



Cahuilla Lodge #127 – Order of the Arrow

California Inland Empire Council #45

<http://www.snakepower.org>

Guidelines For End-of-Term Officer Reports

With the guidance of his adviser, each Cahuilla Lodge Officer must submit a report to the Lodge Executive Committee (LEC) at the end of his term. This report should recap the term of office and offer critiques, suggestions, and ideas.

This report should be completed and turned in at the November Lodge Executive Committee (LEC) meeting. Copies should be made for all voting members. It is recommended that an electronic version be submitted so the report can be archived on the Cahuilla Lodge website, <http://www.snakepower.org>.

Purpose of the Report

The Order of the Arrow Lodge is a youth-driven organization. Annually, Cahuilla Lodge elects new leadership. Often, a newly-elected officer finds himself overwhelmed by his responsibilities, making it difficult to plan for the year. Many youth have said that they had no idea how to fulfill their term of office until their term was completed.

The end-of-term report is designed to give a new officer insight that otherwise would not be available. By reviewing end-of-term reports, the youth now has some idea of the challenges he will face, and planning for the following twelve (12) months is then much easier.

Role of Officer Advisers

The adviser to the officer completing the report should work closely with the youth officer. While the report should be conceived, drafted, and completed by the youth officer, it is the adviser's guidance and teamwork that will help make the report clear, concise, and insightful.

Each adviser should make time to discuss the project at length with the officer and make an outline and list of key points that the youth would like to make in the report. The adviser should also be available to help revise and proofread the report for grammar and spelling.

Once the report is drafted, revised, proofread, and completed, the officer and adviser should both sign the report and deliver to the Lodge Executive Committee (LEC).

Structure of Report

The officer completing his end-of-term report should feel free to structure the report in the format of his choice, but it is important to be sure that the clear points and objectives of this report are addressed. Working with his adviser, he should be able to answer some basic questions about his term of office.

1. What were your long-term and short-term goals when you took the oath of office?
2. As an officer, what responsibilities do you have? What is your job? What normal deadlines do you have?
3. In executing your responsibilities, what worked? What didn't?
4. What changes were made? What changes would you have made now?
5. What challenges arose during the course of the year? What did you do to address those challenges?
6. What final recommendations do you have for the Lodge Executive Committee (LEC)?
7. What are your personal thoughts about the past year? Was being an officer of value to you?



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Final Preparation of Report

It is recommended that this report be conceived and drafted similar to a report the office would complete in school. The officer should produce a rough draft or drafts, and with consultation from his adviser, he should revise to clear out unanswered questions or weak spots in the report. Remember, this report is going to be used by future generations, and it is important that it is neat, clean, and void of grammatical or spelling errors.

After the report is completed, affix the signature and date of the officer and adviser. Feel free to use Cahuilla Lodge letterhead. Turn in the paper and electronic copies. Copies are to be made and archived. Copies should be stored in an officer-specific binder that is handed down to each succeeding officer. Should that binder be lost or misplaced, the archived copies will be available.

Questions Not Addressed Here

Any other questions concerning the report should be brought to the attention of the Cahuilla Lodge Chief and Cahuilla Lodge Adviser. They are more than capable of offering additional guidance, should you need it.

