



Guide for Officers and Advisers

A guide containing the current policies concerning the organization and administration of the Order of the Arrow lodge.



BOY SCOUTS OF AMERICA®
ORDER OF THE ARROW

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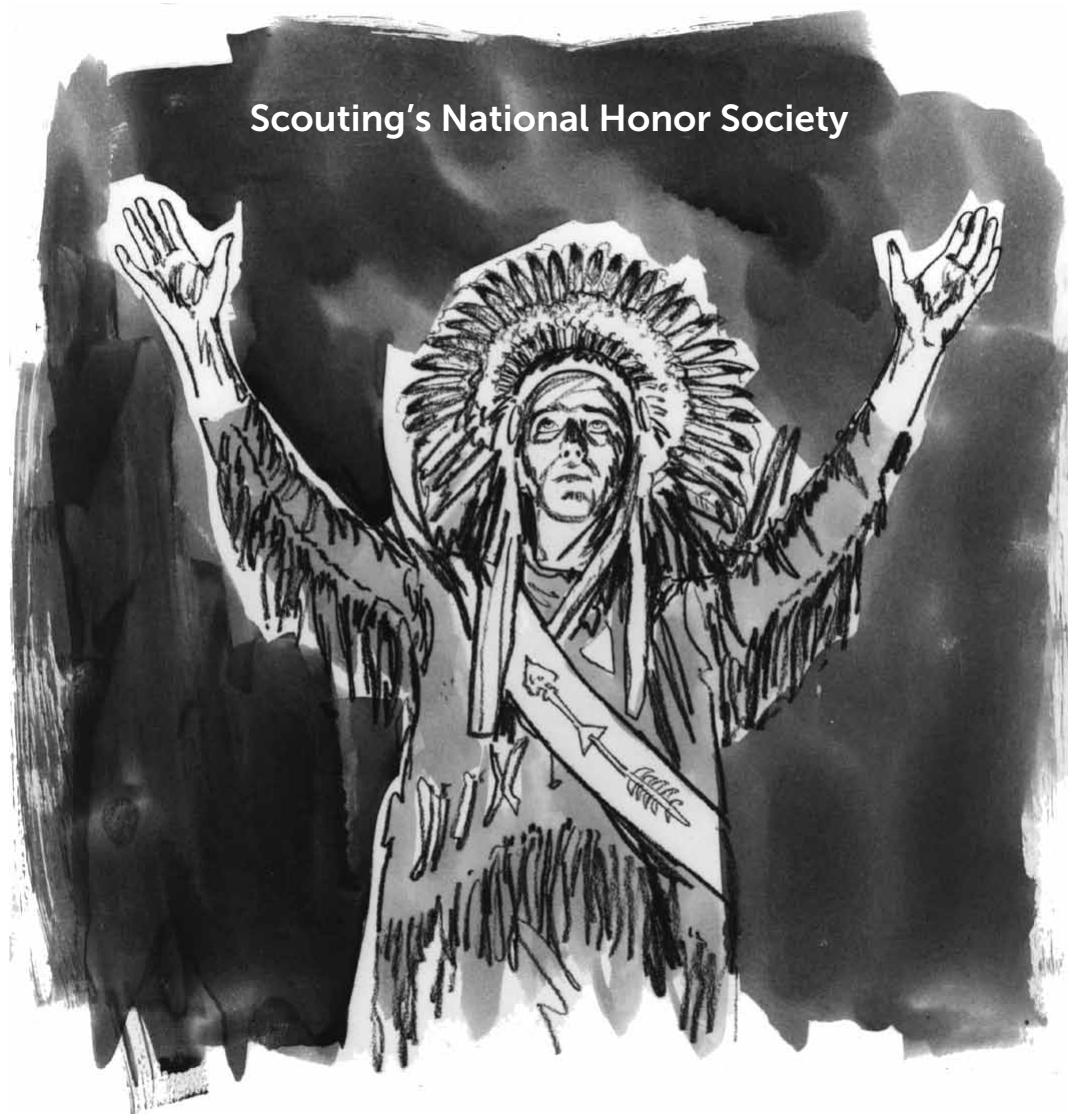
Guide for Officers and Advisers

Foreword

Congratulations to Arrowmen who have accepted leadership in the lodge. You have an important responsibility to your fellow Arrowmen and to the future of your lodge. This book has been written especially for you.

While some of the material will seem familiar, it is important that you absorb all the information offered in this guide and display the knowledge you gain through your leadership performance.

This *Order of the Arrow Guide for Officers and Advisers* reflects the current policies concerning the organization and administration of the Order of the Arrow lodge. It is available at the Order's official Website, www.oa-bsa.org. All lodge and chapter officers and advisers should have a copy.







Lodge Administration

Upon close study, you'll find that your lodge—its purpose, program, and especially its membership—is a natural extension of Scouting itself. It stems from a mutual desire of its members—experienced Scouts and Scouters—to serve a program they greatly admire, respect, and believe in. Good lodge administration is crucial to the lodge's success and, when properly conducted, brings together a dynamic group of self-motivated individuals, uniting them in service to others. It develops synergy, that rare instance where the sum of all the parts is greater than the whole.

Policies and procedures for the Order of the Arrow, which are developed by the national Order of the Arrow committee based on sound and tested experience, unify the lodges nationally in furthering the objectives of the Order as Scouting's National Honor Society. The unique attraction of the Order is its combination of inspiration, fellowship, and fun that holds, in dedicated service and devotion, your council's finest youth and adults.

As a leader, you show the way for others. Lead by example, in thought, word, and deed. Follow the policies, procedures, and guidelines that have been established, adapting them as necessary to local conditions. Always remember not to shortcut a procedure or bypass a policy, for in doing so you weaken not only your lodge but the Order of the Arrow nationally.

From its humble beginning, the Order of the Arrow was designed as a resource to Scouting. It is often credited with maintaining the interest of older youth in Scouting and retaining them as they reach adulthood, providing a pool of leaders to Scouting in the council. Arrowmen

can best serve the movement through their personal example by upholding the spirit and traditions of the OA and Scouting.

Two-deep leadership is required on all Order of the Arrow meetings, trips, and outings. This is a minimum requirement and additional supervision may be necessary depending on the nature of the activities and the size of the group.

Two registered adult leaders 21 years of age or over are required at all Scouting activities, including meetings. A registered female adult leader over 21 must be present for any activity including female youth. Notwithstanding the minimum leader requirement, age and program appropriate supervision must always be provided.

Eligible leadership must:

- Be 21 and over
- Be registered as volunteers with the BSA
- Have gone through a background check, and
- Be up-to-date on Youth Protection Training

(All Arrowmen 18 to 20 years of age are considered adults except for voting and holding office, in which case they are considered youths.) This is not only a policy—it is just common sense.

When planning OA activities and meetings, advisers need to keep the following in mind when female youth and adults are present:

- Restroom and shower facilities must be available for females or schedules created to provide separate times for female use.
- Separate tent or sleeping accommodations must be provided for male and female, and tent-mates cannot be greater than two years apart in age.

Organization

Next to the membership itself, the lodge is the most important element in the Order of the Arrow because that is where the program is carried out. But before it can carry out the program, the lodge must be properly organized.

Within the council, the Scout executive is the final authority over the Order of the Arrow and, for this reason, holds the title of Supreme Chief of the Fire. It is the Scout executive's job to see that the lodge adheres to national policy.

Each year the Scout executive appoints an adult volunteer to serve as the lodge adviser. As Deputy Supreme Chief of the Fire, the lodge adviser acts on behalf of the Scout executive in guiding the day-to-day affairs of the lodge. This person normally serves as a member of the council's camping or program committee and is frequently selected to serve on the council executive board.

In some councils, the Scout executive serves as the lodge staff adviser, but in most cases appoints a member of the professional staff to that position. The staff adviser, as Chief of the Fire, acts on behalf of the Scout executive in giving guidance to the lodge adviser and the lodge leadership. With support and counsel from the Scout executive, it is the staff adviser's role to see that the lodge adheres to national policy.

Many lodges are broken down into smaller organizational groups called chapters. Chapter advisers and chapter staff advisers are appointed annually by the Scout executive, and act on behalf of the lodge adviser in guiding the day-to-day affairs of the chapter.

All lodge and chapter advisers should be Scouters with experience and tenure in the

Order of the Arrow. They need to work closely with district and council volunteers and professional Scouters. It is the adviser's responsibility to see that the OA is working in close support of, and in harmony with, the council's strategic plan. *It must at all times be remembered that the Order is an extension of Scouting, an integral part of it, rather than a separate program.* The lodge adviser and lodge chief normally serve as members of the council camping or program committee, while the chapter adviser and chapter chief normally serve on the district camping or program committee.

Optionally, with prior approval from the Scout executive, the lodge or chapter adviser may appoint an associate lodge adviser or associate chapter adviser annually to help fulfill the mission of the lodge. One associate at the chapter level should be enough; at the lodge level more than one position may be appropriate, depending on the size of the lodge and the duties assigned. If too many associates are appointed, they could interfere and cause confusion for the youth who are trying to lead. Service in any of these positions should not be considered an automatic pathway to the chapter or lodge adviser role.

Lodge officers. The elected officers of the lodge are the lodge chief, lodge vice chief, lodge secretary, and lodge treasurer. Some lodges find it desirable to elect more than one vice chief. Arrowmen desiring to serve as a lodge (or chapter) officer or committee chairman must meet the following eligibility requirements:

1. Be currently registered in Scouts BSA, Venturing, or Sea Scouting, in the council that charters the lodge.
2. Be a member in good standing in the lodge.
3. Be younger than 21 for the entire term of office.

Officers serve a one-year term. Suggested terms of office are a calendar year, January 1 through December 31, or a school year, e.g., September 1 through August 31. Officers may be re-elected. It is recommended that lodge officers hold no other office in the Order of the

Arrow. This practice will allow the officer to devote their entire effort to the successful performance of the duties and responsibilities of the office. Lodge chiefs who are elected to be chief of a section, while in office, must resign the lodge chief position within 30 days after election as section chief.

All members of the lodge younger than 21 are eligible to vote.

Lodge executive committee. The executive committee of the lodge—a key group—consists of the youth serving as lodge officers (including the immediate past lodge chief), lodge operating committee chairmen and their advisers, the staff adviser, the lodge adviser, and the Scout executive. If the lodge membership decides that this group is not representative, a lodge may select two or three members at large—American Indian lore or public relations experts, for instance—to serve on the committee. If there are chapters in the lodge, the chapter chiefs and chapter advisers are members of the lodge executive committee. Any lodge member is welcome to attend executive committee meetings as an observer.

The executive committee is the steering committee of the lodge. It faces the problems, studies possible solutions, and then, through the lodge or chapter committee organization, acts. It carries out the business of the lodge, coordinating the work being done by officers and operating committees. Regardless of any executive committee decision or undertaking, the lodge must operate within the policies established by the national Order of the Arrow committee, without variation or modification.

The lodge chief is chairperson and presides over meetings. The lodge chief is expected to prepare agendas and share them with the lodge and staff adviser before sending them to committee members with the meeting announcement.

A definite schedule for executive committee meetings should be established before the start of the lodge year. Meetings held monthly or every two months are the customary pattern. Each committee member should have a schedule of the meetings. It is understood that

the lodge chief or Scout executive is privileged to call a special meeting of the committee if the need arises.

The executive committee is a relatively small group and thus is able to handle the business of the lodge in a quick and efficient manner. The entire membership of the lodge should, however, hear a report of all major decisions and projects being planned.

Members of the executive committee who are staff members at a BSA resident camp may serve on the Order of the Arrow camp council to handle the OA's business during camp. When not in camp, the lodge chief appoints an Arrowman to serve as camp OA coordinator.

Key 3 leadership. The working relationship of the chief, volunteer adviser, and professional staff adviser is commonly referred to as the "Key 3." Key 3 leadership is common to all levels of the Order: chapter, lodge, section, region, and national. The Key 3 should meet regularly at each level to establish goals and to evaluate progress toward those goals.

Operating committees. For the lodge to achieve its camping promotion and cheerful service objectives, a number of operating committees must be organized to implement its programs.

Committee chairs are appointed by the lodge chief with the approval of the lodge adviser. They become members of the executive committee and may pick their own committee members subject to the approval of the lodge chief.

Each operating committee should have one or more adult committee advisers to guide committee work. They are appointed by the lodge adviser in consultation with the lodge chief and are approved by the Scout executive or staff adviser. It is the adviser's job to provide information, instruction, and coaching for the committee members.

Every Arrowman should serve on one or more committees. In this way, all members share responsibility for lodge activities and projects. Lodge officers should not be burdened with all

the details of committee meetings and related projects.

Some larger lodges broaden their committee structure to include editorial, public relations, American Indian dance team, costuming committees, etc.

Lodges organized by chapters should have corresponding chapter-level committees with the chapter committee chairs serving on the corresponding lodge level committees.

Here are some of the basic lodge operating committees:

Activities committee. Develops plans for two or three membership meeting activities for the lodge each year and is responsible for carrying them out.

Camping promotion committee. Develops plans for camping promotion in consultation with the council camping committee; develops promotion helps such as “Where to Go Camping” resources, visual aids, and movies or videos of camping activities.

Ceremonial committee. Recruits and trains ceremonialists for pre-Ordeal, Ordeal, and Brotherhood ceremonies, and for the Vigil Honor unless that responsibility is managed by a Vigil committee. Researches appropriate ceremonial attire, procures or assists members in making it, and ensures the attire is clean, properly stored and in good repair. Maintains ceremonial circles used in the performance of all lodge ceremonies. Conducts lodge and unit ceremonies when requested.

Communication committee. Prepares lodge newsletters and social media campaigns, develops and maintains lodge websites, organizes and operates the network of OA unit representatives to keep units informed, and promotes participation in OA events and activities. Some lodges may want to create a separate OA unit representative committee.

Finance committee. Draws up an annual budget based on administrative and program needs, obtains information from the council service center, issues regular finance reports,

and is responsible for maintaining the financial status of the lodge.

Inductions committee. Plans and administers Ordeals, recruits and trains Elangomats and Nimats, administers the Brotherhood hike, and conducts new member orientation.

Leadership development committee. Plans an annual conference to build members’ leadership and job-specific skills, coordinates continued leadership training throughout the year based on current lodge needs.

Membership committee. Checks on inactive members and maintains membership records, sends out letters each year to identify active members and checks address changes, and sends letters to Ordeal members eligible for Brotherhood membership.

Service committee. Suggests a yearly schedule of service projects, obtains lodge approval, and makes complete plans for accomplishing the work.

Unit elections committee. Sends out information to unit leaders regarding candidate election procedures, organizes and trains election teams, schedules visits of election teams to units, and records the results of elections.

Ad hoc committees. Committees are sometimes appointed on a temporary basis to carry out some specific assignments such as lodge officer nominations, Vigil Honor nominations, lodge rule revisions, or running a single service project, a banquet, or other major lodge activity.

Lodge Program

The first step to creating a good program is to lay out the entire year’s plan in advance and let everyone know about it. To do this, the lodge chief should work closely with the officers and advisers to determine the lodge’s goals and objectives for the coming year, for these dictate its program. From this initial planning session, a lodge program plan book is created. The plan book should include a calendar of events, describe the program of emphasis, and serve as a guide or plan throughout the year.

The lodge program should be directed toward achieving the purpose of the OA, camping promotion, council service, leadership development, and cheerful service to the community. Preparing and distributing “Where to Go Camping” resources for unit leaders and making camping promotion visits to all units are important parts of the lodge program.

Lodges are expected to plan a program and activities to support the purpose of the OA, the local council, and its units through outdoor program promotion and service. This includes the council resident camps, camp facilities, unit camping, Cub Scout outdoor experiences, and Webelos-to-Scout transition. In recent years, this has expanded from traditional areas such as unit camping promotion visits, American Indian dance performances at blue and gold banquets, and Scoutcraft skill resource teams to include many new fields, such as ecology, STEM, websites, social media and electronic communication. Many lodges hold an annual social affair to which members’ friends and family, or the community at large, are invited. These functions often serve as a means of raising funds to provide camp scholarships or for other worthwhile lodge projects. Typical events include hayrides, fish fries, annual banquets, winter carnivals, canoe trips, barbecues, and winter campouts. It must be remembered that prior to embarking on any type of fund-raising project, close coordination with and approval by the council must be secured.

Business meetings are essential to the administration of the OA. These include lodge executive committee meetings and other lodge committee meetings, which occur as necessary to accomplish their tasks. Lodge meetings, where the entire lodge membership gathers, are held much less frequently, and these are often in the form of a lodge fellowship weekend, conclave, banquet, or pow wow. Lodges organized by chapters conduct chapter membership meetings monthly or every other month to deliver the Order of the Arrow program to the membership, foster communication, and organize the lodge’s efforts to serve the council.

Calendar of events. The lodge executive committee is expected to develop a calendar policy, scheduling meetings to fall at regular intervals and at a routine time and place to improve attendance. Activities should fall on set weekends each year.

In developing the calendar, make an effort to eliminate conflicts in scheduling. Take into account district and council activities, and avoid significant national, state, local, or religious holidays and important community or school events. The lodge calendar should be incorporated into the council planning calendar.

Caution should be exercised to not overprogram the lodge functions and distract from quality unit programs. *Remember, the Arrowman’s first responsibility is to the unit.*

Promoting activities. The best way to promote lodge activities is by earning a reputation for quality programming—make every event a success. Other effective ways of promoting active participation are through proper coverage in the lodge newsletter and website, general distribution of the lodge calendar, special fliers or postcards, communication through the OA unit representatives, and phone call reminders shortly before the activity. At each event, whether it is an activity or simply a meeting, take time to encourage members to attend the next scheduled activity, and to bring a fellow Arrowman who isn’t present that day. A key to promoting any event is to begin the promotion well enough in advance so that people can be sure to hear about it and place it on their calendars. In today’s busy world, last-minute or late promotion is about as good as no promotion at all.

Communication

Every lodge must develop a plan for effective communication to accomplish its objectives. It must inform members of lodge meetings and activities and also keep the Scouting community and the general public informed. Best

results are accomplished through balanced communication, as illustrated in this diagram:

COMMUNICATION	
Message	Recall
If I only hear . . .	10%
If I only see . . .	20%
If I see and hear . . .	65%
If I see, hear, and have it in writing	80%

Balanced communication combines an informative newsletter and website with additional direct mailings or fliers, social media announcements, and telephone contact.

The most important method of lodge communication is the printed or electronic newsletter. Each lodge should publish a newsletter at regular intervals for all its members. Most lodges find that a newsletter published every two or three months will do the job. A lodge newsletter should carry information of interest to the members—announcements of upcoming lodge and chapter events, news of personal interest about lodge members and their activities, inspirational stories, letters to the editor, and editorials.

Some newsletters devote a section to news from each chapter which is produced by a chapter correspondent. Always welcome are special features on topics such as a major service project or American Indian dancing. Good humor, and cartoons will help hold the interest of readers. Stories about section conclaves, training events, and national Order of the Arrow news should also have a place in every lodge newsletter.

Keep in mind that a newsletter is also a sales and promotion tool and the success of its message depends a great deal on being attractive, timely, accurate, and useful to members. The newsletter also can assist the lodge in the execution of its annual lodge program.

Another excellent tool is the council newsletter. Use it as a means of getting lodge information to Arrowmen and to individuals who are

not members of the OA. Not only is this good public relations, but also nonmembers might need to know what is happening in the OA as they schedule their events. It is good marketing strategy to let the entire council know how active the lodge is.

The lodge should also use every available means of disseminating information to the general public. News articles should be submitted regularly to the local media. All lodge information sent should be newsworthy, approved by the local council, and both factual and interesting. The council service center can be of help because there is usually someone there in charge of public relations.

Successful lodges and chapters also use OA unit representatives, phone committees, and personal contacts to promote activities and events. The OA unit representatives provide a major communication and programmatic link with the lodge and chapter. Phone committees simply divide up the roster of members among a committee assigned the job of making phone calls. Enthusiastic word-of-mouth from a friend is also a good way to publicize a coming event. Promotion should be far enough in advance so that the committee has time to complete the task and the members have sufficient time to plan to attend. Each activity and event should be promoted. Often, regularly scheduled meetings, such as a lodge executive committee or chapter meeting, need this extra effort more than an annual event does.

The convenience and accessibility of electronic media have also made it possible for many lodges to communicate with their membership via email or social media. While current technology makes this an attractive option to communicate with OA members, care should be exercised to prevent the posting of protected or sensitive material through email and on websites. The national Order of the Arrow website should be used as a model for lodge website development. It also provides production guidelines.

The Order of the Arrow *National Bulletin*

Recognizing that the organization is successful in sharing news and current events via digital and social channels, the *National Bulletin* provides inspiration, longer form coverage of program changes, national events, and recognitions, along with insight into the broader scope of the OA direction and role within Scouting. This “OA magazine” takes on the look, format, and style of high quality travel guides and lifestyle magazines. The content focuses on providing the greater context for the news events covered via digital channels, in depth reporting on successful lodge / chapter programs, and long form articles on the impact of the OA within a council, the life of an individual, or within Scouting. The *National Bulletin* is sent to national OA/BSA leadership, lodge leadership, Scout executives, and certain other individuals.

Lodge Ledger and OA Today

The national Order of the Arrow committee keeps OA members informed by periodic mass emails. The “Lodge Ledger” is sent to national committee members and key volunteers, region/section leaders, and lodge Key 3 members. It is focused on lodge best practices and communicating national policy changes. The “OA Today” contains more general OA news and is sent to all individuals on general mailing lists accumulated from OA national events. Lodges are encouraged to share the contents of these emails with their membership.

Lodge news items of national interest may be sent to communications@oa-bsa.org. To be added to the “OA Today” mailing list, visit oa-bsa.org.

Camping Promotion

All Arrowmen should be committed to camping promotion. This is one of the OA’s most important commitments to Scouting.

It is essential that Scouts go camping with their units. Over the years, camping has kept Scouts interested in Scouting.

Every Order of the Arrow lodge has the responsibility to do a good job of promoting Scout camping. Arrowmen can do camping promotion individually in their units or by becoming members of the lodge’s camping promotion committee.

Arrowmen should be the top camping promotion people in their unit. They should set the example for fellow Scouts by being the first to sign up for camp. They lead the way in planning for year-round camping events. They talk camping on a person-to-person level with all Scouts.

Arrowmen are enthusiastic about camping and never miss an opportunity to encourage Scouts to enjoy the great outdoors. They are prepared to talk to parents of Scouts in their unit about the values of camping for their children. They assist the unit leader in planning and carrying out camping and high-adventure activities. As an example to younger Scouts, lodge members should advance toward Eagle rank and become especially skilled in camping techniques.

An Arrowman’s first duty is to the unit. We must always keep in mind that a primary role of the Order of the Arrow is to strengthen units and help units to succeed, particularly in the outdoor phase of their program.

The lodge must work closely with appropriate council and district committees in carrying out the council camping promotion plan. The lodge adviser and lodge chief should be members of the council camping or program committee, and chapter advisers and their chiefs should become members of their respective district committees. The camping committee is responsible for camping promotion. It is not the role of the Order of the Arrow to assume total responsibility for camping promotion, but rather to give full support to the entire council and district camping program. This includes monthly unit camping as well as resident camp.

It is the duty of each lodge to arrange for an annual Order of the Arrow election for new members in every eligible unit. Elections present an excellent opportunity to promote camping when an OA member takes the floor to explain the Order of the Arrow program to Scouts and leaders.

Teams of Arrowmen may also visit packs, troops, crews and ships to show them videos on camping, talk at parents' night meetings and roundtables, and help provide special unit-level camping programs. They can be a resource of experience and leadership available to assist new or struggling units, providing expertise that may be in short supply in the unit, be it at a meeting, on a weekend outing, or at resident camp. However, advising unit leaders and committee members about their responsibilities for camping should be left in the hands of council and district camping committees.

Many lodges have agreed to help camping committees by providing literature and visual aids (e.g., videos) about camping. Others have produced "Where to Go Camping" booklets or websites for several years. Arrowmen might conduct surveys, compile facts, and prepare the listings of nearby places to camp and hike. These listings should be updated periodically as new places are found and some campsites become unavailable.

Special attention should be given to outdoor adventure opportunities for Cub Scouts, Sea Scouts and Venturers. If Cubmasters, Sea Scout Skippers and Venturing Advisors have proper information at hand, they are more likely to take their units outdoors. This project may take more work and time and cost more money to produce, but a useful outdoor program booklet for Cub Scouts and a high-adventure booklet for Sea Scouts and Venturers is a service that should be considered by every lodge. The Boy Scouts of America has an excellent publication, [Passport to High Adventure](#), that is useful in planning high-adventure programs for older Scouts, Sea Scouts and Venturers.

Sample camping promotion visit timetable.

The sample Camping Promotion Visit Timetable (on [page 11](#)) was developed by a lodge,

based on one designed for the council camping committee. It provides an effective method for recruiting, training, and scheduling unit visitation teams. This timetable may also be adapted to other phases of the lodge's program such as unit elections, a "Where to Go Camping" project, or a service or Ordeal weekend. The success of the lodge in camping promotion depends on its ability to meet deadlines. Remember, a lodge's camping promotion effort must be carried out in cooperation with council and district camping committees at all times.

"Where to Go Camping" guide. This guide should be an ongoing service project of an Order of the Arrow lodge that provides "Where to Go Camping" and hiking information for packs, troops, Sea Scout ships, and Venturing crews. Units with this information have a tool that enables them to do more year-round camping in a variety of sites and conditions.

Planning the guide:

1. Lodge chief and lodge advisers discuss the project with the Scout executive and the chairman of the council camping committee to
 - Determine the scope. The guide should include information on places to camp. Plan to include all areas and places available for outdoor activities, even though some may be outside the council boundaries. (Cub Scout activities include day camping, family camping, and Webelos camping; it is recommended that separate information be provided for pack leaders.)
 - Decide on the amount of information needed.
 - Determine the roles that the lodge and the camping committee will play in the development and completion of the project.
 - Determine how to finance production of the guide.

Camping Promotion Visit Timetable

Date schedule adopted by lodge: _____ From September _____
 _____ To September _____

Deadline Date	The Job to Be Done	Date Completed
	Meet with council camping committee.	
	Lodge and chapter advisers obtain assignments and approval of plans.	
	Organize lodge and chapter camping promotion committees. Committees develop pattern of operation to carry out program.	
	Classify camping by district in advance. Classify each unit by camping status—always camps, sometimes camps, rarely camps, never camps.	
	Recruit and train three- to five-member visitation teams.	
	Obtain materials for visitation teams. Provide and train them in use of movies, videos, charts, literature, "Where to Go Camping" publications, exhibits, etc.	
	Contact unit leaders to schedule visits. Explain program to them; arrange time, place, facilities; suggest that parents be invited.	
	Make visits as scheduled. Be prepared with materials; know about units in advance; reschedule visits if necessary.	
	Set deadline for all unit visits. Dates must be set in advance and held to, unless officially extended, if plan is to be successful.	
	Give final report to council camping committee. Report should be in writing with unit analysis and results, problem areas, suggestions, etc.	

2. The camping chairman should discuss the project at a camping committee meeting. If necessary, they should obtain financial help from other council sources. Final approval of the project by the camping committee is a must. It is unwise to start the project without the committee's official approval.
3. After the camping committee gives its approval, the lodge executive committee should adopt the project and appoint an *ad hoc* committee (or designate a standing committee) to take over the project and produce the guide.

Collecting information for the guide:

1. The assigned committee meets, discusses procedures to follow, and draws up a form to be used in gathering the information about each outdoor area or site. This form may include requests for the following information:
 - A general description of the site or area.
 - Is the site good for Cub Scouts, Scouts BSA, Sea Scouts, Venturers, or all?
 - Check activities the site is best suited for—picnic, sightseeing, day hike, overnight camp, long-term camp, career exploration, high-adventure trip, education tour, etc.
 - Facilities available—eating places, fireplaces, water, electric power, tables, buildings, toilets, etc.
 - Site regulations—permits necessary, fee charged, regulations on fires or use of facilities, adult leader required, contact for reservation, etc.
 - Special features—swimming, boating, hiking trails, nature study area, mountains, conservation areas, field sports, game areas, winter sports, fishing, hunting, guides available, conducted tours, etc.
 - Where the site is and how to get there—address, telephone, travel directions, distance, map, etc.

- If a printed guide is planned, secure photos, diagrams, or maps that can be reproduced.
2. Use a prepared form to record information on areas and places used by Scouting groups. Follow these procedures:
 - Send forms to unit leaders asking them to suggest possible areas and places to include in the booklet.
 - Request the help of council and district Scouters in developing a list of sites and areas to visit.
 - Consult council and district records for areas and places used by Scouting groups for visits, camporees, expeditions, Scouting shows, or pilgrimages.
 3. Check on additional sources of information:
 - Lodge members ask for information from their friends and parents.
 - Committee members contact conservationists, forest rangers, police departments, city bureaus, chambers of commerce.
 - Committee members investigate local, state, and national park facilities.
 4. Be sure to include information about the following:
 - National Camping Award of the Boy Scouts of America
 - All useful information about your council camp(s) and other councils' camps within a reasonable driving distance
 - All well-established annual regional and/or council events
 - Historical trail programs
 - High-adventure bases and programs of the Boy Scouts of America and local councils

Organize the information, eliminate all duplications, and then get the reactions of a few unit leaders to your rough draft. Refine the copy,

have it duplicated, printed, published online, and distribute to all unit leaders. Many lodges also produce a version for publication on their lodge and council websites, with links to other resources on the internet.

Membership Records

It is essential that each lodge keep accurate membership records at all times. Knowing who the members are and how they can be contacted (address, phone number, and email) is vital for good communication. All personal information must be protected on behalf of the lodge's members. Knowing the dates of Ordeal and Brotherhood memberships and Vigil Honor recognition is vital to conducting accurate inductions.

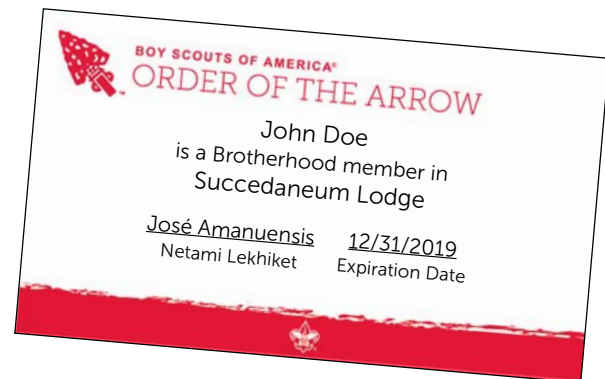
Every lodge also needs to know who has paid the current year's dues. Continuing to mail correspondence and newsletters to unregistered members is costly. More importantly, determining who has not paid dues tells the lodge whom it needs to contact to encourage reregistration. Perhaps the members feel left out and need to feel wanted. A call, letter, or email from a friend or the OA unit representative could make a difference.

All lodge members must first be registered members of the Boy Scouts of America. The Scout executive is required to certify that all lodge members are currently registered members of the BSA and have been checked against the council ScoutNet membership files as part of the annual lodge charter renewal process.

OA LodgeMaster

The Order of the Arrow has developed the OA LodgeMaster Membership Management System for lodge administrative record-keeping. Use of this automated system is required for all lodges in the country. Multiple, simultaneous access to use and edit data, central data storage, and nightly back-up are provided. The system maintains the history of past members and their induction dates and can track everything from service hours to event attendance to finances. It can also manage most aspects of

lodge administration, including attaining Journey to Excellence recognition, printing membership cards and address labels, and sending mass emails.



Lodge Membership Fees and Dues

Each lodge sets its own annual dues and its fees for induction into the OA. Only registered Scouts and Scouters who have been officially inducted into the OA are eligible to pay dues and be members of the lodge.

The fee for new member induction varies widely around the country. It should be kept to a minimum and should cover dues, Ordeal sash, *Order of the Arrow Handbook*, and a lodge pocket flap. Food, insurance, and other costs are also included.

Annual lodge dues should also be kept to a minimum, covering the cost of mailings to members, the lodge charter renewal fee, and other expenses. Most lodge dues are \$10-\$15. Lodge members should receive a new membership card within 30 days of payment of their dues.

The lodge charter renewal fee is based on the total paid membership as of the last day of the lodge's dues year. The records of dues received should be kept in OA LodgeMaster by the lodge secretary or membership committee.

Members of the OA may be official dues-paying (and in the case of youth, voting) members of only one lodge, that being the lodge chartered to the council where they have their primary Scouting registration. Members may only

wear the lodge pocket flap of the lodge where their dues are paid. Therefore, the lodge pocket flap must match the council shoulder patch of the council to which the lodge belongs.

When an active member moves and wishes to be transferred to another lodge, the lodge secretary or membership committee should provide the Arrowman's membership record in the Order to the Scout executive of the new council.

If a member's dues are not paid, they are not allowed to wear a lodge pocket flap. They also cannot attend lodge functions or become Brotherhood or Vigil Honor members. Youth members whose dues are not paid also cannot vote. Members may be reinstated with no penalty by paying their current year's dues.

Lodge Pocket Flaps

Cloth lodge emblems ("flaps") are made available by most lodges. BSA uniform and insignia policy requires that these pocket flap patches be made of, and embroidered on, cloth, and must be of a size and shape as to cover the right breast pocket flap and not extend beyond the outer edge of the uniform pocket flap. They must show the lodge name and totem. All OA patches must include "BSA" or the Boy Scout emblem in their design. The beading of flaps is against BSA uniform and insignia policy as are chapter or clan flaps and therefore these types of flaps are prohibited.

It is strongly encouraged that no honor distinction be denoted by the flap or flap border. The national Order of the Arrow committee also recommends that no restrictions be placed on the purchase of flap patches by members of the lodge. Only the pocket flap of the lodge in which a member is currently a dues paying member may be worn.

If the lodge has been recognized with one of the levels of achievement in the lodge Journey to Excellence program, members of the lodge may wear a JTE pin on their lodge flap. Only the most recent pin awarded may be worn and

it must be mounted against the left vertical border of the flap.

Lodge Finances and Financial Records

Current, accurate financial records are essential to a lodge's well-being. The lodge must know how much money it has, along with its income and expenses. Knowing things as simple as how much it costs to have the lodge pocket flap made, or how much a lodge event costs, aids the lodge in planning.

The lodge is to be self-supporting, requiring no funding from the council. Estimating how much money will be collected from various sources and keeping records of how it is spent will enable the lodge to prepare and operate within a budget. OA LodgeMaster provides support and reporting for financial transactions, budgeting, trading post sales/inventory/consignments, and asset control.

The lodge treasurer should report regularly, at each lodge executive committee meeting, on the financial condition of the lodge. Financial close-out reports of each lodge event should be prepared; this is the basis for planning future events.

The financial transactions of the lodge must be processed through the council; they are subject to council regulations and auditing procedures as described in *The Local Council Accounting Manual*. All lodge and chapter funds must be handled through the council's financial system and deposited into the council's Order of the Arrow custodial account.

Lodges are encouraged to use the OA *Lodge Finance Manual*, which is available at www.oa-bsa.org.

Lodge Charter Renewal

Each lodge operates under a charter granted by the National Council and must apply annually for renewal. The charter renewal kit is mailed to the council Scout Executive in October of each year. All lodge charters expire on December 31.

All councils of the Boy Scouts of America have an Order of the Arrow lodge. The Boy Scouts of America will grant a charter to only one lodge per council. When councils merge, their OA lodges must also merge.

Lodges must submit their completed charter renewal application through OA LodgeMaster. The system automatically calculates the fee, and the council is billed by the national service center. A printed copy of the application must be signed by the lodge chief, lodge adviser, and Scout executive, and then scanned and emailed to the national service center by December 31.



Submission of the lodge's data through OA LodgeMaster and a signed application are required for a new charter to be issued. Orders for supplies, Founder's Awards, and Vigil Honor certificates will not be processed for a lodge whose charter has not been renewed, and lodge members cannot attend section, regional or national OA events out of council. A dropped charter may be reinstated by paying the current year's charter fee and submitting the required information to the national service center.

Lodge Journey to Excellence Program

The Lodge Journey to Excellence Program (JTE) is the performance measurement and recognition program for all Order of the Arrow lodges. The program evaluates and encour-

ages lodge performance through continuous improvement. It provides a guide for good lodge administration and recognizes bronze, silver, and gold levels of achievement in program and operation. JTE is the latest evolution of the previous National Standard Lodge, National Honor Lodge and National Quality Lodge programs. Similar, complementary programs have been developed for sections and chapters.

Scouting's Journey to Excellence
2018 OA Lodge Performance Recognition Program

Council name: _____ Lodge name: _____ Form completed by: _____
 Headquarters: _____ Region: _____ Phone number: _____
 Council number: _____ Section: _____ E-mail address: _____

To qualify for recognition, lodges must renew their 2018 charter on time and be in compliance with the current OA Handbook, Guide for Officers and Advisers, Field Operations Guide, Guide to Inductions, and ceremony books. A completed JTE petition and worksheet (through OA LodgeMaster) are required to receive a 2018 lodge charter.

Item #	Objective	Bronze level	Silver level	Gold level	Bronze points	Silver points	Gold points
Membership							
1	Membership growth: Examine positive growth in youth membership over the 2017-2018 year.	Grow youth membership by at least 1	Grow youth membership by at least 5%	Grow youth membership by at least 10%			
2	Membership retention: Track the membership rate of youth lodge members.	Achieve 50% retention of youth members	Achieve 63% retention of youth members	Achieve 75.5% retention of youth members	250	300	450
3	Unit elections: Conduct unit elections in all camps and teams within the council.	Complete unit elections in 50% of troops/teams	Complete unit elections in 60% of troops/teams	Complete unit elections in 90% of troops/teams	75	150	300
4	Ordeal completion: Induct youth Ordeal candidates.	Induct at least 80.0% of youth Ordeal candidates	Induct at least 73.0% of youth Ordeal candidates	Induct 100% of youth Ordeal candidates	100	200	450
Program							
5	Lodge event participation: Increase lodge membership participation at all lodge-wide events.	Average at least 70% of lodge membership at all lodge-wide events	Average at least 100% of lodge membership at all lodge-wide events	Average at least 170% of lodge membership at all lodge-wide events			
6	Methodism completion: Convert eligible youth lodge members to Methodism.	Convert at least 25.4% of eligible youth Ordeal members	Convert at least 33.5% of eligible youth Ordeal members	Convert at least 50% of eligible youth Ordeal members	100	200	450
7	Service projects: Complete Scout (and/or approved service projects) on council property and in the community.	Complete projects equal to at least 4.0 hours of service per lodge member	Complete projects equal to at least 6.5 hours of service per lodge member	Complete projects equal to at least 15 hours of service per lodge member	50	100	200
8	Section and national event attendance: Attend section and national events.	See and achieve a lodge attendance goal at individual section and national events	Exceed the lodge attendance goal by 30%	Exceed the lodge attendance goal by 100%	25	50	100
Unit Service							
9	Unit activities: Conduct an in-person unit activity in every troop or team in the council. Such events happen at a unit meeting or event, and be conducted by Scouters/Advisers from other units.	In-person units conducted with 30.5% of troops/teams	In-person units conducted with 60% of troops/teams	In-person units conducted with 100% of troops/teams			
10	Unit of Excellence Award: Award trophies and teams in the council to earn the Unit of Excellence award.	Award earned by 4% of troops/teams in the council	Award earned by 10% of troops/teams in the council	Award earned by 20% of troops/teams in the council	50	100	200
Finance							
11	Contribution to council: Contribute cash, materials, or both to the council.	Contribute an average of \$1.00 per lodge member	Contribute an average of \$11.25 per lodge member	Contribute an average of \$26.00 per lodge member	75	150	300

The annual charter renewal process requires completion of the lodge JTE petition. When the charter renewal application is submitted through OA LodgeMaster, the lodge JTE petition and data are automatically transmitted.

To be considered for one of the three levels of recognition, the lodge must have filed its charter renewal on time and achieved the necessary point score on the JTE petition. The petition's objectives form an overall plan and guide that help ensure a successful lodge program.

Forming Lodge Chapters

Order of the Arrow lodges vary in size from about 50 to more than 4,000 members. In many lodges a chapter plan is necessary if the objectives of the OA are to be realized. In other

lodges where there are few members, chapters would be of little value. For these reasons, the national Order of the Arrow committee has purposely left the decision as to the need for chapters in the hands of the Scout executive in consultation with lodge leaders.

Before organizing chapters within a lodge, the council staff, lodge officers, and advisers should thoroughly study these factors:

- The active membership of the lodge
- The geography of the council
- Whether a chapter should include one or several districts (a district should never have more than one chapter in its geographical area)
- Whether sufficient potential members and leaders are available to support a chapter operation
- Whether the advantages of the chapter plan will offset the additional lodge administration that will be required
- Whether the best interests of Scouting and the OA will be served through a chapter plan
- Whether sufficient potential members exist to form effective ceremonial teams

After a careful study of these factors, the Scout executive decides whether chapters are needed. If they are, the Scout executive annually appoints a chapter adviser and staff adviser for each chapter. The chapter adviser functions at chapter meetings and activities in the same way that the lodge adviser does with the entire lodge. The chapter adviser works in conjunction with the chapter chief, chapter staff adviser, lodge adviser, lodge chief, district camping chairman, and lodge staff adviser. The chapter adviser should also become a member of the district camping or program committee.

As stated on [page 4](#), with the prior approval of the Scout executive, the chapter adviser may appoint an associate chapter adviser annually to help fulfill the objectives of the chapter. No more than one associate should be appointed for a chapter.

The chapter staff adviser should meet the qualifications specified for all advisers. This person works closely with the lodge staff adviser to coordinate lodge and chapter activities and promote harmony between the district camping committee and the membership.

The chapter officers are nominated and elected by the youth who are members of the chapter, in the same way that lodge officers are elected. Their duties are the same on the chapter level as those of lodge officers on the lodge level. The chapter chief and the chapter adviser become members of the lodge executive committee. Each chapter should have the same operating committees as the lodge. The chairs of these committees become members of the corresponding lodge operating committees. All candidates for chapter office or committee chair must meet the eligibility requirements outlined earlier in this section under the heading "[Lodge officers.](#)" on [page 4](#).

When a chapter plan of operation is firmly established, most Order of the Arrow projects, ceremonies, and activities can be carried out on a chapter basis. It should be possible for each chapter to train ceremonial teams to conduct Ordeals and Ordeal ceremonies, as well as the Brotherhood membership ceremony. Vigil Honor ceremonies must be left for the lodge to conduct. Service projects should be cleared with the district camping committee. The year-round program of the chapter must be coordinated with that of the district and lodge.

When larger lodges operate on an effective chapter basis, each chapter becomes much like a small lodge. In this way, more youth are given an opportunity to develop and demonstrate leadership and to share in the responsibility of giving cheerful service to their units and districts.

Under a well-established chapter plan, the entire lodge gathers only occasionally. Each chapter plans its program to carry out the objectives of the lodge. Events, such as call-out ceremonies, Ordeals, Ordeal ceremonies, and Brotherhood ceremonies can be conducted by chapter personnel. Service projects and social events lend themselves better to

smaller groups than to the entire lodge. Some chapters develop dance teams and hold banquets, campouts, and other Order of the Arrow activities.

When the entire lodge gets together for a fall reunion, an annual meeting, or a weekend conclave, the event takes on the atmosphere of a fellowship conference. This event should feature fun, fellowship, inspiration, and training.

An Order of the Arrow *Chapter Operations Guide* is available at www.oa-bsa.org.

Don't Just Meet: Do (But Not Too Much)

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

It is recommended that general lodge meetings or activities be held at a time most convenient for the majority of its members to attend.

Lodge officers direct activities through their executive committee meetings. The actual work of the lodge happens through the lodge or chapter committee meetings—not at general meetings. The frequency of committee meetings is determined by the work to be done and the time of the year.

Arrowmen are expected first to give service to and be active in their own units. Then as time permits, they can assist the lodge in such activities as unit elections, camping promotion, service to council camping facilities, etc.

In addition, Arrowmen have other outside and school interests and activities, so they will not be interested in attending too many lodge and chapter meetings and activities. Don't try to schedule too many ceremonies, inductions, rehearsals, or fellowships, either.

Lodge Rules

Each lodge should develop and formally approve a written set of lodge rules to govern its operations. These rules should be reviewed annually and should cover topics like insignia, officers and advisers, officer election and replacement, meetings, activities, and dues. In addition, the national Order of the Arrow committee requires that the following rules be incorporated into all lodge rules. *No lodge rule, policy, or procedure may deviate from or change in any manner a requirement in the current printing of any of the Order's literature.*

- I. Mission. The mission of this lodge is to fulfill the purpose of the Order of the Arrow as an integral part of the Boy Scouts of America through positive youth leadership under the guidance of selected capable adults.
- II. Name and affiliation of lodge. The lodge shall be known as: _____ Lodge, _____ Council No. _____, Boy Scouts of America, and shall be under the supervision of the council camping or program committee and the administrative authority of the Scout executive.
- III. Election to membership.
 - A. The requirements for membership in this lodge are as stated in the current printing of the *Order of the Arrow Handbook* and the *Order of the Arrow Guide for Officers and Advisers*.
 - B. The procedure for the Ordeal shall be as stated in the current printing of the *Order of the Arrow Handbook* and the *Guide to Inductions*.
- IV. Officers.
 - A. The officers of this lodge shall be lodge chief, lodge vice chief(s), lodge secretary, and lodge treasurer. These elected officers must be younger than 21 during their entire term of office.
 - B. The lodge executive committee shall be composed of the elected lodge officers, immediate past lodge chief, lodge

operating committee chairmen, lodge adviser, one member of the council camping or program committee if appointed by the Scout Executive, chapter chiefs, chapter advisers (where applicable), Scout executive, and lodge staff adviser.

- V. Brotherhood membership. Completion of Brotherhood membership shall be in accordance with the requirements in the current printing of the *Order of the Arrow Handbook* and the *Order of the Arrow Guide for Officers and Advisers*.
- VI. The Vigil Honor. Attainment of the Vigil Honor shall be in accordance with the requirements in the current printing of the *Order of the Arrow Handbook* and the *Order of the Arrow Guide for Officers and Advisers*.
- VII. Finances. All Order of the Arrow funds shall be handled through the council service center and go through all normal council accounting procedures.
- VIII. Voting. Arrowmen under the age of 21 who are primarily registered with a unit in this council and whose dues are currently paid in this lodge may vote in matters of lodge business.

Drug, Alcohol, and Tobacco Policy

The Boy Scouts of America prohibits the use of alcoholic beverages and controlled substances at Scouting encampments or activities on property owned and/or operated by the Boy Scouts of America, or at any activity involving participation of youth members. Arrowmen learn from the examples set by their advisers. Advisers should support the attitude that young adults are better off without tobacco and may not allow the use of tobacco products by anyone at any BSA activity involving youth participants. This includes the use of electronic cigarettes, personal vaporizers, and electronic nicotine delivery systems that simulate tobacco smoking.

Membership Requirements

Unit leader approval. To become eligible for election, a Scout must be registered with the Boy Scouts of America and have the approval of their unit leader prior to the election. The unit leader must certify their Scout spirit (*i.e.*, their adherence to the Scout Oath and Law and active participation in unit activities). The unit leader must also certify that the nominee meets all specified requirements at the time of this annual election.

Youth membership qualifications. All members of, or candidates for membership in, the Order of the Arrow who are under 21 years of age shall be considered youth members or candidates for youth membership, subject to meeting the following requirements:

- Be a registered member of the Boy Scouts of America.
- At the time of their election, youth must be under the age of 21, and hold one of the following ranks corresponding to the type of unit in which they are being considered for election: Scouts BSA First Class Rank, Venturing Discovery Award, or Sea Scout Ordinary rank, or higher, and following approval by the Scoutmaster, Crew Advisor or Sea Scout Skipper, be elected by the youth members of their unit.
- Have experienced 15 nights of camping while registered with a troop, crew, or ship within the two years immediately prior to the election. The 15 nights must include one, but no more than one, long-term camp consisting of at least five consecutive nights of overnight camping, approved and under the auspices and standards of the Boy Scouts of America. Only five nights of the long-term camp may be credited toward the 15-night camping requirement; the balance of the camping (10 nights) must be overnight, weekend, or other short-term camps of, at most, three nights each. Ship nights may be counted as camping for Sea Scouts.
- Adults (age 21 or older) who meet the camping requirement may be selected fol-

lowing nomination to and approval by the lodge adult selection committee.

Candidates for youth membership shall be elected by other youth members in accordance with policies set forth by the national Order of the Arrow committee.

Scouts with special needs. The Order of the Arrow is committed to including Scouts and Scouters who have special needs because of a disability. In the case of special-needs troops, election teams should follow the same procedures, keeping in mind that any Scout who is classified as a youth member of a Scouts BSA troop, Venturing crew, or Sea Scout ship regardless of age, will be considered a youth (voting) member. All other membership requirements remain the same.

When inducting a Scout or Scouter with a special need, as with any candidate, lodges should make the activities challenging within the individual's limitations, and plan accordingly. Accessibility to ceremonial circles, sleeping sites, and appropriate work projects should be taken into consideration to ensure a meaningful induction. (See the appendix for ["Guidelines for Assisting Scouts and Scouters with Special Needs"](#).)

Adult membership qualifications. All members of, or candidates for membership in, the Order of the Arrow who are 21 years of age or older and who are registered members of the Boy Scouts of America shall be considered adult members or candidates for adult membership. Individuals shall be selected as candidates based on the following:

1. **Adult leaders in units:** Each year, upon holding a unit election for youth candidates that results in at least one youth candidate being elected, the unit committee may nominate registered unit adults, 21 years of age or older, for membership in the OA to the lodge adult selection committee, composed of the lodge adviser, the chairman of the council committee on which the lodge adviser serves, and the lodge staff adviser. The number of adults nominated can be no more than one-third of the number of youth candidates elected, rounded up

where the number of youth candidates is not a multiple of three. 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. Recommendations of the adult selection committee, with the approval of the Scout executive, will be candidates for induction, provided the following conditions are fulfilled:

- Selection of the adult is based on the ability to perform the necessary functions to help the OA fulfill its purpose, and not for recognition of service, including current or prior achievement and positions.
- The individual will be an asset to the OA because of demonstrated abilities that fulfill the purpose of the Order.
- The camping requirements set forth for youth members are fulfilled.
- The adult leader's membership will provide a positive example for the growth and development of the youth members of the lodge.

2. **Adult leaders in council and district positions:** The lodge adviser, district chairmen, council president, or members of the professional staff may nominate adults to the lodge adult selection committee. All requirements set forth for adult leaders in units must be fulfilled, with the exception of the camping requirements, which may be waived at the discretion of the lodge adviser and Scout executive. Recommendations of the adult selection committee, with the approval of the Scout executive, serving as Supreme Chief of the Fire, will become candidates for induction.

Adults may be nominated for membership only one time per year as either unit Scouters or district/council Scouters, but not both. How they are nominated depends on where they maintain their primary registration.

The Key 3 Team For Lodge Administration

The Lodge Chief	The Lodge Adviser	The Lodge Staff Adviser
1. Elected from the youth membership of the lodge. Responsible to the Scout executive through the lodge adviser and staff adviser for performance of duties. Becomes a member of the council camping or program committee.	1. Appointed annually by the Scout executive. Becomes a member of the council camping or program committee and may be elected to the council executive board. Attends all meetings of that council committee and knows the camping situation in each unit. Knows from chapter reports which units need camping promotion and training.	1. Appointed annually by the Scout executive. If not a member when appointed, participates in the first available Ordeal. Consults with the Scout executive on annual performance and appointment of the lodge adviser.
2. Responsible for adherence to the program and policies of the lodge. Attends appropriate council, section, regional, and national OA functions.	2. Understands the policies and principles of the OA and sees that they are followed in the lodge. Sees that all lodge funds are handled properly. Attends all lodge functions. Attends appropriate council, section, regional, and national OA functions.	2. Understands the policies and principles of the Boy Scouts of America and the Order of the Arrow. Communicates and ensures their application to OA functions. Ensures funds are properly budgeted, receipted, disbursed, and transmitted according to council procedures and the accounting manual of the BSA. Attends all lodge functions and other appropriate OA activities.
3. Works closely with the lodge adviser, seeking advice and training. The chief does not wait for the adviser to call, but calls the adviser often. Establishes annual goals and objectives for the lodge including attainment of Journey to Excellence recognition.	3. Sees that the lodge officers get the job done by providing them with tools, opportunities, and necessary transportation. Knows the adult role in the Order of the Arrow and does not wait for the lodge chief to call, but is self-motivated and offers help. Assists in establishing goals and objectives, including attainment of Journey to Excellence recognition.	3. Provides council, regional, and national information, literature, and correspondence to lodge advisers and appropriate committees. Orders materials and supplies from the national service center and Supply Group.
4. Attends all lodge activities and lodge executive committee meetings. Promotes attendance and participation of lodge officers and committee chairs.	4. Makes sure that the lodge chief conducts the lodge executive committee meetings. Attends and sits with the lodge chief at all meetings and activities.	4. Works with the lodge adviser to help the lodge chief conduct lodge executive committee meetings. Attends and sits with the lodge adviser and lodge chief.
5. Appoints lodge operating committee chairs in consultation with the lodge adviser and lodge staff adviser.	5. Appoints an adult adviser to each lodge officer and committee chairman, in consultation with the lodge chief and staff adviser.	5. Recommends and obtains Scout executive approval of prospective adult advisers.
6. Assigns lodge members to operating committees in consultation with the lodge adviser and lodge staff adviser.	6. Helps every adult Arrowman in the lodge to be a functioning adviser, either as a unit leader or an adult adviser to a lodge or chapter committee or project. There are no honorary adult positions in the Order, the lodge, or the chapter.	6. Encourages appropriate adult participation and support to committees and activities. Informs professional staff associates of OA activities, program, and correspondence.

The Lodge Chief	The Lodge Adviser	The Lodge Staff Adviser
7. Reminds lodge officers and committee chairmen to attend meetings of lodge operating committees related to their assignments.	7. Reminds adult lodge committee advisers to attend the meetings of the lodge operating committees related to their assignments. Ensures the lodge charter renewal application is completed and submitted on time.	7. Works with the lodge adviser to ensure appropriate adult participation in meetings of lodge operating committees related to their assignments. With the lodge adviser, ensures the lodge charter renewal application is completed and submitted on time.
8. Presides over all lodge and lodge executive committee meetings. Works from an agenda established by the Key 3. Solicits agenda items from lodge officers and committee chairs.	8. Aids the lodge chief in producing effective agendas for these meetings. Promotes attendance of appointed adult advisers. Encourages work with officers and committee chairmen prior to the meetings.	8. Recommends agenda items. Ensures that financial and activity reports required from the council office are printed with timely information. Works with advisers to the lodge treasurer and other committees concerning the information in the reports.
9. Responsible for planning and conducting lodge activities.	9. Limits annual lodge activities to an appropriate number of exciting events scheduled each year that involve the entire lodge membership. These activities should be well planned and provide opportunities for the Arrowmen to learn more about the Order and how to provide effective service. Clears all dates with the staff adviser.	9. Represents the OA at the council annual planning conference, coordinating dates with council, section, region, and national dates. Makes appropriate reservations for council facilities. Works with office staff to ensure timely communication to the membership and units. Involves the OA in council programs. Ensures lodge representation at national and section OA functions.
10. Delegates duties to fellow lodge officers and committee chairs.	10. Helps the lodge chief delegate the full burden of the lodge program so that it is shared with the other lodge officers and committee chairmen.	10. Monitors the delegation of responsibilities and assists the lodge adviser and lodge chief in evaluation, assignments, and follow-up.
11. Sees that the chapter program gives complete support to the lodge program.	11. Understands that the chapter (when so organized) is a division of the lodge for carrying out the lodge program. Understands that the chapter is not a superunit unto itself, but is a camping promotion aid for units. Every youth in the chapter is a member of a unit and has unit responsibilities. Each chapter activity should result in an enriched program for units. Frequently reviews the goals with officers to see that the Order of the Arrow program is being actively followed in each district.	11. Recommends to the Scout executive the appointment of chapter staff advisers. Communicates with chapter staff advisers and ensures appropriate council services to the chapter system. Evaluates and makes suggestions for chapter programs.

The Lodge Chief	The Lodge Adviser	The Lodge Staff Adviser
12. Undertakes lodge service projects with the advice and approval of their adviser.	12. Clears all lodge service projects with the staff adviser. Knows that the Arrowman is primarily a member of a unit and that Order of the Arrow projects must NOT remove a youth from their unit too often. The lodge service projects undertaken should be directly related to camping, the council Cub Scout, Scouts BSA, Venturing, or Sea Scouts programs, and the community.	12. Keeps the Scout executive informed on all OA projects. Recommends potential service projects for OA consideration. Coordinates with the camp ranger on Ordeal and other OA projects at camp.
13. Appoints the Vigil Honor nominating committee (chair and members approved by the lodge adviser and Scout executive).	13. Appoints an adviser to the Vigil Honor nominating committee in coordination with the lodge chief and staff adviser.	13. Administratively supports the functions of the Vigil Honor nominating committee.
14. Promotes the correct wearing of the Scout uniform by personal example and special lodge education programs.	14. Sets the example for youth and adult Arrowmen by correctly wearing the Scout uniform with the proper badges and insignia correctly placed.	14. Sets the example for youth and adult Arrowmen by correctly wearing the Scout uniform with proper badges and insignia correctly placed.
15. Works with the adviser in providing the lodge officers and chairmen with unit contact information.	15. Provides lodge officers and committee chairmen with district rosters of the units so that proper contact can be made for unit elections, camping promotion, etc. As the lodge adviser, maintains constant and regular contact with the staff adviser so that person can quickly relay any unit personnel changes, etc.	15. Secures rosters and reports required by the OA in a timely manner for their use.

Duties of an Associate Lodge Adviser

1. As directed, supports and assists the lodge adviser in carrying out the operations of the lodge.
2. Assumes other responsibilities and duties as assigned.
3. Promotes participation in section, region, and national OA and Scouting events.
4. Interprets OA policy in consultation with the lodge adviser.
5. Serves as an example of the ideals of the BSA and the Order of the Arrow.
6. Wears the Scout uniform correctly.
7. Attends meetings as directed by the lodge adviser.
8. Functions as an adviser to the youth members.

Because the Order of the Arrow is principally a youth organization, unit, district, and council Scouters are not selected for membership as a recognition. Selection should take place only when the adult's position in Scouting will make OA membership more meaningful in the lives of the youth membership.

Professional membership. Members of the professional service of the Boy Scouts of America shall be considered *ex officio* members of the lodge of the council in which they are employed. Members of the professional service designated by the Scout executive to serve in camp positions should be given an opportunity to complete the Ordeal and the Ordeal ceremony if they have not previously been inducted into a lodge of the OA. Members of the professional service whose responsibility in the council would be enhanced may be inducted into the lodge based on the recommendation of the Scout executive and upon completion of the Ordeal experience and ceremony.

Camp staff members (paid but not considered members of the professional service) shall be elected only by members of their own unit if they are under age 21 and meet the youth membership requirements. Staff members over age 21 must meet the adult membership requirements and be selected as either unit Scouters or district/council Scouters.

Honorary membership. Honorary membership in the Order of the Arrow is not authorized and shall not be given. Membership in the OA shall be gained only through fulfillment of membership requirements as stated in the official literature of the Order of the Arrow, Boy Scouts of America. Visiting Scouts or leaders cannot be given honorary memberships in the OA.

Life membership. A life membership in the OA is not authorized and shall not be recognized. Membership in the OA requires current registration with the Boy Scouts of America. There is no official or authorized life membership registration status for the Order of the Arrow in the Boy Scouts of America.

Unit Elections

To become a member of the Order of the Arrow, a Scout is chosen by vote of the youth in their unit. This is a unique feature of the OA since the majority of those who select their candidates for this honor are not members of the lodge. However, lodge members in the unit have a vote as well as nonmembers. In this way membership is controlled by the youth in their own units and not by those who are already Arrowmen.

It is important that the members of the unit have the membership requirements properly explained to them.

Registered active member. In Scouts BSA, Venturing, or Sea Scout units, every registered active member of the unit under age 21 at the time of election is eligible to vote.

A Scout who carries a current national membership card and participates in at least some unit activities during the year is considered to be a registered active member of the unit. For example, a youth away at college who participates in some unit activities when home, such as a campout, camporee, or occasional unit meeting, should be considered a registered active member.

A youth who moves away or drops out of the unit because of other interests would not be counted in the registered active membership figure.

Elections outside the registered council. All elections must be conducted by the Order of the Arrow lodge of the council in which the unit is chartered. *No unit may visit outside its own council and hold an OA election under the auspices of an OA lodge of another council.*

Election to Ordeal

1. The lodge will determine the time of the year unit elections will be held and should inform unit leaders of this by mail well in advance. Lodges are encouraged to complete all unit elections prior to their units

going to summer camp. This ensures that the maximum number of unit members can be present to vote in the election. Elections may not occur in Cub Scout packs.

2. The lodge, through the unit elections committee, should work with the troop leader in establishing the actual time and place to conduct the election. The Order of the Arrow should be represented by a two- or three-member team from the lodge or chapter unit elections committee. All election team members must be trained and in proper uniform during the election.
3. Before the election, the OA team must secure from the unit leader verification that at least 50 percent of the registered active unit membership is present. If at least 50 percent is not present, an election cannot be held. The number of registered active members and the number present are entered in the spaces provided on the "Unit Election Report (in the *Guide to Unit Elections*). If the unit leader is an Arrowman, he may explain to the group the purpose of the Order of the Arrow and the basis upon which candidates should be selected, and describe the method of election. If the unit leader is not a member of the Order, a member of the OA team should make this presentation with the unit leader's consent, demonstrating that election leadership is a cooperative effort of the unit leader and the OA team.
4. The unit leader provides a list of all registered active members of the unit who meet all eligibility requirements, including attitude and participation. The names of these members are entered on the report form and the unit leader signs the certification.
5. The election team leader explains the following to the unit leader:
 - This is the current method of election approved by the national OA committee in use by the lodge.
 - Only one election may be held per year.
- All eligible youth who receive votes from at least 50 percent of those who turn in ballots are elected. If no one is elected a second vote may be held immediately, and the result of this vote will be final.
6. A voter may list on their ballot any combination of names, including all eligible candidates who he believes are worthy to become members of the Order of the Arrow.
7. The OA team conducts the election using the "Unit Elections Ceremony" (in the *Guide to Unit Elections*). Stress the following points:
 - Select the candidates who, in your opinion, have set the best examples of brotherhood, cheerfulness, and service.
 - Vote only for those you believe will continue in unselfish service to your unit.
 - If you feel that no one is worthy, turn in a blank ballot.
 - If you are new in the unit and do not know the candidates well enough to vote wisely, you may abstain by not turning in a ballot at all; this will not affect the final result.
 - Youth eligible for election also vote, and they may vote for themselves if they feel they are worthy.
8. When the voting is finished, the OA election team counts the number of ballots turned in, and enters the numbers on the unit election report.
9. The OA team determines the minimum number of votes one must receive to be elected, as follows: If the number of ballots turned in was even (2, 4, 6, 8, etc.), divide this number by two. If the number was odd (1, 3, 5, 7, etc.), add one and then divide by two. The number of votes a youth must receive to be elected is entered on the report form.

10. The votes are counted in private by the election team and the unit leader to determine who has been elected. All votes count equally. If at least one has been elected, the election result is final. If no one is elected, the OA team announces this fact and states that the unit will now be given the opportunity to vote again. Time is allowed for further explanation of the purpose of the OA and the election procedures, and for any questions. (No information about the votes received by candidates is to be revealed at any time.) The second ballot is then held immediately, and if the unit still elects no one, this is the final result for the year's election. The OA team places a check mark next to the names of those who have been elected.

Note: Two unit elections videos, "Conducting a Quality Unit Election" and "Electing New Members Unit Elections" are available at www.oa-bsa.org.

Announcement of results. As soon as the election is completed, the unit leader may or may not choose to announce to the entire unit the names of members who have been elected. Often, if the unit will be participating in a call-out, the announcement of results may be postponed until the call-out. The names and addresses (plus additional information the lodge feels is necessary) are listed on the election report form. OA team members sign the form and mail it to the specified address immediately following the election.

Call-outs. Most lodges offer optional call-out ceremonies for newly elected candidates; these candidates should be called out at the earliest possible time, either at a resident camp, a camporee, or a special ceremony. The *Guide to Inductions*, which is available at www.oa-bsa.org, contains information on how to conduct a call-out ceremony. Lack of participation in a call-out ceremony does not affect eligibility to attend an Ordeal; lodges should invite all duly elected candidates to all Ordeals while they are candidates (see "Candidate Status" below). Call-outs should be conducted by the OA lodge of the council in which the unit is chartered. This is the preferred method of call-out.

It is recognized that there is some value in holding a call-out at a summer camp. A lodge may not call out candidates from a visiting out-of-council troop unless the unit leader presents a letter from the home lodge chief and lodge adviser, requesting the call-out and identifying the members to be called out. A signed copy of the home lodge's unit election report must accompany this letter. The home lodge chief and lodge adviser must receive confirmation of the call-out following the event.

Candidate status. Scouts and adults remain candidates until completion of the Ordeal and Ordeal ceremony. If this period of candidacy exceeds one year, the candidate's name will be dropped. To become candidates again, they must be elected/selected again. The executive committee of the lodge may extend the one-year limit if a candidate is ill or there are other unusual circumstances.

If a candidate permanently relocates to a new BSA council prior to completing the Ordeal, the candidate should immediately join a unit in the new council. A copy of the election report must be presented to the new unit leader to arrange induction in the new lodge. The candidacy period is not restarted or extended.

Ordeals. Candidates for membership in the OA must complete the Ordeal and must be inducted into the OA by the lodge that serves the council in which the unit is chartered. Out-of-council Ordeals are not permitted except when religious custom and observance precludes attendance at the Ordeals of a Scout's home lodge (e.g., Sabbath-observant Jewish Scouts). In this special case, the region Order of the Arrow chairman may be petitioned for an exception to permit the Scout to be inducted by another lodge.

Ceremonies

Although we might not always understand or remember all that happened, our most vivid and lasting impression of the Order of the Arrow was probably formed during the pre-Ordeal, Ordeal, and Brotherhood ceremonies. The exhilarating fatigue that comes from work-

ing hard with very little food amid the excitement of a special ceremony heightens the experience of the Ordeal. So it is important to the success of the OA that every lodge conduct the best ceremonies possible.

Businesses usually are successful when they spend extra time and effort on their customers, and if a lodge is active enough to qualify for the Journey to Excellence recognition, it probably can credit some of its accomplishments and strengths to good ceremonies. Because candidates realize and remember that a lot of hard work went into “their” ceremonies, the lodge’s efforts in producing good ceremonies often are repaid by inspired new members who will take an active interest in the activities of the OA.

Conducting ceremonies. Ceremonies are an important part of the activities of the Order of the Arrow. They must always be conducted in a manner that is in complete compliance with the ceremony texts and the [Guide to Inductions](#). Neither hazing nor any other action that endangers the health or disrespects the candidates has a place in an OA ceremony.

Ceremonies should be dramatic and held in an appropriate setting with proper use of American Indian attire and approved council fire techniques. Nothing should be done to detract from the serious purpose of honoring candidates. The difference between success and failure of a lodge starts with the ceremonies of the OA. Proper attire, a well-kept and symbolically correct ceremonial circle, ceremonialists who understand and have fully memorized their parts, efficient time management, and respectful treatment of candidates all contribute to meaningful ceremonies.

Ceremonial teams. The ceremonies of the OA are designed to be rich and vibrant experiences that communicate the essence of the OA to the candidates in an inspirational and memorable manner. To achieve this effect, ceremonialists must understand the symbolism associated with the principal they are to personify; they must know verbatim the words they are to say and be able to speak so as to be heard clearly by each candidate. Above all, they must understand the meaning of their words and be moti-

vated to convey that understanding to candidates. All Arrowmen involved in conducting ceremonies must be fully aware of the impact their efforts will have on candidates and members. Our ceremonies are far too important to allow for mediocrity.

Four ceremonial team members are needed for the pre-Ordeal, Ordeal, and Brotherhood ceremonies. Fewer team members are needed for the Vigil Honor ceremony. Regardless of the ceremony, all ceremonialists must be youth members of the OA (younger than 21).

Ceremonial team members must hold the membership of the ceremony being conducted (or a higher membership level). For example, an Ordeal member may not be a member of the Brotherhood ceremony team, but a Brotherhood member may be a member of the Ordeal ceremony team.

Additional members, as many as may be desired by the lodge, may serve as caretakers of the council fire, assistant guides, etc., so long as they are younger than 21.

All principals who conduct the ceremony should wear ceremonial attire that is appropriate and respectful of the American Indian cultures being represented in our actions. In addition they should wear their current Order of the Arrow sash. Other members attending join in the circle of membership, in Scout uniform, wearing their current OA sash. All members should help preserve the quietness, dignity, and inspiration of the occasion.

Members should not take photographs or video recordings of the pre-Ordeal, Ordeal, Brotherhood, or Vigil ceremonies. Photography and video recording are a distraction to the ceremonialists and candidates and compromise the inspirational environment lodges take great care to create.

Approved ceremonies. There is no official notification or call-out ceremony for Ordeal membership or the Vigil Honor. Instead, lodges are encouraged to develop their own call-out ceremony. A list of key elements that all Ordeal call-out ceremonies should include can be found in the [Guide to Inductions](#). The Ceremony for the Vigil Honor contains information

on call-out ceremonies and candidate notifications.

All other ceremonies of the Order are prescribed nationally and are contained in the [Guide to Inductions](#), [Ceremony for the Ordeal](#), [Ceremony for the Brotherhood](#), and [Ceremony for the Vigil](#). They were carefully reviewed and approved by the BSA National Alliances team and various religious groups. *No change of any kind is permitted in these ceremonies.* Ceremonies must be memorized and presented without deviation. All spoken words and movement diagrams are to be followed. **Hazing, kneeling, and blindfolds are forbidden in all Order of the Arrow ceremonies.**

Call-out ceremony. Many lodges have developed a call-out ceremony for use at summer camp, unit meetings, retreat ceremonies, campfires, camporees, and other district/council events.

Each lodge should develop its own call-out ceremony. The *Guide to Inductions*, available at www.oa-bsa.org, contains information on how to conduct a call-out ceremony and a sample call-out text that lodges may use as a basis for their own call-out ceremonies. Here are some basic principles that must be observed:

1. Call-out ceremonies shall be held in public.
2. The candidates and the audience of youth, parents, and leaders shall be made aware of the importance of the honor being given.
3. The name, unit, and community of each candidate shall be announced clearly.
4. Call-out ceremonies should be dignified and impressive. They may have an American Indian theme. Campfires, drums, and American Indian dancing may be used to supplement, but not overwhelm, the honor.
5. Rough stuff, making the candidates kneel, blindfolding the candidates, hazing, teasing, marking the candidate in any way, or any other kind of physical or psychological

abuse has no place in the Order of the Arrow and is strictly forbidden.

Brotherhood Ceremony. The ceremony for Brotherhood membership is in the *Ceremony for the Brotherhood* pamphlet, available at www.oa-bsa.org.

At a time and place determined by those responsible, the Brotherhood ceremony may be held as outlined in the *Ceremony for the Brotherhood*. Only Brotherhood candidates and Brotherhood and Vigil Honor members may attend. Brotherhood ceremonies are encouraged at every lodge fellowship event held at camp.

From the inception of the Order of the Arrow in 1915, it was intended that all members should be of the same rank or standing. Brotherhood membership does not carry with it any degree of rank, status, or special privilege within the lodge. It is not to be thought of as a separate honor in the same sense as the Vigil Honor. Except for making the necessary arrangements for Brotherhood ceremonies, Brotherhood members should not meet as a separate group. Social and service activities are intended for all members of the lodge.

The Brotherhood is an opportunity for members to evaluate their unit service since their induction, to contemplate their future service to the lodge, and to reaffirm their belief in the high purposes of the OA. The ceremony is intended as a source of inspiration, motivating its members to render even greater service to Scouting and the lodge.

Brotherhood membership can only be conferred by an Arrowman's home lodge—the lodge that serves the council in which the Arrowman's unit is chartered.

Face paint policy. The use of face paint, body paint, and wigs by non-American Indians could be offensive to some groups of American Indian people. Where lodge activities related to ceremony and dance are offensive to local American Indians, they must be discontinued for OA members. Appropriate local use is to be interpreted by each lodge based on their relationship with American Indian tribes in the

council area and those being represented in lodge ceremonies.

National Order of the Arrow conferences, conclaves, and other events conducted beyond the individual lodge will not permit face paint, body paint, or wigs to be used in social or competition dancing or in ceremonies, ceremony team evaluations or ceremony competitions.

Protected species and flag policies. No feathers, talons, or other parts from protected species of birds may be worn in Order of the Arrow dance competition or used in demonstrations, displays, workshops, or ceremonies. Nearly every bird species is protected, except resident state game birds and domestic fowl such as turkey and chicken. The same might be true regarding animal or reptile parts; if so, they are equally forbidden. Check with the U.S. Department of Interior, Fish and Wildlife Service, and state conservation authorities for details.

Within the guidelines found in the U.S. Code pertaining to the American flag, flags are not to be worn as apparel. With this in mind, no type of U.S. flag can be worn as part of ceremony or dance attire. Flag motifs in quillwork and beadwork are acceptable.

Fire Safety. All ceremonialists must be aware of and adhere to the *BSA Guide to Safe Scouting*. The chapter of particular interest is VI. Chemical Fuels and Equipment. The passages of note are:

1. "Using liquid fuels for starting any type of fire—including lighting damp wood, charcoal, and ceremonial campfires or displays—is prohibited.";
2. "Definitions: Prohibited chemical-fueled equipment—Equipment that is handcrafted, homemade, modified, or installed beyond the manufacturer's stated design limitations or use."; and
3. "Definitions: Approved chemical-fueled equipment—Commercially manufactured equipment, including stoves, grills, burners, heaters, and lanterns that are designed to be used with chemical fuels."

Homemade torches are therefore prohibited. Torches that are commercially manufactured, like Tiki torches, are acceptable.

A trail marker-can that uses a roll of tissue soaked in kerosene is prohibited. A trail marker-can that uses a candle is acceptable.

Lodges should develop a fire mitigation plan for all ceremonies. This plan should be submitted to the appropriate council committees for approval. The lodge should have fire extinguishing equipment available during a ceremony to deal with any unplanned fires. An adult knowledgeable about chemical fuels and equipment should be appointed to supervise the storage, handling and use of chemical fuels and equipment. Before leaving the ceremonial circle and the trails leading to and from the area, all fires must be completely out.

Additional information is contained in the *OA Guide to Inductions* available at www.oa-bsa.org.



Choosing Vigil Honor Candidates

The Vigil Honor is a high mark of distinction and recognition reserved for those Arrowmen who, by reason of exceptional service, personal effort, and unselfish interest, have made distinguished contributions beyond the immediate responsibilities of their position or office to one or more of the following: their lodge, the Order of the Arrow, Scouting or their Scout

camp. Under no circumstances should tenure in Scouting or the Order of the Arrow be considered as reason enough for a Vigil Honor recommendation. (For a complete explanation of the meaning and selection criteria, refer to "Vigil Honor" in the *Order of the Arrow Handbook*.)

The following procedure has been established by the national Order of the Arrow committee to maintain a consistent, high standard in the selection of Vigil Honor nominees across the country. Lodges should observe the following procedure in recommending candidates for the Vigil Honor and in carrying out the Vigil Honor induction. None of the Vigil selection and induction procedures may be delegated to chapters, other than to recommend candidates to the lodge nominating committee.

The lodge chief appoints a Vigil Honor nominating committee chairman and committee members composed of youth who have been approved by the lodge adviser and Scout executive. The lodge adviser appoints one adult adviser in consultation with the lodge chief and staff adviser. The chairman and committee members are usually Vigil Honor members; however, any youth member of the lodge may serve on the committee, provided that they are not eligible to receive the Vigil Honor. A committee of five to 10 youth has been found effective in many lodges. The key is to keep the committee to a manageable size, yet large enough to complete its task. The committee should be of sufficient size so that its members will collectively be aware which Arrowmen have been the leaders and workers in the lodge.

Mailed ballots should never be used for selection of Vigil Honor candidates. Open discussion between members of the Vigil Honor nominating committee is the best way to ensure that all eligible Brotherhood members receive proper consideration. *Inasmuch as the Vigil Honor does not connote a separate membership or grouping, it is inappropriate for the nominating committee to be "a committee of the whole" involving all or substantially all Vigil Honor members of the lodge. Nor is the Vigil Honor nomination process to be one in which*

the Vigil Honor members of the lodge, as a group, determine who is selected.

In selecting Vigil Honor candidates, the lodge nominating committee may reach agreement through consensus, without a formal vote. However, if a vote is taken in order to select Vigil Honor candidates, only those members younger than age 21 may vote, as in all OA matters. The nomination flows from the lodge to the national committee.

The lodge nominating committee should use the following step-by-step procedure in determining Vigil Honor nominations to be submitted to the national Order of the Arrow committee for approval.

1. Secure from OA LodgeMaster a list of Brotherhood members who are in good standing with the lodge and the Boy Scouts of America and who have been Brotherhood members for at least 2 years. *There will be no posthumous Vigil Honor candidates.*
2. Determine the number of Vigil Honor candidates that the lodge is eligible to nominate to the national committee by finding out the total lodge membership, as reported on the most recent lodge charter renewal application. Use this figure against the chart, "Quota Table: Vigil Honor Nominations," to determine the maximum number of candidates the lodge is eligible to nominate.

Quota Table: Vigil Honor Nominations

Total lodge membership reported on latest charter renewal application	Maximum number of lodge Vigil Honor nominations
0–99	2
100–149	3
150–199	4
200–249	5
250–299	6
300–349	7
350–399	8

Quota Table: Vigil Honor Nominations

Total lodge membership reported on latest charter renewal application	Maximum number of lodge Vigil Honor nominations
400–449	9
450–499	10
500 or more	Ratio 1 to 50

- In selecting candidates for the Vigil Honor, keep in mind that all candidates must be in good standing with the lodge and the BSA and must have been Brotherhood members for two years or longer at the time of selection by the lodge Vigil nominating committee.

When weighing “distinguished service” in nominating candidates, remember to measure a Scout on a youth’s standard and an adult on an adult’s standard.

To maintain a proper ratio of youth to adults in awarding the Vigil Honor, the national committee has established a policy which requires that at least 50 percent of a lodge’s nominations must be for candidates younger than 21, including those, as outlined below, that do not count against the quota for any given year. All nominations may be for candidates younger than 21, but no more than 50 percent may be for persons 21 years of age or older.

Nomination of professional Scouters, the council president, council camping or program committee chairs, and camp rangers will not count against the lodge quota for total nominations. However, these nominations will count toward the policy limiting total adult nominations to a maximum of 50 percent of the total nominations submitted in a given year. Adults in this group must meet the requirement of at least two years of service as Brotherhood members.

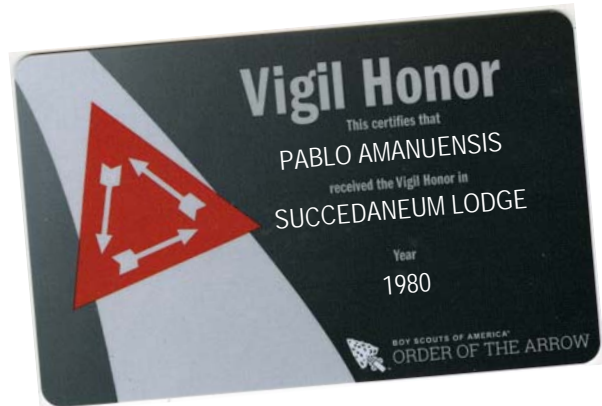
- Select an **honorable** American Indian name and its English equivalent for the candidate. Use the [“Lenni Lenape Word List”](#) or

another credible American Indian language text. The Vigil Honor name should be selected in a serious manner, based upon each person’s qualities, talents, or traits.

- Prepare the Vigil Honor petition, available at www.oa-bsa.org.

The petition must be filled out completely before it can be approved. Particular care should be used in furnishing the date that Brotherhood membership was conferred. Specific reasons for nominating the candidate for the Vigil Honor should be listed completely and concisely. The petition must be used during the current charter calendar year. Unused quota may not be carried over to future years.

- Secure approval of the petition from the lodge chief, lodge adviser and Scout executive. Each must personally sign the petition before forwarding to the director of the Order of the Arrow. Unsigned petitions will be returned to the council. A lodge’s Vigil Honor petitions must be submitted as a group, and only once per calendar year.



- Check the box on the form if a Vigil ID card is desired. Scan and email the signed petitions to the national service center. The council will be billed for the total amount due. A minimum of 30 days must be allowed for the national Order of the Arrow committee to consider the petition and advise the lodge of its acceptance or rejection. Do not assume approval or make a public announcement until certificates have been received in the council service center.

8. Upon receipt in the national service center, petitions will be reviewed. If approved, certificates will be sent to the council Scout executive. If petitions are not approved, the council Scout executive will be notified with an explanation for the disapproval or a request for further information.
9. When the certificates have been received, arrange for notification or conduct a call-out of the Vigil Honor candidate.
10. Order Vigil Honor sashes from the Supply Group of the Boy Scouts of America through the local council service center.
11. Arrange and conduct the Vigil Honor induction. If there are no Vigil Honor members in the lodge, arrange to have candidates inducted by a nearby lodge that has Vigil Honor members, or bring in Vigil Honor members from another lodge to conduct the induction. Approved Vigil Honor candidates must be inducted within **one year** of national service center approval (the date on the certificate). Otherwise the certificate must be returned to the national service center and the name will be removed from the approved list. Their selection must then be considered anew with a future year's quota.
12. Arrange and conduct a public presentation of Vigil Honor sashes and certificates to the new Vigil Honor members at a major function of the council or the lodge.
13. If approved candidates are not inducted, it is very important to notify the director of the Order of the Arrow immediately. Otherwise, they will be assumed to be inducted members of the Vigil Honor.

Planning for the Vigil induction ceremony must include arranging for drivers for the candidates and the ceremonial participants following the ceremony.



Vigil Honor sash





Structure, Program, and Awards

The Order of the Arrow is fully integrated into the outdoor program of the Boy Scouts of America as Scouting's National Honor Society. Nationally, the magnitude and dynamics of the Order of the Arrow program require administration by a full-time, paid staff. This staff works at the national service center and is responsible for carrying out all aspects of the OA's program, processing Vigil Honor and Founder's Award recognitions and lodge charter renewals, liaising with local councils, and conducting all national business and financial matters of the OA.

The staff is headed by the director of the Order of the Arrow. The director is assisted by an associate director.

The Order is a self-funded program and pays all costs associated with its operation through its own revenue sources, which include annual lodge charter fees and recognition sales.

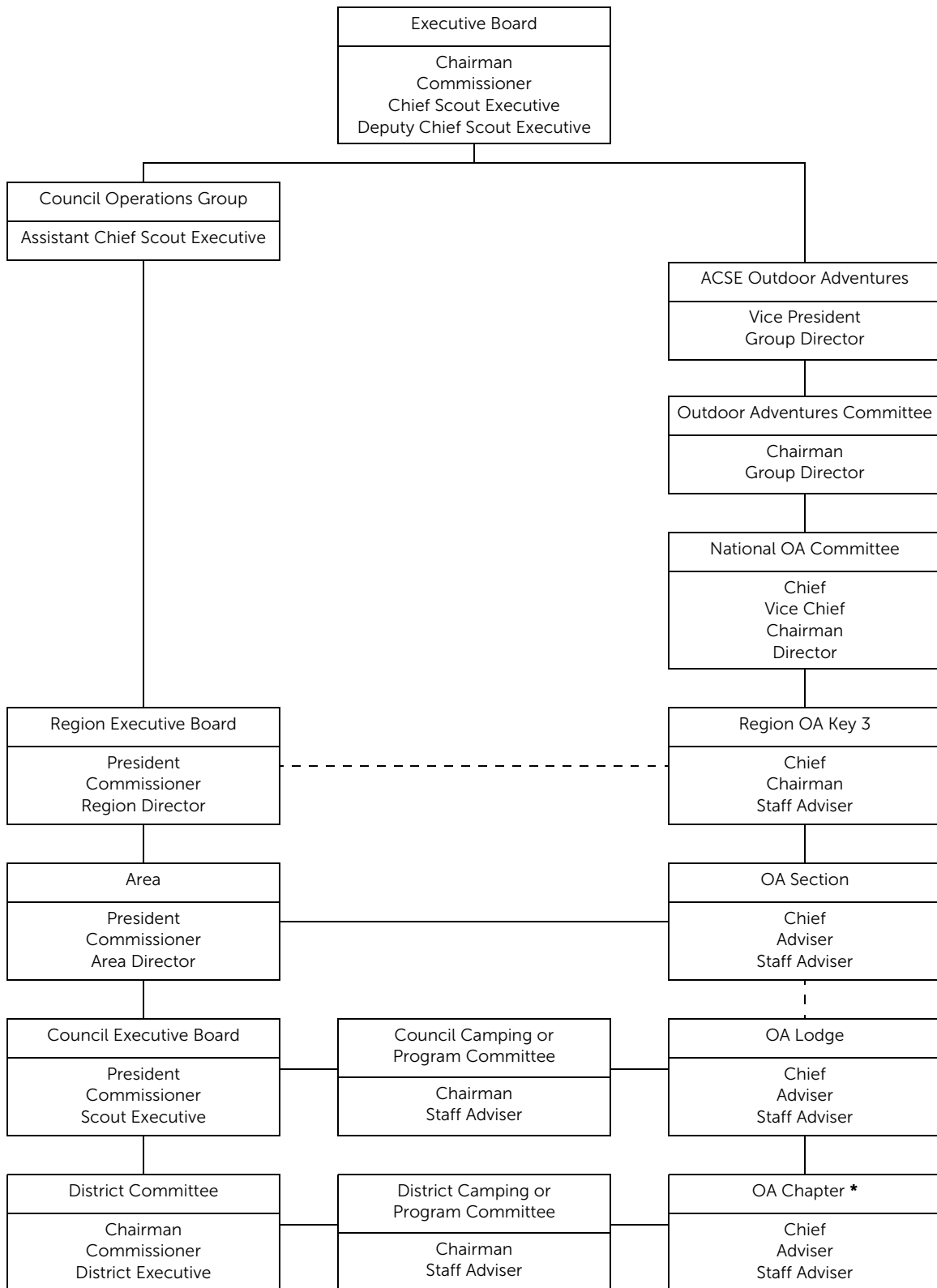
The [Field Operations Guide](#) provides complete information on the field organization and operations of the Order of the Arrow at the national, regional, and section levels.

For additional information on national policy, programs, and events, the Order of the Arrow also maintains an official Website: www.oa-bsa.org. The *Guide for Officers and Advisers* and the [Field Operations Guide](#) are available for download and printing at the website.

The national OA committee may be contacted through:

Boy Scouts of America
Order of the Arrow, S325
1325 West Walnut Hill Lane
P.O. Box 152079
Irving, TX 75015-2079
Phone: 972-580-2438

The Order of the Arrow and its Place in Scouting



* A chapter can consist of one or more districts.

National Order of the Arrow Committee

The national Order of the Arrow committee, a support committee of the national Outdoor Adventures Committee, sets policy and directs the program of the OA. The OA has more than 150,000 members nationally, organized into more than 270 lodges, grouped into sections of the four regions.

The volunteer leader is the chairman of the national Order of the Arrow committee. The chairman is appointed annually by the chairman of the national Outdoor Adventures Committee. There are approximately 50 members of the national Order of the Arrow committee; they are appointed annually by the chairman.

The staff advisers to the national committee are the director and associate director of the Order of the Arrow. These individuals are national professional Scouters.

The national chief and national vice chief are the top youth leaders of the OA and serve on the national committee to provide youth involvement in decisions affecting the program nationally. The immediate past national chief and immediate past national vice chief may also serve on the national committee.

To implement and manage the program of the Order of the Arrow, the national committee is organized along these functional lines:

- Communication
- Development
- Finance and Strategic Planning
- National Events
- Outdoor Adventures
- Recognition, Awards, History, and Preservation
- Region and Section Operations
- Strategic Performance
- Technology
- Training

- Unit, Chapter, and Lodge Support

Vice chairmen of the national committee are appointed by the chairman annually to manage and administer each of these areas.

Every five years, the national committee establishes a Strategic Planning Task Force. Organized across functional areas, the task force develops the OA's multi-year plan for growth and improvement.

Because of the size and complexity of the program and the number of individuals who serve on the committee to deliver the program across the country, a steering committee has been created to manage the day-to-day affairs of the National Committee. As a whole, the national committee meets semiannually; the steering committee meets two additional times during the year. Various members of the steering committee are in constant contact with one another to handle the work of the OA on a daily basis. Members of the steering committee are the national chairman, national vice chairmen, past national chairmen, national chief, and national vice chief. The director and associate director of the Order of the Arrow serve as nonvoting members.

National Conference

Every two years, usually in late July or early August, the Order of the Arrow holds a national conference. The national conference is held over six days with 7,000 to 10,000 Arrowmen participating, coming from throughout the United States and its territories, and some from overseas. The conference program includes innovative leadership development programs, fellowship periods, inspirational gatherings (shows), ceremony team development, American Indian pageants, camping promotion, and opportunities to hear and talk with national leaders of the Order of the Arrow and the Boy Scouts of America.

National Conference Committee

The national Order of the Arrow conference is planned and conducted by the national conference committee, which is composed of the national committee members and those youth from throughout the country, younger than 21, who are currently serving as section chiefs. Section chiefs and national committee members participate in a national planning meeting held annually in late December.

As their first order of business, the section chiefs elect a national chief, a national vice chief, and four region chiefs.

To be eligible to hold a national office as national chief, national vice chief, or region chief, a section chief must be younger than 21 during the entire term of office. In addition, no person who has ever held one of these national offices can ever again be eligible to hold any national youth OA office.

These officers serve until their successors are elected at the next planning meeting. The national chief and vice chief organize subcommittees and direct the program planning for the national conference. Members of the national Order of the Arrow committee serve as advisers.

Following the elections, the national conference committee is divided into functional subcommittees, called conference committees, with each section chief being assigned to one after indicating the committee of their preference. The committees meet, and each elects a chair, called a conference vice chief. Like the section conclave, these committees often include training, ceremonies, special events, communication, shows, competitions and recreation, conference festival, camping, American Indian events, and others.

While the responsibilities are definite, it must be remembered that at each level of the Order of the Arrow, the three types of leaders—youth, volunteer, and professional—must work in close harmony to ensure an effective program.

National Leadership Seminar



The National Leadership Seminar (NLS) is a national Order of the Arrow leadership program conducted in a weekend conference format. The adaptive leadership approach builds on ethical leadership, self-awareness, and skills needed to lead teams and individuals. The program is designed to enhance the leadership capacity and abilities of the OA's youth and adult members as they seek to improve their service to the Boy Scouts of America and the greater community.

The NLS is an intensive, engaging, and experiential learning opportunity in which attendees will gain knowledge about themselves, learn how to adapt their leadership approach to their current situation, and cultivate a mindset of resiliency. While designed to be a fun engaging experience, the NLS program is also mentally challenging. Attendees should be developmentally, physically, and mentally prepared to actively engage in a strenuous and invigorating weekend. Youth participants should be at least 15 years of age or a chapter or lodge officer.

The NLS program is executed at the region level by a trained and qualified youth staff.

Developing Youth Leadership Conference



The Developing Youth Leadership Conference is an innovative training program for all advisers, regardless of their current responsibilities. Advisers learn how to apply the words and skills learned in NLS

when working with young people.

The Developing Youth Leadership Conference will help advisers learn how to establish a lodge and chapter culture that grows leaders who are capable of establishing goals, building teams,

and guiding the lodge's work. Prior participation in the National Leadership Seminar is encouraged but not required. Information about future DYLCs can be found on the region websites.

Order of the Arrow Adviser Conference

The Order of the Arrow Adviser Conference is a week-long training experience staffed by members of the national OA committee. Training topics requested by conference participants are emphasized, which often include improving membership retention, lodge and chapter communication techniques, how to work effectively with youth, role of the adult in the OA, and tips on achieving Journey to Excellence recognition. This conference is open to all adult members of the OA who advise youth in their lodge or chapter. Adult Arrowmen interested in the conference can find additional information at www.philmont-trainingcenter.org.

Regional Organization

The Boy Scouts of America is organized into four geographical regions: Central, Northeast, Southern, and Western.

The region chief is the youth leader of the region elected by the section chiefs from that region at the national planning meeting. The region chief must be younger than 21 during the entire year of their term; and will serve until a successor is elected. The election is held following the election of the national chief and national vice chief.

The volunteer leader in the region is the region Order of the Arrow chairman. Appointed annually by the region director in coordination with the chairman of the national Order of the Arrow committee, this person is responsible for administering and managing the program regionally, with a special emphasis placed on the role of adviser to the region chief.

The region staff adviser is appointed by the national OA director in partnership with the

appropriate regional director. Duties of the region staff adviser include regular communication and counsel with the region OA chairman and region.

Each of the regions is divided into geographical areas composed of a number of councils. The number of areas varies according to region. The region director establishes the area boundaries and appoints an area director to provide leadership to the programs within the area. The councils in each area are grouped into one or more sections by the area director, based on recommendations made by the region Order of the Arrow chairman and region staff adviser.

Communication is a very important role for the region. Some regions use a newsletter to keep their sections up-to-date.

Each region has its own website:

central.oa-bsa.org

northeast.oa-bsa.org

southern.oa-bsa.org

western.oa-bsa.org

Section Organization

The section provides an inter-lodge forum for lodge and chapter leaders, bringing them together for fellowship and mutual improvement through the exchange of ideas. The section organizes and conducts an annual conclave at which training plays a major part. In addition, the section creates a monitoring/mentoring relationship with its lodges, provides leadership development opportunities, fosters understanding and adherence to national OA policies and procedures, and coordinates OA administrative and program functions.

The section officers are the chief, vice chief, and secretary. They are elected at the annual business meeting held during the conclave. The section adviser is the adult volunteer leader, and a professional Scouter serves as staff adviser. These Arrowmen are appointed annually by the area director, with the concurrence of the region Order of the Arrow chair-

man and region staff adviser. The advisers work closely with the section officers in planning and conducting the conclave.

The section adviser is the important link between lodges within the section. This person provides advice and guidance to the section officers and is an important resource of program ideas and help for lodge advisers.

A field operations publication is available at the OA's official website, www.oa-bsa.org, and should be used by all section officers and advisers. The *Field Operations Guide* is designed as a guide to administration and program pertaining to section, region, and national operations of the OA. It includes current information about the organizational structure and program, as well as the section rules.

Secondly, the *Field Operations Guide* is dedicated to providing the necessary background, knowledge, and information about how to organize and run a successful section conclave. It is informative and full of helpful hints, including sample training outlines.

Names and addresses of all elected personnel should be sent by the staff adviser to the director of the Order of the Arrow within a week following the election of section officers.

The OA and International Scouting

The Order of the Arrow is an integral part of the program of the Boy Scouts of America and operates within its official structure. Neither the OA nor individual members may enter into any type of agreement concerning the OA and another Scout association or individuals in terms of individual or honorary memberships.

Remember, to be eligible for election to the Order of the Arrow, the individual must first be a registered member of the Boy Scouts of America. Recognizing international camp staff participants or members of other national Scout associations with any type of OA membership is contrary to the policies of the Boy Scouts of America. This type of recognition also can create difficulties in the Boy Scouts of

America's relationships with other national Scout associations.

Special Programs and Awards

A variety of special programs and recognitions have been created by the national Order of the Arrow committee over the years. Each is administered by the director of the Order of the Arrow, and pertinent information and appropriate forms are available at www.oa-bsa.org.

Josh R. Sain Memorial Scholarships. These college assistance scholarships are awarded annually to immediate past national officers (chief, vice chief, or region chief) and immediate past section chiefs, based on exceptional service and scholarship achievement. The scholarships are given in memory of 1997 National Vice Chief Josh Sain, who died in a car accident during his term of office. The first two awards were given in 1999.

Maury Clancy Indian Campership fund. The campership fund was created in 1971 to help provide funds to those American Indian Scouts needing assistance to attend resident camp. The fund was subsequently named in memory of long-time national committee member Maury Clancy, who contributed significantly to the OA. Mr. Clancy emphasized the significance of our country's American Indian culture and worked to encourage the preservation of our American Indian heritage. Lodges may contribute to this fund through their section at will, thereby increasing the fund and enabling more camperships to be awarded.

E. Urner Goodman Camping Award. The award was established as a tribute and testimonial to the OA's founder, E. Urner Goodman. Its purpose is to encourage and challenge Order of the Arrow members and lodges to increase their effectiveness in promoting and increasing Scout camping in each council. Awards are presented annually to two outstanding lodges in each region. For a lodge to be eligible for consideration, it must have completed the E. Urner Goodman Camping Award petition (available at www.oa-bsa.org) which

must be submitted to the national service center by December 31.

National Service Award. The National Service Award was created in 1998 to recognize annually two lodges in each region that have performed outstanding service, both in a qualitative and quantitative manner, to their local council. To be considered for this prestigious award, the lodge must have completed the National Service Award petition (available at www.oa-bsa.org) which must be submitted to the national service center by December 31.

National Service Grant program. Each year the national Order of the Arrow committee makes available matching grant money to lodges for camp or service center projects in their local councils. The Order will provide up to one-half of the money for a selected service project. The maximum amount that will be granted is \$5,000. Selected projects must be consistent with the lodge/council strategic plans. Grant applications are available at www.oa-bsa.org and must be submitted by October 31; those lodges granted awards will be notified by the following January 31. To be eligible for grant consideration, the lodge must not have received a grant from the Order within the last two years.

Founder's Award. The Founder's Award was created to honor and recognize those Arrowmen who have given outstanding service to the lodge. The award is reserved for those Arrowmen who memorialize in their everyday life the spirit of achievement as described by founder E. Urner Goodman. The award is a handsome bronze medallion bearing the likenesses of E. Urner Goodman and Carroll A. Edson, with wooden base and brass plate suitable for engraving. The award is suitable for display at home or the office. Also available is the Founder's Award arrow ribbon, similar to the universal arrow ribbon, except that it has a gold-colored arrow suspended from a red ribbon. Lodges may petition the national Order of the Arrow committee to present up to four awards annually, based on lodge membership. If the lodge presents more than one award, one must be to a youth under the age of 21. Petition forms are available at www.oa-bsa.org.

Red Arrow Award. The award was created in 1967 to recognize individuals who are not members of the OA for outstanding service to the OA. This attractive award, a red arrow and medallion superimposed on an engraved plaque and a miniature charm for civilian wear, can be awarded only by action of the national Order of the Arrow committee. Petitions, available at www.oa-bsa.org, must be submitted to the director of the Order of the Arrow. The awards are presented at the national Order of the Arrow conference.

Distinguished Service Award. The Distinguished Service Award was created in 1940 to honor those who rendered service to the Order beyond the lodge level. The award is presented to those Arrowmen who have rendered distinguished and outstanding service to the OA on a sectional, regional, or national basis. It is given primarily for dedicated service to the Order and Scouting over a period of years. The first awards were presented at Camp Twin Echo, Pennsylvania, to E. Urner Goodman, Carroll A. Edson, and eight others at the 1940 national meeting. Between 1940 and the first national conference in 1948, the award was presented at national meetings as deserving individuals were found. Thereafter, the award presentation became a traditional part of the pageantry and ceremony of the national conference. Since the time of the first awards in 1940, through 2018, 1,019 Distinguished Service Awards have been presented. This alone is a testament to its high standard of excellence. The award is a sterling silver arrowhead, bearing an arrow pointing upward and to the wearer's right, suspended from a white neck-ribbon upon which are embroidered red arrows. A white square knot embroidered upon red cloth is available for uniform wear, and a miniature silver arrowhead lapel pin is available for civilian wear. Presentation of the award is limited. Arrowmen whose service records are the most outstanding and extend farthest beyond others are usually selected. Nominations are open to both youth and adult Arrowmen. Petitions are available at www.oa-bsa.org.

Innovation Award. The Innovation Award recognizes chapters and lodges for their efforts in

improving the OA program and provides a means to chronicle the best ideas in addition to promoting and sharing them nationwide as “best practices.” It recognizes innovation at every level of the organization, and as such, any idea that has been proven to positively impact the chapter, lodge, district, council, or Scouting will be considered. To be eligible, the lodge must have completed an award petition (available at www.oa-bsa.org) and must be submitted to the national service center by December 31. Selections will be made by the national Order of the Arrow committee. Two awards will be presented in each region each year. The awards consist of a certificate and a donation of \$1,000 to the recipient council’s permanently restricted endowment fund.

Unit of Excellence Award. The Unit of Excellence Award identifies those units, and leaders within them, that excel at incorporating the OA into their annual planning. This annual award recognizes units that invite the lodge to conduct quality unit elections, participate in lodge events and meetings, and operate a complete OA unit representative program. Units that qualify are recognized by a ribbon for the unit flag each year the award is achieved. In addition, the OA Unit representative, adviser, and unit leader are recognized by a certificate and patch. More information on the award, order forms and certificates are available at www.oa-bsa.org.

Other awards. A variety of recognition items are available from the BSA Supply Group for use by lodges and chapters. These include plaques suitable for engraving, statuettes, and certificates. These may be obtained through the council service center. While it is not necessary to obtain approval of the national Order of the Arrow committee for these local recognitions, lodges and chapters must have the Scout executive’s approval prior to presentation.

It is recommended that awards of this type be kept to a minimum so that they are more meaningful to the recipients.



Appendix

Guidelines for Assisting Scouts and Scouters with Special Needs

This information is provided to help members of the Order of the Arrow address issues regarding Scouts and Scouters with special needs. It is important to realize that **70 percent of disability = ability**, and that the Order of the Arrow program can be adapted to include everyone. Do not assume what a person is capable (or incapable) of doing by looking at them. These guidelines should help in understanding ways to adapt to meet special needs while still upholding the customs and traditions of the OA. Even though the experience may need to be different, it is no less meaningful to those involved.

Eligibility

If a unit leader believes that a Scouts BSA First Class, the Venturing Discovery Award, or the Sea Scout Ordinary rank (or above) Scout cannot complete the camping requirement of the youth membership qualifications due to a disability or long-term medical condition, he or she should contact the lodge adviser well in advance of the unit election to discuss possible modification or waiver of the camping requirement. The lodge adviser should contact the Scout executive, who has final authority in the matter. The Scout executive should make a determination in consultation with the council's Disability Awareness Committee. In councils where this committee does not exist the Scout executive should make the decision on his or her own. If the Scout executive grants a modification or waiver of the camping require-

ment, the lodge or chapter should then schedule and conduct the unit's election.

Inductions and Ceremonies

The Ordeal

It is important to understand how a disability can affect a candidate's ability to perform the four tests of the Ordeal. The best way to establish this understanding is by asking questions of the candidate and/or their parents, unit leader, or a medical professional. This should begin immediately after the election/nomination of an individual with a special need. It is important that all of those involved with the Ordeal (including elangomats and ceremonialists) understand as much as possible about the candidate.

The night alone. Most individuals will be able to complete this test, but some might require slight adaptations. Someone might need to spend the night with the candidate to ensure safety, as that is the number one priority. A Scout or Scouter who uses a wheelchair for mobility might not be able to transfer out of their chair to sleep on the ground, but a simple accommodation like a cot can help them complete this test. Some individuals might need private surroundings to address bathroom/toileting issues but can sleep outdoors without assistance.

Good judgment of all parties involved is important to ensure a safe and pleasant experience. Unit leaders often can answer most

questions and can provide the necessary assistance for the candidate.

The day of silence. There may be times that the vow of silence will need to be broken to advocate immediate needs and concerns, and flexibility should be provided. When possible, the special accommodations should be done apart from the other candidates. If a discussion is held prior to the Ordeal, a candidate with a special need can be asked to carry a pen and paper to minimize the need to actually talk during the Ordeal.

Scant food. This test requires pre-event planning and might be the requirement that needs the most flexibility. Many medicines are required to be taken with food, or full glasses of water or milk. They also might need to be taken at scheduled times during the day to ensure medical consistency. Discussing a candidate's special dietary needs prior to the event is essential. Foods that typically are used during the Ordeal might not suffice or be practical to Scouts or Scouters with a special need.

Arduous labor. Work projects still can be very meaningful but might need to be done a little differently. Try to establish ahead of time some projects that will meet this goal. Whenever possible, include the candidate with a special need in the same projects as the other candidates.

Training Elangomats and Ceremonialists

It is important that special needs are discussed and understood by each person that will be involved with the induction process. If there is a need to make an accommodation, everyone needs to understand why and how to accomplish this. Consideration should also be given to allow the unit to provide an elangomat to work along with the candidate with a special need throughout the entire Ordeal process.

Direct questions about what needs to happen during the Ordeal process and the ceremony should be discussed prior to the event. A plan should be established that meets the needs of the candidate involved, as well as the lodge, but does not lose sight of the traditions of the

Order. Things to discuss might include, but should not be limited to:

- Can the individual pull the bow?
- Can they raise their hand in the Scout sign?
- Can they repeat the Obligation?

This is just a small sampling of questions to be considered, and while they may seem very basic, they need to be asked.

The Brotherhood

Most individuals with special needs can complete the Brotherhood requirements with little or no adaptation required. As in the Ordeal process, the induction team should hold a discussion prior to the Brotherhood process. Some questions to ask might include:

- Can the individual participate in the Brotherhood Hike?
- How can we help the Scout complete the tests during the ceremony?

The Vigil

The Vigil induction can be completed with some assistance without affecting the symbolism of the honor. It will be important to take special precautions to ensure the safety of the candidate and all involved. The induction processes for the Ordeal and Brotherhood should provide plenty of ways to conduct a successful Vigil induction that will make it a very meaningful experience for all involved.

Participation in OA Events

It is important to strive for **inclusion of all** in any OA event being planned, whether on a local, sectional, regional or national basis. Pre-event planning is the key to accomplishing this, and it is important that all registration and promotional information include a way to address special needs. Special needs can include but should not be limited to:

- Sleeping arrangements and personal hygiene needs

- Diet restrictions/accommodations
- Storage of medicine/medical supplies
- Assistance with mobility to programs at events
- Flexibility with service projects
- Language/communication issues
- Special parking/transportation

Stress that every reasonable effort will be made to meet special needs, **but it is the responsibility of the participant to indicate their needs in as much detail as possible prior to the event.** It should never be assumed that one can just show up at an event and find that their needs can be met. In order to help those with special needs make proper arrangements, **provide clear instructions on whom to contact and how to reach them.**

Section conclaves usually are held at a different location each year, and each location may provide different access. Each year the service lodge should include requests for special needs requirements in its pre-event information. Specific issues can be directed to the service lodge staff adviser.

National Leadership Seminars (NLS), Developing Youth Leaders Conferences (DYLC), and National Order of the Arrow Conferences can accommodate Scouts and Scouters with special needs. The same pre-event planning should occur to ensure the facility meets their needs. The region staff adviser can help with this information for NLS and DYLC, while all requests for special needs for NOAC should be addressed to the director of the Order of the Arrow. As with other requests, be sure to be as specific as possible to ensure the best results.

Youth Protection

Scouts and Scouters with special needs can be especially vulnerable to sexual abuse. Care should be given to meeting all guidelines for BSA Youth Protection.

Conclusion

The Order of the Arrow is a wonderful program that can be enjoyed by all. It is important to learn how to assist and involve all Scouts and Scouters in the program, and it is imperative to maintain and respect everyone's confidentiality and safety. Every individual, regardless of ability or disability, can have a rewarding experience as a member of the OA.

References

- Several BSA resources, including the *Guide to Working With Scouts With Special Needs and DisABILITIES*, No. 510-071 and the *Scouting for Youth With Disabilities Manual*, No. 34059 are available at www.scouting.org/programs/boy-scouts/the-building-blocks-of-scouting/disabilities.
- The University of Washington has a glossary of terms at www.washington.edu/doiit/glossary-disability-related-terms.
- The United Cerebral Palsy Association's website, www.ucp.org includes disability etiquette tips.
- The Americans With Disabilities Act and other disabilities-related laws and regulations can be researched by using Internet search engines.



Appendix

Lenni Lenape Word List

A

Able, One Who Is Able
 Abode, Residence
 Accomplished One
 Active One
 Advantage, One Who Gives
 Advantage Unto Others
 Adviser
 Afoot, He Who Goes Afoot
 Aged One
 Agreeable One
 Agrees, He Who Agrees
 Aids, One Who Aids
 Alder Tree
 Alone, One Who Is Alone
 Along the Bank
 Amusing One
 Ant
 Ardent One
 Arrow
 Assistant
 Assists, One Who Assists
 Assures, One Who Assures
 Attention, One Who Gets Attention
 Authority, One Who Has Authority
 Away, He Who Goes Away

Wunita
 Achpineen
 Pakantschiechen
 Wischixin
 Ichauweleman
 Witatschimolsin
 Pommissin
 Kikey
 Nachgundin
 Nguttitehen
 Witawematpanni
 Topi
 Nechoha
 Japeechen
 Klakaptonaganall
 Elikus
 Segachtek
 Alluns
 Witawematpanni
 Witschindin
 Kittaptonen
 Papenauwelendam
 Tschitanessoagan
 Elemussit

Behaves, He Who Behaves Well
 Believer
 Beloved
 Best
 Beyond, He Who Looks Beyond
 Big
 Big, One Who Is Big and Wide
 Birch Tree
 Bird
 Bird, Blackbird
 Bird, Redbird
 Black
 Black Fish
 Black Fox
 Black Snake
 Blameless One
 Blamelessly, He Who Lives
 Blamelessly
 Blanket
 Bleed, One Who Bleeds Fast
 Blessed One
 Blue
 Bluebird
 Boat
 Book
 Book Reader
 Boulder
 Bow (as in bow and arrow)
 Boy
 Boy, Big Boy
 Boy, Little Boy
 Bright
 Broad
 Brother
 Elder Brother
 Brother, Younger Brother
 Brotherhood
 Brown

Wulilissin
 Olsittam
 Ahotasu
 Wulit
 Wulowachtauwoapin
 Amangi
 Elgigunkhaki
 Wihhinachk
 Awehhelleu
 Tskennek
 Mehokquiman
 Sukeu
 Sukamek
 Wulalowe
 Sukachgook
 Kschiechelensin
 Wawulauchsin
 Akquiwan
 Kschiechgochgihillen
 Welapensit
 Schiwapew
 Tschimalus
 Amochol
 Bambil
 Achgindamen
 Ganschapuchk
 Hattape
 Skahenso
 Pilapeu
 Pilawetit
 Wachejeu
 Achgameu
 Nimat Brother,
 Chans
 Chesimus
 Wimachtendienk
 Wipungweu

B

Babbler, One Who Is a Babblers
 Bachelor
 Back, One Who Comes Back
 Badger
 Bald Eagle
 Bald-Headed One
 Bear
 Bearded One
 Beaver
 Bee

Wewingtonheet
 Kikape
 Apatschin
 Gawi
 Woapalanne
 Moschakantpeu
 Machque
 Tuney
 Ktemaque
 Amoe

Buck (deer)	Ajapeu	Crane	Taleka
Buffalo	Sisilija	Creates, One Who Creates With Hands	Gischihan
Builder	Wikhetschik	Creates, One Who Creates With Mind	Gischeleman
Bull Frog	Andhanni	Cricket	Zelozelos
Bullfrog	Oleleu	Cries, One Who Cries Aloud	Ganschiechsin
Bushy, a Bush Manager	Achewen Business	Crow	Ahas
Busy One	Nanatschitaquik	Cures, One Who Cures	Kikehuwet
Buys, One Who Buys	Wischiki	Current, Strong Current	Kschippehellen
Buzzard, Turkey Buzzard	Ajummen	Cutter of Wood	Manachewagan
	Amatschipuis		
C		D	
Calm-Minded One	Klamhattenamin	Dancer	Gentgeen
Camper	Mechmauwikenk	Day	Gischquik
Canoe, Little Canoe	Amocholes	Deep Water	Chitquen
Capable One	Tschitanissowagan	Deer	Achtu
Captain	Lachxowilenno	Deer, Young Deer	Mamalis
Carefree One	Ksinelendam	Delights, One Who Delights	Winginamen
Careful One	Nechasin	Delivers, One Who Delivers	Nihillasohen
Cares, One Who Cares	Anatschiton	Desires, One Who Desires	Gattamen
Carpenter	Gendatehundin	Determined One	Gischitehen
Cat, Wildcat	Nianque	Different One	Tschetschpi
Cattle Owner	Wdallemsunt	Diligent One	Lilchpin
Cautious One	Anatschihuwewagan	Discerning One	Natenummen
Cedar, Red Cedar Tree	Mehokhokus	Doctor	Kikehuwet
Cedar, White Cedar Tree	Talala	Dog	Allum
Certain, One Who Is Certain	Awelendam	Dog, Little Dog	Allumes
Cheerful	Wingolauchsik	Door	Esquande
Chestnut Tree	Woapiminschi	Doorkeeper	Nutschisquandawet
Chief	Sakima	Doubtful One	Quilawelensin
Chief, Head Chief	Gegeyjumhet	Dove	Amimi
Chief, Mighty Chief	Allowat Sakima	Dove, Wild Dove	Mowichleu
Child	Amemens	Dreamer	Lungwamen
Chipmunk	Anicus	Dresses Well, One Who Dresses Well	Wulenensin
Chosen, One	Gegekhuntschik	Drum Beater	Pohonasin
Clean One	Kschiechek		
Clothing	Ehachquink	E	
Cloud	Achgumhok	Eagle, Bald Eagle	Woapalanne
Clown	Gebtschaat	Earnest One	Kittlelendamwagan
Cold One	Taquatschin	Easily, One Who Thinks Easily	Apuelendam
Collector	Mawachpo	East Wind	Achpateuny
Comes Back, He Who Comes Back	Apatschin	Easy One	Ksinelendam
Comforts, One Who Comforts	Wulilaweman	Eater	Mizin
Companion	Nitis	Eight	Chaasch
Comrade	Tschutti	Elder	Kikeyjumhet
Concerned, He Who Is Concerned	Lachauweleman	Elder Brother	Chans
Confidence, One Who Has Confidence	Nageuchsowagan	Elected One	Gegekhuntschik
Contented One	Tepelendam	Elk	Mos
Cook	Sachgachtoon	Elm Tree	Achgikbi
Cordial One	Wdehiwi	Encourages, One Who Encourages	Gihim
Counselor	Atschimolsin	Endurance, He Who Has Endurance	Ahowoapewi
Counsels, One Who Holds Council	Witatschimolsin	Endures, He Who Endures Pain	Mamchachwelendam

Enjoyable One	Apensuwi	Generous One	Wilawilian
Enjoys, One Who Enjoys	Apendamen	Gentle One	Wulamehelleu
Enlightens, One Who Enlightens	Gischachsummen	Giddy One	Gagiwantpehellan
Established, One Who Is Established	Tschitanigachen	Gives, One Who Gives Back	Guttgennemen
Esteemed One	Ahoatam	Good, He Who Does Good for Others	Wulihan
Esteemed, One Who Is Highly Esteemed	Allowelendam	Good One	Awullsu
Excellent One	Wdallowelemuwi	Good-Looking One	Wulinaxin
Excited One	Glakelendam	Good-Natured One	Tgauchsinn
Exerts, One Who Exerts Himself	Wischixin	Goose, Wild Goose	Kaak
Exhorts, One Who Exhorts	Guntschitagen	Gracious One	Eluwilissit
Experienced One	Lippoe	Grandfather	Muchomes
Extravagant One	Klakelendam	Grasshopper	Kigischgotum
F		Grateful One	Genamuwi
Farmer	Hakihet	Gray	Wipunxit
Farsighted One	Wulowachtauwoapin	Gray Hair	Woaphokquawon
Fast One	Tschitanek	Gray-Headed One	Wapantpeu lenno
Father, One Who Is a Father	Wetochwink	Great	Macheu
Few Times	Keechen	Great One	Amangi
Fifth	Palenachtchegit	Great River	Kittan
Fighter	Machtagen	Great Sea	Kittahikan
Fine One	Awullsu	Green	Asgask
Firefly, Lightning Bug	Sasappis	Groundhog	Gawi
Fire Maker	Tindeuchen	Grows, One Who Grows Fast	Lachpikin
Fireman	Atenkpatton	Guard	Nutiket
Firm One	Tschitanigachen	Guide	Kichkinet
First	Netami	H	
First Aid, He Who Gives First Aid	Achibis	Hair, Gray Hair	Woaphokquawon
Fish	Names	Handsome One	Wulisso
Fish, Large Fish	Amangamek	Half	Pachsiwi
Fisherman	Wendamen	Happy, He Who Makes Others Happy	Lauchsoheen
Five	Palenach	Happy One	Wulamallessin
Flies, One Who Flies	Wschimuin	Hat, Cap	Allquepi
Fog, Mist	Awonn	Hawk	Meechgalanne
Follower	Nosogamen	Hawk, Fish Hawk	Nimenees
Forceful One	Achtschinkhalan	Hawk, Night Hawk	Pischk
Foremost One	Niganit	Hears, One Who Hears Well	Achginchen
Forgetful One	Wannessin	Heart	Wdee
Foundation	Epigachint	Helpful One	Witschewan
Four	Newo	Helper	Witschindin
Fourth	Neweleneyit	Hiker	Achpamsin
Fox, Black Fox	Wulalowe	Hoarse, One Who Is Hoarse	Bihilewen
Fox, Gray Fox	Woakus	Honest One	Schachachgapewi
Free One, to Be One's Own Person	Nihillatchi	Honorable One	Wulapeju
Friend	Elangomat	Honored One	Machelemuxit
Friendly Looking One	Langomuwinaxin	Hopeful One	Nageuchsin
Friendly One	Tgauchsin	Horse	Nenajunges
Frog	Tsquall	Horseback Rider	Nenajungeshammen
Funny One	Gelackelendam	How, One Who Knows How	Wunita
G		Humble One	Gettemagelensit
Gardener	Menhakehhamat	Humility, One Who Has Humility	Tangitehewagan

Hungry One	Gattopuin	Man, Little Man	Lennotit
Hunter	Elauwit	Man, Old Man	Mihillusis
I		Mediator	Etschihillat
Impatient One	Asgalendam	Medicine Man	Meteu
Indian Language, One Who Speaks	Helleniechsin	Merchant	Memhallamund
Indifferent One	Ajanhelendam	Merciful One	Achgettemagelo
Inquiring One	Natoochton	Merry One	Wulelendam
Instructs, One Who Instructs	Allohakasin	Messenger	Elogamgussit
Interpreter	Anhoktonhen	Mighty and Powerful One	Ehalluchsit
J		Mighty One	Allouchsit
Jocular One	Achgiguwen	Mild One	Tgauchsu
Journey, One Who Prepares for a Great Journey	Nimawanachen	Mind, One of Calm Mind	Klamhattenamin
Joyful One	Wulelendam	Minded, High-Minded One	Machelensin
Jumps, One Who Jumps	Laktschehellan	Minister	Pichpemmetonhet
Just One	Wulapeju	Mocking, Jestng	Achgiiki
K		Modest One	Tachpachiwi
Kind One	Wulisseu	Mountain	Wachtschu
King, Great King	Kittakima	Mouse	Achpoques
Kinsman	Langoma	Mud, Clay	Assisku
Knife	Kschikan	Muscle, Clam	Ehes
Knowledge, One Who Has Knowledge	Weuchsowagan	Muskrat	Damaskus
Knows, One Who Knows How	Wunita	N	
L		Near	Gattati
Lamp	Nendawagan	Necessary	Acheweli
Lamp Carrier	Nendawen	Neighbor	Pechotschigalit
Large One	Amangi	Nephew	Longachsiss
Laughing One	Gilkissin	Night Hawk	Pischk
Leader	Takachsin	Nimble One	Wischixin
Lean	Alloku	Nine	Peschgonk
Leisure, One Who Is at Leisure	Ksinachpin	Noisy One	Achgiguwen
Left-Handed One	Menantschiwon	North	Lowaneu
Life, One Who Gives Life	Lehellechemhaluwet	Nurse	Nechnutschinget
Lifesaver	Gachpallan	O	
Lifts, One Who Lifts Up	Aspenummen	Oak, Black Oak	Wisachgak
Listener	Glistam	Oak, White Oak	Wipunquoak
Little One	Tatchen	Obedient One	Awullsittamuwi
Lively One	Achgiguwen	Old One	Kikeyin
Lives Long, One Who Lives Long	Segauchsin	Old Tree	Quetajaku
Lizard	Gegachxis	One	Mawat
Load, One Who Carries a Load	Najundam	Opossum	Woapink
Long One	Amiga	Otter	Gunammochk
Looks, One Who Looks Fine	Wulinaxin	Overseer	Genachgihat
Loving One	Ahoaltuwi	Owl	Gokhos
Loyal One	Leke	Owl, Little Owl	Gokhotit
Lucky One	Welapensit	P	
M		Paddle, Oar	Tschimakan
Makes, He Who Makes	Gischihan	Pale One	Woaptigihilleu
Man	Lenno	Panther	Quenischquney
		Parent	Wenitschanit
		Part, One Who Takes Part	Apendelluxowagan
		Partridge	Popokus

Patient One	Papesu	Rock	Achsin
Pays, One Who Pays	Eenhen	Rock, Big Rock	Ganschapuchk
Peaceable One	Achwangundowi	Runner, Fast Runner	Kschamehellan
Peaceful One	Langundowi		
Perplexed One	Ksukquamallsin	S	
Persevering One	Tschitanitehen	Sacrifices, One Who Sacrifices	Wihungen
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