



January 28, 2018

Scoutmasters and Varsity Coaches,

Brothers, the time is upon us to elect new members into the Order of the Arrow. The Order of the Arrow is Scouting's National Honor Society. The Order is almost as old as Scouting itself and focuses on brotherhood and cheerful service. Order of the Arrow unit elections may be held thru April 1st. The Lodge Ordeal weekends at Camp Freedom are scheduled for June 1-3 and August 24-26, 2018.

We understand how busy your unit program is, but giving your older Scouts a chance to engage with their peers from across the Transatlantic Council will reap long term benefits for your unit and the Scouts. Holding an OA election recognizes "honor" Scouts, encourages youth retention in the unit, and provides another motivator for boys to go camping and earn First Class Rank in their first year of Scouting.

The Order of the Arrow is a youth run organization where members (under 21 years old) are elected through a closed ballot vote by their peers in the unit. All registered BSA members under 21 are eligible to vote. Please look at the attached Election Packet for the membership requirements, the election process, and the election reports.

Adults can be nominated to the Order of the Arrow also. Unlike youth members, adults are nominated by their unit adults; for every three (3) youth a unit elects, one (1) adult may be nominated.

We are striving to have Chapter Election Teams assist with OA unit elections. Our geographical dispersion often prohibits this but we have had some success with neighboring units trading election teams with each other. Please look for opportunities for our Brothers to serve the unit and contact your Chapter leadership or me for assistance.

Yours in Scouting,

Leo Burmedi
Lodge Chief
Black Eagle Lodge (482)
Transatlantic Council (802)
oablackeaglelodgechief@gmail.com

SCOUTING'S NATIONAL HONOR SOCIETY



ELECTION PACKET

This packet contains nearly everything an election team could need to conduct an election:

- OA Election Team Worksheet (completed by Unit OA Rep.)
- OA Election Team Checklist and Procedures
- Eligibility Requirements
- Eligibility Form (completed and signed by Scoutmaster)
- Election Results Form (completed and returned by OA Election Team)
- Election Team Presentation Script
- Elected Scout Contact Information Form (completed and returned by OA Election Team)
- Adult Nomination Form (completed and returned by Unit Committee Chairman)

The Election Team should scan and e-mail 2 of the forms (Election Results Form, Elected Scout Contact Information Form) but the Scoutmaster may package all 5 of the forms and send them together (Worksheet, Eligibility Form, Adult Nomination Form).

OA ELECTION TEAM WORKSHEET

This form is used to share information between Black Eagle Lodge and the Election Team performing the election. The unit OA Representative completes this form and sends it to: oablackeaglelodgechief@gmail.com and oablackeaglelodgeadviser@gmail.com.

YOUR ELECTION TEAM ROSTER

Team Member 1 _____

Team Member 2 _____

Team Member 3 _____

The following information is collected from each Unit. Please fill all empty spaces.

Unit Number and Community: _____

OA Troop Rep Name and Phone Number: _____

OA Troop Rep E-mail: _____

OA Troop Rep Adviser Name and Phone: _____

OA Troop Rep Adviser E-mail: _____

Scoutmaster: _____

Scoutmaster Phone Number: _____

Scoutmaster E-mail: _____



ELECTION TEAM CHECKLIST AND PROCEDURES

Things to do before the election:

1. Call the Scoutmaster and confirm that you will be coming and answer any questions. Remind the SM that they need at least half of the troop there. Also, ask him to remind OA members that they can wear their sash during the election.
2. Print all necessary forms and bring the location and dates to promote TAC Summer Camps.
3. Call your team and remind them of the election date.
4. Get directions to the unit beforehand and arrive ON TIME or early if possible.

Things to do during an election:

1. Talk to Scoutmaster and get a list of scouts eligible (show him the eligibility requirements). You should mention the list during the call before the election.
2. Make sure that enough scouts are present to perform an election (ask the SM for the total number of scouts, then count those who are there – use the worksheet).
3. Introduce yourself and your team to the scouts and talk to them about the OA and the Lodge – Give ‘the speech.’
4. Tell the scouts about the election procedure. Emphasize that they can vote for any amount of eligible scouts that they want and that all, none or some of them can be elected.
5. Perform the election (secret ballot) and count the votes (if necessary have the troop revote), consult the SM and make sure he wants the election results given and if he does give them. (Some SMs prefer to tell the scouts later).
6. While the ballots are being counted use the break to promote summer camps and serving on camp staff.
7. Confirm the Names, Addresses, Phone Numbers, and E-mail addresses of all the elected candidates on the Elected Scout Contact Information form and submit the completed form to the SM. Ensure the Scouts write clearly – having them print in all capital letters might help.
8. If the Scoutmaster or Troop Committee wishes to nominate adults, have him/her complete the nomination form for adults.

Things to do after the election:

1. Remind the SM to scan and e-mail the Election Team Worksheet, the OA Election Eligibility Form, the Elected Scout Contact Information Sheet, and any Adult Nomination Forms to oa.blackeagle.registar@googlemail.com, oablackeaglelodgechief@gmail.com and oablackeaglelodgeadviser@gmail.com.
2. Meet with all Ordeal candidates and the current members of the Lodge and remind them of the upcoming Lodge Ordeal weekends at Camp Freedom: June 1-3, 2018 and August 24-26, 2018. Some Chapters may conduct their own Ordeal weekends.
3. This is the “less serious” portion of the election, have some fun or at least let them have fun.



ELIGIBILITY REQUIREMENTS & ELECTION PROCEDURES

The Order of the Arrow is Scouting's National Honor Society, and exists to promote camping and the spirit of cheerful service throughout the Scouting Community. Each year, Scout Troops elect some of their members into this Order. Both youth and adult leaders may be elected.

Youth Eligibility Requirements:

1. Must be a registered member of the Transatlantic Council, Boy Scouts of America; **and**
2. Must be under 21 years of age at time of election (this includes ASMs aged 18-20); **and**
3. Hold at least First Class Rank in the Boy Scouts of America; **and**
4. Have experienced 15 days and nights of camping after joining a troop, and within the past two years. The 15 days and nights must include one, but no more than one, long-term camp consisting of six consecutive days and five nights of resident camping, approved and under the auspices and standards of the Boy Scouts of America. The balance of the camping must be overnight, weekend, or other short-term camps; **and**
5. Have the endorsement of Scoutmaster PRIOR to the election. The unit leader must certify his Scout spirit (i.e., his adherence to the Scout Oath and Law and active participation in unit activities).

In order to prepare for the election, please have a list of all youth in your troop who meet the above eligibility requirements, including rank, addresses, and phone numbers. At least half (50%) of your registered, active membership must be present in order to conduct a valid election. All youth members and leaders (under 21 years) are eligible to vote in the election.

Adult Eligibility Requirements:

1. Must be a registered member of the Transatlantic Council, Boy Scouts of America; **and**
2. Must be at least 21 years of age at time of nomination; **and**
3. Have experienced 15 days and nights of camping (same as the Youth).

The number of adults nominated can be no more than one-third of the number of youth candidates. In addition to the one-third limit, the unit committee may nominate the currently serving unit leader (but not assistant leaders), as long as he or she has served as unit leader for at least the previous 12 months.

Please note that OA membership for adults is not intended as a form of recognition for service. An adult should be considered only when the person's position in the Scouting Program would make OA membership more meaningful in the lives of youth. The Troop Committee Chairman should complete the Adult Nomination form in full to ensure all requirements are met.

All adult nominations must be submitted no later than April 1, 2018. Nomination forms are reviewed by members of the Lodge's Adult Selection Committee (including the Lodge Adviser, Lodge Staff Adviser, and Council Camping Chairman). If the committee approves a nominee, his/her name is then forwarded to the Scout Executive for selection. Your unit Chairman's endorsement of an adult for OA membership does NOT ensure approval by the selection committee.



OA ELECTION ELIGIBILITY FORM

This form is used to identify those Scouts who meet the membership eligibility requirements (including the Scoutmaster's approval) before the election team performs the election, and to record the results of the election. The SM completes this form and ensures it is sent to: oablackeaglelodgechief@gmail.com and oablackeaglelodgeadviser@gmail.com.

(Attach additional copies in the case of Units with more than 15 eligible Scouts)

SCOUTS NAME (PLEASE PRINT)	AGE	RANK	ELECTED? (Y/N)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

I certify the above youth members are eligible and I approve them as nominees for election:

 SCOUTMASTERS NAME (PRINTED)

 SCOUTMASTERS SIGNATURE

DATE OF ELECTION: _____

OF VOTES REQUIRED: _____

OF ELECTED CANDIDATES: _____



TEAM COPY - ELECTION RESULTS

The Election Team completes this form and sends it to: oa.blackagle.registar@googlemail.com,
oablackeaglelodgechief@gmail.com and oablackeaglelodgeadviser@gmail.com.

Troop Number and Community: _____
 Scoutmaster: _____
 Date of Election: _____
 Election Team Leader: _____

CANDIDATES NAME (PLEASE PRINT)	CANDIDATES NAME (PLEASE PRINT)
1. _____	16. _____
2. _____	17. _____
3. _____	18. _____
4. _____	19. _____
5. _____	20. _____
6. _____	21. _____
7. _____	22. _____
8. _____	23. _____
9. _____	24. _____
10. _____	25. _____
11. _____	26. _____
12. _____	27. _____
13. _____	28. _____
14. _____	29. _____
15. _____	30. _____



ELECTION TEAM PRESENTATION SCRIPT

Complete the OA Election Eligibility Form *with* Scoutmaster's Signature before proceeding.

What is the OA? (Ask if anyone knows and call on them)

- It is the Boy Scouts of America's national honor society for experienced campers, based on American Indian traditions, and dedicated to the ideal of cheerful service.

How do we recognize OA Members? (Ask and answer)

- Sash - Arrowmen are identified by a white sash bearing a red arrow that is worn over their right shoulder.
- Pocket Flap - Arrowmen indicate lodge affiliation by wearing a patch on the right pocket flap of the uniform, known as a Lodge Flap. All Lodges have different Lodge Flaps.

As Scouting's National Honor Society, our purpose is to (Remind them of all 4):

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

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

Youth Eligibility Requirements (Review all 5):

- Must be a registered member of the Transatlantic Council, BSA.
- Must be under 21 years of age at time of election (this includes Assistant Scoutmasters aged 18-20)
- Must hold at least First Class Rank in the Boy Scouts of America
- Must have experienced 15 days and nights of camping with the Boy Scouts of America, after joining a troop, within the past two years. The 15 days and nights must include one, but no more than one, long-term camp consisting of six consecutive days and five nights of resident camping, approved and under the auspices and standards of the BSA. The balance of the camping must be overnight, weekend, or other short-term camps.
- Must have the endorsement of Scoutmaster PRIOR to the election. The unit leader must certify his Scout spirit (i.e., his adherence to the Scout Oath and Law, proper wear of the uniform, and active participation in unit activities).



ELECTION TEAM PRESENTATION SCRIPT (continued)

Election Procedure

- You can vote for any amount of candidates that you see fit.
- You can vote for more than one.
- You can write “all.”
- You can write “none,” if you decide no one is fit. (“None” votes count in totaling of ballots)
- You can take the ballot and put it into your pocket, or turn it in blank, if you don’t feel like you can make the decision. (Blank votes do not count in the totaling of ballots)

Eligible Scouts

- Read the list provided by Scoutmaster and pass out the paper ballots.

Questions to Ask Yourself as you consider voting for each eligible Scout. (Remind the Scouts, “Election is not a popularity vote but a vote of confidence that this Scout serves others well and will continue to serve others and Scouting.”)

- Who in this group is a friend to all and a brother to every other Scout?
- Who is pleasant and easy to get along with? Is he kind and helpful?
- Who is cheerful, smiles whenever he can, even when he has many tiresome jobs to do?
- Who is always ready to give unselfish and wholehearted service to others? Who, in serving others, can forget his own desires and interests?
- Who has served your unit all year round, faithfully attending your meetings and helping with your service projects? Do you think he will continue his service in the future?

Collect the Ballots. Thank the Scouts for their active participation and voting. Have a team member promote Summer Camp attendance and Summer Camp staffing. Count the ballots in PRIVATE and record the results on the Eligibility Form and the Results Form after confirming the election results are valid.

Results. Scoutmasters determine how to report the results.

- Do not reveal the actual number of votes any candidates received.
- Give results to the Scoutmaster, ask if he wants results reported
 - At this meeting (most popular option),
 - Wait for unit’s Court-of-honor or a Call-out ceremony (scheduled during a Camporee weekend),
 - Or With only a Candidate letter from the Lodge Chief.
- Confirm how and who the SM wants to scan and e-mail the completed election packet. The Adult Nomination Forms go to the Lodge Adviser at oablackeaglelodgeadviser@gmail.com. All other forms go to both the Lodge Chief and Lodge Adviser at oablackeaglelodgchief@gmail.com and oablackeaglelodgeadviser@gmail.com.



ELECTED SCOUT CONTACT INFORMATION

Troop Number and Community: _____

Date of Election: _____

This form is used to collect contact information for all elected Scouts; have them or their Scoutmaster complete this form in full. The Lodge Chief will send each candidate an invitation to the Ordeal weekends.

(Attach additional copies in the case of Units with more than 5 elected Scouts)

NAME (PLEASE PRINT CLEARLY)	EMAIL ADDRESS
STREET ADDRESS)	PHONE NUMBER
TOWN, STATE AND ZIPCODE	DATE OF BIRTH

NAME (PLEASE PRINT CLEARLY)	EMAIL ADDRESS
STREET ADDRESS)	PHONE NUMBER
TOWN, STATE AND ZIPCODE	DATE OF BIRTH

NAME (PLEASE PRINT CLEARLY)	EMAIL ADDRESS
STREET ADDRESS)	PHONE NUMBER
TOWN, STATE AND ZIPCODE	DATE OF BIRTH

NAME (PLEASE PRINT CLEARLY)	EMAIL ADDRESS
STREET ADDRESS)	PHONE NUMBER
TOWN, STATE AND ZIPCODE	DATE OF BIRTH

NAME (PLEASE PRINT CLEARLY)	EMAIL ADDRESS
STREET ADDRESS)	PHONE NUMBER
TOWN, STATE AND ZIPCODE	DATE OF BIRTH



OA ADULT NOMINATION FORM

This form is provided to nominate for consideration adult members of the unit for candidacy in the Order of the Arrow by the Troop Committee Chairman. This form must be submitted no later than April 1, 2018, to: oablackeaglelodgeadviser@gmail.com.

The Order of the Arrow is Scouting's National Honor Society, and exists to promote the spirit of cheerful service throughout the Scouting community. Your troop committee may nominate one adult member for each three-youth elected in your unit for consideration for OA membership. This may only occur if at least one youth member has been elected. In addition to the one-third limit, the currently serving unit leader (but not assistant leaders) may also be nominated, as long as he/she has served as unit leader for at least the previous 12 months.

Please note that OA membership for adults is not intended as a form of recognition for service but as a means for the adult to make OA membership more meaningful in the lives of the youth membership. This nomination form will be reviewed by members of the Lodge's adult selection committee (Lodge Adviser, Lodge Staff Adviser, and Council Camping Chairman). If they approve the nomination it will be forwarded to the Scout Executive for selection. Keep in mind that troop committee endorsement does not ensure the approval by the selection committee.

Adult Eligibility Requirements:

- Must be a registered member of the Transatlantic Council, BSA; **and**
- Must be at least 21 years of age at time of nomination; **and**
- Have experienced 15 days and nights of camping after joining a troop and within the past 2 years. The 15 days and nights must include one, but no more than one, long-term camp consisting of six consecutive days and five nights of resident camping, approved and under the auspices and standards of the Boy Scouts of America. The balance of the camping must be overnight, weekend, or other short-term camps.

NAME OF NOMINEE: _____ DOB: _____

EMAIL ADDRESS: _____

FULL ADDRESS: _____

LONG TERM CAMPING (WHERE, YEAR?): _____

UNIT NUMBER AND COMMUNITY: _____

HOW DOES THIS INDIVIDUAL IMPROVE YOUR UNIT'S CAMPING PROGRAM? (Use the back of this form or attach additional pages if necessary)

We do hereby nominate the above individual for membership in the Order of the Arrow:

UNIT CHAIRMAN: _____
(Printed Name) (Signature)

HOME PHONE: _____ DATE OF NOMINATION: _____

CHAIRMAN'S EMAIL ADDRESS: _____