filling out CAP forms, how to make sure forms arrive in the correct location, a Q/A session, and anything else deemed relevant.
2. CAP form update/revision—The chairman and advisor work together to update/revise the CAP form. Then the form is submitted to the executive committee for approval. It is a good idea to consult National Quality Lodge Requirements to see if there are any requirements we need our Chapters to focus upon. Revisions might include the following: adding/deleting items, changing the point values of items, changing the number of points required for regular or honor chapter standing, updating dates, or any other necessary changes.
3. Submitting CAP forms for publication—The chairman submits the updated and approved form to the webmaster for inclusion on the lodge website as a printable pdf file and a form to fill-in online. He submits a copy to the Planbook committee for incorporation into the Planbook.

4. Chapter deadline reminders—The chairman reminds each chapter of upcoming CAP form submission deadlines by email, mail, fax, or phone. The reminder might indicate the addresses to where to mail the form.
5. CAP data compilation—The chairman works with the adviser to retrieve all CAP forms, checks the forms for accuracy, and compiles the data into a list. The compilation could be done on paper or with the CAP Excel spreadsheet that should be obtainable from the lodge chief. The compiled data is then forwarded to the adviser after each quarter to ensure that a backup exists. The final data is forwarded to the lodge chief and Winter Banquet committee to determine the status of each chapter.

### Back-Dated Calendar

All dates approximate

Feb. 15, 1999	Have CAP forms updated and submitted to Webmaster and Planbook Committee by Planbook submission deadline for inclusion in the Planbook to be distributed at OAU
April 16, 1999	Send first deadline reminders
May 6, 1999	Gather all forms received, attempt to obtain missing forms, compile data and send it to the adviser
June 1, 1999	Send second deadline reminders
June 21, 1999	See May 6
Aug. 3, 1999	Send third deadline reminders
Aug. 23, 1999	See May 6
Oct. 15, 1999	Send last deadline reminders—try to obtain any forms missing from previous quarters
Dec. 2, 1999	See May 6, also send final data to Winter Banquet committee

### Resources

An Excel spreadsheet for compiling CAP data should be available from the lodge chief or on the lodge webpage. The old CAP form should be updated/revised to create a new version.

### Evaluation

Remember that the purpose of the CAP program is to encourage all chapters to become outstanding chapters. The more chapters the chairman can get to participate wholeheartedly in the program, the more brothers will have a meaningful experience in the OA.

### Conclusion

Make sure to send reminders—or you will be trying to track down CAP forms for months after the deadline. Trust me, they make life easier. Have fun, and good luck!



# Brotherhood

## Purpose

The purpose of the Brotherhood Warrior is to coordinate the entire Brotherhood process for the lodge including recruitment, training, and ceremony.

## Responsibilities

The Brotherhood Warrior must make sure he has a ceremony team at each event and at each week of summer camp. He must make sure that they are prepared for the ceremony. His brotherhood review must be clear and understandable to the candidates. He is responsible for obtaining and distributing the flaps and the sashes for the ceremony.

## Membership

### Structure

The Brotherhood Warrior and his adviser coordinate the efforts of this committee.

### Roles

#### Brotherhood Warrior

The Brotherhood Warrior is responsible for coordinating the recruitment, training, and ceremonial efforts as related to Brotherhood.

#### Adviser

The adviser of the committee is responsible for assisting the Brotherhood Warrior and advising him in his efforts.

## Doing the Job

### Introduction

This section will discuss the main duties of the Brotherhood Warrior. As well, it contains resources and describes the importance of evaluation.

### Description of Tasks

One of the duties of the Brotherhood Warrior is recruitment. He is responsible for promoting Brotherhood and encouraging Ordeal members to “seal” their membership and become full members of the Order of the Arrow. The *Flying Eagle*, Planbook, flyers in the OA summer camp packets, etc. should be used for this promotional effort.

A second duty of the Brotherhood Warrior is training. The Brotherhood Warrior is responsible for planning and presenting the review for those interesting in obtaining brotherhood.

#### **Materials needed for Reviews**

Spirit of the Arrow booklets  
“Trail to Brotherhood” pamphlets  
pens  
paper (for letters of intent)

sign in sheets  
sashes, flaps, and cards

The third main duty of the Brotherhood Warrior is ceremonies. He is responsible for recruiting Brotherhood Ceremony Teams for lodge events and during summer camp. He should work hand-in-hand with the Ceremony Chairman to carry out this role. The Brotherhood Warrior should serve as a resource for the ceremony teams and assist them as needed.

### **Brotherhood Warrior Duties**

1. Develop Brotherhood promotion plan with the Lodge Secretary.
  - A. Responsible for sending letter to all who have been Ordeal members for a period of not less than 10 months. (See letter and booklet attached.)
  - B. Responsible for sending list of Brotherhood eligible candidates to each Chapter Secretary, Chief and Adviser for contact by them. (See letter and brochure attached.)
2. Responsible for conducting effective Brotherhood review. (See attached review booklet.)
3. Insures each Brotherhood candidate submits letter of intent and receives Spirit of the Arrow booklet #8. (See booklet attached.)
4. Insures each member going through Brotherhood meets eligibility requirements.
5. Works with Ordeal Master on Brotherhood portion of the schedule.
6. Provides Treasurer with information as to the number of flaps, cards, and sashes that are needed for Brotherhood.
7. Provides list of new Brotherhood members who complete the ceremony to Lodge Secretary and Membership Adviser.
8. Promotes Brotherhood and Brotherhood Membership year round and encourages all members to exemplify the Scout Oath and Law in their daily lives, so as to lead others to conduct themselves in such a manner as to warrant recognition.
9. Coordinates with Summer Camp Representative and Ceremonies Chairman weekly Brotherhood review and ceremony. Attends all Brotherhood reviews during Summer Camp.
10. Is present at Registration to answer questions and distribute "Trail To Brotherhood" review pamphlet. (See pamphlet attached.)
11. Promotion of Brotherhood through newsletter articles, announcements and promotions at events.
12. Gives report of new members and upcoming reviews at Lodge Executive Committee meetings.

### **Backdated Calendar**

- |     |   |
|-----|---|
| 300 | Brotherhood Warrior recruited.  |
| 240 | Brotherhood promotion meeting between Ordeal Master, Ordeal Adviser, Brotherhood Warrior and Brotherhood Adviser. |
| 210 | Ceremonies Chairman and Adviser meet with Brotherhood Warrior and Adviser.  |

- 180 All supplies need to be ordered (sashes, flaps, Spirit of the Arrow booklets)  
Price set for Brotherhood  
Letter to Chapter Chiefs and Chapter Advisers
- 120 Key Staff Meeting  
Brotherhood - for the purpose of coordinating ceremonies, flyers, ceremony areas, agenda for  
brotherhood during ordeal and fellowship, review area.
- 90 Mailing to Brotherhood Candidates
- 45 Check Brotherhood and Ceremonial sites
- 0 Brotherhood Warrior present at Registration
- +3 Thank you notes mailed
- +5 Letters of intent copied and sent to Lodge Chief
- +10 All materials (registration, administration) filed at Scout Office.

### **Resources**

There are many resources available for the Brotherhood Warrior. These include the Lodge Chief, Lodge Adviser, Brotherhood Adviser, materials used in other lodge Brotherhood reviews, former lodge Brotherhood Warriors, and evaluation forms (if used during previous years).

### **Evaluation**

The Brotherhood Warrior and his adviser should evaluate their recruitment, training, and ceremonial efforts to identify areas upon which they can improve for the remainder of the year.

### **Conclusion**

It is important for the Brotherhood Warrior to communicate with the Lodge Officers, OA Representative, and other lodge leaders to effectively carry out his duties.



## Wa-Hi-Nasa Lodge #111 - Cheerfully Serving Middle Tennessee Council

To: Chapter Secretaries, Chiefs, and Advisers

Just as you have strengthened your ties of brotherhood and sealed your membership through the Brotherhood Ceremony, now is the time to encourage your Ordeal members to do the same.

Enclosed you will find a list of those eligible in your chapter for Brotherhood. Start calling now! Contact each Ordeal members. Don't put it off -- Keep calling!

You will also find enclosed a flyer entitled "Building a Solid Chapter Program: the Chapter Secretary and his Advisor". Each Chapter Secretary and the Associate Advisor working with him should read and use this as a guide to help his chapter.

Any questions or concerns, please call me at .

In the words of Allowat Sakima -

"Strengthen the ties of brotherhood, build upon the fire of cheerfulness, ease the burdens from the shoulders of your fellow Scouts! When you have done these things you will again find yourself before me, prepared to see the full meaning of the Arrow."

Yours in Service,

Brotherhood Warrior



## Wa-Hi-Nasa Lodge #111 - Cheerfully Serving Middle Tennessee Council

My Brother,

It has been more than 10 months since you first wore the sash of our Order. I trust that in that time you have continued to represent the ideals that it stands for, and have continued to faithfully serve your fellow man. If you have completed the following requirements, you may strengthen your ties of brotherhood through the Brotherhood ceremony.

- \* Ten months' service as an Ordeal member.
- \* Registered active membership in Scouting
- \* Registered active membership in the Order of the Arrow
- \* Memorized the Obligation, the Order of the Arrow Official Song, and the Admonition, and written a letter of intent as specified in your handbook.

It is important that you not only meet the above requirements, but that you feel that you are prepared for the Brotherhood.

At your Ordeal you were sent to seek a vision of yourself and your purpose. The challenge of Brotherhood membership is part of that vision. Your brothers will be there to assist you in reaching your goal. Plan now to seal your membership at the upcoming Brotherhood ceremony to be held at Camp Boxwell during (event name) on (event date).

The fee for Brotherhood is an additional \$12.00, payable at the time you register for Fall Fellowship.

[OPTIONAL PARAGRAPH TO USE] This will be your last chance this year to become a Brotherhood member and seal your ties to the Order of the Arrow.

Enclosed is the Spirit of the Arrow Booklet #7 entitled "The Ties of Brotherhood", which you will find very meaningful. I look forward to seeing you at the Brotherhood Ceremony as you seal your membership in the Order. Congratulations on this opportunity.

Yours in Service,

Brotherhood Warrior



Wa-Hi-Nasa Lodge

Trail

To

Brotherhood



## THE OBLIGATION

I (your name) do hereby promise on my honor as a Scout, that I will always and faithfully observe and preserve the traditions of the Order of the Arrow, Wimachtendienk, Wingolauchsik, Witahemui.

I will always regard the ties of Brotherhood in the Order of the Arrow as lasting, and will seek to preserve a cheerful spirit even in the midst of irksome tasks and weighty responsibilities, and will endeavor, so far as in my power lies, to be unselfish in service and devotion to the welfare of others.

## THE ADMONITION

Ahoalton, which means to love one another.

## THE SIGN OF THE ORDEAL

The sign of the ordeal is right hand on your left shoulder and moving your hand as if drawing an arrow from a quiver.

## THE ORDER OF THE ARROW HANDCLASP

The Order of the Arrow handclasp is given with the left hand, interlocking the pinkie and the finger.

## THE LETTER OF INTENT

Explain what you think the Obligation means. Describe how you have been fulfilling this Obligation in your Troop and in your daily life, and how you have used your understanding of the Ordeal to aid in this service. Describe your specific plans for giving service in the lodge program.

## THE SONG

Firm bound in brotherhood,  
Gather the clan, that  
Cheerful service brings to fellow man

Circle our Council Fire,  
Weld tightly every link, that  
Binds us in Brotherhood, Wimachtendink



## BROTHERHOOD REVIEW

Begin with the Obligation

Have everyone show their knowledge of the OA handclasp by shaking hands with his neighbor.

Say the Admonition. The reviewer says Ahoalton, the group should respond with to love one another.

Have everyone show the sign of the Ordeal as a group.

**Who is Kichkinet?**

Kichkinet is your guide.

**What token did he reveal to you and what did it represent?**

Kichkinet shoots the arrow upward, symbolizing the pathway you will follow if your dedication is unwavering.

**What test does he present to you and what does it illustrate?**

Kichkinet tells you to spend the night alone upon your ground sheet which focuses your need for courage and self-reliance on the trail ahead.

**Who is Nutiket?**

Nutiket is the guardian of the Circle.

**What token did he reveal to you and what did it represent?**

Nutiket gave the bow to Allowat as a token of liveliness and flexibility under stress.

**What test does he present to you and what does it illustrate?**

Nutiket tells you to eat naught but the scant food given to you which illustrates self-denial.

**Who is Meteu?**

Meteu is the medicine man.

**What token did he reveal to you and what did it represent?**

Meteu gives the bowstring to Allowat Sakima as a token of the ties of Brotherhood.

**What test does he present to you and what does it illustrate?**

Meteu tells you to spend the day in silence which emphasizes the continuing need for you to spend time in thoughtful silence.

**Who is Allowat Sakima?**

Allowat Sakima is the mighty chief.

**What token does he reveal to you and what did it represent?**

Allowat Sakima strung the bow uniting brotherhood and cheerfulness of service. He drew an arrow from a quiver as a token that your election separated you from your fellow Scouts for something higher.

**What test does he present to you and what does it illustrate?**

Allowat Sakima tells you to work the day in arduous labor which indicates your willingness to give service.

**What is the significance of Allowat Sakima's description of the Arrow in the Ordeal Ceremony?**

The chief stated that the various qualities attributed to the Arrow are the ingredients of leadership.

**What are the three symbolic preparations for the Obligation?**

Before you entered the circle, you placed your hand on the shoulder of the candidate ahead of you to indicate your intention to continue in service to your own Troop. Then Kichkinet symbolized this bond of Brotherhood by binding you all together

with the rope. Finally, upon Allowat Sakima's direction, Kichkinet asked you to advance before the fire of Cheerfulness.

**What is the tradition given us by Uncas as described in the legend?**

The legend tells how the peaceful lives of the Lenni-Lenape Indians were threatened by neighboring tribes and distant enemies. Chief Chingachgook's call for volunteers to go and alert other villages of the tribe was met with apathy and indifference from tribal members. Uncas cheerfully offered his help despite the negative attitudes of everyone around him. He cared enough for others that he was willing to face hardship and danger to protect them from harm. Uncas clearly saw a higher vision, and his desire for his brothers was that they could see it, too. The self-sacrificing service that was given by Uncas and Chingachgook is said to have saved the tribe from annihilation.

**What is Ordeal membership?**

Like the Ordeal, it is a time of trial, during which your understanding of the traditions of the Arrow will be put to the test.

**When are you ready to accept Brotherhood membership in the Order?**

Successfully meeting the demands of the Obligation is usually rather hard for the first several months. Each person must decide for himself if he is ready.

# Camp Promotions, Unit Elections, and Service to America

## Purpose

This Committee serves a three-fold purpose: 1.) To promote summer camp to scout troops during the spring, as a benefit to the council. 2.) To record and promote Service to America, since the OA's primary purpose is service. 3.) To train and conduct unit elections which is the recruiting force within the lodge.

## Responsibilities

1. Conduct annual troop camp promotion visits.
2. Conduct annual troop Service to America visits (in coordinating with #1).
3. Conduct annual troop unit election visits (in coordination with #1 and #2).
4. Keep record of new candidates for ordeal.

## Membership

### Structure

The chairman trains and directs each individual team throughout the council by coordinating with the chapter chiefs and troop representatives.

### Roles

#### Chairman

The chairman of the committee is responsible for training, coordinating, and compiling results from Unit Election/Camp Promotion/Service to America teams.

#### Adviser

The adviser of the committee is responsible for making sure their subsequent chairman is doing his job and that the necessary paperwork is available.

#### District Coordinator

The district coordinator is the liaison between the chairman and the unit election teams. This youth is either a team member, a chapter chief, or is the appointee thereof. He is to receive information from the chairman to keep track and report the progress of the unit election teams when requested.

## **Doing the Job**

### **Introduction**

This section will discuss paperwork which is needed and the specific tasks of this committee.

### **Background Information**

The success of each year's ordeals is dependent on a quality job by this committee. It is important to involve the troop representative of each chapter.

### **Description of Tasks**

1. Get list of all troops and varsity teams.
2. Recruit and train chapter election teams.
3. Distribute unit election video.
4. Follow-up with every chapter based on unit election reports. Find out why troops don't have unit elections.
5. Report results yearly at each Executive Committee meeting.

### **Back-Dated Calendar**

There are two main dates that the chairmen must set. The first is when to pass out the unit elections packets (usually in early March) to the chapters. The second is to set a day at least 3 weeks in advance of the Spring Ordeal in which all unit election forms are to be in to the scout office. The date for the Fall Ordeal turn-in should also be about 3 weeks prior to the ordeal to allow for processing at the scout office.

### **Resources**

Included in this section of the Wheel are copies of all paperwork that will be needed. These forms can be used or adapted as seen fit. The video for camp promotions can be picked up from the scout office and a new copy should be handed out to every troop in need of one at the Camp Promotions Kick-off.

### **Evaluation**

When the year is over, look at numbers of people elected and compare to numbers of new candidates to determine how the year went. Also, take a look at the numbers of summer camp participants and compare to previous years to determine the success of your promotional efforts. Lastly, see how many service house were completed to evaluate the success of the Service to America program.

## **Conclusion**

The three aspects of this committee (Unit Elections, Camp Promotions, and Service to America) fit well together. It is very key that you communicate with the Chapters, as the majority of the unit visits will be conducted by Chapter Officers and members.

# Ceremonies

Everyone has a favorite story to tell about the disastrous ceremony. A common thread runs throughout these tales; lack of adequate preparation and organization. The following story occurred at a Lodge Ordeal, at the old “sunken road” site by Camp Light.

The night is dark and quiet. The ceremony team members whisper nervously around the fire waiting to begin the ceremony. No detail has been overlooked by the team. The candles and globes are in place; an ample number of candidates’ sashes are properly displayed; and the fire is ready to be lit. In an effort to maximize their performance the team places a flare in the bottom of a hollow tree to get a unique lighting effect. The candidates are spotted on the road and the team springs into action. When Meteu says “as the smoke curls winding upward...” several members think that they see smoke coming from the hollow tree. The ceremony team adviser checks the situation and reports that there is no fire. The ceremony progresses without a hitch until it come time for Nutiket to explain the Ordeal. He gets a little confused and reverts to several lines from the Pre-Ordeal. As he says “The sparks are there, already glowing, feed it now, forgetting hunger, feed it till it is fire.”, three sparks float out of the hollow tree. The tree then erupts into fire on cue. The candidates gasp in amazement at the special effects. The members gasp in amazement at the prospect of a forest fire. The ceremony team continues without missing a word.

A quick visual inspection reveals that the tree is completely consumed by the flames and that there is no fire fighting equipment at the ceremony site. The members huddle in the back to determine the best course of action. While the discussion continues, two arrowmen leave to get a fire extinguisher from Stahlman Dining Hall. Two other members leave to get water. The remaining members stay and debate whether to contact the Ranger and the fire department.

## Purpose

To recruit and train ceremony teams for all lodge events.

## Responsibilities

1. Recruiting and training ceremony teams for lodge events.
2. Help establish and strengthen ceremony teams in chapters where they are non-existent or are in need of assistance.

## Membership

### Structure

The ceremony committee is composed of the Ceremony Chairman, Chapter Team Leaders, and the Ceremony Adviser. The ceremonies chairman is responsible for ensuring the Lodge ceremony events are performed in an outstanding fashion. His 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 chairman works with the team leaders to train the teams and ensures that he agrees they are ready to

perform. At least three months prior to an Ordeal, the chairman should determine which teams are planning to perform in the Ordeal.

**Roles**

Chairman

The ceremonies chairman is responsible for ensuring the Lodge ceremony events are performed in an outstanding fashion. His 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 chairman works with the team leaders to train the teams and ensures that he agrees they are ready to perform.

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.

Adviser

The adviser of the Ceremony Committee should advise and assist the Ceremony Chairman as needed. As well, the adviser should help recruit other adults to assist with the lodge’s ceremonial efforts.

**Doing the Job**

3 months: The chairman should determine which teams are planning to perform in the Ordeal.

1 month: The chairman should watch or delegate someone to watch a team practice and then decide whether or not the team is ready to perform

Ordeal Weekend: The ceremony chairman works with the Ordeal Master to coordinate the movement of candidates and performance site locations.

The team leader is responsible for the training and performance of his individual team. He is the one who coordinates with the ceremonies chairman to pass information to the team. The team leader is responsible for his assigned site during the Ordeal, and he must recruit service members to help prepare the site. It is suggested that all team members be from the same chapter. This makes it easier for the team members to get together to practice and perform local District ceremonies, i.e. cross-over ceremonies.

The ceremonies adviser’s main job is to be there to support the ceremony chairman both with physical support and as a consultant and mentor for the chairman. If the chairman is performing his job correctly, then the adviser should not be very busy; however, the chairman MUST keep his adviser informed of the status of what he is planning and doing.

The old adage that “two heads are better than one” is extremely true when it comes to managing the ceremonies committee. A well placed suggestion or word of encouragement can mean the difference between success and failure at most performances. If possible, the adviser should be a resource for a vehicle to transport wood and other supplies necessary for site preparation.

## Helpful Hints

### Check List for Performances

#### Pre-Ordeal

15 Candles, candle holders, and globes  
 Bow  
 Arrows and quiver  
 Bow String  
 Matches  
 Lantern or flashlight for site cleanup  
 Fire lay  
 Torches  
 Guides  
 Regalia

#### Ordeal

15 Candles, candle rack and globes  
 Ordeal sashes  
 Matches  
 Regalia  
 Lantern or flashlight for ceremony site cleanup  
 Torches  
 Guides  
 Drinking water

#### Site Preparation

Rake  
 Adult with weedeater  
 Adult with chain saw or bow saw  
 Firewood  
 Drinking water  
 Water for extinguishing the fire  
 Equipment to put out fire

### Costuming

The team should start on costumes at least seven months prior to when they are needed. If the desire is to use ready made kits there are several sources available such as Crazy Crow or Grey Owl Indian Crafts. All members of the team should have the same style of costume, i.e. the same tribe either plains or woodland. The costumes do not have to all be



same color. A variety of color, type of headdress, and type of accessories is vital to the good appearance of the team. Each team member should assemble his own new costume, but “feather parties” and “costume nights” at chapter meetings can make the task less arduous. There are several methods of funding the purchase of costumes: each person buys his own, the chapter can purchase the supplies, or the lodge regalia may be borrowed if available. If the option for the individual purchase is made the regalia is his property and he is the only one who can allow someone else to use it. It is also important that one individual be assigned the responsibility of maintaining chapter or lodge costumes.

### **Webelos Crossing the Bridge Ceremony**

This is the perfect opportunity for new members to practice their technique and older members to maintain their skills. Bridge Crossing ceremonies are important to Webelos and are important in helping the transition into Boy Scouts. These ceremonies are easy to do because they usually involve not more than one or two members. They are one of the best ways for new members to get experience in front of an audience before the Ordeal ceremony. These ceremonies generally occur during the Spring.

## **HELPFUL HINTS FOR CEREMONY TEAMS**

### **Memorization of Parts**

Often the most difficult thing for a team to do is to get their parts memorized. Suggest to the members that they read through their part once each night before they go to sleep. The familiarity this will bring will enable them to memorize the ceremony with less pain and pressure than if they devote an hour to “memorize” their parts. The references listed below also contain additional ideas on memorization and delivery and expression.

### **Delivery and Expression**

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. The idea is NOT to sound like a grade B movie Indian or a computer spouting off lines. 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 they project their voices and speak slowly so the candidates can hear them. It's entirely different practicing inside a building where it's quiet and performing in the outdoors where there is a variety of background noises competing for the candidates' attention.

### **Mishaps**

Let's be honest, something can go wrong with the best of plans. Talk with the team about how to cover if there is a major mistake. If someone leaves out a major element of the ceremony, how will they handle the situation?

### **Common Problems**

- No rain site decided a priori
- No way to put out the fire
- Unprepared members of the team
- No backup members in case someone gets sick
- Fire started too early/too big/too small
- Candles not on hand
- Sashes not on hand

### **Additional Thoughts**

In addition to the references, Appendix 1 provides information on being a member of a ceremony team and provides a variety of ceremonies that can be used by the team to support their District units.

1. **MEMORIZE THE SCRIPT** - 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, forgetting your lines in a ceremony should never be an excuse.
2. **STUDY THE WHOLE SCRIPT** - 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. Hey, 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.
3. **PRACTICE, PRACTICE, PRACTICE** - 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.
4. **COORDINATE COSTUMING** - Not all of us have elaborate costuming, and the ceremonies themselves, not the costumes, should be a team's first priority. However, it is important the costuming coordinate with everyone. Make sure that the clothing is all of the same region (or tribe) and time period. Clashing clothes may be all right in modern fashion, but they are disrespectful when it comes to ceremonies.
5. **ARRIVE EARLY** - Never show up to a ceremony right before it is time to perform. Arrive early to discuss the ceremony with officials (Campfire MC'S, Scoutmasters, Cubmasters, etc.), look over the site of the ceremony, and block (plan) the path and location of each character. Also take the time to perform one more rehearsal.
6. **HAVE A BACK-UP** - 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 back-up plan (which can include understudies, if you have the manpower) to take care of any emergencies.

7. PUT EVERYTHING INTO YOUR PERFORMANCE - 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 intimidate those who stand before you (especially in the Pre-Ordeal ceremony).

8. EVALUATE YOURSELF - After every performance, think about what you did right or wrong. and learn from the experience. Videotaping your performances would not hurt either. and I strongly recommend it

## References

“Awake My Friends—A Sourcebook for Ceremonial Teams”, 1994 National Order of the Arrow Conference, Purdue University.

### General

Order of the Arrow Guide for Officers and Advisers

The Oak and the Pine by John Armen Der Hovanesian, 1985.

The Drum by John B. Forrest, Jr., 1987.

Coaching Ceremony Teams and Judging Competitions by Ron Simpson  
Guide books for each ceremony

### American Indian Culture

Library

Indian Lore Merit Badge Pamphlet

NOAC classes on American Indian History and Culture

The Flying Eagle

### Ceremonies

The Wheel

Chapter Start-up Kit

Ceremony Manuals (Ordeal, Brotherhood, Vigil)

Order of the Arrow Handbook

NOAC Ceremony Competition Manual (highly recommended)

This manual (but of course)

### Costuming

Craft Shops

Lodge Ceremonies Chairman and Advisers

Former Ceremony Performers

Books on the subject

Crazy Crow (Address: PO Box 314, Denison, TX 75020- Phone: 903-463-1366)

Tandy Leathercraft (2323 Dickerson Road, Nashville - Phone: 615-227-1840)

## Ceremony Competition

The Wa-Hi-Nasa Lodge through the ceremony committee conducts a pre-ordeal ceremony competition at the Fall Fellowship and participates with teams in the Section Conclave pre-ordeal competition. This provides another opportunity for the teams to hone their skills and a chance to see how other teams interpret the ceremony and the principals. It is a time of sharing and learning. Those teams that score the highest at the Fall Fellowship competition are the ones entered into the Section Conclave competition if there is a limit on the number of teams a Lodge may enter into the competition. The scoring sheets used for the Wa-Hi-Nasa Fall Fellowship competition is shown in Appendix 2

## Ceremony Clan

The ceremonies clan was established to publicly recognize Arrowmen on the ceremony teams that have shown outstanding dedication in service. These Arrowmen have shown a true interest in ceremonies and a desire to help their teams by being the best that they can be. Its secondary purpose is to attract new team members and set goals for them. Each member is presented a distinctive belt buckle at the Winter Banquet indicating clan membership.

The Ceremony Clan requirements for both youth and adult Arrowmen are as follows:

### Youth:

1. Be a recognized member of the BSA.
2. Be registered in Wa-Hi-Nasa Lodge #111.
3. Be active in chapter and lodge functions.
4. Possess a good understanding of Indian Lore.
5. Demonstrate, by performance, a thorough grasp of the essentials on how to conduct effective ceremonies.
6. Know perfectly a complete part in an official ceremony of the Order of the Arrow.
7. Make a complete costume that meets the accepted standards for the part being performed.
8. As a member of the ceremony team, participate in at least two pre-ordeal and two ordeal ceremonies.
9. Meet with the ceremony clan for a review of all foregoing standards.
10. Participate in the induction ceremony of the ceremony clan.
11. All ceremonies must be performed on a lodge level.

### Adult:

- 1-5. Same as 1-5 for the youth.
6. Spend 30 hours in service to the lodge ceremony team.
7. Display through service and interest in ceremonies and their successful operation.
8. Be nominated by the clan by a majority vote.
9. Participate in the induction ceremony of the ceremony clan.

## Conclusion

It is important to work with the lodge officers and chapter chiefs in coordinating the ceremony efforts of the lodge.

### BOBCAT CEREMONY

The parts can either be done by one or several characters. in this version, one character. Akela, will speak all the lines. Akela enters the ceremony area and stands on the stage or in front of the Council Fire.

Akela: Tonight, we have gathered in this place

To share the fire, for it represents the warmth  
Of the .Brotherhood of Scouting, with its  
Brightness representing Our Love for Scouting  
And each other.

Many of you have been on the Tail of Scouting.

Its trek, which reaches to its highest peak,

The Eagle, is a long journey.

However, each trail has a beginning,

And this one begins inub Scouting.

Much like a young warrior is trained

To respect his village and his Tribe,

So is the Cub Scout trained in family life.

As he grows through the ranks to that

Of the Webelo, he begins to learn the skills

Of the outdoors, as our young warriors  
Learn to hunt and use their weapons.

The trail then turns, and leads into Boy Scouting,  
Where his skills are forged and sharpened as the tip  
Of an arrowhead.

With luck, and hard work, a Scout,  
Who has followed the trail completely,  
Will climb to the summit of Scouting,  
And will one day win the Eagle,  
Wearing it forever after with the pride  
That our new warriors had when they  
Participated in the Sun Dance.

However, in order to achieve this goal,  
One must start on the journey.  
All journeys have a start, and so does Scouting  
For that reason, we are here tonight  
To recognize those who have made the first step  
And have earned the rank of Bobcat.

Now, would the following come forward  
To our Council Fire to be recognized.

Cubmaster, another character, or Akela reads off the list. Once the youths are present, arrange them in front of Akela.

Akela: Bobcats, do you accept the challenge

To follow the Scouting Trail to its pinnacle

And to learn the skills that you will need

As your progress. If you do,

Answer. "I will."

Bobcats, do you accept the challenge?

Scouts: I will.

Akela: You have now received your awards

And have accepted the challenge

You may now be seated.

Scouts return to their seats and the characters retire back into the woods.

## ARROW OF LIGHT CEREMONY

Entrance of the characters can be done in any fashion that is desired. Drums and bells can be used. This ceremony can also be modified so that only one character, Akela, is needed along with the Cubmaster.

Akela: O Cheat Spirit,

Look upon this meeting with favor.

Bless those present, and

Give us your approval of this event

Through our reverence.

Characters raise their arms and bow their heads for 30 seconds

Akela: Cubmasters, I have come in search of scouts

Who have worked hard, and are ready

TO receive their Arrow of Light.

Are there any present?

Cubmaster: Yes. There are, Akela.

Akela: Who are they?

Call them forward,

So that they can stand before me.



The Cubmaster or Teacher reads off the list of names. The boys are lined-up in front of Akela. Once all of them are lined-up, the Akela turns to the Teacher and says.

Akela: My brother, will you tell ail present  
Of the accomplishments of these Scouts.

Teacher: I come as a teacher,  
To teach you, as I was once taught myself.  
Tonight, we are hereto honor these young men  
For this special accomplishment.  
They are worth of your respect; for that reason  
There should be complete silence, as I explain  
The journey that each of these Scouts has taken.  
Listen carefully, so that you may know of the trail  
They have followed. First,  
They earned the Bobcat, and in doing so.  
Showed their will, to take on the journey.

Next. came the Wolf and the Mar,  
Representing their continued progress  
In the Cub Scout program.  
They then earned the Webelos rank,  
where they each honed [heir skill  
Like a warrior sharpening their arrowheads.  
Now, they have received the Arrow of Light,  
`The pinnacle award in all of Cub Scouting.  
This award represents a special achievement  
In the lives of these Scouts, as it is  
Given only to those who work hard  
And prove themselves of having this honor  
Bestowed upon them.

Akela: My Brother, are all those who are here  
To receive the Arrow of Light present.

Teacher: Yes, they are present.

Akela: Have they worked hard,  
Are they worthy of this honor?

Teacher: Yes, my Brother.

Akela: Cubmaster, have these Scouts  
Worked hard, are they worthy  
Of this honor?

Cubmaster: Yes, Akela.

Akela then asks each Scout.

Akela: Have you worked hard,  
Are they worthy of this honor?

Scouts: Yes.

Akela then gives each Scout their award

After all of the Scouts have received their award, Akela returns to the front and speaks

Akela: Listen to me, for I am Akela.

I am the Spirit of Cub Scouting  
I tell you now, my brothers in Scouting,  
You have done well; you have set your goals high.  
And you have met them. However, it is now time  
To set these goals aside and strive for something higher.  
It is now time to start on the road of Boy Scouting.  
This road is hard and long. Your dedication will be tested  
Time and time again; but, you will find  
That inside each of you burns a flame.  
This flame is the spirit of Boy Scouting. I urge you,  
To turn to this flame in times of trouble,  
And let it be your guide throughout the tests  
That you will encounter. If you do this,  
You will find the road of Scouting a satisfying one.  
All the way to its end, when you reach for the Eagle.  
My friends, prepare yourselves,  
For I will soon return to guide you and your families  
Across the bridge into Boy Scouting.  
You may now return to your seats.

Scouts return to your seats. Then, the characters walk our the same way they walked in

with the beat of a drum (if available). Silence should remain until the characters are out of visible sight.

Remember:

This ceremony is being done in service to Scouting. Therefore, request the Cubmaster to not publicly thank you for your service.

This ceremony can be done by one character by moving the Teacher's lines over to Akela.

## CROSSING THE BRIDGE CEREMONY

Entrance of the characters can be done in my fashion that is desired. Usually, the most effective entrance is for the characters to walk in wearing ankle bells through the woods along a path and cross the bridge to where the group has been gathered

Akela: O Great Spirit, look

Upon this meeting with favor.

Bless those present, and give us

Your approval of this event,

Through our Reverence.

Akela raises his hands and bows his head. This is done for 25-30 seconds.

Akela: Cubmaster, I have come in search of Scouts

Who have worked hard, and are ready

To Cross the Bridge into Scouting.

Are there any present?

Cubmaster: There are, Akela

Akela: Who are they? Let them come for-ward,

So that they could stand before me.

Cubmaster or Guide reads off the names.

Akela: You have each received the Arrow of Light;

You have each chosen a Troop to join,

There is but one thing left to do.

My Brother, are these Scouts

h all ways prepared

To receive their challenge?

Guide: Yes they are Akela.

Akela: Very well, hear my challenge.

I challenge each of you to start

On the Road of Scouting today,

And not to stop, not to turn aside,

Until you have obtained the Eagle

For the Eagle is my challenge

Akela then asks each Scout the following, placing his hand on their shoulder's.

Akela: Do you accept my challenge'?

Scout: Yes

Akela: I will now ask that the parents come forward

And stand behind their sons.

Parents come up, then Akela continues

Akela: Parents, you have each heard your son

Accept a challenge, but the challenge

Is not his alone. He will need

Your help to fulfill this new goal,

For the journey is not easy. Be with him.

Rejoice with him in his successes,

And guide him through his difficulty.

Only with your help can he obtain the Eagle.

For this reason, you too

Will accept the challenge, and you too

Will Cross the Bridge today.

Parents, do you accept this challenge?

Parents: (All at once) Yes.



Akela: Very well, then. The way is now open

Let us Cross the Bridge.

Chief leads the Scouts and parents to the bridge and takes his place at the edge of the bridge. The Scoutmasters are on the other side.

Scouts Akela

=====  
=====Bridge `===== Scoutmasters

Parents Guide

Figure 1: Crossing the Bridge

Akela: Before you lies the Bridge.

I cannot lead you any farther,

But take heart, for help

Awaits for you on the other side

Good luck.

Scouts and parents walk past Akela, who congratulates the Scouts. They then cross the Bridge, where they then join with the Scoutmaster of the troop they are joining

Akela: Hear me, for I am Akela.

I am the Spirit of Cub Scouting.

Today, we have honored these Scouts,

For now we may call them Scouts,

Because they have Crossed the Bridge into

The world of Scouting. Cub Scouts.

Prepare yourselves, so that when I return

In one year's time, you too will be ready

To Cross the Bridge into Scouting.

Akela and Guide exits

Remember:

This ceremony is being done in service to Scouting. Therefore, request the  
Cubmaster to not publicly thank you for your service.

This ceremony can be done by one character by moving the Teacher's lines over to  
Akela

## CALL OUT CEREMONY

NOTE: Tapout Ceremonies are prohibited by the National Order of the Arrow, According to official policy, this ceremony is to involve rolling out the names" of the candidates instead of tapping them while they are seated.

The ceremonial names of the characters (Allowat Sakima, Meteu etc.) should NEVER be mentioned during this ceremony.

Characters come in from the woods so that it resembles the lay out below:

Kitchkinet    Meteu    Allowat Sakima Nutiket  
(the Guide) (the Medicine Man) (the Chief) (the Guard)

Figure 1 (use on stage)

Nutiket

Kitchkinet (Fire) Meteu

Allowat Sakima

Figure 2 (use around fire)

Characters should arrive at their spots at the stage or fire circle at the same time. While (he characters are walking forward, drum beats, bullroarers, and woodsticks may be used to create a beat. This should also be used as a time to enter Arrowmen working as guides (in regalia or uniform).

Once all are in place, Allowat waits a moment and speaks

Allowat: O Great Sprit,

Look upon this meeting with favor.

Bless those present,

and give us your approval of this event

Through our reverence.

(Allowat bows his head and spreads his arms wide. The rest of the cast bows their heads with their hands together facing the audience. This position is held for about 25-30 seconds.)

(Allowat returns, then speaks.)

Allowat : (speaking to Kitchkinet)  
My Brother, who has guided  
us here tonight  
Who are these  
That invade our' council  
Fire.

Kitchkinet: These are Boy Scouts and  
Scouters.  
In their midst are those  
Who have been chosen by  
their fellow Scouts  
As candidates in our sacred  
Brotherhood.

Allowat: Why are they worthy of this  
honor?

Kitchkinet: They have been chosen  
Because they have upheld  
Scouting's Oath  
and Law,  
And show worthiness and  
dedication  
To their troops.

Allowat: (to Meteu)  
My Brother, is what has

been said true?

Meteu: Yes, my Brother.

Allowat: (to Kitchkinet)

Well, then. Seek them  
out,

And bring those that  
have been selected

Before our Council  
Fire.

Kitchkinet: It shall be done, my Brother.

Kitchkinet now goes to one corner and takes the guides, who then go and find each candidate (standing behind them and patting them on the shoulder once for a tap out, standing behind them and calling their name if it is a callout). They then lead the candidate back to the fire, and go back for the next candidate, continuing this until all the candidates are in front of Allowat and the rest of the cast (if the number of candidates is large, Nutiket should lead another group of guides to save time).

Now that all the candidates have arrived and everyone is resituated, Meteu speaks.

Meteu: For those of you,

Who have not been chosen tonight for our Order,

You need not worry.

One Spring from now,

We will once again come down  
From the mountains and the forest  
To our Council Fire,  
And choose those worthy of this honor  
Meanwhile, hold fast  
To your Scouting Promise,  
Work cheerfully, without begrudging,  
And help others, as you want them to help you.

Allowat: My Brothers, you know the way  
To the sacred grounds  
Of our ancestors.  
Lead these Scouts there,  
and prepare them to receive further knowledge.

Nutiket: It shall be done.

Nutiket, along with the extra guides, position the candidates (and everyone else going to the grounds) in a straight line. The other characters then walk away together to the beat of the drum (or whatever). As soon as they are out of sight, the characters should hurry over to the burial grounds to prepare for the rest of the ceremony. Nutiket leads the candidates out, then takes them for a wild goose chase around the camp to give the other characters time.

The burial grounds should look somewhat sacred and ghostly. Fires, skulls (animal, not

human, please), fire pots, and candles (in globes) are essential to creating this effect. You may also (impossible) have drums beating or any other form of sound effect (good place for a bullroarer, if you have one), The characters (minus Meteu) should be situated like Figure 3 below (with a roaring fire in the middle of the circle). When the candidates are brought into the circle, Nutiket should take his place in the circle.

Meteu      Allowat Sakima  
Kitchkinet                      Nutiket  
(Fire)

(Guides and Arrowmen should assemble in a semi-circle behind the fire)

Figure 3 - Burial Grounds

When everyone has arrived and everything is organized, Meteu speaks,

Meteu: Even though you have been chosen,

    You are still ignorant of the ways of our Order,

    We, of the Order of the Arrow,

    Have chosen a life of cheerful service:

    This choice, you must also make,

    But in the face of a bitter westwind.



Your willingness to live by and uphold  
the Scout oath and Law  
Is admired by others,  
But you must also prove this strength  
To yourself

Nutiket: The road ahead is untraveled and hard,  
Only a few are chosen,  
Even fewer go on to greater heights.  
All of your strength and wisdom  
Will be needed  
To be inducted into our Order.

Allowat: You have listened to what we have to say.  
Now it is time for you to decide.  
If you feel undeserving,  
Or doubt in undertaking this personal Oath,  
Then you may leave now,  
Without dishonor.

Allowat waits for about a minute. If you wish, you may have the characters turn their backs on the candidates for the minute, then turn back around when it is ready to restart.

Allowat continues.

Allowat: Very well, you have chosen  
To set upon this journey. A journey  
Whose path leads through the leaping flames  
Of the Council Fire,  
Through the rays of a dying sunset,  
And through your own heart.

(In the original version of this ceremony, the candidate would be marked by Meteu at this point. However, National Order of the Arrow policy PROHIBITS the use of face paint and prohibits any hazing of the candidates, as this exercise might be loosely defines. However, if you wish to perform some type of ritual on the candidates, now is the time to do so.)

Kitchkinet: You will each walk the path of the candidate.

This path will lead YOU west  
Over the mountains and streams,  
Till you come to our gathering grounds. There,  
You will meet other candidates like you.  
They too, will be questing for knowledge  
Of our sacred Brotherhood.

Nutiket: But once you arrive,  
Your journey will be far from over..  
You will use ail of' your strength in this quest.  
Learn to seek out this strength, as it will be  
The difference between success, and failure.  
Still, some will not follow this path;  
Some will look for a shortcut,  
And loose the vision on the way.  
I, challenge you, not  
To be one of these. Strive  
To be better, and conquer

The path, no matter how far  
And difficult.

Meteu: Share you, our secret,  
With the members of our Order  
In silence. Say you nothing  
To your fellow Scouts and Leaders.  
Let those ignorant of what has been said here  
Wonder, in silent awe.  
It is your silence that will serve  
As the lifeblood for our Order's purpose  
This, being our purpose and intent,

Mark with silence, Reverent.

Meteu holds his hands over his head (head downward) for at least a minute. The rest of the characters bow their heads.

Allowat: You have now been called out

As a candidate for membership

In the Order of the Arrow, You

Can only obtain full membership

By attending the Ordeal. K so,

Then we will meet again

Continue to live by the Scout Oath and Law

(The ceremony can now end two ways. The first. t[he candidates are congratulated, much like in the Ordeal Ceremony.)

Allowat: I now call this meeting of the Council Fire concluded.

Let us congratulate our new candidates

(Ceremony Ends)

(In the second ending, the following lines are said, then the candidates are led back out on a wild goose chase, much like the way they were led in, back to the center of camp.)

Allowat: I now call this meeting of the Council Fire concluded

Candidates, may my Brothers  
Guide you back to your campsites  
In silence, the same as the way  
You came in  
(Ceremony Ends)

Key Things to Remember:

1. SILENCE, throughout the ceremony.
2. Do not refer to the characters by their actual names (Allowat, Nutiket, etc.).
3. As always, MEMORIZE YOUR LINES.
4. Be Prepared. Work on all sites (Campfire and Burial Grounds).
5. Make sure guides know route to take candidates (to and back).

**APPENDIX 2**

**CEREMONIES COMPETITION—MEMORIZATION**

**1996 WA-HI-NASA FALL FELLOWSHIP**

Team: \_\_\_\_\_

Character: \_\_\_\_\_

Arrowman: \_\_\_\_\_

Instructions: One person will be responsible for keeping up with the lines of the ceremony. Every time a word is missed or altered, it needs to be written on this sheet.

Missed words count 0.5 point

Altered words count 0.5 point

Missed lines/phrases count 5 points

Starting Total: \_\_\_\_\_

Deductions: \_\_\_\_\_

Net Total: \_\_\_\_\_

**CEREMONIES COMPETITION—CHARACTER EVALUATION**

**1996 WA-HI-NASA FALL FELLOWSHIP**

Team: \_\_\_\_\_

Character: \_\_\_\_\_

Arrowman: \_\_\_\_\_

1. Movement (10 points): \_\_\_\_\_

2. Gestures (10 points): \_\_\_\_\_

3. Voice Projection (10 points): \_\_\_\_\_

4. Voice Clarity (10 points): \_\_\_\_\_

5. Speed (10 points): \_\_\_\_\_

6. Emphasis of Meaning 10 points): \_\_\_\_\_

Regalia/Costume (10 points): \_\_\_\_\_

Confidence (10 points): \_\_\_\_\_

Overall Appearance (20 points): \_\_\_\_\_

TOTAL (OUT OF 100): \_\_\_\_\_

# Chapter Committees

A Chapter is a grouping of all of the Order of the Arrow members in a district under a chief and other elected officers who follow goals and procedures established by the Lodge.

## FUNCTIONS OF A CHAPTER

1. **SERVICE TO SCOUTING:** A.) To promote camping in the unit through both team and individual efforts; B.) To teach camping skills in conjunction with the lodge programs; To sponsor and participate in service projects and various activities to help the program of a troop and to assist the council camping program; to insure that each Arrowman uses the knowledge and skills acquired through his OA experience in helping his own troop's program.

**THOSE WHO CHOSE YOU NEED YOU.** This was the theme of the 1983 National Order of the Arrow Conference and it will be just as True in the year 2000.

2. **SERVICE TO THE LODGE:** To assist in service projects wherever and whenever required: To participate in all lodge activities; To provide Elangomats and project leader for Ordeal and Brotherhood as requested by Ordeal Master, To assist in compiling of membership records as directed by the Lodge Secretary and by assisting lodge committee chairmen in the operation of his committee.
3. **SERVICE TO ITSELF:** To hold unit elections in every eligible unit and insuring that these candidates attend call outs and Ordeals, become active members, take their Brotherhood at a lodge Ceremony and register each year. To train future leaders by having large delegations at lodge, area and National Conferences. Maintain effective communications with all members and to constantly evaluate the operation of the chapter.

## Chapter Committees

The Chapter Chiefs may establish committees as needed. The chief, with approval of Chapter Adviser, may appoint committees.

The Lodge Chief, with the approval of the Lodge Adviser, may establish a committee to work with the Chapter officers and Advisers to promote lodge events and activities and help to re-build and grow chapters in districts of the Middle Tennessee Council.



## Purpose

The main purpose of the Chapters Committee is to provide support for the Chapter Officers and advisers.

## Responsibilities

1. Ensure that a Chapter Chief and Adviser (and other officers if possible) are elected or appointed in each district within the Middle Tennessee Council
2. To work with the Chapter officers and advisers to help their chapters grow.

## Membership

### Structure

The Chapters Committee is primarily composed of the Chairman and his adviser.

### Roles

Using subsections, give a job description for each of positions described in Structure.

Example:

#### Chairman

The chairman of the committee is responsible for communicating with the chapter chiefs and helping them to build their chapters.

#### Advisor

The advisor of the committee is responsible for working with the chapter advisers and helping them to build their chapters and understand how to effectively advise their officers.

## Doing the Job

### Description of Tasks

The chairman and adviser should talk with all of the chapter chiefs and advisers respectively monthly to remind them about up coming lodge events and report due dates. They should also talk to them at least one week before each event to see how their promotional efforts are going, how many Arrowmen they think will attend the event, etc.

### Evaluation

The Chapters Committee chairman and adviser should sit down after each lodge event to evaluate the attendance by each chapter and determine how they can help each chapter to promote lodge events therein.

## **Conclusion**

It is important to communicate with the chapter chiefs and advisers to keep them informed about lodge events and programs.

# Conclave

## Purpose

The purpose of the Conclave Committee is to ensure a successful turnout of youth and adults at the annual Section Conclave. Conclave is an action packed weekend where Arrowmen from all over our section get together for fun, learning, fellowship, and friendly competition. This strengthens the lodge as a unit and provides memories that will last a lifetime.

## Responsibilities

1. To promote the Conclave at lodge events.
2. To help promote Conclave on the chapter level by providing the Chapter Chiefs and Advisers , and OA Troop Representatives with information about the upcoming event.
3. To assist the Lodge Chief at Conclave and encourage the youth members to participate in training sessions, the Quest for the Golden Arrow, competitions, and other portions of the Conclave program.

## Membership

### Structure

The Conclave committee is primarily composed of the chairman and his adviser.

### Roles

#### Chairman

The chairman of the committee is responsible for setting specific goals for Conclave committee and carry out the responsibilities listed above.

#### Adviser

The adviser of the committee is responsible for helping the chairman complete his goals and responsibilities.

## Doing the Job

At the beginning of the year, the Chairmen should sit down with his adviser and develop goals for the year. (i.e. attendance goal for Conclave, promotion plans, etc.) and an action plan. Communication will be the key to implementing your plans and goals. The Chairman should call youth and the Adviser should call adults to promote the Conclave. Conclave promotion can not be effectively done by one or two people. The Chairman should set up a team to help promote Conclave. Each team member should be responsible for calling and/or e-mailing information and drumming up support in four or five chapters.

The committee adviser should set up a similar team to communicate with the chapter advisers. The committee adviser can also help by assisting with promotional mailings and e-mails. The webmaster, as well, can send out mass e-mails to the members of the lodge. By recruiting good people and properly delegating and sharing promotion responsibilities with the team, no one should get burned out or discouraged and the conclave will be promoted well.

Remember to promote the Conclave to OA Troop Representatives since they work directly with each troop.

Attend Section Council of Chiefs meetings so you will have first hand knowledge about the planning and activities that will be offered at the Conclave.

## **Conclusion**

It is very important to set up a promotion team composed of both youth and adults. This team will help you to “get the word out” about Conclave and ensure great attendance by members of our lodge.

# Construction Clan

## Purpose

The Construction Clan is responsible for long range “construction” projects for the lodge.

## Responsibilities

1. To plan and build projects as requested and needed by the Middle Tennessee Council and as approved by the Wa-Hi-Nasa Lodge Executive Committee.
2. To maintain the interior and exterior of the Howard B. Olson OA Lodge building.

## Membership

### Structure

The Construction Clan is composed of the Construction Clan Chairman and his adviser. Many other Arrowmen, mostly adults, serve as a part of this clan to complete major “construction projects for the lodge.

### Roles

#### Chairman

The chairman of the committee is responsible for interacting with the lodge officers and lodge executive committee to determine needed projects. The chairman serves as the “youth in charge” of the construction clan.

#### Adviser

The adviser of the committee is responsible for recruiting adults to help with the various projects. The adviser to this committee is very key as the Construction Clan members is primarily composed of adults.

## Doing the Job

### Introduction

This section will explain back ground information about the Construction Clan as well as a description of tasks, necessary resources, and evaluation.

### Background Information

The Construction Clan was created in 1993 when the lodge began renovating its building at Boxwell Reservation (now the Howard B. Olson OA Lodge). The clan has continued to function as an important part of the lodge’s service to the council.

## **Description of Tasks**

Each year the construction clan will take on a variety of tasks ranging from remodeling shower houses to placing gravel to form parking lots.

## **Resources**

The most important resources for the Construction Clan are human resources. The Construction Clan Chairman and Adviser will need to identify adults who are experienced in the areas of plumbing, cabinetry, construction, etc. Many of the tools that will be necessary for the projects will be available from the compound located at Boxwell Reservation. However, some projects may require specialized tools and the chairman and his adviser will need to ask committee members who have access to these tools to bring them with them to the lodge events during which they will be needed.

The Construction Clan may want to make sure that the lodge distributes a resource form to every new Adult member during the ordeal. This will allow identification of new members with “special” talents.

## **Evaluation**

The chairman and his adviser should sit down after the completion of each project and evaluate their success. This evaluation process will provide opportunities to identify process improvements for future projects.

## **Conclusion**

Arrowmen experienced in specialized construction areas often serve crucial roles for the completion of lodge construction projects. It is extremely important to recruit and retain experienced arrowmen to assist with these projects.

# Dirty Dozen Clan

## Purpose

The purpose of the Dirty Dozen Clan is to provide service to the lodge in any area that it may require. Members of the clan cleans, serves meals, and assists with other projects as needed.

## Responsibilities

1. Set up and help with registration if needed.
2. Set up and clean the dining hall (tables, chairs, etc.) before each meal.
3. Organize the 2 food liens and serve food at all meals during lodge events.
4. Assist with other projects as needed.

## Membership

### Structure

As the name implies, one dozen Arrowmen can be members of the clan. These members can be either youth or adults, but must be composed of more youth than adults. Clan members are expected to follow all instructions given by the chairman. Working together as a team is key for this committee. Everyone must work together to get that last table cleaned.

### Roles

#### Chairman

The chairman of the committee is responsible for motivating the clan to accomplish the tasks listed above. However, this does not exclude him from also working. The Chairman serves as one of the dozen. Leadership by example is very key for this committee.

#### Adviser

The adviser of the committee is responsible for giving good advise to the chairman. As with any advisory role, he or she should not dictate to the chairman what to do. Sentences should begin like “I think...” By advising the chairman in the right direction with helpful hints and suggestions, he will most often heed the advice.

## Doing the Job

The Dirty Dozen Clan is composed of the Clan members, the Chairman, and his adviser. These Arrowmen are all essential for ensuring proper function of the Clan. The three main events during which the clan works are the Fall Ordeal, Spring Ordeal, and Fall Fellowship. To successfully complete each of these, all of the members must carry out the

tasks listed above to the best of their ability. Upon successful completion of this, each member will receive a reward at the end of the year. It is very important to ensure that the clan members do a thorough job. For example if a table is still dirty, the clan members need to clean it more thoroughly.

## **Conclusion**

A few words of advice. Do not get bogged down by what you think you need to do. Do what you know needs to be done and worry about everything else later. Don't try to be a strict boss to the members of the clan, try to be their friend. People take instructions for a friend much better than from an uncaring boss.



# Elangomat Director

## Purpose

The purpose of the Elangomat Director is to recruit, train, and provide direction for the Elangomats for each of the Lodge's ordeals.

## Responsibilities

1. To provide ample Elangomats for the Spring and Fall Ordeals.
2. To properly train Elangomats for Spring and Fall Ordeals.
3. To correct any issues that arise during Ordeals with Elangomats and Elangomat Clans.
4. The Elangomat Director also serves as an Assistant Ordeal Master and serves on the Ordeals Committee.

## Membership

### Structure

The Elangomat Director will serve as Chairman of the committee and he will have an adviser appointed to assist him.

### Roles

#### Chairman

The chairman of the committee is responsible for recruiting, training, and coordinating the efforts of the Elangomats.

#### Adviser

The adviser of the committee is responsible for assisting and advising the Elangomat Director.

## Doing the Job

### Introduction

This section will talk about the various responsibilities of the Elangomat Director.

### Background Information

Each clan (a group of approximately eight OA candidates) is assigned an Elangomat to serve as their guide and friend through out the ordeal weekend as well as afterwards.

### **Description of Tasks**

The Elangomat Director should work with the Chapter Chiefs to solicit their help in recruiting Elangomats for the Ordeals. On the Friday afternoon of each Ordeal, the Elangomat Director should conduct a training session for the Elangomats. As well, the Elangomat Director will serve as one of the Assistant Ordeal Masters (see Ordeals section of the Wheel).

### **Conclusion**

It is important to involve the chapter officers and the OA Troop Representatives in the Elangomat recruitment efforts. The chapter officers will be able to help find Arrowmen to serve in this role.

# Fall Fellowship

## Purpose

Fall Fellowship is a time where Arrowman join together to have fun, fellowship, and competition. There is no set way to “do” Fall Fellowship, but there is a process to planning and implementing it. As our lodge grows larger we have more resources so we need to use them and expand Fall Fellowship to be bigger and better. As Fall Fellowship Chairman the more thought you put into Fall Fellowship early on, the better it will be.

## Responsibilities

Plan the event, recruit the staff, find the area, develop the patch, make a menu, coordinate the Vigil events with the Vigil Chairman, delegate everything you can, and other responsibilities (depending on your program).

## Membership

### Structure

-- Most structure will be determined by your program, but here are some ideas;

<u>Person</u>	<u>Responsibility</u>
Vigil Chairman	Vigil Events
Ceremony Chairman	Ceremony Competition
Lodge Chief	Checkpoint to make sure you are doing things right

### Roles

Using subsections, give a job description for each of positions described in Structure.  
Example:

#### Chairman

- Make sure everything gets done.
- How much the chairman personally does depends on how well he utilizes his support staff.

#### Adviser

- Make sure the chairman has a plan of action and it is being complete.
- Make sure the chairman gets food. I know this sounds silly, but at an event it is easy to get so bogged down with work that meals get skipped. This is to help the chairman to enjoy Fall Fellowship

## Doing the Job

### Introduction

This section is laid out so you, as Fall Fellowship Chairman, will know generally how to plan and carry out an event called Fall Fellowship.

### Description of Tasks

Try to have a have by Winter Banquet, if not, at least by the first executive committee meeting. Consider everything that must be accomplished: the Vigil, Officer Elections, Food Services, and other things that depend on your program. Once all this has been considered you need to gather your key people together and work on schedule, planning, and promotion. As your program develops more things that you need to do will become apparent.

### Back-Dated Calendar

- \* Winter Banquet – you should have ideas or have decided on a theme/program
- \* Spring Training Event – Program developed enough that promotion plan is in effect. This plan can start by verbally inviting people to Fall Fellowship and also include having flyers.
- \* Section Conclave – Key staff selected, program finalized, tentative schedule made, area selected.
- \* Spring Ordeal – Get the Menu to the cooks, start promotion, and you should have patch ideas or the patch already done.
- \* Summer Camp – Wednesday Night Crackerbarrels are a good time to promote Fall Fellowship.
- \* Fall Ordeal – This will be about one month before Fall Fellowship, keep this in mind. Everything should be planned and finalized. Contact the Chapter Chiefs and have each of them set a goal for how many people they will bring to Fall Fellowship. Make sure the Chapter Adviser knows what the goal is.
- \* Three Weeks before Fall Fellowship – Contact these people: Chapter Chiefs, Chapter Advisers, OA Troop Representatives, Elamgomats from the previous two Ordeals, and especially members that are around you everyday. The only groups you must contact personally are the Chapter Chiefs and the members around you, because the Chapter Chiefs should have the dedication and will to get people there. The members around you are the ones you can have the most influence over.
- \* After Fall Fellowship – Send Thank You cards as soon as you can, try to have them done before Fall Fellowship.

## **Resources**

Mud, Water, and Music – Those are three things that if used properly can make a Fall Fellowship GREAT. Be aware of what natural resources you have at the place you are having your Fall Fellowship.

Doctors, Construction Contractors, and Native Americans – Be aware of what skills the people in the Lodge have and use those skills to make Fall Fellowship the best it can be. It has been said...Dream Big! Nothing really great every came from small dreams.

## **Evaluation**

Evaluating every aspect of Fall Fellowship is crucial for two reasons. First you will not be able to judge how well the event went without a good evaluation. Second, you will not be able to tell the Fall Fellowship Chairmen in the future what really went well, and what needed improvement. The evaluation process should not be done solely by you, get other people involved. Talk to your key staff individually, that way you can get everyone to express there own ideas where in a group you will only get a few peoples feelings.

## **Conclusion**

Fall Fellowship will be as big or small as you dream it. The more you think about it, the better it will be. Plan early, the longer you put Fall Fellowship planning and promotion off the lower the attendance will be and you will have more problems during the event. There is no set program or place for Fall Fellowship, but there are a few things that must happen during the event or at some time during the year, like Vigil stuff and Officer Elections.

# The Flying Eagle

## Purpose

One of the most vital forms of communication within the lodge is the lodge newsletter. For decades the lodge has published and distributed to the general lodge membership *The Flying Eagle*. The beneficiaries of the publication of *The Flying Eagle* are both the lodge and its members. The lodge benefits by promoting the events and activities as well as giving a forum for the lodge to convey information and policies to the general membership. The members benefit by being ensured that *The Flying Eagle* will keep them posted on happenings within the lodge. It also provides chapters with the opportunity to promote events and increase participation through Chapter News. And last but not least, the newsletter staff and writers gain valuable experience in publications which can aid them in a variety of potential careers.

## Responsibilities

*The Flying Eagle* committee's main responsibility is the production and distribution of *The Flying Eagle* newsletter. The committee is responsible for seeing that all desired and necessary communications from the Lodge Chief and Lodge Adviser to the general lodge membership are incorporated into *The Flying Eagle*. The committee shall submit an annual budget in the time frame as established by the Lodge Treasurer and shall be responsible for staying within the approved budget.

## Membership

### Structure

This committee shall report to the Lodge Secretary.

### Roles

#### Chairman

The chairman of *The Flying Eagle* committee serves as Editor-in Chief of the lodge newsletter. His job is to oversee the newsletter from the plan sheet to the final copy. He shall be responsible for establishing a list of articles and features to be included in each edition of *The Flying Eagle*. He shall assign/recruit individuals to write the articles. The editor may write an article, but as a general rule, the articles should be written by several different people for each issue. The editor shall collect the articles and edit them for grammar, accuracy, and style. The editor is responsible for recruiting/appointing the youth committee members including staff writers and photographers and production manager. The editor is responsible for the layout of the newsletter. He is also responsible for establishing a schedule for each issue.

**Staff Writer**

The staff writer is the real “backbone” of *The Flying Eagle* committee. He is responsible to research events or issues which the editor has assigned to him and produce an exciting, informative, factual article in a timely manner. He shall be responsible to see that any pictures or art which may assist the article are also submitted by coordinating with staff photographers or obtaining artwork.

**Photographer**

The photographer shall be responsible for attending lodge events or functions and coordinating with the assigned staff writer to determine what photographs will be needed. He shall be responsible for obtaining a camera and film. The photographer may submit receipts for film to the editor for reimbursement. He shall be responsible for getting photographs for the staff writer in a timely manner.

**Production Manager**

The Production Manager shall be responsible for arranging printing and mailing of *The Flying Eagle* from the layout given to him by the editor.

**Advisor**

The advisor of the committee shall “let the boys run the show” while offering any assistance and advice as needed. The advisor along with the Lodge Advisor and Lodge Chief should review a proof of each issue prior to going to press.

**Doing the Job****Description of Tasks****STEP-BY-STEP PLAN TO PRODUCING *THE FLYING EAGLE*:**

1. Make a yearly schedule (probably in December) planning around events, etc., so there will be six editions evenly distributed throughout the year. (See example A).
2. The yearly schedule will give you the dates for the first edition of the year, etc. Approximately one month before the first date on the schedule, a meeting should be held with the lodge officers, the *Flying Eagle* staff and any other interested parties to discuss and determining the stories and writers for the upcoming edition. This information is then placed on a plansheet (see example B) and is mailed to all officers, writers, and any other interested parties.
3. The next step is to "follow up". Call each writer to insure that the job is getting done. If progress looks slow, reassign the article immediately or you will end up doing it yourself.
4. Once all the material has been sent to you, proof read it and rewrite if necessary. No one wants to read an "unclear" newsletter.
5. Type and edit all articles to prepare for layout.

6. After the articles have been typed, proof read for typographical errors and correct errors if needed.
7. Take typed material, proofread for typographical errors and correct errors if needed.
8. Call John Lambrecht or the Scout Office to locate mailing labels.
9. Give all text, graphics, and pictures to layout artist. Pick up newsletter from layout artist and take to printer. Allow at least 3 days for printing. Print approximately 50 over the number of labels.
10. Some printers will mail the newsletter for you and charge the Council for the postage. However, if your printer does not offer this service, you will need to take printed newsletter to Scout Office mailing room for folding, stapling, and label application. Fill out route sheet.
11. Newsletter needs to be mailed first class so all members will get it timely.
12. Follow-up. Make sure that newsletter gets processed (folded, stapled, and labels applied). Once it reaches the post office, it's out of your hands.
13. Adviser should send evaluated copy to editor upon completion for insertion in Editor's notebook.
14. Start all over again at step 2. These steps give you a basic outline of what needs to be done.

The "specifics" of the operation are up to you, your adviser, and staff. See example for points you should observe in order to produce a quality newsletter.

#### A FINAL WORD:

The preceding pages can only give you a basic idea of what producing a newsletter involves. As with anything, one can learn from mistakes. With time, ways to improve and simplify the production procedures will be evident. When this happens, this part of the "Wheel" will need to be revised. Remember the *Flying Eagle* is an honor publication - let's keep it that way!!

#### EXAMPLE A

##### 1986 Year Production Schedule

EDITION	TO EDITOR	TO LAYOUT & PRINTING	Mail Date
April	March 12	March 17	March 24
July	May 26	June 2	June 9
Sept.	July 28	August 4	August 18



Oct.	Sept. 22	Sept. 29	Oct. 6
Dec.	Nov. 17	Nov. 24	Dec. 1

All questions, comments or suggestions should be directed to the Editor of the Flying Eagle at the following address:

EXAMPLE B

APRIL EDITION

MARCH 24, 1986 Material to Layout and Printing  
 March 17, 1986 Material to Scout office for typing  
 March 12, 1986 Material to Todd Trapnell, Editor

ARTICLES DESCRIPTION TO BE WRITTEN BY:

Scout-o-Rama small promo	T. Sales
Conclave registration, transportation	Tom Hand
Elangomat Training	Jim Nasium
Workday-May 17th	Boy Scout
Arrowman Spotlight	Michael Nations
Charlie Daniels	(picture)
Feature Chapter Organization	Jack Daniels
Camp Promotion	Mr. Boaxwell
Chapter News	Mia Lee Boon Docks
Treasurer's Report	Sticky Hands Bill Fold
Chiefly Speaking (picture)	I.M. Great
Editorial	I.S. Great
Join Our Staff Promo	R.E. Cruit

Please have the articles to me by March 12. If you have any questions, comments, or suggestions; please direct them to me:

Todd Trapnell

Editor, Flying Eagle

All other submissions are accepted and welcomed. Next submission deadline is May 26, 1986.

## EXAMPLE C

### QUALITIES OF A GOOD NEWSLETTER

1. Should appear neat and clean
2. Should contain information of real interest.
3. Stories should be arranged into columnar form instead of long paragraphs of words extending across the page.
4. Articles should be well written- no misspelled words, no incorrect grammar.
5. A colorful or interesting drawn letterhead should top the first page.
6. Should include drawings and pictures, if possible.
7. Should include a variety of articles such as personal profiles, editorials, craft ideas, chapter news, Indian Legend or History.
8. Articles should avoid confusing wording. Should answer who, what, when, where, and how.
9. Should be concise. Avoid "run-on" newsletters.
10. Should be published on a regular, punctual basis.

### QUALITIES OF A GOOD EDITOR

1. Involves many people in the writing and printing of the newsletter.
2. Is aware of deadlines and lead time and stick to them.
3. Allows plenty of time for printing and mailing.
4. Edits well---avoids unnecessary repetition within and between articles.

### Evaluation

It is very important for the *Flying Eagle* Editor and his adviser to sit down and evaluate each issue of the *Flying Eagle* to determine ways to continually improve the publication.

### Conclusion

Publications have always been a strong point of the Wa-Hi-Nasa Lodge. Many past Editors of the *Flying Eagle* are still active members of the lodge. Many of these individuals will be glad to assist you.

# Food Service

## Purpose

The Food Service committee is responsible for planning and providing meals at lodge events.

## Responsibilities

1. To work with the Lodge Officers, Lodge Adviser, and youth responsible for each lodge event to design a menu for each lodge event.
2. To obtain the necessary ingredients for the meals through purchases, donations, etc.
3. To prepare the meals at Lodge events.
4. To coordinate with the Dirty Dozen the set-up and serving of each meal.

## Membership

### Structure

The Food Services committee shall be coordinated under the direction of the Food Services Chairman and his adviser.

### Roles

#### Chairman

The chairman of the committee is responsible for working with the lodge officers and the youth responsible for each lodge event to plan the menus for each lodge event. He is also responsible for coordinating with the Chairman of the Dirty Dozen clan to make sure that they provide servers for each meal and complete the set-up and clean-up prior to each meal.

#### Adviser

The adviser of the committee is responsible for communicating with the Lodge Adviser regarding food related issues. The adviser is also responsible for recruiting adults to serve in the kitchen.

## Doing the Job

### Introduction

This section will briefly describe the tasks of the Food Services Committee, provide a back-dated calendar for food planning, share some resources for menus and recipes, and emphasize the importance of evaluation.

## Description of Tasks

The Food Services Committee is responsible for planning or preparing the meals for each lodge event. The lodge officers, youth responsible for each event, and the Lodge Adviser should be involved in this process.

Plan menu about 4 weeks in advance. Make room for adjustment if prices don't match your budget. Know your wholesalers and produce people. Make sure portions match number of people to be served. People may get mad at you but you have to stay in control as to what will make the kitchen run smoothly. There can only be one kitchen manager. Food needs to be in kitchen a day or two before an event. Any baking needs to be done on Thursday or Friday before event starts because you may not have enough help after it starts.

Kitchen Clan: Rule for getting a belt buckle. In a two year period, work at five events and for not less than sixty hours.

## Back-Dated Calendar

It takes at least one month notice to plan and cook for an OA event. However, if you expect the cook to get a large portion of the items donated or at a discount, contact him at least 2 months in advance.

30 DAYS Plan the menu (Consult with the cook. He will have suggestions about what to fix, balancing the menu and cost considerations)

21 Days Get recipes and make sure that you know how to prepare the dishes

14 Days Make buying list of all food and staples needed. Double check to see the number you are cooking for and then add on 20.

7 Days Visit wholesalers and produce people to get items needed.

## Resources

Places to get information on menus and recipes.

- Tennessee Extension Service (Home Demonstration Club)
- Old Military Cook Books which are based on menus for 100
- State Penitentiary
- Schools

## Evaluation

It is important for the Food Services Chairman and his adviser to sit down with the lodge officers and Lodge Adviser after each event to evaluate the meals.

## **Conclusion**

It is very important to work with the lodge officers and Lodge Adviser in planning to the food services for each lodge event.

# Historical Committee

## Purpose

The Historical Committee has many responsibilities. The main responsibility is maintaining documents and recording lodge records via a scrapbook. The scrapbook at one time was a book but now the committee completes the scrapbook on CD. This will be easier to distribute to all members of the lodge. Every year the committee sets a number of goals to accomplish. All the goals are for the betterment of the lodge and the Order of the Arrow as a whole.

## Responsibilities

1. To provide the lodge with a scrapbook of all OA events in the past year.
2. To update and maintain the written history of the Wa-Hi-Nasa lodge.
3. To help preserve the traditions of the Order.

## Membership

### Structure

In the Historical Committee the chairman is responsible for everything. The adviser is not there to do the job for the chairman, but to advise the chairman on the best courses of action to take.

### Roles

#### Chairman

The chairman is responsible for all aspects of the committee; production of the scrapbook, setting goals for the year, and updating the lodge's written history. Any problems a chairman has with another chairman or advisor should be taken to his supervising lodge officer.

#### Adviser

The adviser should allow the chairman to do his job and not do it for him. Yet, the adviser plays a key role in that he should be there to assist the chairman as needed with the scrapbook, his goals, and the lodge history.

## Doing the Job

The Historical Committee has three main responsibilities. First is to prepare a scrapbook depicting the events and happenings of the lodge from the year. The Historical Chairman will need to have pictures taken at all lodge events and make note of major happenings.

The Historical Chairman is also responsible for updating the written history of the Wa-Hi-Nasa lodge that is published each year in the Lodge Planbook.

## **Conclusion**

Make sure to take plenty of pictures throughout the year so that you will have plenty to include in the scrapbook.

# Ordeals

## Purpose

The Ordeal Committee main purpose is to plan and execute the Ordeals. The Ordeal Committee is a part of the *Wheel* because it is the way new members are inducted into our Order through the Ordeals.

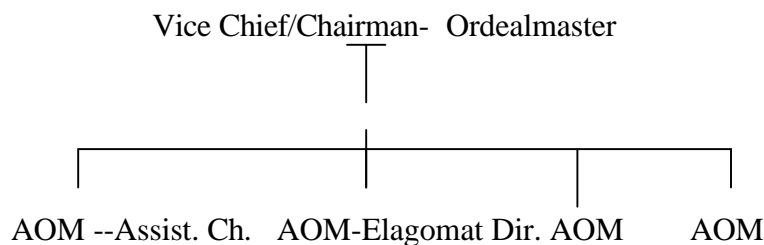
The Lodge benefits through the Ordeal Committee since the Lodge gains new members. Also the lodge has two lodge events where current members and new members have a choice of fellowship.

There are several benefactors from the Ordeals. The main one in Boxwell Scout Reservation, free work is done for summer camp. Next there is the candidates. They become a member of the National Honor Society of Scouting. Finally there is the lodge. It helps the council prepare for the upcoming camping season.

## Responsibilities

1. Plan and execute two Ordeals every year.
2. Make the Ordeals a meaningful experience for candidates and members attending the Ordeal.
3. Help the council, prepare Boxwell Scout Reservation for upcoming year and to close camp at the end of the season
4. Ensure that the candidates have completed Ordeal and have met the four tests presented in the Pre-Ordeal Ceremony.

## Membership Structure



*\*Each person has an advisor.*



## Roles

### Vice Chief/Chairman

The Vice Chief/chairman of the committee is responsible for the entire ordeal weekend.

### Adviser

The adviser of the committee is responsible for helping the chairman plan the ordeal weekend.

### Ordealmaster

The Ordealmaster of the committee is responsible for work that goes on though out the weekend

### Adviser to the Ordealmaster

The adviser to the Ordealmaster coordinates though council to get the work list.

### Elangomat Director

The Elangomat Director is responsible for ensuring that the Elangomats are properly trained.

### AOM – Assistant Ordeal Master

The chairman of the committee is responsible for a specific area of work at Boxwell during the ordeal.

## Doing the Job

### Introduction

The Ordeals are of primary importance to the Order of the Arrow. Ordeals are how we induct our new members and introduce them to the OA, and how we keep the vow of cheerful service. For this reason skills that are needed to put on a successful Ordeals must be learned over time. This is a very rough outline. Ordealmaster should be able to understand all the jobs of the Ordeal and how they must be completed.

### Background Information

Work List- the list given by the council of the wok that is needed to be done for camp to open

Elangomat- the member that works and helps the candidates through Ordeal

Work Site- the area at Boxwell where the AOM is in charge of the work

### Back-Dated Calendar

- When the Ordeal Leadership has been identified they need to meet to identify their roles for the upcoming year.

- In March, a meeting is needed to explain the progress made and identify where they need to go from there.
- Three weeks before the Ordeal the Ordeal Leadership needs to meet to see what needs to be done for the up coming Ordeal

### **Resources**

- The Intensive Induction Guide
- The Lodge Planbook
- Boxwell Rangers
- Council Office

### **Evaluation**

You should take detailed notes of the entire weekend including what went right and what went wrong. Hold a staff meeting on Sunday to evaluate what would you have done differently. Do a final report on this information.

### **Conclusion**

The Ordeal is the beginning of so many young men's journeys though the OA. It is important to show them how the Order is governed by the three principles of Cheerfulness, Service, and Brotherhood.

# Parliamentarian

## Purpose

The Parliamentarian is responsible for making sure that the Executive Committee follows parliamentary procedure/Robert's Rules of Order (see Basic Parliamentary Procedure on pages x – x of the Wheel) and the Lodge Rules (see Lodge Rules, Section X of the Wheel)

## Responsibilities

1. Educate members of the Lodge Executive Committee about parliamentary procedure, the lodge rules, and the proper use of Robert's Rules of Order.
2. Ensure that parliamentary procedure and the lodge rules are abided by during the Lodge Executive Committee meetings.
3. Make updates to the Lodge Rules as they are changed by the Lodge Executive Committee.

## Membership

### Structure

This committee is composed of the Parliamentarian and his adviser.

### Roles

#### Parliamentarian

The parliamentarian is responsible for ensuring abidance of parliamentary procedure and training the members of the Lodge Executive Committee.

#### Adviser

The adviser for the Parliamentarian is responsible for helping him carry out his responsibilities.

## Doing the Job

### Introduction

This section includes back ground information and a brief description of tasks.

### Background Information

The position of Parliamentarian was created in 1998 to provide an individual to ensure usage of parliamentary procedures during meetings and that the lodge rules are followed.

### **Description of Tasks**

As described above the Parliamentarian is responsible for making sure that parliamentary procedure/Robert's Rules of Order and the Lodge Rules are followed during meetings of the Lodge Executive Committee. He is also responsible for updating the lodge rules and training the executive committee about parliamentary procedure and the lodge rules.

### **Conclusion**

It is extremely important for the Parliamentarian to pay close attention during the Lodge Executive Committee meetings. The Parliamentarian must ensure that parliamentary procedure is used so that the meetings will run smoothly.

# Basic Parliamentary Procedure

The governing committees of the lodge use the following basic parliamentary procedure to conduct their meetings. We use a simplified version of parliamentary procedure so that we do not get so bogged down in procedure that we do not make progress on substantive issues.

## **A MOTION: FROM START TO FINISH:**

1. **TO MAKE A MOTION:** Raise your hand and when recognized by the lodge chief state “ I move that ...”
  - a. Make your motion as short and accurate as possible
  - b. Speak up so you can be heard by everyone
  - c. Any voting member of the committee may make a motion
  
2. **MOTIONS MUST BE SECONDED:** Raise your hand and say “Second”
  - a. A motion must be seconded.
  - b. If no second is received, the motion fails.
  - c. Any voting member of the committee may second a motion.
  
3. **DISCUSSION:** After a motion is made and seconded, the lodge chief will open the floor for discussion. This is the time to explain and persuade people to vote for the motion. If you are opposed, this is the time to tell the committee why the motion should not pass.
  
4. **CALL THE QUESTION** (or how to end discussion of a motion) This is not a mandatory step. If the committee members get long winded and are repeating what everyone is said and the committee needs to make a decision. In that case you:
  - a. Raise your hand, get recognized by the lodge chief and say “I call the Question”.
  - b. The lodge chief will then state “ The question has been called, all in favor of ending discussion on this motion, say aye. Those opposed, say ney.”

- c. There must be a majority of 2/3 to pass the motion to end discussion, then the motion must be voted upon.
  - d. If there are not sufficient votes to pass the motion to end discussion, more discussion continues.
  
- 5. **VOTING ON A MOTION:** Prior to voting on a motion, the lodge chief will repeat the exact wording of the motion.
  - a. **VOICE VOTE:** The lodge chief will ask: “Everyone who is in favor, please say aye.” He will then ask: “Anyone who is opposed please indicate by saying “nay””.
    - 1. The lodge chief will then declare whether the motion passed or failed.
  
  - b. **ROLL CALL VOTE:** The lodge chief may call for a roll call vote when he thinks an item is of such importance that members’ votes need to be on the record or when it appears that a voice vote will be very close.
    - 1. Committee members may ask for a roll call vote when they do not agree with the lodge chief’s interpretation of the voice vote.
    - 2. The committee member, after being recognized by the lodge chief, states : “I ask that a roll call vote be taken”.
    - 3. The person making an original motion can include in the motion the statement that the motion be decided by a roll call vote.
  
- 6. **AMENDING A MOTION:** If you decide you want to amend a motion, you can do it three (3) different ways.
  - a. **FRIENDLY AMENDMENT:** You can ask the Arrowman who made the original motion whether he would agree to a friendly amendment. This is usually used when a point needs to be clarified.
  
  - b. **EARLY AMENDMENT:** If you want to amend a motion during the discussion stage (before the motion has been voted upon), you follow the following procedure:

1. Be recognized by the lodge chief and then state “ I ask the motion be amended to state ...”
  2. The amendment must be seconded.
  3. The amendment must be discussed.
  4. The amendment must be voted upon and must pass by a majority vote.
  5. If the amendment passes, then discussion resumes on the amended motion, followed by a vote on the amended motion.
- c. **LATE AMENDMENT**: If a motion has already been voted on, you can attempt to amend the motion by the following:
1. Be recognized by the lodge chief and then state “ I ask the last motion be amended to state ...”
  2. The amendment must be seconded.
  3. The amendment must be discussed.
  4. The amendment must be voted upon and must pass by a 2/3 majority vote.
  5. If the amendment passes, no other vote is required.
7. **TABLING A MOTION**: If you believe that a motion should be deferred to later in the meeting, you should:
- a. Be recognized by the lodge chief and then state: “I move that we table this motion until a later time due to ....”
  - b. The motion to table must be seconded.
  - c. The motion to table must be discussed.
  - d. The motion must be voted upon and must pass by a majority vote.

8. **POSTPONING A MOTION**: If you want to postpone the discussion a motion until a future meeting or until some future time, you should:
  - a. Be recognized by the lodge chief and then state: “I move that we table this motion until ...”
    1. Your motion should state whether you are postponing until a specific future meeting or whether you are postponing the motion indefinitely.
  - b. The motion to postpone must be seconded.
  - c. The motion to postpone must be discussed.
  - d. The motion must be voted upon and must pass by a majority vote. As you write this document, remember that the audience is new youth and advisors. Keep things simple and concise to keep the interest of the reader.



# Planbook

## Purpose

The Planbook was first created in the mid 1980's to provide the members of the lodge with a list of members in the lodge as well as the different committee's in the lodge structure. The Planbook also evolved come to include the history of the lodge, listings of past award winners, promotions for different events during the year, as well as different forms needed throughout the year.

The Planbook provides a lodge member with valuable information about the different activities of the lodge, as well as the committees and structure of the lodge as a whole. The Planbook is designed for maximum usefulness to every lodge member, from a new Ordeal member up to the Lodge Adviser and Chief.

## Responsibilities

Responsibilities of the Planbook committee include:

1. Evaluating the previous year's planbook
2. Gathering all information for the current year's planbook
3. Publishing the current planbook before the first official lodge event of the year
4. Distributing the planbook to members

## Membership

### Structure

The pre-existing members of the Planbook Committee are the Planbook Chairman and his Adviser. These two positions are ultimately responsible for producing the planbook in its entirety. Any other positions may be formed to help gather information, edit or publish the planbook, but the Chairman and Adviser are ultimately responsible for the completion of the planbook.

Some positions that may be of help to the Chairman and Adviser include: Editors, Layout editors, writers/gatherers, and Graphic specialist.

### Roles

#### Chairman

The chairman of the Planbook Committee is responsible for gathering articles for publication, editing articles for publication, and evaluating the previous year's planbook for inclusion in the current planbook.

### Adviser

The adviser of the Planbook Committee is responsible for the publication of the Planbook on the set schedule of the lodge adviser (usually the first official lodge event of the year). The Adviser is also responsible for dealing with publishers and layout artists if such people are hired.

### Editors

Editors are responsible for editing individual articles from chairmen and advisers.

### Layout Editors

Layout editors are responsible for the layout of the planbook, with supervision from the Chairman and Adviser.

### Writers/Gatherers

Writers/Gatherers are responsible for gathering all the committee goals and passing them along to the appropriate individual (Chairman or editor).

### Graphic Specialist

Graphic Specialists are responsible for gathering or taking all the pictures that go in the planbook, as well as any graphic "clip-art" that is deemed necessary.

## **Doing the Job**

### **Introduction**

This section will lead you through a typical planbook from start to finish. The major steps are listed below, and suggestions are listed in the explanation of each step.

1. Lodge Adviser and Chief determine Planbook Chairman and Adviser
2. Planbook Chairman and Adviser gather all goals and information from Lodge Committees and Clans
3. Planbook Chairman and Adviser evaluate previous year's planbook for inclusion in current year's publication
4. Planbook Chairman and Adviser determine method of publishing planbook
5. Chairman and Adviser layout information to go into the planbook
6. Adviser gives planbook to publisher

7. Chairman and Adviser distribute planbook while keeping a record of members who received copies.

### **Background Information**

Most of the background information you will need will come from past chairmen and advisers as well as past planbooks. New information that will be included in the planbook should be approved by the Lodge Adviser before its inclusion.

### **Description of Tasks**

1. Lodge Adviser and Chief determine Planbook Chairman and Adviser.

This is done at the lodge level and cannot be affected by the Planbook Chairman and Adviser.

2. Planbook Chairman and Adviser gather all goals and information from Lodge Committees and Clans.

In recent years this has been done at a Lodge Officer Training event or at the Winter Banquet. Although it is theoretically possible to get all Chairmen and Advisers in the same room at the same time, it is rarely realistic. Typically there are 5 - 10 chairmen that must be called to get goals for publication. These calls should be made by the Planbook Chairman, or his delegated authority.

3. Planbook Chairman and Adviser evaluate previous year's planbook for inclusion in current year's publication.

Evaluation of the previous year's planbook is one of the most important parts of the Planbook creation process. Chairman and Adviser must evaluate the number of planbooks printed, the method in which the information was gathered, as well as the overall layout of the planbook. This information will help correct the previous year's mistakes. Mistakes inevitably sneak into a document as large as the planbook, and evaluation of other planbooks will help remove the most obvious mistakes.

4. Planbook Chairman and Adviser determine method of publishing planbook.

Several methods exist for publishing the planbook, but in recent years two methods have been preferred. The first method includes using a publisher that handles the layout of the planbook. We will call this the "Publisher method". This method helps to elevate the pressures of layout and picture quality problems, but this method also has its downsides. These include having a strict deadline for information retrieval, as well as certain quality problems dealing with pictures and Lodge information.

The second method of publishing is creating the planbook on an individual personal computer and printing the final version for publication by a publishing firm. We will call this the "Copy method". This method allows complete control over content layout, but

can also result in picture quality problems. The 1999 planbook is an example of the first method of publishing, the 1997 and 1998 planbooks are examples of the second method. Several problems can arise during this time of planbook publication, they will be discussed in the “Common Problems” section of this description.

5. Chairman and Adviser layout information to go into the planbook.

This step may or may not exist depending on which method of publishing the Chairman and Adviser choose. This step involves layout of the information retrieved during steps 2 and 3. If the copy method of publishing is used, this step can be very time consuming and important to the overall success of the planbook. If the publisher method is used, this step involves the separation of information into appropriate computer files to give to the publisher.

6. Adviser gives planbook to publisher.

Again, this step varies greatly depending on which method of publishing is used. If the copy method is used, then the adviser should be the point of contact for small problems the publisher encounters, and should be responsible for making sure the planbook is printed on time, and the publisher gets paid. If the publisher method of is used, the adviser will be the point of contact for all problems occurring in the layout and publishing of the planbook. This method may be more time consuming for the Adviser and Chairman, but can have excellent results.

7. Chairman and Adviser distribute planbook while keeping a record of members who received copies.

This final step also includes pickup of the planbook from the publisher in time for the first lodge event of the year. A master copy of planbook distribution is usually kept to keep from running out of planbooks and ordering an expensive reprint.

## Back-Dated Calendar

This back-dated calendar is only an approximate time line, depending on which publishing method is used, this may be more or less strict.

Winter Banquet of previous year or Lodge Officer Training in January	Gather information for inclusion in current year's publication
Middle of January	All information gathered from Committees
End of January	All information from previous year's planbook evaluated for inclusion
Early February	All information for planbook in electronic form
Middle February	All information to publisher of planbook
End February	Final proof of planbook from publisher
Early March	Planbook printed and picked up from publisher

## Resources

Obvious resources include previous year's planbooks, as well as previous chairmen and advisers.

## Evaluation

The chairman and adviser should evaluate the final printed version of the planbook, preferably in the later half of the year to provide an objective view of the publication. Things to look for include any changes made, and their usefulness, as well as spelling and grammar mistakes.

## Common Problems

Photos can be a very large problem in the printing of the planbook. Contacting the chosen publisher for help on picture formats (digital resolution, or film quality) will help keep this task to a minimum hardship.

Gathering information for the planbook can pose a problem in the final days of layout/publishing. Help Lodge Officers contact Committee chairmen to have them attend the winter banquet or lodge officer training to get their goals. If they cannot attend request their goals immediately and get them approved by lodge officers.

## **Conclusion**

In conclusion, the planbook is not that difficult of a job, if you take your time, and plan ahead. Trying to produce a 70-page planbook in two weeks will not work. Spread out the work over two months, and it will become less difficult. Adviser and Chairman should not hesitate to contact previous year's adviser and chairman for help. Constant contact with the publisher of the planbook is also extremely important for completion of the job.

Note: Payment of the printer is done through the Scout office, which has rules and regulations for creating purchase orders. The Lodge Adviser and Chief should be contacted for help in obtaining a purchase order for the printers.

# Publications

## Purpose

The Publication Committees of Wa-Hi-Nasa lodge serves the lodge in its communication needs, through newsletters, electronic media, or the spoken word. Publications have been a part of Wa-Hi-Nasa since its inception and will continue to become more important as the world becomes more communication oriented. The Publications Committees are explained in this section of the Wheel and have detailed explanations of their purpose and membership.

## Responsibilities

Responsibilities of the Publications of Wa-Hi-Nasa lodge include:

1. Evaluate previous year's publications.
2. Gathering information for the current year's publications.
3. Communicating lodge events and changes throughout the year.
4. Increasing lodge event attendance through event promotion.

## Membership

### Structure

The Lodge Secretary serves as the head of the Publications sub-structure of the lodge, and, with the help of his adviser, organizes the existing committees of the lodge that deal with publications that go to every lodge member. At the publication date of the Wheel, these publications are of the lodge was composed of the following committees; Planbook, Webmaster, *Flying Eagle*, Idea Book, Registration/Membership, Where to Go Scouting Guide, and Historcial.

### Roles

#### Lodge Secretary

The Lodge Secretary serves as the head of the publications area of the lodge and coordinates said efforts.

#### Adviser

The adviser to the Lodge Secretary guides and supports him.

## **Conclusion**

Wa-Hi-Nasa lodge has become a premiere lodge in the nation and will continue to remain as such due to our high quality publications and communications. Many hours are spent putting together the lodge's many publications. Our lodge's publications will continue to improve with the help of great scouts and Scouters who enjoy and understand publications.



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# **The Importance of the Lodge Secretary and accurate minutes**

The lodge secretary has the important job of keeping accurate and timely minutes from the Lodge Executive Committee Meetings. They must show who is in attendance, who made and who seconded motions, and what was passed by the Executive Committee. He must get the precise wording of each motion for the minutes. If the minutes do not reflect that some item passed, it does not exist. Therefore, it is important that each member review the minutes of the last minute prior to approving them at the next Executive Committee Meeting.

# Registration and Membership

## 1. GENERAL.

These guidelines provide a procedure for handling the general registration of new members, annual renewals, Ordeal Candidates and event registration. This section is divided into three parts. The first part is for the general membership registration, the second part is for the event registration and the third part is for Ordeal Candidates.

Any money that is collected by registration will be followed by a receipt to the payee, the original remains in the receipt book, and the pink copy is turned in with money to the Scout Office cashier.

Registration will also collect money for Brotherhood during events.

It is most important that registration maintain organized list, notes, records and make sure all monies balance with all those that register.

An Arromwen should maintain membership, percentages of growth, eligibility for the lodge and provide the most current list prior to the event day to registration for checking membership and brotherhood eligibility. He or she should also provide the OA Secretary in the scout office with an up to date list in order to check her records against.

The OA Secretary provides registration with those that have pre-registered for an event.

## 2. GENERAL REGISTRATION.

### A. NEW MEMBERS.

1. New members transferring into the Lodge from another Lodge will be handled as follows:
  - a. If they have a current year membership card they only pay the transfer fee.
  - b. If they do not have a current year membership card they will pay the full annual dues.
  - c. In both cases the Lodge will send a letter to their previous Lodge requesting confirmation of their OA status.
2. Former members of this Lodge should:
  - a. Show old membership card or
  - b. Have a Chapter or Lodge official vouch for the member
  - c. If neither of the above is possible, we will take the member on faith.

3. New Ordeal members will only pay the reduced mid-year fee. This fee only applies to people going through the Ordeal during the current year, whether the Spring, Fall or individual Chapter Ordeals.

#### B. ANNUAL RE-REGISTRATION.

1. Around November First the re-registration notices will be sent to all registered members. This will be done either as a separate mailing or in the Flying Eagle. From the time this first notice goes out, all registration received will be considered for the next year. If they were not registered for the current year they will still be granted **renewal cost** of membership during the remaining part of the current year.
2. Early registration fee will apply until December 31st of the current year. As a practical matter any registrations received through the mail within one week after the deadline will be accepted. If any registration fee is collected by a Chapter Adviser, it is their responsibility to either get it to the Scout Office by the deadline or make appropriate arrangements with either the **OA Secretary** at the Scout Office or John N. Lambrecht, Membership and Registration Adviser for late acceptance of the early registration fee.
3. At the time the first registration notice is mailed, John N. Lambrecht will provide the OA Secretary with a set of labels for mailing out the new membership cards. These labels will be in alphabetical sequence and show level of membership. If these labels are prepared prior to the Vigil Ceremony, the level of the new Vigil members will be changed by hand on the labels.

3. EVENT REGISTRATION. The event chairman will create a flyer with registration form on it for each event. It may be included in the Flying Eagle, distributed during summer camp at OA Cracker Barrell. Several forms should be sent to the Scout Office and several should be given to Registration at the Event prior and at the present event.

#### A. PRE-REGISTRATION.

1. The OA Secretary will prepare a list from Pre-paid for the registration chairman. You may request this list as you wish. It is best to always include:  
Name, Address, Youth/Adult, Chapter/District  
Some events will require Address and Date of Birth
2. If there is to be a different registration fee for early and late registration there must be at least 2 weeks between the early fee cutoff and the event. Early fee cutoff should be on a Friday so there will be a weekend to allow for mail delays.

#### B. REGISTRATION.

1. The actual registration of attendees at the event will be handled by the Lodge Registration Adviser and Chairman and volunteers which they appoint.

2. The following items will need to be picked up at the Scout Office from the OA Secretary either the Friday morning of the event or the Thursday afternoon before:
  - a. Event Pre-Registration Printout by OA Secretary.
  - b. Most Current Membership Registration Print Out by John Lambrecht.
  - c. Lodge Registration Form
  - d. Event Registration Forms
  - e. Secretary's signature stamp (for Ordeals only)
  - f. **Blank** Membership cards (for Ordeals only)
  - g. **Receipt Books – at least 5 - 6**
  
3. At the event itself, a registration table will be set up at the entrance.
  - a. This will be manned by youth and adults. The youth will make sure names are marked off and the adults will collect the money and give receipts.
  - b. Since the registration staff usually are the first to arrive at an event, they will check if the flag has been raised. If it hasn't, they will raise it.
  - c. Attendees will be checked off from the Event Pre- Registration Printout and the Membership list. It is best to mark the Membership list “PR” for Pre-Registered rather than marking two different list.
  - d. If a attendee claims they have pre-registered and are not on the list – take their name and basic information and report it to the OA Secretary at the Scout office the following Monday.
  - e. The adult adviser at the actual registration should keep a low profile. He should be handy for the youth sitting at the registration table, but not really that visible. The exception to this would be if there are not enough youth to man the registration table.
  
4. As soon as possible on Friday night for such events as Ordeals, Fellowships etc., a count of attendees will be provided the person in charge of the cooking for that event. If Friday supper is to be provided, an early count should be provided about 5:00 p.m., possibly at 5:30 p.m. and a last count for supper at 6:00P.M..

5. There are some special exceptions from event registration fees.
  - a. TRAINED Elangomats will pay no fee for any Ordeal for which they serve as an Elangomat.
  - b. Any family that registers three members for an Ordeal or fellowship, the third family member will have the fee waived. (we have not been doing this)
6. For the Winter Banquet the registration at the event will be handled jointly by the incoming and outgoing Registration Chairman and Adviser
7. After the registration the money will be counted and compared with the number of people who paid at the door. Every attempt will be made to get the numbers to balance. This can be done on Saturday for a weekend event.
8. The money will be kept in a money box at all times. The money **bag** will never be left unattended, this will be the **Registration Adviser's** responsibility. At the close of registration, the money will either be locked in the trunk of the **Registration Adviser's** car.
9. The adviser responsible for the setting up of registration and the operation of the actual registration will be the event adviser.
10. The Event Chairman and Event adviser will work closely with the Registration Chairman and Registration Adviser to make sure the registration of the event runs smoothly, and fast. Any meetings and/or conference calls held with those responsible for events should always include Registration. Meetings should be held 2 months out, then 1 month out then couple weeks out in order to be effective, accurate, and organized with the event.
11. The Adviser responsible for the balancing of the registration records with the money will be the Registration adviser.
12. After the event is over all registration records will be turned in to the OA Secretary and cashier at the Scout Office for a receipt to be kept in the Registration Adviser's files and records. This is to be done the Monday after the event.

#### 4. ORDEAL CANDIDATES.

##### A. PRE-REGISTRATION.

1. After a Troop has its election the Election team (usually the Chapter Adviser) will immediately send the completed election form to the OA Secretary at the Scout Office.

2. After the District Calling out or Troop Calling out the OA Secretary will send the candidate the Ordeal Letter, Spirit Book # 1, Registration form, Lodge Medical Form (this is not the BSA form), and directions.
3. The Lodge Medical Form is for Ordeals only – it is basic emergency information for the weekend use only.
4. Upon receiving the election form in the Scout Office, and after the District/Troop Calling out, the OA Secretary will send the candidates the Ordeal Letter and the information contained in #2.
5. When the Ordeal Candidate sends in their registration fee the OA Secretary will note that on the list. One list will be made showing, candidates name, address, Date of Birth, Youth or adult, District, Troop number. It will also be marked as to the amount paid.

#### B. REGISTRATION.

1. Candidate registration will be at the Lodge. Member registration will be at Sthelman Dining Hall.
2. As each candidate registers the list will be checked for all information and that it is correct. He will be asked if he has any “Special Needs”
3. “Special Needs” may be asthma, back problems, etc. They will be put in a special needs clan.
4. He will be given a piece of rope and sent to either Stahlman Trading Post or Craig Dinning hall for Clan Assignments.
5. He will be given the directions for carving his arrow and a the #1 & # 2 Spirit Books.
6. The Elangomat chairman will assign clans. They will make sure that the original clan sheet is returned to the Registration Adviser.
7. After all candidates are registered, at all possible that night, the packets are put together that are given to the candidates Sunday morning. They include:
  - a. Flap
  - b. Plan Book
  - c. Flying Eagle
  - d. Registration form for next event.
  - e. OA Handbook



8. The membership cards are printed and distributed with the packets on Sunday. The name and information is printed and the Lodge Secretary's name is stamped on the card. They are then divided by Chapter/District for the chapter adviser to give out Sunday morning.
9. Packets and cards are not given out until all campsites are inspected and the volunteer survey is complete.

## BROTHERHOOD.

1. Brotherhood registration can be taken at the summer camp OA cracker barrels and all events except Winter Banquet.
2. Brotherhood will be checked against the Membership list before money is taken and a Brotherhood candidate is accepted.
3. A detailed list of those going through Brotherhood, goes to John Lambrecht, the OA
4. Secretary at the scout office, and the Brotherhood Chairman.

## OTHER EVENTS

1. Conclave – Registratin may be asked to handle the Section's Conclave. It will be handled as other events, except that Conclave registration usually has 2 – 3 pre-registration dates require a check from the Council office. This is usually handled by the Registration Adviser. Addresses and names most important in registration lodge members for this event. The Registration chairman may be asked to handle registration on site after the above is completed.
2. NOAC – This is usually handled by the NOAC chairman and adviser. Registration may be asked to help.

## SUPPLIES

1. Registration should maintain a supply box and source including the following:
  - a. Pens (different color for each day to keep money separate)
  - b. Pencils
  - c. Tape, scotch, masking, boxing
  - d. Poster Board
  - e. Signs
  - f. Magic Markers
  - g. Dry Erase boards and markers
  - h. Scratch paper

- i. Envelopes
- j. Printer access & Copier access
- k. Scissors
- l. Paper Clips
- m. Pencil Sharpener

## GOLD CARDS

1. Gold Cards are sold by Registration. This is a pre-register card for all Lodge events (excludes Conclave and NOAC)
2. The Gold Card list is maintained by Registration Adviser. Cards are distributed at events to members. The list is also sent to the OA Secretary to compare accuracy.
3. The OA Secretary will give the Registration Adviser her list to compare accuracy also.
4. As long as a member's name is on the list, the actual card is not necessary.

# Trading Post

## Purpose

The Trading Post Committee provides concessions, lodge items, and national OA supply items at all lodge events. Sales from the trading post provide extra income for the lodge which help to offset the costs of lodge events and enable the lodge to perform service projects for the Middle Tennessee Council and the community.

## Responsibilities

1. Operate a trading post for sale of concessions and OA merchandise at all lodge events.
2. Maintain an ample supply of all items on hand at all times
3. Provide sashes, flaps, OA handbooks, etc. as needed by ceremony staff and registration.

## Membership

### Structure

The Chairman and his staff are responsible for setting up and taking down the trading post and of course selling merchandise at lodge events.

### Roles

#### Chairman

The chairman of the committee is responsible for recruiting a staff for each event.

#### Adviser

The adviser of the committee is responsible for ordering national supply items through the Scout Office when needed.

## Doing the Job

### Introduction

This section will provide a general description of tasks, resources, and the importance of evaluation.

### Description of Tasks

The Trading Post committee is responsible for providing both concessions and OA items available for purchase by Arrowmen at lodge events. An ample supply of national OA supply and lodge flaps will need to be kept on hand. Soft drinks, candy bars, and other snack items will need to be purchased prior to each event.

## **Resources**

Human resources are obviously very important for the trading post committee. The Chairman needs to recruit plenty of arrowmen to work in the trading post during each event. Sam's Warehouse and other "super centers" often sale snack items at a cheaper price. Donations might also be available from various sources at times.

## **Evaluation**

The Trading Post chairman and adviser should evaluate the items which they carry in inventory to determine what sells well and what doesn't. This will provide insight concerning new items that can be added and maybe some than can be dropped.

## **Conclusion**

Recruitment of a quality staff is very key to the success of the trading post. It is also important to "survey" the lodge members to find out what items they would like to see carried in the trading post. Working in the trading post is very rewarding.

# Training Committee

## Purpose

The role of the Training Committee is to provide the Lodge with qualified youth and adult leaders and to promote training throughout Scouting. This is a vital committee for the Lodge in order to assure progression. This team insures that there will be qualified leaders to lead the Lodge into the future. The Training Committee teaches Arrowmen about the Order while promoting the ideals of Scouting.

The benefits of the training committee are literally unlimited. The Order of the Arrow benefits because it is obtaining future leaders through the work of this committee, but more importantly ,the youth are benefiting. Not only are they being prepared to lead their Lodge and unit, but they are being prepared to lead themselves and others. The talents they acquire will enrich the lives of all those they come in contact with.

## Responsibilities

The responsibilities of the Training Committee are as follows:

1. Plan and perform an Order of the Arrow University (OAU), the lodge training event with a college theme. OAU allows arrowmen to receive degrees in a particular area of interest in the Order of the Arrow or in Scouting.
2. Develop and perform training for the Fall Fellowship as directed by Lodge Activities Chairman.
3. Perform training as needed by the Lodge Chief or the Lodge Executive Committee.
4. Perform training as needed by chapters.

## Membership

### Structure

The chairman of the Training Committee and those arrowmen that he recruits to make up the committee are responsible for planning and carrying out all of the activities listed above. Anyone who is a member of the Order of the Arrow may be a member of the Training Committee. The chairman may appoint youth members with the approval of the Lodge Chief and the Training Adviser. The Lodge Chief serves as an Ex-Officio member of the committee. The chairman, upon consultation of his adviser, may organize the committee as to best accomplish committee goals. The Training Committee benefits from human resources depth, therefore, a large, well rounded group of members is highly recommended.

## Roles

Using subsections, give a job description for each of positions described in Structure.  
Example:

### Committee Chairman

The Chairman serves as President of OAU. He is responsible for making sure that all of the members of his committee are directly involved in the planning and implementation of all activities. The chairman can accomplish this by delegating specific areas of each project to different committee members. The role of the chairman is that of an administrator. He trains and motivates his committee members and follows up on their progress. This is an excellent strategy to break a large project, like OAU, down to manageable size while developing leadership skills among committee members.

### Deans

The chairman may want to organize the classes into colleges by subject matter. Each college is headed by a dean (youth) and his adviser. The chairman can assign whatever duties he sees fit to his deans. They may include the following:-Recruiting Trainers for his college. -Determining who earns that degree.-Communicate with trainers. -Acquire needed supplies for college classes. Delegating these responsibilities will not only relieve the chairman but get others involved. It is a good idea to recruit the person who is also the lodge chairman for that area. For example, the Lodge Ceremonies Committee Chairman would be the obvious choice to be the OAU Dean of the College of Ceremonies.

### Assistant Chairman

The Training Committee Chairman may appoint assistant chairmen or sub-committee chairmen. These appointments are subject to the approval of the Lodge Chief and Training Committee Adviser. Effective delegation is necessary for any good leader. First, it prevents one person, namely the chairman, from becoming overloaded with dozens of details in planning a major project or event. Second, it allows younger, less experienced arrowmen a chance to have a smaller, but significant role in the process. This will provide them with realistic training and confidence for future, greater opportunities. The Training Committee should use no less than 5 assistants. As with deans, try to recruit the Lodge Chairman of the area for which you need an assistant (e.g. The Lodge Registration chairman should serve as the OAU Registration Chairman). However, don't be afraid to recruit younger arrowmen. Make the committee as large and inviting as possible. More is better.

### Committee Adviser

The adviser to the Training Committee is there in order to provide advice and information regarding the Committee and its mission in the lodge. It is the adviser's role to assist the youth by being available when needed. The Training Adviser may appoint additional advisers to the committee after consulting the Chairman and the Lodge Adviser. The adviser should be an adult that is knowledgeable in the area of OA Training.

## Doing the Job

### Introduction

In Wa-Hi-Nasa, training is more about a philosophy than a particular event. The continual development of new youth and adult leaders must always be a source of great concern and focus. Success without a successor is failure. It is the duty of every arrowman to seek out those interested in the Order of the Arrow program and help them in becoming active, productive leaders. However, it is the role of the Training Committee to formally organize and direct lodge training. Primarily, the committee does this through the use of a weekend event named Order of the Arrow University or OAU. After the 1998 Lodge Leadership Development Conference (LLDC), a small, but determined group of youth and adults searched for a new training event. The group found many great ideas both inside and outside the lodge. Finally, the OAU concept was discovered on the internet. Borrowing the theme and little else, the Training Committee debuted OAU in 1999. The event was an enormous success. The challenge of future Training Committees will be keeping the training fresh while honoring the original ideas that have made OAU prosperous.

### Background Information

**Syllabus:** Planning is the foundation for success in anything in the Order of the Arrow. The syllabus is a written plan to teach a session. Every session should be taught using a syllabus. A syllabus is ordinarily in the form of an outline. Participants will appreciate a copy of the syllabus, however modified, for future reference. **Evaluation:** form whereby participants analyze an event noting strengths and weaknesses. Essentially, it's a written critique. Participants should also be able to suggest specific needed improvements. **Comprehensive Evaluation:** After OAU, the chairman or his designee should review all the collected evaluations. The evaluations should be compiled into a "master evaluation" whereby the committee can determine strengths and weaknesses and make improvements the following year. Those constructing this report should avoid omitting or editing information. Unpopular opinions are often clear-eyed and perceptive. **Lodge Leadership Development Conference (LLDC):** LLDC was a Lodge Training event produced by the National OA Committee in the early 1990's. This one day event was discontinued by Wa-Hi-Nasa after 1998. **Red and Blue Arrow Training:** Red and Blue was the Lodge Training event in the 1980's. Although it was a weekend event, participants commonly made arrangements to sleep at the site on Friday night. **Tag Team Training Approach:** This is the preferred method of training in the Wa-Hi-Nasa lodge. In short, at least two trainers (usually one experienced arrowman and one less experienced) train every class. This works on many levels. First, two or more perspectives are available in each class. Second, having more than one presenter reduces boredom among participants. Third, there are more creative opportunities for skits, interaction, etc. Finally, and perhaps most importantly, it allows the less experienced trainer to work with a seasoned veteran. Hopefully, this will allow him to learn and improve his training technique.

**Train The Trainer:** This is an optional event hosted by the Training Committee whereby all event (e.g. OAU) trainers are "trained" in preparing and delivering their session.

Perspective trainers are instructed on how to prepare a syllabus, use visual aides, interact with participants and maximize their voice and gestures. Visual Aides: These are the tools of a trainer, which make the theoretical more practical. They grab the participants' attention. They assist the five senses of the participant in recording the information of a session. They may include the following: -Blackboard -Music -Video -Flip Chart -Dry Erase Board -Handouts -Pictures -Models -Diagrams

Role Playing/Skits: Typically, these rate very well with training participants. In Role Playing, participants are given a fictitious situation and asked to act out the scenario given what they know. In skits, the trainers enact a situation themselves. Often the trainers will perform more than one as to allow participants to compare and contrast decisions and actions made by actors. When these types of activities are well scripted and thought out, participants can learn a lot and have fun.

### **Description of Tasks**

The following points are acknowledged as keys to a successful OAU:

Prior Proper Planning-Once again, sufficient prior planning is the foundation for success in anything in the Order of the Arrow. Using the OAU backdated calendar and valuable insight from the Training Adviser, plan ahead! The chairman and adviser must communicate regularly. Last minute planning always results in last minute quality. Communicate weekly (or better) with key event staff (i.e. Training Adviser, Lodge Chief, Lodge Adviser etc.). Hint: When event planning is complete, close your eyes and mentally walk through the event. Go through registration. Imagine group assemblies and training sessions. What is missing? Do you see the needed supplies and signs? Are things flowing smoothly or are there some gaps in your program?

Promotion-Unfortunately, this is sometimes done without a plan and at the last minute. You can plan the greatest event ever, but if no one comes is it successful? Because of its importance, promotion should be delegated to a sub-committee with its own chairman and adviser. With the help of the Training Chairman and his adviser, the promotion sub-committee should create a detailed promotion plan well before Winter Banquet. The strategy they devise should aggressively use the following outlets: Training Committee members, Lodge Officers, and the Executive Committee; Chapter Officers and Advisers; The Flying Eagle (lodge newsletter); Jet Trails (council newsletter); Section Newsletter; Chapter Newsletters; Lodge Web page; Flyers and signs at lodge events; mail outs; District meetings and events; Council meetings and events; Section meetings and events; and Phone Calling.

Of all these, phone calling is always most effective. Nothing can compare with personally speaking with an arrowman and inviting him to attend. Your plan, however directed, should seek to inform every member of the lodge about the event. A former National Chief, once told of how his own OA career got started. He had been a member of his lodge for some time but was completely inactive. One day someone called and personally invited him to an event. Within two years of that phone call, he was elected National Chief



of the Order of the Arrow. As a committee chairman, your goal should be to help the event succeed. As a leader your goal should be to help other arrowmen to succeed. Reach out.

Dormitory Style Housing-Perhaps the greatest phenomena at a lodge event is brotherhood. As leaders, we should never underestimate the importance of the personal relationships that are formed at an event. Arguably, this will aid the mission of the lodge more than the very training it is conducting. The dorm housing is synonymous with college and an unparalleled opportunity in building meaningful friendships.

Qualified Trainers-One of the reasons the chairman must start planning OAU early is to secure the best instructors available. These can be recruited from the lodge, section, region and national levels. To identify great trainers the chairman should:

- Check the previous year's trainers and their subsequent evaluations
- Ask knowledgeable individuals such as the Training Adviser, the Lodge Chief, Lodge Adviser, Section Chief, Section Adviser, Section Training Chairman, Section Training Adviser and participants of previous training events.

Trainers should be given plenty of advanced notice to insure their participation. They should also be given the syllabus for their class in ample time to fully prepare for an excellent presentation. Wa-Hi-Nasa training sessions should apply the "tag team" approach.

Diverse Training-Try to include something for everyone. Unusual or rare classes, unavailable elsewhere, should also be considered. These atypical classes might include, but are certainly not limited to, Fly Fishing, Mountain Biking, and Storytelling. Undergraduate degrees cover the broadest range of topics. However, Masters and Doctorate degrees should concentrate on leadership training. This reflects the customary evolution of most Order of the Arrow members. As they become more experienced in the Order, they will naturally assume more leadership roles. The Training Committee would be well advised to concede this and direct its actions accordingly.

### **Back-Dated Calendar**

These dates are intended for an OAU in the third or fourth weekend in March. The following activities should be completed on or before the date below. To stay on top of planning this event, use this calendar!

1. Suggest, select trainers.
2. Decide if "Train the Trainers" is needed..
3. Develop a budget.
4. Assign committee responsibilities.

5. Develop a promotion plan

Winter Banquet: Submit article to Flying Eagle staff. Promote OAU publicly maximizing promotion plan.

January 15-19: Call prospective trainers. Get a verbal commitment.

January 20: Send letter to trainers. Include invitation to train, syllabi for their course, and map to OAU site.

January 30: Secure location for NEXT OAU.

February 10: Confirm all trainers. Call them if you haven't spoken with them already. If needed, give them details on "Train the Trainer" event.

February 20: Finalize OAU organizational structure. Notify ALL committee members of any changes.

February 20 - March 20: Host the Optional "Train the Trainers." A Saturday or Sunday afternoon would probably be best. You might not want to conduct the event unless attendance is going to be high. Make it worth your while too! If "Train the Trainer" is not held, send trainers written information on how to present an effective session.

February 25: POINT OF NO RETURN-OAU is completely planned on paper.

March 18: Call OA secretary at the scout office. Ask for current registration numbers for OAU. Use this information to complete syllabi packets/notebooks for participants.

1-2 Weeks before event: Chairman and Adviser should talk and discuss potential event problems and last minute details.

OAU

April 1: Have all Thank You notes mailed by this time. It is preferable to have them mailed the Monday morning following the event.

Conclave

May 1: Contact Fall Fellowship Chairman. Offer any needed assistance with Training at the fellowship. Get a specific idea of what the chairman wants.

Spring Ordeal: Make copies of the OAU comprehensive evaluation available to all interested parties. Solicit member opinions of OAU. Meeting-Training Committee Chairman and Adviser, Fellowship Chairman and Adviser (and other interested parties) to finalize training plans for Fall Fellowship.

Fall Ordeal: All Trainers should be contacted. Fellowship Training ready.

August 25: Confirm all trainers (using phone, mail, email). Send maps and syllabi as needed.

Fall Fellowship

After Fall Fellowship: Send Thank You Notes promptly.

## Resources

Big Man on Campus: Planning and Running OA University-this is a publication produced by the Training Committee that breaks down OAU into careful detail. This guide should contain everything needed to deliver a successful OAU. Order of the Arrow Handbook-An important document in planning any event in the Order. The handbook can provide rule clarifications, OA history, and inspiration to those seeking direction. Lodge Planbook-Often referred to as the "Lodge Bible," the planbook outlines current lodge structure. This should be invaluable in finding and recruiting OA members for jobs at OAU. "Has Beens"-Youth and adults who have previously been involved in the lodge, especially training, can frequently provide valuable insight unavailable anywhere else. Section Leaders-Section leaders including the Section Chief, Section Adviser, Section Training Chairman and Section Training Adviser should be able to suggest excellent trainers from neighboring lodges. They maybe able to suggest program ideas for the course. Comprehensive Evaluations-The opinions of participants from past events should serve as a guide. This is the only way that the event can improve and expand from year to year.

## Evaluation

Only by reviewing and recording can we measure what is working and what needs improvement in our organization. The Wheel itself is an extensive lodge evaluation. Great care must be taken in seeking members' opinions else we shall make an unfortunate habit of painfully starting from scratch every year. Some evaluation tips are as follows:

- Use a detailed evaluation form for participants. Allow space for participant to comment on every aspect of the event. Provide blank space for other comments the member may have.
- Make the completed evaluation a requirement rather than an option (i.e. A completed evaluation is required for any OAU degree.)
- Verbally promote the evaluation often during the event. -Have participants evaluate each activity after it occurs. Do not let them evaluate the event at it's conclusion when they have forgotten information and are ready to go home.
- Review and compile the information from the evaluations into a Comprehensive Evaluation. It is important to review the information while it is fresh in the minds of lodge members and OAU staff.

## **Conclusion**

In closing, the Training Committee is an important lodge committee with extraordinary potential. Its mission is to prepare youth and adult leaders for service in the lodge and beyond. In choosing a direction, the Training Committee should consider the following:

The Past-What has worked in the past? The committee must study evaluations and voices of the past. Those who do not know past mistakes will inevitably repeat them. The Present-What are the current needs of the lodge? What challenges is the lodge facing? What are the strengths and weaknesses of the lodge and its members' The Future-Leadership requires vision. Many skill needs of the lodge are reoccurring. While you cannot gaze into a crystal ball, you must dare to anticipate the future of the lodge and its ventures therein. The committee must have a long-term strategy for developing the leaders of the lodge and Scouting.

# Treasurer/Finance Committee

## Purpose

The Finance Committee major role is to develop the lodge's annual budget, track income and expenses, and provide reimbursements to lodge members.

## Responsibilities

1. Provide an updated budget at each lodge event.
2. Provide financial reimbursements to those Arrowmen who have spent their personal funds to purchase items for the lodge.
3. Supply change for the registration committee at each lodge event.

## Membership

### Structure

The Treasurer and his adviser are responsible for carrying out the responsibilities of the finance committee.

### Roles

#### Chairman

The chairman of the committee (Lodge Treasurer) is responsible for working with his adviser to put together and maintain the annual lodge budget and processing reimbursements.

#### Adviser

The adviser of the committee is responsible for ensuring that all reimbursements are completed correctly and advising the Lodge Treasurer on the creation and maintenance of the annual lodge budget.

## Doing the Job

### Introduction

This section contains a description of the tasks completed by the Treasurer/Finance Committee and the importance of evaluation.

### Description of Tasks

At the beginning of the year, the Treasurer and his adviser should request budget submissions from each lodge officer and committee. Then the lodge budget should be put together. Each month, lodge income and expenses should be updated. The Treasurer and his adv

### **Evaluation**

At the end of each month, it is important to evaluate the budget and lodge income and expenses to see if any adjustments need to be made throughout the remainder of the year.

### **Conclusion**

The finance committee is a key part of the lodge organization. The Treasurer, his adviser, and staff ensure that the lodge has the dollars necessary to fund all of its programs and events.

# The 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 Lodge. 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. This is the first and foremost, job. 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. It is a good idea to hold the Vigil Committee meeting prior to the executive committee meeting.
3. To appoint guides to each Vigil candidate who is elected and make sure those guides know their job responsibilities (check letter to guides included in this section).
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 Vigil ceremony goes smoothly.

## Membership

### Structure

The Vigil Chairman coordinates the nomination, selection, and induction of members into the Vigil Honor.

## Doing the Job

### Vigil Meeting Procedures

A quorum of seven youth members are 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-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 on 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, 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 whom he 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 min for youth and 2 - 4 min for 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 pass out the forms and have a youth review the form to the committee or he may also go over the form himself if time is short. After the Chairman goes over the form the floor is open for discussion.

After discussion is completed on all candidates, adults must leave the room for the youth to vote. The Chairman may have the Vigil Advisor and the Lodge Advisor remain to help with the voting procedure. 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 that 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 nomination forms must be submitted each year. Old nomination forms will not be accepted.

After the voting is completed the Vigil Chairman and his Advisor must select the names for the elected Vigil Candidates. These names can be found in the Lenne- Lenape dictionary which is the property of the Vigil Committee and the Lodge. A good way to pick the names is to look on the nomination form for suggested names and characteristics of the candidate. A good idea is promote this section of the form as a necessity for the nomination form to be accepted.

### **Vigil Meeting Agenda**

1. Have Vigil Nomination forms available for review 45 minutes before the meeting. Encourage committee members to arrive early and review applications.
2. Introductions
3. Review Meeting Procedures (i.e. voting procedures and any last minute requests)
4. Chairman reads and explains purpose of the Vigil Honor.
5. Review and discuss Youth Nominations.
6. Review and discuss Adult Nominations.
7. Adults leave room except for Vigil Advisor and Lodge Advisor.
8. Youth members review Youth Nominations if needed.
9. Youth members vote on Youth Nominations.
10. Chairman determines maximum number of Adult candidates possible.
11. Youth members review Adult Nominations if needed.
12. Youth members vote on Adult Nominations.
13. Collect all nomination forms.
14. Remind all present the importance of secrecy.

### **Back-Dated Calendar**

**For Lodge Calendar:** Chairman and Adviser set date for committee meeting and submit a yearly budget to the Lodge Chief.

**For Spring Edition of The Flying Eagle:** Chairman makes sure Vigil Nomination forms are in the hands of the Flying Eagle editor in enough time for the forms to be distributed and returned by membership.

**Before Fall Ordeal:** Send letter to all Vigil members inviting them to the meeting.

**At Fall Ordeal:** Hold Meeting according to procedures above.

**Right After Fall Ordeal:** Fill out Vigil forms available at the Scout office for each candidate and submit them for National approval.

**At Fall Fellowship:** Conduct Vigil on Friday night of the Fall Fellowship and per decision below regarding private notification or public notification, conduct the ceremonies needed.

**At Fall Fellowship:** On Saturday recognize the new Vigil members and present them with sash and patch.

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

### **Private vs. Public 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 the day of the Vigil or before 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.

### **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.



# Web Page

## Purpose

The Web Page Committee was created in the mid 1990's to provide the lodge with a presence on the World Wide Web. The web page has become a vital form of information about the lodge, as the WWW has become a large part of Scouting and the Order of the Arrow.

The lodge web page is designed to provide each lodge member valuable information about the lodge and its events, much in the same way as the Lodge Planbook. In this field, the Lodge Planbook and its committee become a valuable source of information for the lodge web page.

## Responsibilities

Responsibilities of the Web page committee include:

1. Evaluating the previous web page.
2. Gathering information for the current year's web page
3. Updating the web page with new information about lodge events and awards.
4. Working with the individual committees in the lodge to allow them to put information on the lodge web page.

## Membership

### Structure

The two pre-existing members of the Web page committee are the Chairman and Adviser. These two positions are determined by the Lodge Adviser and Chief and they are ultimately responsible for the Lodge web page and its content. Any other positions may be created to help with the web page.

### Roles

#### Chairman

The chairman of the web page committee is responsible for creating new content and layout for the lodge web page. Keeping the approved layout similar across the site and keeping the information current.

#### Adviser

The Adviser of the web page committee is responsible for securing space for the lodge web page if extra space is needed, serving as a content editor for the lodge web page, and a contact point for visitors to the web page.

## Doing the Job

### Introduction

This section of the description will lead you through a typical web page article addition from start to finish. The major steps are listed below, and suggestions are listed in the explanation of each step.

1. Article information is received from an outside source (committee chairman, lodge Adviser, chief, vice chief, etc.)
2. Web page chairman and Adviser, as well as the lodge Adviser review the content of the article.
3. Article is laid out in HTML (or appropriate language) by web page chairman and reviewed by web page Adviser.
4. Article is transferred and linked into lodge web page.

### Background Information

Most background information you will need will come from the lodge web page as well as past chairmen and Advisers. The Internet itself will also serve as a vast library of information.

### Description of Tasks

1. Article information is received from an outside source.

Several people can submit an article for inclusion in the lodge web page, but the content must be approved as listed in step 2. Articles mostly come from committee chairmen wanting to put forms or event information on the lodge web site.

2. Web page chairman and Adviser, as well as the lodge Adviser review the content of the article.

The lodge Adviser is the most important reviewer of the information. The lodge Adviser must approve all content, and that individual can veto any current content.

3. Article is laid out in HTML (or appropriate language) by web page chairman and reviewed by web page Adviser.

This step in the process can make the lodge web page good or bad. It is in this step that extensive testing must be used to insure the desired result for each user of the lodge web page. At the time of this description the language of choice for the web is HTML (HyperText Markup Language), this language is in version 4.0 at the current time. Because of reasons outside of this article the most universally acceptable version of HTML is 3.2. There are several visual HTML editors on the market that produce poor to decent HTML code but the

only “surefire” way to create HTML 3.2 code is to hand code the page. To an inexperienced person, this may seem like a daunting task, and in truth it can be very time consuming. But it remains the only true way to ensure compatibility across web browsers. Great care should be taken in this step of the process, and if necessary this step should be written down for use by the lodge web page Adviser and chairman.

4. Article is transferred and linked into the lodge web page.

Articles may be transferred to the lodge web page via File Transfer Protocol (FTP) available through a wide variety of programs and a wide variety of platforms.

### **Back-Dated Calendar**

Include a backdated calendar of tasks that the committee should work toward for successfully executing the activity.

### **Resources**

Obvious resources include the current lodge web page, as well as the planbook, individuals in the lodge, and the Internet.

### **Evaluation**

Evaluation of the lodge web page every year is an important part of the committee’s job. Written forms, email, or general comments can also be used in forming a more accessible web page.

## **Conclusion**

In conclusion, the lodge web page is an important part of the Lodge’s overall communication to its members. Therefore it should be accessible to every member of the lodge with an Internet connection, and it should provide visitors to the site with information about our lodge and its activities. Consider it a “window to the world”, and the lodge must strive to keep that window clean and clear.

# Where to go Scouting Guide

## Purpose

The Where to Go Scouting Guide Committee exists to inform troops and packs in the Council about places to go hiking, backpacking, climbing, camping, bicycling, and other activities. This Committee provides this service for the units in our Council on an annual basis. This Guide serves as a public relations piece as it shows the troops and packs that the OA is working for them.

## Responsibilities

1. To provide a Camping Guide to troops, and packs in the Council.
2. To add to this project each year.
3. To accomplish goals set by the Executive Committee
4. Provide correct information on the areas in the Guide.

## Membership

### Structure

The Where to go Scouting Guide Committee Chairman is responsible for this project. The Committee Adviser's job is to advise his chairman. It is important for the Where to Go Scouting Guide Chairman and Adviser to work together.

### Roles

#### Chairman

The Chairman is responsible for the entire project, from writing the articles to making sure the finished product is printed out and sent to the troops.

#### Adviser

The Adviser's role is to advise the chairman and to be a valuable resource for him.

## Doing the Job

### Steps for the Guide

1. Select sites to be featured from input from troops, packs, OA members and camping resources.
2. Collect information and select sites.
3. Construct site page based on current guide style format.

4. Bid out printing and provide artwork to the printer.
5. Proof and approve Guide with printer.
6. Provide Distribution channels through the OA Lodge and the Council Service Center.
7. The Guide and updates are to be ready each year before the Section Conclave.

### **Evaluation**

Once the Where to Go Scouting Guide is complete it is important to evaluate the publication and make recommendations for improvements to future Where to Go Scouting Guides.

### **Conclusion**

The Where to Go Scouting Guide serves as a great resource for the Troops in our Council. It is important to provide interesting and useful information to our Council's units in a timely fashion.



# Winter Banquet Committee

## Purpose

The Winter Banquet Committee exists to plan and execute the annual Winter Banquet. The purpose of the Winter Banquet is to install new lodge offices and honor Arrowmen and Chapters by presenting awards to them for their service during the year. All lodge members and their families are invited to attend the Winter Banquet. Traditionally, the Winter Banquet is held on the first Saturday in December and is the last event of the year for the lodge.

## Responsibilities

The Winter Banquet Committee sets the budget, plans, and executes the annual lodge Winter Banquet.

## Membership

### Structure

The Winter Banquet Committee consists of a Chairman and Adviser. The Awards Committee, Historical Committee, and Dirty Dozen Clan all provide input and assistance. The chairman and Adviser may ask for additional assistance from other Arrowmen if needed.

### Roles

#### Chairman

The chairman of the committee is responsible for finding a location with enough chairs and tables for 250 Arrowmen. He is responsible for finding a food provider and makes sure that there is a place to serve food properly. He is responsible for getting a list from the awards committee for awards to be presented. He is responsible for finding places for the Registration Committee and the Trading Post Committee to operate on-site. He is responsible for developing a program with the help of others and making sure that the Banquet runs smoothly. He is responsible for managing the budget for the event. He is also responsible for making sure the location is left cleaner than before the banquet was held.

#### Adviser

The Adviser of the committee is responsible for advising and assisting the chairman as required.

### Awards Committee

See separate section for full responsibilities of the Awards Committee. The Awards Committee must work with the Winter Banquet Committee to ensure that appropriate arrangements are made for the presentation of all awards at the Winter Banquet. The Awards Committee must work with the Winter Banquet Committee in setting the agenda for the event.

### Historical Committee

See separate section for full responsibilities of the Historical Committee. The chairman and Adviser of the historical committee are a resource for pictures, video, artwork, events, programs, etc. for the year. The Winter Banquet provides an excellent opportunity to showcase the work of the Historical Committee. The Winter Banquet Committee must work with the Historical Committee to ensure that proper pictures, video, etc. are provided for the Winter Banquet.

### Dirty Dozen Clan

The Dirty Dozen Clan helps the Winter Banquet Committee in setting up and taking down the site for the Winter Banquet.

## **Doing the Job**

### **Introduction**

This section provides information about the individual tasks of the Winter Banquet Committee.

### **Background Information**

The Winter Banquet happens every year in December as the last lodge event. The date is traditionally the first Saturday of December. It is used to present awards and special recognitions to Arrowmen and Chapters. Location and food providers are the two major things that need to be decided on.

### **Description of Tasks**

1. Set a budget for the event. The major items for the budget are:
  - Attendance income. Average price for the Winter Banquet has been in the \$7 to \$10 per person range. An early fee and a late fee are typically utilized to encourage people to register. Look at previous years' registration information for estimated attendance and income information.
  - Food costs. The cost of food for the event. Always order about 10-15% more food than the number anticipated. Use anticipated number of attendees to estimate this cost.

- Facilities costs. Include any costs associated with the facility such as rent, tables and chairs, cleaning fees, etc. Try to get as many of these items donated, if possible.
  - Insurance costs (fee charged by the council). Talk to the council office to determine the cost of the insurance for the event. Use anticipated number of attendees to estimate this cost.
2. Find and reserve location of Winter Banquet before Spring Ordeal that is big enough for 250 people.
    - The Banquet takes place on the date that the lodge decides. The location of the Banquet can be anywhere as long as it has enough room for about 250 Arrowmen and has a place to serve food from. There should also be a place for the Registration Committee and the Trading Post Committee. A stage with speakers is preferred. The location for the Banquet should be decided by listing possible locations, visiting them, and talking with the person or people responsible for the location, and then deciding on the best location. The location of the Winter Banquet should be set by the Spring Ordeal. If the chairman or adviser is not able to visit a certain location, then another Arrowmen can be appointed to go visit it for them.
  3. Find food provider for Winter Banquet.
    - The food provider should be decided on by listing possible providers, talking with the providers, comparing costs and types of food available, and then picking the provider that provides the best food for the budgeted dollars. The chairman and Adviser should show the provider where the food service area will be if the provider wishes to see the location prior to the Winter Banquet.
  4. Provide location at Winter Banquet site for Registration, Trading Post, and Food Service. Ensure that any special requirements are considered and met.
  5. Find enough chairs and tables for attendees of the Winter Banquet. If the facility does not have chairs and table for the event, the chairman and Adviser must make arrangements to have tables and chairs.
  6. Promote Winter Banquet and provide maps to location. By mid-summer, enough information about the Winter Banquet should be gathered to promote the event. Here are some of the ways that the event can be promoted.
    - Through announcements and possibly flyers at Crackerbarrells during summer camp.
    - Place a flyer in the Fall Order candidate packets.

- A promotional article and registration form in the Flying Eagle.
  - Special publicity on the lodge web site.
7. Work with Awards Committees to determine which awards need to be presented at the Winter Banquet. This information should be used in setting the agenda for the Winter Banquet. Ensure that the Awards Committee will be responsible for ordering all awards to be presented at the Banquet.
  8. Work with the Historical Committee for any multimedia presentations at the Winter Banquet. A slide show is optional. It can be a picture slide show of that year and/or be used during the banquet for any reason. Historical Committee plans should also be used in setting the agenda for the Winter Banquet.
  9. Setup and take down the Winter Banquet facility making sure the site is cleaner than it was found. Work with the Dirty Dozen Clan to ensure proper people resources to achieve this task.
  10. Execute the Winter Banquet. A Master of Ceremonies is required to keep the agenda moving. Often, the incoming and outgoing lodge chiefs may share this responsibility. If neither of them wants to do the job, a Master of Ceremonies must be appointed.

### **Back-Dated Calendar**

#### ❖ Prior to Spring Ordeal

- Set initial budget based upon assumptions of attendance, location, food cost, and insurance. Assumptions will be validated as further decisions are made.
- Chairman and Adviser appoint Winter Banquet committee members as needed.
- Chairman, Adviser, and appointed committee members list possible locations for Banquet, visit them, and work with facility owners. Location, cost, and other facility requirements are used to evaluate locations. Decision on location is made.

#### ❖ Spring Ordeal – Executive Committee Meeting

- Final location of Banquet is presented to Executive Committee.

#### ❖ Summer Meeting #1 (June)

- Chairman, Adviser, and appointed committee members discuss possible food providers including costs and menus. Food provider is decided. Brainstorming on slide show(s) and program.

#### ❖ Summer Meeting #2 (July)

- Chairman, Adviser, appointed committee members, and representatives of the Awards and Historical Committees meet to plan the program.
- Set Agenda and Theme.
- If not enough chairs and tables are available at the location of the Banquet then options are reviewed. Chairman and Adviser implement plan for chairs and tables.
- ❖ Fall Ordeal
  - Chairman, Adviser, and appointed committee members meet and review final revision of the program and tie up loose ends. The final format of the program is decided.
  - Check status of Action Items of team members.
- ❖ Fall Fellowship
  - Chairman, Adviser, and appointed committee members review actions and format..
- ❖ October
  - Chairman follows up with location owner and all service providers to reconfirm dates and schedules.
- ❖ Saturday event day
  - Chairman, Adviser, Historical Committee, Awards Committee, Dirty Dozen Clan Arrive around 12:00 PM to start setting up for banquet.
  - Registration and Trading Post Committees arrive early to set up their respective areas..
  - Food Provider arrives before Banquet to set up serving line with help from the Dirty Dozen Clan.
  - Arrowmen and families arrive and Banquet begins at appointed time.
  - Enjoy the Banquet!!!
  - Chairman, Adviser, Dirty Dozen Clan and anyone else that volunteers clean up location and help food providers with anything that they need.
  - Chairman and Adviser look over location one more time and makes sure that it looks better than when they first got there.

## **Resources**

Anyone that knows about a great location which has capacity and chairs and tables for attendees, and also has a place for registration, trading post and food service can help by giving the name and location of the place to the Chairman or Adviser.

Anyone that works for or knows a good food provider can help by giving their name to the Chairman or Adviser.

Anyone that is creative and likes to help can assist in planning the program and multimedia presentations and set up at the Banquet.

Anyone with a computer capabilities and can help with multimedia presentations.

Anyone with a computer screen projector can help by allowing us to use it at the banquet.

Anyone with a camera or video camera can help greatly by donating pictures and videos for the multimedia presentations. All materials will be returned.

## **Evaluation**

After the Winter Banquet the Chairman and Adviser sit down with committee members and other interested groups to evaluate the banquet. If possible, make sure that the next Winter Banquet Chairman is at the meeting. Provide all planning materials to the next Winter Banquet chairman and adviser.

## **Conclusion**

Remember that the Winter Banquet is the last lodge event of the year and its purpose is to reward members and chapters for their hard work and dedication. Be original and try something new. Use all of your resources and plan ahead.

# 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.

It is really hard to gauge just how important Thank You notes are to those who receive them. I have saved virtually every note that a member of the Order of the Arrow has sent me, especially those of the utmost warmth and sincerity.

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 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 ABC's 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 success 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 of 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 tend 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 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 this 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 can run up high telephone bills, and they simply are 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 of these tasks being performed well, even if you delegated 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 which are working well, and revise those which are not.

### **H – HAVING TACT**

Much of the way in which people cooperate with you will depend on how you treat the. **Have tact** when you deal with others. Guard against extreme or restricting statements which 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 involved 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 does endorse. 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 which drew you to lodge events as a new Ordeal member.

### **K – KEEING 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** for 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 of **goals** will help the lodge to **keep focus**.

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

Older members of your lodge are appointed advisers because they have experiences and knowledge which 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 – PPPPPPP**

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.

### **O – QUALITY LODGE**

Included with the lodge re-charter application is the **National Quality Lodge** award petition. Your top **goal** as lodge chief should be to achieve this status. Achieving **Quality Lodge** 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 ideal 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 which 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 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 designing to help young men become better leaders on a higher curve than the average youth and even the average Boy 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 fellowship.

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. His guidelines are simple and clearly stated, and following them will help your lodge achieve success.

### **V – VISIBILITY**

Just as your **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 **working** 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 the 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 “it’s 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.*



# OA REPRESENTATIVE

## Responsibilities

The OA representative is an immensely important person to the summer camp program. The lodge chief, advisor, and staff adviser decide who will serve in this position by interviewing several candidates who express an interest in the position. While at summer camp the representative has many responsibilities:

- I. Every Sunday new troops arrive at Boxwell, and the OA representative is supposed to greet these newcomers in full class "A" uniform with sash. On Sunday nights, there is a Scoutmaster meeting which must be attended. At that meeting a speech will be given (enclosed) which states the reason why the representative is there. Also, a packet will be handed out which will include a schedule of lodge events, a letter from the representative, promotion of fall fellowship and ordeal, and a promotion of the Wednesday night cracker barrel/brotherhood.
- II. Unit Elections should be carried out in the following steps:
  1. Acquire a list of troops who have not had a unit election.
  2. Find out the location and week of those troops that will be attending camp Boxwell.
  3. Conduct the actual election for each troop in camp every week.
  4. Fax Election forms every week to the scout office.
- III. During Wednesday night cracker barrels, there are several critical responsibilities for the OA representative. A cracker barrel is put on for all OA members in camp, or who come to camp for the cracker barrel. At this cracker barrel there must be a program, popcorn, ice cream, drinks from the trading post, and a brotherhood review/ceremony. In the program a promotion must be done for the following events: Fall Fellowship/Ordeal, NOAC, and Winter Banquet.-(check list and program idea enclosed)
- IV. Maintain the upkeep of the Lodge Building. Every Wednesday night about 100 Arrowmen are eating in it, which results in a mess. If not cleaned weekly the lodge will stay trashed. Also the Lodge is not the staff lounge. Always keep the door locked when not in the building to keep people from sleeping, hanging out or trashing the building. The outside area needs to be clean as well. Make sure the grass is mowed by asking the rangers. Also a weedeater can be checked out at the compound to cut the grass around the patio and deck. Finally make sure the trashed is picked up on a regular basis to keep the raccoons from spreading trash all around the lawn.
- IV. Indian Lore merit badge is taught by the OA representative. It is a class that requires a vast knowledge of Indian items, games, cooking, and skills. On Monday, requirement one is to be

assigned for completion before the end of Friday's session. After that assignment has been handed out, the rest of the week is to the discretion of the OA representative as long as every requirement is covered fully and in detail. (Syllabus enclosed)

- V. Build a fire for the Brotherhood ceremony. Work with the ceremony team to determine when you can build the fire prior to Wednesday night.
- VI. Keep records of members who receive brotherhood during the summer. Use carbon paper (making three copies) to keep records for the brotherhood. One copy stays with the OA rep, one copy goes to the Brotherhood Chairman, and the final copy goes to the trading post with the money for Brotherhood. Fill out the form/spreadsheet with the following information for new brotherhood members: name, chapter, if they have paid, received patch, and received flap.
- VII. Visit every troop at camp and see how the OA program is working in their troop. Give them ideas for chapter meeting, contacts for information, and encourage them to become active. This is a very important part of the job. By showing genuine interest in their troop and trying to help them overcome problems we will prove that we are concerned in the success of Scouting and not just focussed on the OA.

## Wednesday Night Cracker Barrel Check List

- I. **Preparing for the Wednesday Night Cracker Barrel is like planning for a party of about 100 people every week. Please use this checklist to ensure that you have what you need to make the event flow well.**
- II. **Contact camp kitchen a week before cracker barrel for needed supplies such as ice cream or toppings.**
- III. **Ice Cream Supplies**
  - A. Ice Cream- 3 three gallon tubs per week
  - B. Sprinkles
  - C. Strawberry topping
  - D. Chocolate topping
  - E. Cherries
  - F. Chopped nuts
  - G. Chopped M&M's
  - H. And any other desired toppings
- IV. **Popcorn supplies (Contact Morris Smiley)**
  - A. Popcorn
  - B. Popcorn oil
  - C. Salt

D. Butter Flavoring

**V. Paper Products**

- A. Bowls
- B. Cups
- C. Napkins
- D. Spoons
- E. Table cloths

**VI. Other Material**

- A. Popcorn Popper
- B. Ice Cream scoops
- C. Canisters for toppings
- D. Spoons for toppings
- E. Kool-Aid
- F. Coolers for Kool-Aid
- G. Ice
- H. Tables set up outside on dry nights covered with paper table cloth

**VI. Check all supplies a week ahead of time to insure the success of the Cracker Barrel for the next week.**