

OA Troop/Team Representative Handbook



T'Kope Kwiskwis Lodge
Chief Seattle Council

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T'Kope Kwiskwis Lodge

Chief Seattle Council #609
Boy Scouts of America

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Dear New OA Troop/Team Representative,

Congratulations! The OA Troop/Team Representative is one of the most important positions in the OA, and you should be proud of taking this step to continue to cheerfully serve the ones who chose you and the ones who continue to need you.

The Order of the Arrow is a vital part of the Boy Scouts of America. It has allowed countless Scouts to both enrich themselves as individuals and enhance their Scouting experience. As an OA Troop/Team Representative, it is your responsibility to be a resource the other members of your troop or team, as well as your honor to promote the Order's message of cheerful service within the Scouting program.

In this book you will find information on what the OA Troop/Team Representative program entails. It includes many ideas of expand your service to your unit and the OA, as well as information on the adviser program. But most importantly it provides you, the individual, the tools to succeed and make the program your own. Please keep it as a reference.

If you have any questions, comments, or suggestions, please do not hesitate to contact me or another of my officers.

WWW,
Ian Bellows
Lodge Chief

What is the OA Troop/Team Representative Program?

The **Order of the Arrow Troop/Team Representative** is a youth serving his troop or team as the primary liaison to the unit's Lodge and Chapter. He meets the unit's needs by providing a communication and programmatic link to and from all Arrowmen, Scouts who are not presently members of the Order, and adult leaders. These efforts are meant to assist the unit and its members in achieving the mission of the Boy Scouts of America, and at the same time fulfilling the lodge's role in the Strategic Plan of the Order of the Arrow of being an integral part of the council. By setting a good example, he will enhance the image of the Order as a service arm to his unit.

Summary of OA Troop/Team Representative Duties:

- Serves as a communication link between the lodge/chapter and the troop/team.
- Encourages a camping program in the troop/team.
- Encourages Scouts to actively participate in community service projects.
- Assists with leadership training in the troop/team.
- Encourages Arrowmen to assume leadership positions in the troop/team.
- Encourages Arrowmen in the troop/team to be active participants in the lodge and chapter activities and to seal their membership in the Order by becoming Brotherhood members.
- Enthusiastically wears the Scout uniform correctly.
- Lives by the Scout Oath, Scout Law and OA Obligation.
- Shows Scout spirit.

Qualifications:

- Under 18 years old
- Appointed by SPL with SM approval (troop) or appointed by Varsity Team Captain with Varsity Scout Coach approval (team).
- OA Member in good standing (dues paid)
- Trained for position

Reports To:

- Senior Patrol Leader (troop) or Varsity Team Captain (team)

Who is a Troop/Team Rep?

No two Troop/Team Representatives are alike. Some Reps are First Class, new Ordeal members looking for an introduction to the Order. Others are older scouts looking for a way to stay involved in their troop or team, or advance towards Eagle. Some are even chapter and lodge officers who still feel the need to serve their unit and mentor their fellow Scouts. Whatever your story, the Troop/Team Rep program can help you deepen your service to both Scouting and the OA as well as help others along the path that you have followed.

OA Troop/Team Representative Duties

As a valuable program in both the OA and Scouting, being an OA Troop/Team Rep is a big job. Not only is it a leadership position in your unit, you also become a leader in the OA as well.

Communication

- Attends troop/team and chapter meetings regularly as a youth representative of the unit and Order.
- Serves as a two-way communication link between the troop/team and the lodge/chapter.
- Arranges with a chapter election team to conduct an annual Order of the Arrow election for the troop/team

Leadership

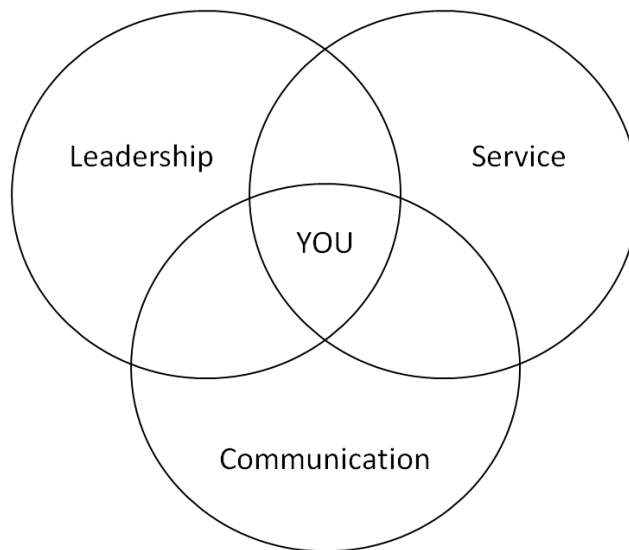
- Coordinates the Ordeal Induction process for newly elected candidates by: ensuring they know the time and location of the Ordeal, providing information of what to bring to the Ordeal, assisting (as needed) in arranging transportation to the Ordeal, and offering assistance (as needed) to the lodge in the Ordeal process.
- Assists current Ordeal members in the troop in sealing their membership by becoming Brotherhood members by: ensuring they know the time and location of Brotherhood opportunities, assisting (as needed) in arranging transportation to the Brotherhood opportunities, and offering assistance to the lodge (as needed) in the Brotherhood process. He may also, at the discretion of the PLC, offer periodic training and discussions of OA principles, symbolism, and the Legend as needed by and appropriate for the troop members of the Order.
- Sets a good example by: wearing the Scout uniform correctly, showing Scout spirit, and living by the Scout Oath, the Scout law and the OA Obligation.

Service

- As requested by the unit leadership, participates in Courts of Honor by recognizing: high adventure participation of troop/team members, induction of new OA members, changes in OA honors of troop/team members, leadership of troop/team members, and other recognition designated by unit leadership
- Arranges for at least one camp promotion and high adventure presentation, including OA programs, annually (usually presented by the chapter in conjunction with a unit election).
- In all cases, promotes service opportunities. As requested by the unit leadership, leads at least one troop service project for the community or charter partner during the year. May also serve as the unit's service chairman.
- As requested by the unit leadership, assists the troop or team as a trainer of leadership and outdoor skills.
- In all cases, advocates environmental stewardship and Leave No Trace camping.
- Serves as an elangomat or another Ordeal leadership position (ceremonialist, taskmaster, DOM, or Ordeal Master).

The above list is only a starting point. Your specific duties in your troop or team will vary according to your unit. Many troops and teams have their own leadership trainings, activities, and service projects that they participate in, some of which are steeped in tradition. It is your responsibility to incorporate the principles of the Order into the unit program and make its values both real and applicable for both members and nonmembers.

Take a look at the chart below. The Troop/Team Representative program is based upon the principles of communication, leadership, and service. Together, these important concepts come together to form a cohesive, effective program.

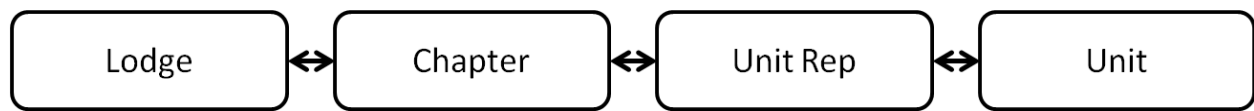


You might also notice YOUR place on in the chart. You're right at the center. You, by way of being a Troop/Team Representative, embody these three ideals. Much the same way the Order promotes the concepts of Brotherhood, Cheerfulness and Service as a cohesive whole, these three concepts are indivisible. They are all a unique facet of the program, none of which the program can succeed without.

By working synergistically, as described later, these three unique areas make the successful OA Troop/Team Representative Program possible.

Below is a detailed explanation of the most important responsibilities of the OA Troop/Team Representative, as they relate to these three areas. You'll explore the program in depth and find out about exciting opportunities available to OA Troop/Team Representatives.

Communication- The Flow Of Information



Look at the chart above. It details the flow of information between the lodge, chapter, and unit. You may or may not be familiar with the interaction between these different levels. Below is an example of the above chart in action and how you and your fellow Arrowmen fit in.

Lodge

It is the responsibility of lodge leadership to develop program. They are responsible for planning meetings, events, activities, and service projects at the Lodge level. In return, they take suggestions from lodge members about how to improve their activities and program.

Chapter

Chapter chiefs attend monthly Lodge Executive Committee (LEC) meetings to learn about and vote on important issues. In turn, chapter chiefs report on the activities of their chapters and noteworthy events being planned and organized by unit or individuals within the chapter. They bring to the LEC's attention concerns, petitions, and questions from individuals and units.

Unit Representative

Unit Representatives attend monthly chapter meetings (usually held in conjunction with district roundtables). There, they learn about the events the lodge is planning from their chapter chief, as well as any chapter events in the works. They also have the opportunity to ask for resources and ideas to support the programs of their individual units. Chapters may choose to hold special gatherings of OA Troop/Team Representatives called Unit Representative Roundtable meetings, either separately in conjunction with chapter meeting.

Unit

Unit Reps attend regular meetings in their troops and teams. There, they tell their fellow unit members about the latest OA developments, as well as exciting opportunities in the district and council. They serve as a resource to the other members of their unit, both Arrowmen and non-Arrowmen.

You will notice in the diagram above that information does not just move one way. Communication is a two-way street. It depends on two or more parties working together to share messages. Also note that this information does not always follow a linear path. Information can come directly from the Lodge to Unit Reps, for instance, or directly from unit members to the Lodge. Although the normal chain of communication is presented above, there are exceptions that do occur.

Below is a list of specific topics of communication between the unit and the OA:

Lodge/Chapter to Unit:

- Promotes lodge/chapter events
- Schedules unit elections/camp promotion visit
- Promotes service opportunities
- Invites Ordeal members to obtain Brotherhood membership
- Invites to candidates to attend their Ordeal
- Encourages OA members to be active in their Lodge and Chapter

Unit to Lodge/Chapter:

- Does the unit conduct monthly campouts?
- Does the unit attend a long-term camp?
- Do the unit's older scouts participate in high adventure programs?
- Does the unit need assistance with its outdoor program?
- Does the unit need assistance with community service projects?
- Does the unit need assistance with training?
- Do the unit's OA members participate in Lodge and Chapter functions?
- Reaction of the Troop members to the Lodge and Chapter program
- Name of the new OA Troop Representative

You might notice a common theme with this information. One of the goals of the OA, as an integral part of Boy Scouting, is to ensure that units have the tools they need to succeed. By keeping a pulse on the health and strength of the local Scouting program, the OA can adapt its program and the resources it provides local Scouting organizations to best address the needs of districts and units.

Synergism

Synergism is the combined action of two or more people or groups that results in achieving a result even greater than that which each individual or group is capable of. It is the state in which the whole is greater than the sum of its parts.

For example, $1+1=2\frac{1}{2}$ or even 1000

An effective leader must be willing to be flexible and sensitive to all situations and adjust leadership styles accordingly. As a leader in both your unit and the OA, use the lessons that both organizations teach to strengthen your own Scouting program. Both have much to contribute in terms of leadership, personal growth, and citizenship development. One only needs to look for those morals that glow the brightest in our hearts and consciences and spread that message to others.

Leadership- Role of the OA Representative in the Unit

As you may be discovering, an OA Troop/Team Representative has many roles in his unit. We have already talked about one of his primary duties, which is serving as communication link between his unit and the Order.

Chief among his other duties is serving as the main authority on the OA in the unit. This includes both mentoring the Arrowmen in your unit through their OA journey as well as serving the needs of non-members.

Unit Election

The role of the OA Troop/Team Representative in the unit election is described in the section ‘Role of the OA Representative in Unit Elections’.

Ordeal Preparation

Perhaps you remember when you were called out or elected to the OA. You were probably excited but a little nervous. Election to the OA is a momentous step in a Scout’s Scouting journey, and should be treated as such. But newly-elected candidates often have many questions and may be hesitant about what the program entails.

Upon election, all candidates should receive literature explaining the OA, as well as an invitation to one of the lodge’s upcoming Ordeals. However, it is a good idea to follow up with candidates to ensure they have received and understand this material. Here are some example questions to ask the Arrowmen-to-be in your unit:

- Do they know the time and place of the next Ordeal?
- Have they registered by mail or online at www.tkopekwiskwis.org?
- Do they have transportation to the Ordeal?
- Do they have any other questions about what the OA is?

Important Note:

The OA recognizes the importance of mystery and gradual realization in its inductions cycle. Keep answers about the Ordeal and rituals vague to preserve this aura for candidates. However, the OA is not a secret society. If candidates, parents, or others have serious concerns about the Ordeal or the programs of the OA, refer them to your adult adviser, chapter adviser or to lodge leadership.

Once they have registered for an upcoming Ordeal, the first phase of your job is complete! When you next meet your fellow unit members, they will proudly bear the Ordeal honor.

Brotherhood Conversion

Another of an OA Troop/Team Representative's main duties is to prepare the fellow members of his unit for the Brotherhood honor.

Once inducted, it is important to keep new Arrowmen involved and engaged with the program. They will lose interest otherwise.

To keep new Arrowmen involved, make sure they know the:

- Time and location of chapter meetings
- Time and location of lodge and chapter events

As they learn the schedule of recurring events, make sure they continue attending meetings and events.

As time passes, involved new Arrowmen may become interested in pursuing Brotherhood membership. It is your responsibility to ensure that they have the required knowledge to successfully complete the Brotherhood. The requirements for Brotherhood membership, as stated in the OA Handbook, are as follows:

1. **Memorize the sign of Arrow Membership.** Memorize the Obligation of the Obligation of the Order, which you received from Allowat Sakima (printed on the back of your membership card and in this handbook.) Also memorize the Order of the Arrow Official Song, the Admonition, the sign of Ordeal membership, and the Arrow handclasp.
2. **Advance in your understanding of the Ordeal.** Gain a thorough understanding of the Ordeal through which you have passed. See the 'Customs and Traditions of the Ordeal' in this handbook.
3. **Serve your unit.** Maintain your registration in Scouting. During a period of at least 10 months, strive to fulfill your Obligation by continuing and expanding your service to your own troop or team.
4. **Plan for service in your lodge.** Pay your dues in your Order of the Arrow Lodge. Be aware that acceptance of Brotherhood membership involves a pledge of future service to the lodge. Develop a concrete idea of how you plan to fulfill this pledge.
5. **Review your progress.** When you earnestly feel that you have met the four challenges above, write a letter to the lodge secretary. In this letter:
 - Explain what you think the Obligation means,
 - Describe how you have been fulfilling this Obligation in your troop or team and in your daily life, and how you have used your understanding of the Ordeal to aid in your service, and
 - Describe your specific plans for giving future service in the lodge program.

The exact time and place when Brotherhood ceremonies are held will vary. The lodge holds Brotherhood ceremonies at all major lodge events, including Ordeals and Boy Scout Winter Camp weekends, and may hold them at other venues and events as announced. Many chapters also periodically hold Brotherhood ceremonies. The cost of Brotherhood is covered in the Ordeal fee, so Brotherhood is free for candidates pursuing the Brotherhood honor.



Resource to Unit

As the OA Troop/Team Representative, you are the representative of the Order in your unit. Your job is to share your knowledge of the OA and any other areas of expertise with the other members of your unit.

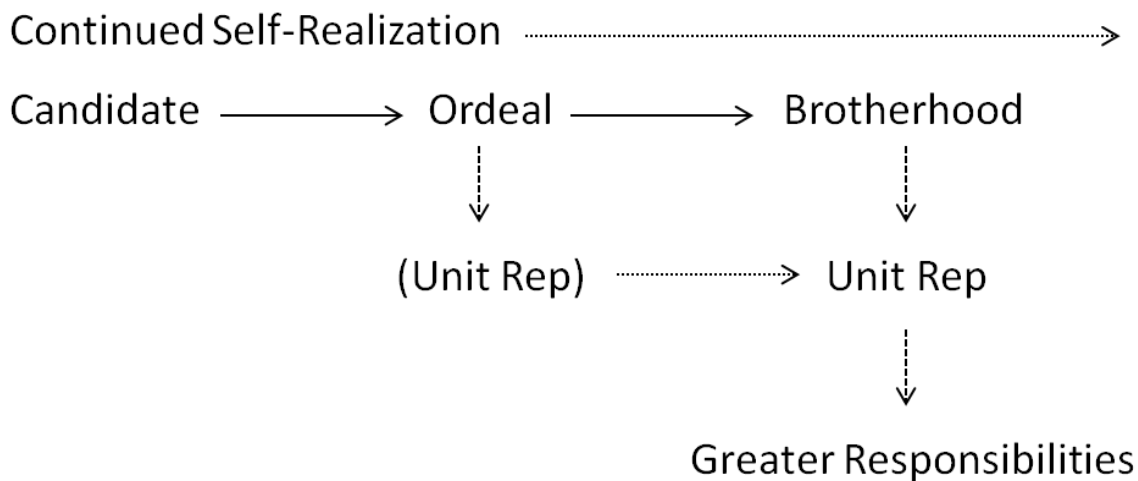
You may be familiar with the Instructor unit leadership position. Instructors focus on teaching and promoting a particular skill, such as first aid or wilderness survival. Think of yourself as an Instructor that specializes in the OA. Many Arrowmen and non-Arrowmen will have questions about OA events and programs, and it's up to you to fill them in and share your particular area of expertise.

If you don't know the answer- don't worry! Chances are your chapter chief, your chapter adviser, or your OA Troop/Team Representative Adviser can help you.

The OA Journey: A Progression

As each person moves through life, they experience a unique journey. It may pass by slowly and steadily, or may be filled with unexpected twists and turns. Your Scouting journey is much the same. Think back to your own troop or team. You can probably remember your first campout, or working toward a memorable merit badge at summer camp. These kinds of experiences, both in and out of Scouting, are what makes us who we are.

Below is a chart that demonstrates one way to get the most out of your OA journey and help others do the same. It provides a more abstract view of the mentoring stages included above, and put them as well as your involvement into context as part of a greater continuum.



All Arrowmen begin as humble candidates, elected by the fellow members of their unit. As you complete the Ordeal, you gain a basic understanding of what the OA is and does. You will continue to discover more. Some during this time may serve as OA Troop/Team Representative, perhaps working with friends in your troop who you went through your Ordeal with. Others may complete a second Ordeal as an Elangomat. This phase is about finding the Arrow, the real you, in the context of the Order and of Scouting.

As you complete your Brotherhood, you symbolically seal your membership in the Order. By now you are familiar with the Order and its customs. You look forward to lodge events and are eager for what the Order has to offer. By now, you may be feeling ready to give back to the OA. This is when you decide you have the expertise to become an OA Troop/Team Representative. You might serve as an Elangomat or a ceremonialist. You might even consider running for chapter or lodge leadership. You are an embodiment of cheerful service and seek to repay the honor given to you in whatever way you are able.

This chart by no means reflects the journey of all or even most Arrowmen. It is included merely to help you better understand the journeys of your fellow Scouts as well as find your own direction.

Service- To Unit, District, Council, and Scouting

Service Projects

As the Brotherhood of Cheerful Service, one of the primary responsibilities of the OA is to spread promote the ethics of cheerful, selfless service and servant leadership in its members and to the greater Scouting community. As the OA Troop/Team Representative, you are responsible in part for promoting these ideals in your unit and incorporating them into your unit program.

Some service projects you and your unit may consider supporting are:

- School and community events (food/toy drives, benefit races, etc)
- Scouting For Food/Toys for Tots
- District events like Camporees and Merit Badge clinics
- OA Lodge and Chapter service projects
- Eagle projects

As mentioned earlier many units have their own unique programs and traditions that may not be included on the list. Conversely, if you see something on the list that your unit is not currently involved in, talk to your unit leadership about starting. There's a good chance that your unit will start a new tradition.

Some units may also choose to have their OA Troop/Team Representative run a service project at least once a year, to involve both Arrowmen and non-Arrowmen in cheerful service.



Camping Promotion

The OA was once known as the ‘Brotherhood of Honor Campers’ and grew out of a camping honor society. Today, the Order acknowledges this heritage by continuing to serve and promote camping and outdoor adventure within Scouting.

Every year, the OA produces a nationally-distributed packet on Scout camping and OA High Adventure opportunities. T’Kope Kwiskwis supplements this information with specific literature and resources on the Chief Seattle Council’s resident and year-round camping programs for the benefit of our local units. A chapter elections team can deliver this material and make a camp promotion presentation in conjunction with a unit election or at another time, as requested by the unit leadership.

Camping promotion doesn’t just happen once a year, however. It’s a year-round process. One of the indicators of a strong unit is a solid outdoor program. As a Troop/Team Representative, encourage your unit’s camping program to include a wide range of outdoor activities and opportunities, as appropriate for the skill level, expertise, and interests of your unit.

Here’s a sample mix of the trips and programs you could be promoting:

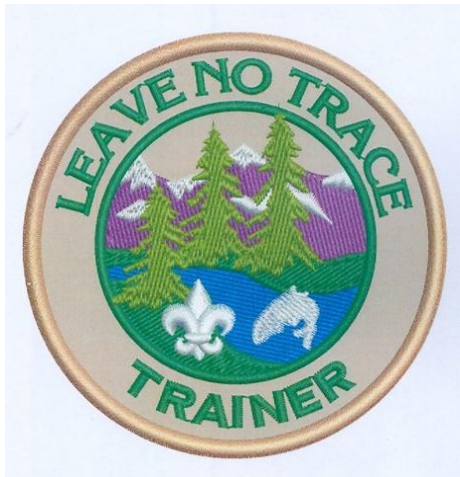
- Introductory trips for Webelos and new Scouts
- Car camping
- Short-term camping (day trips and weekends)
- District camporee or other events
- Resident summer camp
- OA events and local Venturing events
- National/International programs like Jamborees and NOAC
- National High Adventure Bases (Philmont, Northern Tier/Canadian Oddessy, Florida Sea Base, Summit-Bechtel Reserve) as well as the corresponding special OA programs.

In your unit, you should also be sure to publicize our lodge’s very own ‘Where to Go Camping’ website. Featuring over 450 campgrounds, boat launches, state parks, and hikes, it is a great resource for any unit with an outdoor or high adventure program. It can be found at www.tkopekwiskwis.org/gocamping.

Environmental Stewardship and Leave No Trace

As stated in the Mission of the OA, the Order exists in part to promote responsible outdoor adventure and environmental stewardship. The OA did this in a very visible way with ArrowCorps⁵ in 2008, Summit Corps in 2011, and with numerous other local projects, including T’Kope Kwiskwis’s ArrowCorps502. But everyday, the OA is committed to inspiring an ethic of conservation-service and environmental awareness both in and out of the Scouting community.

Scouts have been some of the most visible and prevalent users of wilderness, and images of Scouts in the outdoors have become one of our great American symbols. Unfortunately, irresponsible use of wilderness by some Scouts have created a poor public image in some areas and among other wilderness users. Through a tradition of service projects and setting the example, OA is on the forefront of promoting positive relations with other outdoor users and creating a new positive image for Scouts everywhere.



OA Troop/Team Representatives should consider becoming Leave No Trace Unit Trainers after their term has expired. The LNT Unit Trainer is a new leadership position within Scouting that exists to promote LNT camping and practices. On the completion of a 16-hour LNT course, a LNT Trainer becomes qualified for the unit position. Through a partnership with the National Outdoor Leadership School (NOLS) LNT Unit Trainers also become certified concurrently as NOLS LNT Trainers and are qualified to teach both formal and informal LNT courses to both Scouts and non-Scouts.



Extended Elangomat Program

At the April 2009 Ordeal, T’Kope Kwiskwis introduced Lodge Elangomat Award program. In order to earn this award, not only must you serve cheerfully as an elangomat 50% of your clan must go through their brotherhood within one year. All OA Troop/Team Representatives are encouraged to serve as elangomats as part of their chapter service. Although the lodge has a policy that discourages elangomats from leading clans comprised of members of their own units, the lodge is placing a new emphasis on elangomats leading fellow members of their chapters. This way, new Ordeal members have a familiar face and mentor as they attend their first chapter meetings and events. The Extended Elangomat program is a unique fusion of Ordeal service and continued mentoring. In many respects, it mirrors your responsibilities as an OA Troop/Team Representatives

Below is a suggested schedule of new Ordeal member contacts. You will see that this is a mix of Lodge and Elangomat contacts:

Task	Time after Ordeal	Party Responsible
First Lodge Letter, SOA #6	4 Months	Lodge
First Check-Up	6 Months	Elangomat
Second Check-Up	8 Months	Elangomat
Second Lodge Letter, SOA #7	10 Months	Lodge

As an elangomat, your relationship with your clan members will be similar to that of members of your own unit. Your responsibility is to answer any questions they may have about the Ordeal, the signs and tokens of the Order and the principles of Brotherhood.

The Elangomat award is the same as the lodge flap but with a unique silver mylar border. It is a symbol of your dedication and your commitment to the ones you serve.



After serving as an elangomat, OA Troop/Team Representatives are encouraged to serve in other Ordeal leadership positions, such ceremonialist, taskmaster, DOM, or Ordeal Master.

Overcoming Obstacles: Scenarios

Below is a list of common problems that may occur while trying to set up the OA Troop/Team Representative program, and ways you can address them. Several of the scenarios are geared towards chapter and lodge leadership implementing the program, but they provide additional insight into how the program works and shows how the system breaks down if the chain of communication is obstructed. There's a good chance that you'll experience one or more of these scenarios, so it pays to be prepared.

Problem #1

Unit leader is reluctant to embrace the program

Possible Solutions:

Explain benefits to unit

The OA Troop/Team Representative program is an excellent way to bring the benefit of the OA directly to units. The OA has a lot to offer boys that are involved, and the lessons that Scouts learn by taking part in the OA make them not only superior Scouts, but also more confident leaders, citizens, and individuals.

Tell the unit leader that the OA is not stealing his Scouts

Many unit leaders are under the mistaken impression that the OA will 'steal' scouts from their unit program. The reality is quite the contrary. As we know, the OA puts involvement in the unit over involvement in OA programs, for the simple reason that 'the ones who chose you need you'. Applied correctly, the OA Troop/Team Representative program actually *increases* youth participation and leadership in the unit, because the position requires dedication beyond that required by for a 'normal' troop leadership position.

Problem #2

Troop/Team Reps don't show up to events or to stay in contact

Possible Solutions:

Talk to the rep directly and find the problem

Go directly to the source and find out what the problem is. Maybe the Scout so involved with his unit, sports, school, or religious institution that he is having trouble taking on this additional responsibility. He might be having issues in his personal life that require his attention. Whatever the cause, find out if the Scout is still interested in being a Representative. If he is, develop a personalized plan for him to balance his responsibilities.

Talk to unit leadership

If the root of the problem is in the unit, follow up with the unit and see why the Unit Rep hasn't been showing up. The unit's events might conflict with OA events, for instance, or maybe the unit leader is reluctant to embrace the program. Work together to find a solution that accommodates the needs of the Representative, the unit, and the chapter.

Problem #3

Troop/Team Reps don't attend training events

Possible Solutions:

Talk to the rep directly and find the problem

Maybe OA Troop/Team Representatives haven't been hearing about trainings because someone in the Lodge or Chapter hasn't promoted their events. Maybe the Scout is having trouble balancing all of the activities he is involved in, as described above. If so, get in contact with the Scout and come to an agreement about exactly what the issue is and how to resolve it.

Offer diverse training opportunities/venues

People are more likely to come to events that are engaging, convenient, and don't conflict with other events in their lodge, chapter, or unit. By holding a variety of trainings at different events, you are maximizing the chances of making the program accessible to units.

Important Note:

The scenarios above involve youth-adult contact on a level not usually promoted in the OA. However, because of the nature of the position, youth will very often find themselves working cooperatively with adults from their chapter, their unit, and possibly other units.

It is not our intention that a youth or youths ever find themselves in an uncomfortable situation with a unit leader or other adult as a result of this contact. Please refer any issues that an adult you are dealing with may have to your adult adviser or your chapter leadership.

Reflection

Looking back at recent experiences to understand what happened, and using this understanding in looking forward to the next action and new experiences. We facilitate reflection by asking questions that cause people to think. What am I doing now to serve Scouting and the Order? How can I increase my service? Am I an effective leader? How can I be more effective? These are questions that you'll have to answer for yourself, but your answers will help you to make the right decisions. Introspection is one of the greatest responsibilities of being an Arrowman.

Even with all the material presented in this packet, don't think it is a comprehensive exploration of this program. Like so much of Scouting, you get out what you put into the program. A new world is out there for you to discover.

The OA Troop/Team Representative Adviser

The adviser to the Troop/Team Representative assists the youth Representative so that he might succeed in his role as the communication and programmatic link between the unit and the Lodge or Chapter. The adviser helps to include the Order of the Arrow ideals and activities in the program of the troop/team. By setting a good example, the adviser enhances the image of the Order as a service arm to the unit.

Duties of the Adviser to the OA Representative:

- Supports the youth he or she advises, helping him to fully understand the needs of the unit and the elements of the lodge and chapter structure that are responsible for support to the unit.
- Promotes the incorporation of OA ideals into the advancement program of the unit, in unit leader conferences, boards of review, and courts of honor. Promotes recognition of members who have completed their Ordeal, achieved Brotherhood, or been inducted into Vigil Honor membership within the unit.
- Attends lodge and chapter meetings with the youth he or she advises.
- Insures that the OA Representative has the necessary transportation.
- Helps the Lodge, Chapter, or Extended Elangomat in insuring that messages and documents regarding the achievement of Brotherhood reach Ordeal members in the troop/team and works with the OA Representative to assess their impact.
- Assists the OA Representative in providing feedback to the Lodge or Chapter the reaction of the unit and its OA members to the success of the OA programs which affect the unit, including Ordeals, unit elections, call-outs, camp promotion visits, meetings and service projects.
- Sets a good example
- Enthusiastically wears the Scout uniform correctly.
- Lives by the Scout Oath, Scout Law and OA Obligation
- Shows Scout spirit

Qualifications:

- A unit assistant leader or committee member at least 21 years old
- Appointed by the Scoutmaster or Varsity Team Coach with the approval of the unit committee chair
- OA Member in good standing

Reports To:

- Troop Scoutmaster or Varsity Team Coach

All Troop/Team Representatives should have an adult adviser. Ideally, this should be an adult Arrowmen in the unit that is familiar with the youth can give support to the youth's efforts. If there are no suitable adult advisers in the unit, the role defaults to the chapter adviser or their designated adult.

Role of the OA Representative in Unit Elections

As the OA Representative for your Troop or Team, your responsibility is to make sure that your chapter has a unit elections team scheduled to come to your unit. T'Kope Kwiskwis discourages Arrowmen from conducting elections in their own units, but encourages them to explain the purpose and ideals of the OA to the unit in conjunction with a chapter elections team, and to explain to them the purpose of the unit election.

The policies and training procedures for chapter elections teams are more fully explained in other publications, but this packet includes several items relevant to the duties of Troop/Team Representatives. The following appendix provides materials that you can use to help in the planning process leading up to the election, including National Policy on Unit Elections, as well as specific reporting procedures developed by our Lodge.



Appendix 1: National Policy on Unit Elections

Membership Requirements

Unit leader approval. To become eligible for election, a Boy Scout or Varsity Scout must be registered with the Boy Scouts of America and have the approval of his unit leader **prior** to the election. The unit leader must certify his Scout spirit (i.e., his adherence to the Scout Oath and Law and active participation in unit activities). 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 youth members or candidates for youth membership, subject to meeting the following requirements:

- Be a registered member of the Boy Scouts of America.
- Hold the First Class rank of the Boy Scouts of America, as a minimum.
- After registration with a troop or team, have experienced 15 days and nights of Boy Scout camping during the two-year period prior to the election. The 15 days and nights must include one, but no more than one, long-term camp consisting of six consecutive days and five nights of resident camping, approved and under the auspices and standards of the Boy Scouts of America. The balance of the camping must be overnight, weekend, or other short-term camps.

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. Election of any person under 21 years of age as a candidate for membership shall be based on fulfillment of the youth membership requirements.

Scouts with disabilities. The Order of the Arrow recognizes Scouting for youth with disabilities, and elections should be held in these units. Any Arrowman with disabilities who is classified as a youth member of the unit shall

be considered a youth (voting) member of the Order of the Arrow regardless of age. Scouts with disabilities must meet all other membership requirements.

When inducting a Scout with a disability, 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 assure a meaningful induction for the Scout.

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 troop or team election for youth candidates that results in at least one youth candidate being elected, the unit committee may recommend up to one adult for every 50 registered active youth members to the lodge adult selection committee, composed of the lodge adviser, the chairman of the council camping committee on which the lodge adviser serves, and the lodge staff adviser. Recommendations of the adult selection committee, with the approval of the Scout executive, serving as the Supreme Chief of the Fire, will be candidates for induction, provided the following conditions are fulfilled:
 - Selection of the adult is based on the ability to perform the necessary function to help the Order fulfill its purposes, and not for recognition of service, including current or prior achievement and position.
 - The individual will be an asset to the Order because of demonstrated abilities that fulfill the purpose of the Order.
 - The camping requirements set forth for youth members are fulfilled.
 - The adult leaders' membership will provide a positive role model for the growth and development of the youth members of the lodge.
2. **Adult leaders in council and district positions:** The lodge adviser, district

chairman, council president, or members of the professional staff may recommend adults to the lodge adult selection committee.

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. 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.

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

Adult members shall be elected to membership at the discretion of the lodge adult selection committee. All members of the Order of the Arrow, both youth and adult, must successfully complete the Ordeal experience and participate in the induction ceremony.

Because the Order of the Arrow is principally a youth organization, unit, district, and council Scouters are not elected to membership as recognition. Election into the Order should take place only when the adult's job in Boy Scouting or Varsity Scouting will make the Order of the Arrow 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 Order. 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 Order 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 membership in the Order.

Life membership. A life membership in the Order of the Arrow is not authorized and shall not be recognized. Membership in the Order of the Arrow 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.

Election Procedures

To become a member of the Order of the Arrow a Boy Scout or Varsity Scout is chosen by a vote of the youths in his unit. This is a unique feature of the Order 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 youths 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 Boy Scout troops and Varsity Scout teams, every registered active member of the unit under age 21 at the time of election is eligible to vote. A Boy Scout or Varsity 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 and inductions outside the registered council. Order of the Arrow elections are held in qualified troops and teams only under the direction of the lodge in the council where 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.

In virtually all cases, newly elected candidates for membership in the Order, both youth and adult, should complete the Ordeal and be inducted into the Order by the lodge that serves the council in which their unit is chartered. Under special circumstances, newly elected candidates may complete the Ordeal outside their own council if the following conditions are met:

1. The unit leader requests the change in Ordeal completion in advance and in writing to both the registered council lodge and to the lodge where the induction is requested.
2. The lodge of the council where the unit is registered gives permission to the unit leader in writing and sends a copy to the lodge where induction is requested.
3. The out-of-council lodge charges the newly elected candidates the cost of an Ordeal sash, an *Order of the Arrow Handbook*, and food/facilities **only**. The Arrowman inducted into the Order outside his registered council lodge should not receive a lodge flap patch, neckerchief, or other OA specialty items, or a membership card from the out-of-council lodge that inducts him. Proof of successful completion of the Ordeal and induction should be given to the new member in the form of a letter from the inducting lodge, with a copy mailed to the registered council lodge of the newly inducted Arrowman.
4. Upon return to his registered council, the newly inducted Arrowman should present proof of induction to the lodge in that council, pay his dues and other appropriate fees for special items unique to that lodge, and receive a membership card from his registered council lodge.
5. No Arrowman is authorized to wear the OA flap patch of a lodge he is not a member of, even though he may have been inducted into the Order by that lodge.
6. Any candidate desiring to be called out at a resident camp or other event outside his own council may have his unit leader make the arrangements as described in items 1 and 2 above. The candidate would then be inducted into the Order by his registered council lodge at a later date, unless other

arrangements are made in advance to also be inducted out of council as described in items 1 through 4 above.

Unit Election Procedures

1. The lodge shall determine the time of year unit elections will be held and should inform unit leaders of this by mail well in advance. The chapter, through the unit elections committee, should work with unit leaders in establishing the actual time and place to conduct the election.
2. Hold the election at the time and place determined by the unit leader, and have Boy Scouts or Varsity Scouts assembled with their unit leader ready to elect candidates. The Order should be represented by a two- or three member team from the chapter unit elections committee.
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 form. 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
 - All eligible youths 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 his 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 following the instructions on pages 26-27 of the *Guide for Officers and Advisers*. If the election team uses an alternate ceremony, it should be sure to 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 troop.
 - 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.
 - Youths 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, this 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 Order 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 election 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.

Announcement of results. As soon as the election is completed, the unit leader may choose to announce to the entire unit the names of members who have been elected. Names and addresses of the newly elected candidates must be forwarded to the lodge membership committee immediately. Candidates will be called out at the earliest possible time, either at a resident camp, a camporee, or a special ceremony. 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.

Candidate status. After election, a Boy Scout, Varsity Scout, or adult remains a candidate until completion of the Ordeal and Ordeal ceremony. If this period of candidacy exceeds one year, the candidate's name is dropped and he no longer is a candidate. To become a candidate again, he must be reelected. The executive committee of the lodge may extend the one-year limit between election and induction if the candidate is ill or there are other unusual circumstances.

Addendum: Specific Reporting Procedures for T'Kope Kwiskwis Lodge

T'Kope Kwiskwis produces triplicate forms for the purpose of reporting candidate data. These forms are available on request from the LEC and are to be filled out completely by the election team directly following an election. One copy is to be retained by the unit, and the other two are retained by the chapter and submitted to the lodge, respectively.

The election results are also to be entered online at www.tkopekwiskwis.org under 'Online Registration'. You will need a member account to input election data.

Appendix 3: Program Resources

Need help in finding even more program ideas and answers about Boy Scout and OA operations and procedures? Be sure to take advantage of the following resources:

BSA Program:

- Boy Scout Handbook
- Scout Fieldbook
- Senior Patrol Leader Guidebook
- Scoutmaster Handbook
- Varsity Scout Leader Guidebook
- Troop Program Features
- NYLT Syllabus
- *Boys Life*
- *Scouting* Magazine
- Venturing Handbook
- Kodiak Syllabus
- <http://www.scouting.org>

OA Program:

- Order of the Arrow Handbook
- OA Guide for Officers and Advisers
- OA Field Operations Guide
- Lodge Leadership Development (LLD) syllabus
- Jumpstart for New Arrowmen
- <http://www.oe-bsa.org>

“Let it be remembered that the Order of the Arrow was created to help the unit - to help it present its membership a better ideal of the inner qualities of the good Scout camper. Qualities of character, like cheerfulness and service, are hard for a boy or a man to understand in the abstract. They come easier when seen in human life.

Let us realize the significance of the Order in the unit – for the unit is our best hope in Scouting.”

*Dr. E. Urner Goodman
Founder, Order of the Arrow*