

**GREAT SOUTHWEST COUNCIL
BOY SCOUTS OF AMERICA**



YAH-TAH-HEY-SI-KESS LODGE, #66

ORDER OF THE ARROW

BASIC PLAN BOOK



OA VISION:

- To be recognized as “Scouting’s National Honor Society.”
- To be an integral part of the council.
- To maintain our service, activities, adventures and training for youth and adults as models of quality programming and leadership development that enrich, enhance and support Scouting.
- To extend Scouting to more of America’s youth.

OA PURPOSE:

- To recognize those campers – Scouts and Scouters – who best exemplify the Scout Oath and Law in their daily lives and by such recognition cause other campers to conduct themselves in such manner as to warrant recognition.
- To develop and maintain camping traditions and spirit.
- To promote Scout camping, which reaches its greatest effectiveness as part of the unit’s camping program, both year-round and in summer camp, as directed by the Camping Committee of the Council.
- To crystallize the Scout habit of helpfulness into a life purpose of leadership in cheerful service to others.

OA OBLIGATION

I do hereby promise on my honor as a Scout, that I will always and faithfully observe and preserve the traditions of the Order of the Arrow, Wimachtendienk, Wingolauchsik, Witahemui; I will always regard the ties of brotherhood in the Order of the Arrow as lasting, and will seek to preserve a cheerful spirit, even in the midst of irksome tasks and weighty responsibilities, and will endeavor, so far as in my power lies, to be unselfish in service and devotion to the welfare of others.



GENERAL LODGE CALENDAR

SEE CURRENT ADDENDUM FOR SPECIFIC DATES

JANUARY

FEBRUARY

Scout Sunday
Scout Sabbath

MARCH

Lodge Spring Fellowship (First Saturday in March)

Deadline to have completed Unit Camping Promotion Visits

15 Campership Requests Due

15 Deadline to have completed Unit Elections (information on page 53)

15 Send Unit Election Reports to Council Service Center for certification, including recommendations for Adult Candidates

15 Thunderbird Articles Due for April-May-June

APRIL

1 Campership Recipients Notified

Section W5-A Conclave - Begins the Friday before the second Sunday in April unless it conflicts with Easter and then it will be held the third weekend.

15 Unit Elections are Certified by Lodge Staff Adviser; Call-Outs may begin

MAY

Spring Conclave at Camp Rand (Begins the Friday before the 3rd Sunday)

Election of new Lodge Officers

New Officers take office at end of Spring Conclave

JUNE

Chapter Officer Elections

Camp Staff Training Course

Brownsea 22 Course

National Youth Leader Training Course

Boy Scout Camp Begins

JULY

Boy Scout Camp Ends

Cub Scout Adventure Camp

Akela's Rendezvous Family Weekend

15 Thunderbird Articles Due for July - August-September

Webelos Week in the Woods

AUGUST

Webelos Week in the Woods

SEPTEMBER

Lodge Fall Conclave at Camp Rand (Begins the Friday before the 2nd Sunday)

Award Nominations due at Conclave before Saturday breakfast

OCTOBER

15 Thunderbird Articles Due for October-November-December Issue

15 Deadline for changes and input to Plan Book

NOVEMBER

Lodge Leadership & Development Conference

20 Vigil Honor Nominations Due

DECEMBER

Lodge Banquet and Training Conference (First Saturday in December)

15 Thunderbird Articles Due for January - February - March Issue



Note: This edition of the Lodge Plan Book is tied to the Lodge Website and the ScoutNet Lodge database. As updates become available, they will be posted on the Lodge Website at [HTTP://WWW.LODGE66.ORG](http://www.lodge66.org).



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LODGE GENERAL INFORMATION

Most organizations have published policies and procedures and local affiliates supplement those policies and procedures to accommodate local requirements. Our Lodge is no different. While we adhere to the National Rules and Policies, we have adopted additional procedures and administrative guidelines to ensure that the Lodge is run effectively for all of the members.

HELLO, MY FRIEND,

Welcome to the Order of the Arrow! You have been selected by members of your Troop or Team to become a member of Scouting's Honor Society. This Plan Book will provide you with helpful information as you continue on the path of Cheerful Service. To help you become oriented, let us look at the relationship of the Order of the Arrow to other Scout organizations. Within each Council of the Boy Scouts of America, there is an Order of the Arrow organization called a Lodge. The Lodge for the Great Southwest Council is Yah-Tah-Hey-Si-Kess Lodge, # 66. Councils have subordinate units called Districts. Many Lodges have subordinate units called Chapters. Within the Great Southwest Council, each District has a corresponding Chapter. The following is information that you will find helpful. If you find that you have questions that cannot be answered from this information or from your Order of the Arrow Handbook, we encourage you to talk with your Chapter Chief or Chapter Adviser.

THE OA HANDBOOK

Remember when you first joined Boy Scouting? One of the first things you had to buy was the Boy Scout Handbook. You probably took your Scout Handbook home, sat down and devoured it in one sitting, with great anticipation of the Scouting Program you would undertake. We hope that you will do the same with your Order of the Arrow Handbook. The Order of the Arrow Handbook is the primary resource on the Order of the Arrow. You should be able to find all necessary information about the Order in your handbook. If you need more specific information about our Lodge, carefully review this Plan Book and the annual addendum to the Plan Book.. Another important resource for your OA library is the Order of the Arrow Guide for Officers and Advisers. It will be very important later on if you seek a particular job in your Chapter or the Lodge.

YOUR OA POCKET FLAP PATCH



When you completed your Ordeal, you received a Pocket Flap Patch. You may purchase additional pocket flap patches at our Lodge Trading Post during future activities. There is no limit on the number of patches that you may purchase.

THE OA SASH

When you went through your Ordeal Ceremony, an Ordeal Sash was placed over your right shoulder. This is the correct place for the sash, over the shoulder, never folded and tucked into your belt. The National Committee prohibits sewing the "Sash Back Legend" on the sash; the only additional items authorized to be sewn on a sash are the 50th and/or 60th OA Anniversary Patch(es). When do you wear and not wear the sash? You may wear your sash at all Lodge activities and Council /District activities in which the Lodge participates. You do not wear your sash to a regular Troop Meeting (unless an OA Unit Election is being held). You would not wear it to a Camporee but you would wear it to the OA Call-Out Ceremony at the Camporee. You can wear it to Courts of Honor. And, finally, you must be in full Scout uniform when wearing your sash - you may not wear it with informal wear (T-shirt), unless you are serving as an Elangomat, wearing ceremonial gear, or have the approval of the Scout Executive. There are three different sash designs designating the three different levels of membership.

ORDEAL MEMBERSHIP

Ordeal membership marks the initial induction into the Order of the Arrow. To attain membership, you had to be elected by your fellow Scouts, go through an ordeal and participate in an Ordeal Ceremony. Ordeal membership is only the first step in the induction process of the Order of the Arrow.

BROTHERHOOD MEMBERSHIP

Brotherhood membership marks the **full completion of the Induction** into the Order of the Arrow. Ten months after initial induction, an Ordeal Member becomes eligible to seek and attain Brotherhood Membership. Before becoming a Brotherhood member, each Arrowman makes a special effort to serve his Boy Scout Troop or Varsity Team, and to learn more about the Order. To become a Brotherhood member, an Arrowman must meet certain requirements,



outlined in both the Order of the Arrow Handbook and this Plan Book and participate in a Brotherhood Ceremony. Each Brotherhood member commits himself to even more service in Scouting through the Order of the Arrow.

VIGIL HONOR

The Vigil Honor is the highest honor that the Order of the Arrow can bestow upon a member for service to the Lodge, Council, and Scouting. An Arrowman does not seek the Vigil Honor on his own; lodge members nominate worthy Arrowmen for consideration by the Lodge Vigil Honor Selection Committee. Any member of the Order of the Arrow is eligible for recommendation to the National Order of the Arrow Committee for elevation to the Vigil Honor, provided that, at the time of his recommendation, he has been a Brotherhood member for a minimum of two years. The number of Vigil Honor members selected each year is based on the size of the total Lodge membership. The Vigil Honor Call-Out Ceremony is held annually at the Spring Conclave and at other times as required.

LODGE DUES

Each year the Lodge collects dues from its members. These dues allow the Lodge to order supplies, pay for the operational expenses of the Lodge, register the members of the Lodge with the Order of the Arrow, and keep the Lodge on a sound financial foundation. Dues are established by the Lodge Executive Council (LEC) and are listed in the Annual Addendum and on event registration forms.

- Dues must be paid by December 31 for the following year. If paid after that date, a late fee of \$2.00 is charged. If dues for the year are not received by March 1, a member is considered to be inactive and is removed from the active Lodge records.
- Dues for new Ordeal Members are included in the Ordeal Fee. Dues are paid for the current year for those who go through the Ordeal in the Spring. Dues are paid through the following year for those who go through the Ordeal in the Fall.
- Only current, dues-paying members are eligible to participate in Order of the Arrow functions or wear Order of the Arrow insignia, including patches and sashes.
- Current membership in the Boy Scouts of America is also required for current membership in the Order of the Arrow. Members of Lodge 66 must be currently registered with the Great Southwest Council, BSA.

LODGE RECORDS

The Lodge maintains records for every active, registered member of the Lodge. Included in these records are such things as your address, birth date, phone number(s), your Ordeal, Brotherhood, and Vigil Honor induction dates, dues payments, and event attendance. These records are used by Lodge Officers to send out your Membership Card, the Lodge Thunderbird Newsletter, and to determine eligibility for Brotherhood and Vigil Honor, etc. It is very important that if any pertinent information on you should change (such as address, phone number, or unit number), you should immediately notify the Lodge through the Council Service Center, or at a Lodge activity as soon as possible.

LODGE NEWSLETTER

The Lodge Newsletter, called the Thunderbird, is published four times a year. We welcome and encourage all members to contribute articles of information and interest and to offer assistance to the Lodge Publications Committee in putting it together. If you have the knack for creative writing, drawing, photography, reporting, or graphic design, the Lodge Publications Chairman would like to talk to you.

LODGE PLAN BOOK

The Lodge Plan Book, which includes this section you are reading, is a very important source of ready information for all members of the Lodge. It is a two-part publication. This part, the Basic Plan Book, contains that information that usually does not change and is distributed to each new member. A second part, the Annual Addendum, contains information that changes each year and also includes the membership roster. It is published once each year and distributed at the Lodge Banquet and Lodge Training Conference to all Lodge members. You are encouraged to read and devour every page of your Basic Plan Book and the Addendum. It is far more than just a "telephone book." A copy of the Basic Plan Book and the Addendum, without the membership roster, can be found on the Lodge website at WWW.LODGE66.ORG.



THE ELANGOMAT SYSTEM

When you went through your Ordeal, you may recall that some of the Lodge members went through the full Ordeal experience with you. These very special Arrowmen are called "Elangomats." In the language of the Lenni Lenape, an "Elangomat" is a "friend." Without going into too much detail, these Elangomats are currently used by the Lodge to enhance the Ordeal Induction Sequence. Elangomats go through the Ordeal experience with the Ordeal Candidates to serve as a "guide" and to help the candidates through all parts of the Ordeal experience and the Ordeal Induction Ceremony. It is considered a high honor in the Lodge to serve as an Elangomat. All Arrowmen are encouraged to immediately seek out this high honor of cheerful, unselfish service at the very next Lodge Conclave. A side benefit is that it will give you another "outsider's" opportunity to experience the Ordeal and re-capture its meaning. In addition, you will receive a certificate which waives the fee for the Lodge Banquet.

OA TROOP REPRESENTATIVE

An Order of the Arrow Troop Representative is a youth liaison serving between the local OA lodge or chapter and his troop. In his troop, he serves as a communication and programmatic link to the Arrowman and adult leaders and Scouts who are not presently members of the Order. He does this in a fashion that strengthens the mission of the lodge and purpose of the Order. By setting a good example, he enhances the image of the Order as a service arm to his troop.

OA Troop Representative Duties:

- Serves as a communication link between the lodge or chapter and the troop.
- Encourages year round and resident camping in the troop.
- Encourages older Scout participation in high adventure programs.
- Encourages Scouts to actively participate in community service projects.
- Assists with leadership skills training in the troop.
- Encourages Arrowmen to assume leadership positions in the troop.
- Encourages Arrowmen in the troop to be active participants in the lodge and/or chapter activities and to seal their membership in the Order by becoming Brotherhood members.
- Sets a good example
- Enthusiastically wears the Scout uniform correctly.
- Lives by the Scout Oath, Scout Law and OA Obligation
- Shows Scout spirit

UNIT ELECTIONS

Every Boy Scout Troop and Varsity Team in the Council with eligible members should have an OA Election and Camp Promotions presentation each year (this is one of the requirements for the Quality Lodge Award). A unit can only hold one election per year and the elected youth Candidates for Membership must go through the Ordeal experience during the year that they were elected. All Arrowmen are encouraged to participate with their chapter in Unit Elections and Camping Promotions.

LODGE TRADING POST

The Lodge operates an OA Trading Post at each Lodge activity or function in which a full assortment of OA publications, manuals, special patches, pins, sashes, mugs, T-shirts, etc. are sold. It is always a good idea to bring extra money along with you to every Lodge activity or function, as you never know what new items might be available in the Lodge Trading Post. Also, our Lodge Trading Post is our primary fund-raiser for Lodge operations. One of the principle reasons for our Lodge to raise money is to send needy Scouts to camp every summer through our Lodge's "Campership Program." So, please support our Lodge Trading Post -- with your help, we can set our goals higher and higher! Contact the Trading Post Adviser for more information about patches or other OA items.



LODGE 66 COUP BEADS

One of the traditions of Lodge 66 is to issue beads to Arrowmen for participation in activities. Upon completion of the Ordeal, each Arrowman is given a necklace which contains only a few beads. As the Arrowman participates in more events and service, he is given additional beads to add to his necklace. As the beads are added, the necklace grows and serves as a reminder to the Arrowman of the fun he has had and service that he has given.

The Request Form is in the Yearly Addendum.

Status Beads:

Ordeal	New ordeal members receive one long ivory hairpipe and two light blue crow beads with their membership.
Brotherhood	New brotherhood members receive two long ivory hairpipes and two light blue crow beads with their membership.
Vigil	New vigil members receive one long ivory hairpipe with their membership.

Hairpipes:

Long Red	All lodge officers, committee chairmen, and lodge committee advisors receive one per year of service .
Long Silver/Blue	The lodge advisor receives one per year of service.
Short Red	All chapter officers, committee chairmen, chapter advisors and committee advisors receive one per year of service.
Long Turquoise	All members receive one per attendance at a lodge or section conclave .
Short Turquoise	All members receive one per attendance at a lodge or chapter fellowship .
Long Black	All members receive one per special service event .
Short Black	All members receive one per training class .

Glass Beads:

Blue w/White Swirl	All participants receive one per national event .
Yellow w/Red Swirl	All elangomats receive one per ordeal .
Black w/White Swirl	All lodge ceremony team members (with a speaking part) receive one per event . Note this is not one per ceremony.

Crow Beads:

Black	All members receive one per year of membership.
Green	All members who participate in camp promotion receive one per camp promotion event .
Dark Turquoise	All members who participate in a service project receive one per service project .
White	All members who participate in a dance team receive one per event .
Yellow	All members who participate in an election team receive one per election .
Royal Blue	All members receive one per meeting .
Red	All participants at a lodge banquet receive one per event .
Clear Topaz	All lodge ceremony team members (with a speaking part) receive one per ceremony .
Brown	All lodge ceremony team members (with a non-speaking part) receive one per ceremony .
Orange	All cub ceremony team members (with a speaking part) receive one per ceremony .
Clear Sapphire	All cub ceremony team members (with a non-speaking part) receive one per ceremony .
Clear Crystal	All participants in a unit development service receive one per event .



THE RULES OF YAH-TAH-HEY-SI-KESS LODGE, # 66

The rules and information of Lodge 66 are as stated in the current editions of the Order of the Arrow Handbook and the Order of the Arrow Guide for Officers and Advisers. Those rules below that are boldfaced and coded with an asterisk (*) are national policy and neither the policy nor the procedure to which they refer may be changed in any manner by the local Council or Lodge. The following Lodge Rules are items specific to Yah-Tah-Hey-Si-Kess Lodge, # 66:

Rule 1. *Mission of the Lodge.

It is the mission of our Lodge to achieve the purpose of the Order of the Arrow as an integral part of the Boy Scouts of America in the Great Southwest Council through positive youth leadership under the guidance of selected capable adults.

Rule 2. * Number, Name, Affiliation, Totem, Call, Chapters, Colors and Coup Necklace.

A The Lodge Number, as chartered by the Order of the Arrow National Committee, is number 66.

B The Name of the lodge is "***Yah-Tah-Hey-Si-Kess***" (Navajo language) and is translated as, "Hello, My Friend."

C *The Lodge is affiliated with the Great Southwest Council, Boy Scouts of America and shall be under the supervision of the Council Camping Committee and the administrative authority of the Scout Executive.

D The Totem of the Lodge is the Thunderbird -- "Sacred Bearer of Happiness." The Totem may only be worn by members who are in good standing.

E The Call of the Lodge is that of the Thunderbird, and is made as follows: The figure six whistled in Morse Code.

F The Lodge is comprised of Chapters as prescribed in the current Order of the Arrow Handbook.

G The Colors of the Lodge are Blue, Red, White, Yellow, Brown, Black, Royal Blue, Turquoise, Green, Gold, Grey, Silver, and Violet.

H A Coup Necklace, consisting of strung beads in accordance with the Lodge Bead Chart, may be worn with the uniform or costume. It is given to all new Ordeal members and made available to all transfer members.

Rule 3. *Election to Membership

A *The requirements for membership in this lodge are as stated in the current edition of the Order of the Arrow Handbook and the Order of the Arrow Guide for Officers and Advisers.

B *Procedure for the Ordeal shall be stated in the Order of the Arrow Handbook and the Order of the Arrow Guide for Officers and Advisers.

Rule 4. *Officers

A *The Officers of this Lodge are:

1. *Lodge Chief

2. *Lodge Vice-Chiefs

a. Administration

b. Operations

c. Northern Chapters

d. Southern Chapters

3. *Lodge Secretary

4. *Lodge Treasurer

B Succession of the Lodge Officers

1. In case of Lodge Chief's prolonged absence the order of succession will be as follows:

a. VC Admin

b. VC Ops



- c. Lodge Adviser appoints a youth to lead an election among LEC members between North and South VCs
- d. Lodge Secretary
- e. Lodge Treasurer
- f. Open Election among LEC, same procedure as C below.

C *To be qualified to run for Lodge Chief or any Vice-Chief, an Arrowman must:

1. ***Be younger than 21 years of age during the entire term of service.**
2. Be a Brotherhood or a Vigil Honor member.
3. ***Be currently registered in Scouting in the Great Southwest Council**
4. ***Be a member in good standing in the Lodge** and his Chapter for at least one year.
5. Have held a Chapter or Lodge office for at least six months. (Committee Chairman is an office.)
6. Have the approval of his Chapter Adviser and Lodge Adviser.
7. ***Be elected by the youth membership at a pre-announced Lodge Meeting.**
8. ***A Lodge Chief who is elected to be Section Chief while in office must resign his Lodge Chief position within 60 days of his election as Section Chief.**

D *To be qualified to run for, or be appointed to, one of the other Lodge offices, an Arrowman must:

1. ***Be younger than 21 years of age during the entire term of service.**
2. Be a Brotherhood or a Vigil Honor member.
3. ***Be currently registered in Scouting in the Great Southwest Council**
4. ***Be a member in good standing in the Lodge** and his Chapter for at least one year.
5. Have the approval of his Chapter Adviser and Lodge Adviser.
6. ***If seeking an elected office, be elected by the youth membership at a pre-announced Lodge Meeting.**

E Duties of Lodge Officers:

1. **Lodge Chief:** As outlined in the current Order of the Arrow Handbook and the Order of the Arrow Guide for Officers and Advisers, the Lodge Chief oversees the management of the entire Lodge within the Great Southwest Council; represents the Lodge at the Section Council of Chiefs meetings; and makes Committee Chair appointments as required.
2. **Lodge Vice-Chief of Administration:** Assists the Lodge Chief in the management of the entire Lodge; takes the responsibilities of the Lodge Chief in his absence for any function or activity; and oversees several Lodge Committees.
3. **Lodge Vice-Chief of Operations:** Oversees and coordinates all the Elangomat and Ceremony Team activities. He oversees the youth Elangomat Coordinator and Ceremony Team Coordinator at the Spring and Fall Ordeals/Conclaves. He also oversees several Lodge Committees
4. **Lodge Vice-Chief of Northern Chapters:** Responsible for maintaining communication between the Lodge Key 3 and the Northern Chapters: Comanche, Crow, Ponil, Sioux, and Ute, and ensures religious service for Fall Conclave
5. **Lodge Vice-Chief of Southern Chapters:** Responsible for maintaining communication between the Lodge Key 3 and the Southern Chapters: Cherokee, Cheyenne, Mescalero, and Zuni, and ensures religious service for Spring Conclave
6. **Lodge Secretary:** Maintains and keeps current records on active Lodge members in good standing and current mailing lists; takes minutes at all Lodge Executive Committee and business meetings; sends copies of minutes to all Lodge Officers and Chapter Chiefs within two weeks of the meetings as needed.



7. **Lodge Treasurer:** Issues a regular Finance Report at each Lodge Executive Committee meeting, after obtaining the information from the Council Service Center; is responsible for the financial status of the Lodge; maintains and reorders supplies in the Council Service Center; operates the Trading Post at Lodge functions; and maintains an adequate supply of beads and fills bead orders received from the Chapters.
- F Lodge Officers will be elected at the Spring Conclave.
The Lodge Chief will call for elections in the following order:
1. Lodge Chief
 2. Lodge Vice-Chiefs
 3. Lodge Secretary
 4. Lodge Treasurer
- G Any youth member of the Lodge wanting to run for a Lodge office must submit a Lodge Officer Nomination Form and have a personal growth conference with the Lodge Adviser prior to election. This form must be turned in by Midnight Saturday night of the Spring Conclave. The form can be obtained from your Chapter Adviser, District Executive, Lodge Adviser, Lodge Staff Adviser, or use the one provided in the Plan Book Addendum or on the Lodge Web site.
- H Each Chapter has ten votes. Each Chapter must be represented by at least one youth member to be able to cast its votes. A Chapter's ten votes need not be cast in a block, but should be split in proportion to Chapter caucus. To be elected, an Arrowman must receive a simple majority of all votes cast. If a run-off is necessary, it will be held between the two candidates receiving the most votes in the first balloting.
- I The newly elected Lodge Officers will be installed at the conclusion of the general business meeting. The term of office of any Lodge Officer is one year, from the end of the Spring Conclave to the conclusion of the following Spring Conclave.
- J *The Lodge Executive Committee (LEC) is composed of the elected Lodge Officers, Past Lodge Chiefs, Lodge Operating Committee Chairmen, Lodge Adviser, Camping Committee Member or Chairman of the Boy Scout Committee, Chapter Chiefs, Chapter Advisers, Scout Executive, and Lodge Staff Adviser.**
- K Voting
1. The Voting Members of the LEC are the elected Lodge Officers, Chapter Chiefs, and immediate past Lodge Chief if under 21 years of age.
 2. ***Adult Scouters, age 21 or older, do not have a vote in matters of Lodge business.**
- L The Officers of each Chapter are the Chapter Chief, Vice Chief(s), Secretary, and Treasurer. The duties of Chapter Officers are as outlined in the current editions of the Order of the Arrow Handbook and the Order of the Arrow Guide for Officers and Advisers. To be qualified to run for a Chapter office, an Arrowman must:
1. Be younger than 21 years of age during the entire term of office.
 2. Be currently registered in Scouting in the Great Southwest Council
 3. Be a member in good standing in Lodge #66 and his Chapter.
 4. Have the approval of his Chapter Adviser.
 5. Be elected by the youth membership at a pre-announced Chapter Meeting.
 6. The election process for Chapter officers requires a simple majority of Chapter youth members in good standing present at election.
- M The Scout Executive, or his designee, in consultation with the Lodge or Chapter Adviser, will appoint Adult Committee Advisers who provide guidance, training, and coaching for Lodge and Chapter Officers and Committee Chairmen.
- N The Lodge and Chapter Chiefs may appoint such Ad Hoc Committees as may be required from time to time with the approval of the Lodge or Chapter Adviser.
- Rule 5. *Completion of Brotherhood Membership shall be in accordance with the requirements in the current edition of the Order of the Arrow Handbook and the Order of the Arrow Guide for Officers and Advisers.**
- Rule 6. *Attainment of the Vigil Honor shall be in accordance with the requirements in the current edition of the Order of the Arrow Handbook and the Order of the Arrow Guide for Officers and Advisers.**



Rule 7. *The requirements for Ordeal Membership, procedure for the Ordeal, completion of Brotherhood Membership, and attainment of the Vigil Honor are mandated by national policy and are incorporated into the Rules and Regulations of the Boy Scouts of America. Lodges and Councils may not add to, change, or alter these policies in any way.

Rule 8. *Finances

- A *All Order of the Arrow funds shall be handled through the Council Service Center and go through all normal Council accounting procedures.**
- B Chapters may have individual monies strictly maintained through the Lodge's account at the Council Service Center. Input or output of monies should be coordinated with the Lodge Adviser and the Lodge Staff Adviser.
- C Lodge funds are made available for all activities of the Lodge and Chapter. Chapters will receive \$25.00 per year plus \$.50 per registered member as of December 1 of the previous year for use within the Chapter. Any requests for additional funds must be approved by the LEC.
- D The Lodge may assess an additional \$15.00 late fee on any member who registers for a Lodge activity or function after the pre-established deadline printed on the Registration Form for that activity or function.
- E Chapter fundraising must be approved by the Lodge Key Three.

Rule 9. Meetings

- A The Lodge will schedule such Lodge activities as may be required to fulfill the purpose of the Order of the Arrow and of the Lodge. There are four activities each calendar year.
 - 1. Spring Fellowship will be held at least two months before the Spring Conclave/Ordeal.
 - 2. Spring Conclave/Ordeal will be held prior to the opening of the Council Summer Camping and Training Program. Work projects will be carried out to help prepare Camp Frank Rand for opening. Ordeal, Brotherhood, and Vigil Honor Ceremonies will be held as necessary.
 - 3. Fall Conclave/Ordeal will be after the conclusion of the Council Summer Camping and Training Program for the purpose of closing and securing Camp Frank Rand. Ordeal, Brotherhood, and Vigil Honor Ceremonies will be held as necessary.
 - 4. The Annual Lodge Banquet and Training Conference will be held the first Saturday in December. A Host Chapter will be decided upon and that Chapter will be responsible for the food and facilities. The Lodge will be responsible for the program, registration, and awards. Finances will be coordinated with the Lodge Adviser, subject to the approval of the Scout Executive.
 - a. The several Chapters will schedule monthly business meetings, annual Chapter events, Chapter fellowships, and special program activities as each Chapter desires. A written report on all Chapter activities should be submitted to the Lodge Adviser.
 - b. The LEC will meet at the Spring Fellowship, Spring Conclave/Ordeal, Fall Conclave/Ordeal, and Annual Lodge Banquet and Lodge Training Conference. Special meetings of the committee may be called by the Lodge Chief and/or Scout Executive.
 - c. All meetings of the Lodge and Chapters will be officially opened with the Obligation. No member will be admitted to any meeting without giving the proper Admonition.
 - d. In addition to the above, Lodge attendance at the Section Conclaves and National Conferences is recommended. The Lodge will host Section Conclaves as per the Section Rotation Schedule.
 - e. All Arrowmen are strongly encouraged to attend all ceremonies of the Lodge that they are eligible to attend.
 - f. All members of the Lodge are allowed at any Lodge meeting prior to the vote to discuss the items on the agenda.
 - g. All meetings of the Lodge and Chapters will be officially closed with the official Order of the Arrow Song.

Rule 10. Membership Fees and Dues

- A There is an Ordeal Induction Fee for new Arrowmen payable at the time of registration. For the fee, each new Arrowman will receive:
 - 1. A National Order of the Arrow Membership Card.
 - 2. An Order of the Arrow Handbook.



3. An Order of the Arrow Ordeal Sash.
 4. A Lodge Pocket Flap patch.
 5. A Coup Necklace.
 6. A Current Year Plan Book including the Addendum.
- B Dues for all members are due by December 31 of the prior year. If paid after December 31 (or, within the current year), an additional late fee of \$2.00 is assessed.
- C Inactive members may be restored to active status by paying the current Lodge dues. The Lodge will not honor current membership cards of Arrowmen transferring from other Lodges. Nor will the Lodge recognize lifetime memberships from other Lodges. To be registered in Lodge 66, Arrowmen transferring into Lodge 66 from other Lodges must pay dues for the current year.

Rule 11. The LEC has the authority to adopt, change, and/or void rules, procedures, and/or administration, except those rules mandated by National Policy or by the National Committee, as it deems advisable by a majority vote at any regular meeting of the LEC. However, such changes will not be in force unless and until they are approved by the Supreme Chief of the Fire.

CHAPTERS

Our Lodge is set up to operate locally with "Chapters." There are currently 9 Chapters in Lodge 66. With active, operating Chapters in each District, the Lodge is able to enhance our Lodge Program and improve on the reasons for which the Order of the Arrow exists. Chapters are formed by District and if you are registered in a particular District and are a member of the Lodge, you automatically become a member of a specific local Chapter.

<u>District</u>	<u>Chapter</u>	<u>District</u>	<u>Chapter</u>
Anasazi	Crow	Rio Grande	Cherokee
El Valle Manzano	Cheyenne	Sandia	Mescalero
Encantado	Ponil	Santa Fe	Comanche
Mesa Verde	Ute	Zuni Mountain	Zuni
Northern New Mexico	Sioux		



WHAT IS A CHAPTER?

Basically, to a degree, a Chapter functions as a small lodge. Although there are many responsibilities a Chapter can assume, there are four primary areas that a Chapter must cover. They are:

1. **Camping Promotions.** One of the primary responsibilities of the Order of the Arrow, at any level, is to promote camping, both long-term summer camp and year-round camping.
2. **Act as a Service Unit for the local District.** Another primary duty of the Order is service; the Chapter performs service on a more localized basis.



3. Promotion of the Lodge Program and Policies. This would include such things as promoting attendance at the next Lodge activity or function, promoting Ordeal members to seek Brotherhood at the next available Lodge activity or function, arranging transportation for other Arrowmen in the Chapter to Lodge events, etc.
4. Unit Elections. A Chapter provides teams of youth and adult members to provide Unit Elections to each and every unit within its Chapter boundaries that has Scouts eligible for membership in the Order of the Arrow.

WHAT AN OA CHAPTER SHOULD DO

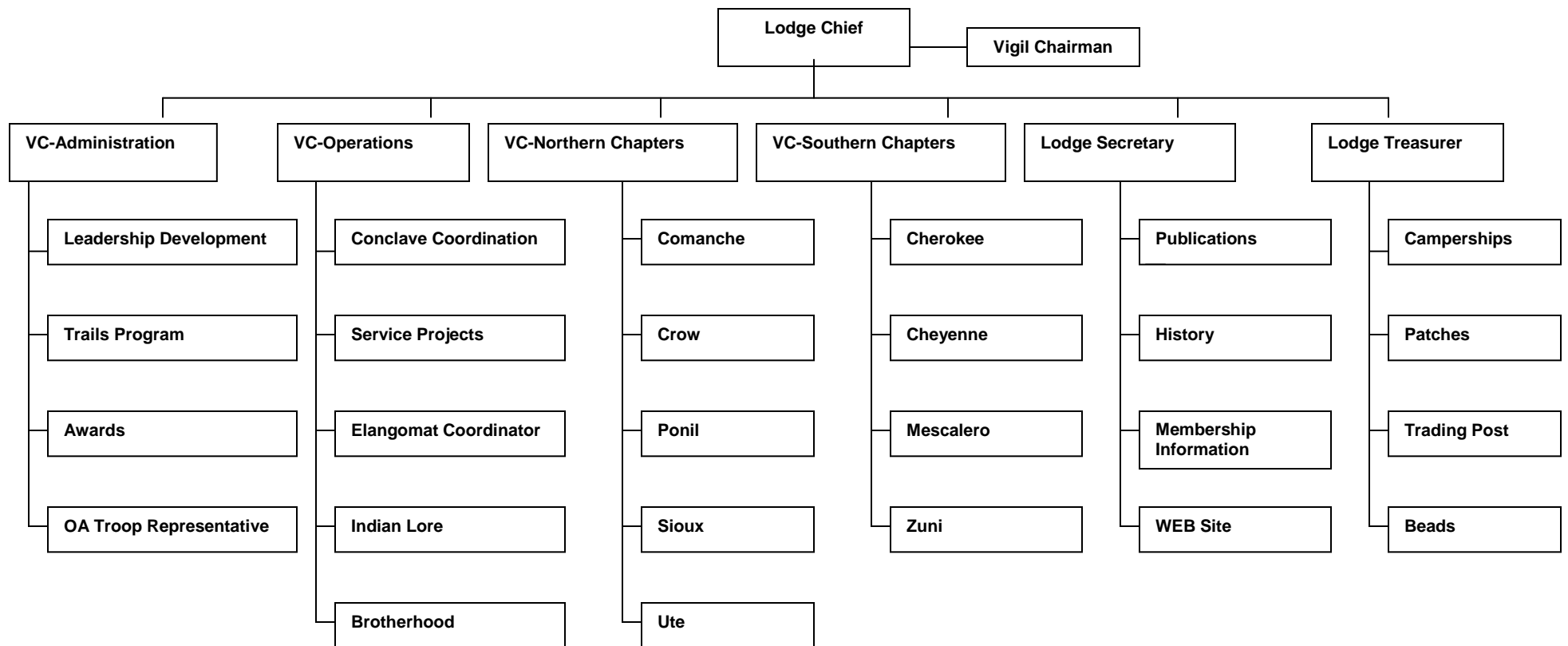
1. Encourage and provide every member of the Chapter with opportunities to contribute in some meaningful way(s) to a successful program.
2. Provide training and growth experience for Officers and Committee Chairmen to enable them to become future Lodge leaders.
3. Recruit and organize teams that will contact local units and conduct OA Elections in every eligible unit, using current and valid procedures (contained in this Plan Book), then report results to the Lodge Elections Chairman.
4. Recruit and organize teams and conduct an aggressive Camp Promotions campaign for summer and year-round camping. Report to the Lodge Camp Promotions Chairman the number of unit visitations accomplished.
5. Organize effective teams to perform the Pre-Ordeal, Ordeal, and Brotherhood Ceremonies, and perform these ceremonies as assigned by the Lodge Vice Chief of Operations.
6. Conduct at least one meaningful service project for Camp Frank Rand each year. Assist with District or Council events as requested. Report these projects to the Lodge so a record of all service may be kept.
7. Organize an effective system of written and telephone communications between and among Chapter members and between and among the Chapter Officers and Lodge Officers and Lodge Committee Chairmen. Use this system to ensure members are informed about all Chapter and Lodge events and programs, including changes, if any. Submit written reports, Thunderbird articles, etc. to the Lodge Publications Chairman before printing deadlines.
8. Provide youth and adult Elangomats and kitchen workers for Lodge events, activities, and functions. All Chapters should carry out their fair share of these duties.
9. Carefully maintain up-to-date membership records for all youth and adult members registered in the Chapter. Immediately notify the Lodge Secretary and Lodge Recorder of all changes.
10. Schedule a moderate number of meetings, not so many as to interfere with the members' Lodge or unit activities.
11. Conduct well-planned meetings and events to boost the enthusiasm of members. Our goal should be *excellence* in all things.

BE SURE TO COORDINATE WITH THE LODGE IN THE FOLLOWING WAYS

1. Before trying to conduct a separate OA program, make sure to coordinate with the Lodge.
2. When organizing an Indian Dance Team, be sure to get permission from the Lodge Executive Committee.
3. Before publishing a Chapter newsletter, talk to the Lodge Executive Committee and get it reviewed by the Scout Executive and Lodge Chief or Lodge Adviser.
4. Chapters may maintain their own funds through the Lodge account at the Council Service Center. Please call prior to using funds.



LODGE ORGANIZATION CHART





LODGE 66 COMMITTEE CHAIRMEN RESPONSIBILITIES

The Chairman Listed under each lodge officer report to that officer:

Lodge Chief

Vigil

The Vigil Subcommittee ensures that there is a Vigil Honor ceremony if there are candidates for the Vigil. Working with the staff adviser, he is responsible for getting information to and from the National Office concerning Vigils. They are also responsible for reminders at conclaves and on the listserve of nomination form deadlines. Lastly this person ensures that each chapter is represented at the Vigil Selection Meeting. The subcommittee chair should also ensure safe transportation for the new Vigil members.

Vice Chief of Administration

Awards

The Awards Committee is responsible for getting the awards that are presented at the Lodge Banquet. They are responsible for promoting and reminding the lodge at events and the listserve that deadlines for award nominations are approaching. This is usually done at the Fall Conclave. They are then responsible for collecting the names of approved (given by Lodge Chief and Adviser) award recipients for the Founders Award, Old Arrows Award, Young Arrows Award, Arrowmen of the Year, Lodge Officers, Chapter Officers, and all Committee Chairmen. This list is then taken with a description of the Award to the designated engraver, with the purchase order number given by the Scout Office

The committee is responsible for applying the criteria and recommending award recipients to the lodge chief and adviser for a final selection.

Trails Program

The Trails Program Committee is responsible for maintaining the trails at camp. This person also serves as the point of contact for Camping Promotions. They work closely with the Camp Rangers and the Chapters. They are also responsible for the Camp Trails Booklet on hiking.

Leadership Development

The Leadership Development Committee is responsible for getting the Lodge Leadership Development Conference (LLDC) together. They find and train the trainers needed for the conference that is held each November. They are also responsible for training to general lodge members at the Banquet and Conclaves. The Banquet training usually includes but is not limited to: Trail to Brotherhood, Elangomat Training, Ceremony Team Training, Indian Regalia Construction, OA Rep, Unit Elections. At the conclaves they are responsible for ensuring an elangomat training session is held on Saturday morning.

OA Troop Representative

The OA Rep is responsible for keeping track of the OA Representatives on the Chapter level. This person is often the person who trains the OA Rep portion at the Annual Banquet.

Vice Chief of Operations

Conclave Coordination

The Conclave Coordinator works very closely to the VC of Ops. He runs the conclave and coordinates all activities to make sure that the ordeal is successful for all participants. Specifically, this person makes sure that each ordeal group has an elangomat and assigns elangomats to the groups. They also help with distribution of the food to the candidates.

Dance and Drum

The Dance and Drum person is in charge of getting a Grand Entry together for the candidates at the Conclaves and the December Banquet. They are also in charge of the Drum groups and organize times for them to perform with the dance teams at all lodge events. This person is in charge of getting people to train dance, drum, and Native American crafts at the December Banquet.



Brotherhood

The Brotherhood Subcommittee ensures that eligible members of the lodge attain their brotherhood. This person works closely with the chapters to ensure that the extended elangomat program is carried out. He ensures that at least one Brotherhood Ceremony is held at each lodge event (assuming that there is at least one candidate) and that the team is tested. Finally, he makes sure that each candidate is tested (see the Brotherhood Questionnaire).

Service Projects

The Service Project Chairmen works closely with the VC of Ops and the Camp Rangers to gather conclave projects. They also distribute the projects to the elangomat groups and arrowmen at the conclaves. He also plans and coordinate lodge service projects as defined in the quality lodge criteria.

Lodge Secretary

History

The History Committee is responsible for keeping the lodge history up to date. They publish a history book for NOAC and ensure that the lodge has a display at both NOAC and the Section Conclave. They work closely with the Web Site Chairmen to keep the History page on the web up to date. They also keep track of all awards the lodge gives and receives.

Membership Information

The Membership information committee works closely with the Secretary and the Lodge Recorder (Adviser of this position). They ensure that the lodge records are kept up to date and organize them as needed. They are responsible for getting each chapter a phone number and address list of all new ordeal members for each conclave.

Publications

The Publications Committee is responsible for publishing a quarterly lodge newsletter called The Thunderbird. They are responsible for reminding all members of the lodge of upcoming publication deadlines. They take the finished product to the Council Office for approval and then to Xerox for publication. They are also responsible for revising and printing the Lodge Planbook in November for distribution at the banquet and the following lodge events. They must bring the planbooks to all following lodge events so that they may be distributed to members that don't have one as well as new ordeal members. They work closely with the History committee when the time comes to publish the lodge history. They also ensure that the Thunderbird and planbook is sent electronically to the Web Site Chair for publication on the Internet.

Web Site

The Web Site committee is responsible for designing and maintaining the lodge web site at WWW.LODGE66.ORG. They work with the History committee to gather information for the lodge history page. They also work closely with the Chapter Chiefs and Lodge Officers to ensure that their pages are kept up to date as well. They are also responsible for getting an electronic copy of the planbook and each edition of the Thunderbird from the publications chair.

Lodge Treasurer

Beads

The beads committee is responsible for distributing beads to the chapters for distribution according to the Lodge 66 Coup Bead Chart. They are also responsible for having the lodge beads at the lodge events including coup necklaces for the new ordeal members at conclaves.

Camperships

This committee is responsible for promoting camperships applications from Scouts in need who desire to attend camp. With the help of the campership adviser, they conduct the review and selection of campership award recipients. The Campership Committee is responsible for running the Auction at the annual banquet.

Patch

The Patch chairman is in charge of designing patches and getting them approved at the LEC. This person, upon gaining approval, works with the Patch Adviser to get the patch to the Council for production.

Yah-Tah-Hey-Si-Kess Lodge, #66
Order of the Arrow



Great Southwest Council
Boy Scouts of America

Trading Post

The trading post chairman is responsible for the trading post. He works in the trading post during lodge events. They work closely with the adviser to order supplies and come up with a post event report of sales that should be sent to the Lodge Treasurer.



LODGE ACTIVITIES

The Lodge normally hosts four activities each calendar year. These are: the Spring Fellowship, held in March; the Spring Conclave, held in mid-May; the Fall Conclave, held in mid-September; and the Lodge Annual Training Conference and Banquet, held in early December. In addition, the Lodge holds a Lodge Leadership Development and Training Seminar for Lodge and Chapter Officers and Advisers. The cost of each activity varies, depending on whether you are a regular member, a Candidate for Brotherhood, or a Candidate for Ordeal. Participants at each activity normally receive a patch. The Lodge Conclaves are held at Camp Frank Rand and include an Ordeal, while the Spring Fellowship and Annual Training Conference and Banquet are held at various locations within the Council, depending on which Chapter is host.

The Spring Fellowship and Spring and Fall Conclaves begin on Friday evening, with registration, some sort of program feature, and a cracker-barrel. The Saturday schedule involves whatever the program feature is (Ordeal, Fellowship, Training, etc.) for that weekend. Ceremonies, a cracker-barrel, and fellowship are held on Saturday night. Sunday morning features religious services and may include a Lodge General Meeting. Usually, the activities begin around 7:00 p.m. on Friday night, and end around 10:30 a.m. on Sunday morning. Those needing to depart earlier to fulfill religious obligations are encouraged to do so, but they will miss part of the activity.

SPRING FELLOWSHIP

The Spring Fellowship is a weekend of training and fun. It is hosted by one of the Chapters and is held in various locations around the Council. A Brotherhood Ceremony is normally held during the Spring Fellowship. **The Spring Fellowship is held annually over the first Saturday in March (note that the Friday could be in February).**

SPRING AND FALL CONCLAVES/ORDEALS

The Ordeals are held twice annually at the conclaves for two very important reasons. The first is the induction of new members into the Lodge and the Order of the Arrow. The second is based on our obligation of service to our Council. During the Ordeals, our Lodge participates in the setting up (Spring) and taking down (Fall) of Camp Frank Rand. Thus, there are many work projects scheduled and accomplished during the Ordeal experience. In addition to Ordeal Ceremonies, Brotherhood Ceremonies, and Vigil Honor Call-Outs and Ceremonies may also be held. New Lodge Officers are elected at the Spring Conclave.

The Spring Conclave is held over the third Sunday in May.

The Fall Conclave is held over the second Sunday in September.

LODGE LEADERSHIP DEVELOPMENT CONFERENCE

The Lodge Leadership Development Conference is normally held the second Saturday in November. This conference is an event held for the benefit of the new lodge officers who were elected at the previous Fall Conclave, and for the new Chapter Chiefs. There, the new officers will be briefed on the duties that they will be expected to perform the coming year and will receive training.

LODGE BANQUET AND LODGE ANNUAL TRAINING CONFERENCE

Over the first Saturday in December, the Lodge holds its Annual Training Conference and Banquet. The training is geared toward providing all Arrowmen, youth and adult members, serving in various jobs within the Lodge, training and guidance in how to be a better Arrowman. In addition, our custom is to have some type of Indian Lore seminar, such as beading, costuming, and dancing at some point during the day. Late in the day, the Lodge hosts its Lodge Banquet -- food fit for a king, fellowship, recognition and awards. This is that one special time of the year when all those hard working Arrowmen are recognized for their many efforts and contributions in dedicated service to the Lodge, their Chapters, Districts and Council.



HOSTING A LODGE OR SECTION ACTIVITY

RESPONSIBILITIES OF THE HOST LODGE OR CHAPTER:

- 1) Define the objectives for the activity.
- 2) Obtain the approval of the Lodge Executive Committee, or Section Council of Chiefs, as appropriate.
- 3) Survey/Estimate the number of participants expected to attend.
- 4) Determine the needs of the group.

PLANNING

- 1) Location or Site:
 - a) The location/site is proposed by the Service Lodge or Service Chapter and approved by the Section Council of Chiefs or Lodge Executive Committee and Council Executive and/or Council Staff Adviser.
 - b) Determine the rules, regulations, fees/costs, and restrictions regarding the proposed location or site.
 - c) Check wood and water availability, if needed. Any fire restrictions?
 - d) Identify person responsibility for keys and security.
 - e) Identify the person, Chapter, or Lodge responsible for set-up.
 - f) Identify the person, Chapter, or Lodge responsible for clean up.
- 2) Grounds:
 - a) Parking and security of vehicles.
 - b) Outside lighting.
 - c) Identify area(s) for safe, outside activities or games.
 - d) Identify area(s) for ceremonies.
 - e) Identify area(s) for indoor and/or outdoor cooking. Determine fire restrictions, if any.
 - f) Identify personnel recovery shelter(s) during bad weather.
 - g) Identify methods and sites for trash disposal or storage.
 - h) Consider road safety.
- 3) Food:
 - a) Ask Host Chapter/Lodge Chief or Adviser for the maximum food allowance authorized in the Budget for this function.
 - b) Determine if cooking or having meals catered is the best option.
 - c) Prepare menu and obtain approval.
 - d) Determine quantity of individual foodstuffs required.
 - e) Identify and survey Food Preparation Area; consider stoves, ovens, warming tables, dishwasher, pots and pans, cooking utensils, silverware, dinnerware, glassware, expendable supplies if any (napkins, salt, pepper, etc.)
 - f) Identify and survey the Food Serving Area.
 - g) Identify and survey the Eating Area; consider number of tables and chairs.
 - h) Identify and survey Food Storage, Refrigeration, and Freezing equipment. If inadequate, ice chests may be needed.
 - i) Identify rodent and insect protection, means and methods.
- 4) Sleeping Accommodations:
 - a) Indoors and/or outdoors?
 - b) Tents provided, or bring your own?
 - c) Cots or pads available, or bring your own?
 - d) Male / Female
 - e) Youth / Adult



- 5) Restroom/Bathing Facilities:
 - a) Separate bathrooms for men, women, and youth participants.
 - b) Identify someone responsible for checking supplies and condition of cleanliness at least daily.
 - c) Indoor restrooms or are portable toilets needed (separate requirements for men, women and youth)? Consider cost.
 - d) Availability of washrooms, showers or bathing facilities for personal hygiene (separate requirements for men, women and youth).
- 6) Training Areas or Classrooms:
 - a) Determine if indoor and/or outdoor.
 - b) Consider classroom size.
 - c) Availability of Chalkboards, Marking Boards, podiums, easels, TVs, VCRs, projectors, pencils, etc.
 - d) Availability of tables and chairs.
- 7) Phone Service:
 - a) Determine public/private phone availability, and if functioning.
 - b) Determine location of phones and use cost.
 - c) Arrange for cell phones.
- 8) Medical Service or First Aid Needs:
 - a) First aid area available.
 - b) Identify trained, responsible personnel with proper certificates.
 - c) Define On-Duty hours.
 - d) Identify location, driving distance, and response time of nearest hospital, clinic, and/or doctors for emergency care.
- 9) Fire Equipment and Service:
 - a) Check availability, location and number of fire extinguishers.
 - b) Identify nearest Fire Department, phone number and response time.
 - c) Identify person(s) responsible for checking for fire hazards.
 - d) Identify needs for fire buckets for tents.
- 10) Activities:
 - a) Identify planned events, including training, meetings, ceremonies, camp fires, sporting events, work projects, fellowship, church services, displays, elections, hiking, etc. Determine alternate plans for both good and bad weather. Always have a back-up plan.
 - b) Provide religious services for all faiths.
 - c) Identify sites and leaders for religious services.
- 11) Registration:
 - a) Advanced registration is a must, with a 7-day minimum cut-off.
 - b) Penalty charge for late or walk-in participants (not to exceed twice the normal registration fee).
 - c) All fees must go through the Council Service Center or Section Host Lodge Council Service Center.
 - d) Consider process and method of registration, such as by individual or group (with a list of names), medical information, parent permission forms, etc.
- 12) Publicity:
 - a) Newsletter articles with date of function, date/time, location (with a map to get there, if the location is remote or unusual), cost per person, and schedule (list of activities and events being offered).
 - b) Registration form in Newsletter and/or Plan Book.
- 13) Finances/Budget/Cost/Money:
 - a) A Preliminary Budget must be submitted to the Lodge Treasurer, Lodge Staff Adviser, or Section Council of Chiefs and Council for Host Lodge, for approval.
 - b) A signed Purchase Order is required **prior** to all purchases.
 - c) Budget must contain all cost items, including costs for facility rental, insurance, food, function patch, printing/mailing, program supplies, awards, guest fees, donations, transportation, etc. Strongly recommend including a budget line item for unforeseen contingencies.



- 14) Insurance:
 - a) Insurance cost determined by the estimated number of participants.
 - b) Insurance fees are paid to the Council Service Center who sends these fees to the insurance carrier.
 - c) Identify group responsibility for site or location.
 - d) Identify who is covered to include if the renter or owner of the location or site has insurance coverage in case of damage or loss.
 - e) Identify if BSA insurance covers facilities at location or site.
- 15) Tour Permits:
 - a) Individual/Group tour permits must be presented during check-in.
 - b) Tour Permits must be filed at least one week before function.
 - c) Will Council accept a Mass/Group Tour Permit, filed by the Host Chapter or Service Lodge Adviser?
- 16) Clean-Up:
 - a) Identify who [person(s), Chapter or Lodge] is responsible for clean up of location, site, and all facilities.
 - b) Must thoroughly check all areas used by participants and staff.
 - c) Restrooms and Bathing Facilities must be checked and restocked.
 - d) Floors in all buildings must be swept and mopped.
 - e) Counters, tables and chairs must be cleaned.
 - f) Food preparation, serving, and eating areas must be clean and disinfected.
 - g) Pots, pans, ovens, stoves, sinks and countertops must be clean and disinfected.
 - h) Refrigerators and freezers must be clean. Do not leave any leftovers, used supplies, etc -- place in trash containers or take home.
 - i) Fire pits, campfire rings, and ashes cleaned and properly disposed of.
 - j) Grounds cleaned, equipment returned to storage location(s), all trash picked up and properly disposed of.

FINANCIAL GUIDELINES RELATING TO LODGE ACTIVITIES

- 1) Cost Centers
 - a) All lodge funds shall be handled through the normal accounting procedures of the council. The council has established the following accounts for use by the lodge:

1-2731-000-00	Lodge General Account
1-2371-371-00	Trading Post Account (sales and cost of sales)
1-2371-372-00	Dues (lodge dues & payment of national dues)
1-2371-373-00	Projects (major projects such as tents or archery range)
1-2371-374-00	Publications (Thunderbird, Planbook, Website)
1-2371-375-00	Camperships
1-2371-376-00	Lodge Officer Expenses
1-2371-380-00	Ute Chapter
1-2371-381-00	Zuni Chapter
1-2371-383-00	Mescalero Chapter
1-2371-384-00	Crow Chapter
1-2371-385-00	Ponil Chapter
1-2371-386-00	Cheyenne Chapter
1-2731-387-00	Cherokee Chapter
1-2371-388-00	Comanche Chapter
1-2371-389-00	Sioux Chapter
1-2371-391-00	Spring Fellowship
1-2371-392-00	Section Conclave
1-2371-393-00	Spring Conclave
1-2371-394-00	National OA Conference
1-2371-395-00	Fall Conclave
1-2371-396-00	Recognition Banquet
 - b) All documents relating to a lodge event (budgets, purchase orders, registration forms, payments, etc.) must include the three-digit cost center (see above) to facilitate proper accounting. For example, the cost center for the Spring Conclave is "393."



- 2) Budgets
 - a) Budgets are required for all Order of the Arrow events that involve money (either income or expenses). Planning budgets are prepared in the fall of each year for all events planned and scheduled for the upcoming calendar (fiscal) year and submit to the Lodge treasurer and Staff Adviser.
 - b) The Host Chapter Adviser prepares the budget with the advice and counsel of the Lodge Staff Adviser. The activity budget is a planning tool for the event, and may be revised as necessary. Use the council forms "Budget Worksheet" and "Budget Summary" in preparing all lodge activity budgets.
 - c) The Host Chapter Adviser should submit a "Budget Worksheet" and "Budget Summary" to the Lodge Staff Adviser at least 30 days prior to hosting a lodge activity. A copy of the approved budget will be returned to the Host Chapter Adviser.
 - d) All activity budgets for activities involving youth participation will include:
 - i) \$0.70 per person per day activity insurance charge
 - ii) \$1.00 per person liability insurance charge
 - e) All activity budgets will include at least 15% of gross activity fees as a contingency fund.
 - f) Printing, postage, etc. from the Council Service Center will be charged to the appropriate activity, and the budget must include these expenses.
 - g) Approved budgets must be on file before any purchase orders or work orders will be approved.
- 3) Purchasing
 - a) Purchase orders are required for all purchases. Purchase orders will be issued only for quantities and amounts listed on the budget. Petty cash expenses will only be approved for budgeted items.
 - b) All purchases must be accompanied by either an approved purchase order or by a petty cash receipt (for pre-approved cash purchases). Only authorized expenses will be approved for payment. Authorized expenses are those included in the approved budget and have proper purchase order/petty cash receipt documentation.
 - c) The council has open charge accounts with a number of merchants. To access these accounts you must have a purchase order, available through the Lodge Staff Adviser (please allow one week). You will need to provide the name of the merchant, the items to be purchased, the estimated cost of the items to be purchased (not to exceed budget), and the activity for which the items are being purchased. Some examples of merchants where the council has accounts:
 - (a) Sam's Club
 - (b) A-1 Trophy Center
 - (c) Wal-Mart
 - (d) Lowe's
 - (e) High Desert Scout Shop
 - (f) Boy Scouts of America
 - d) If an item is needed and cannot be found at any of the stores with which the council has an open account, contact Lodge Staff Adviser (505-345-8603) before purchasing the item.
 - e) Checks for cash advances, change funds, or petty cash funds will be made out only to a bonded agent of the council who is personally liable for the funds.
 - f) Requests for petty cash (or change fund) must be made at least one week in advance.
- 4) The Host Chapter Adviser must provide an actual report of income and expenses to the Lodge Treasurer and the Lodge Staff Adviser within 15 days of the completion of an activity.
- 5) Finance statements for any activity will be available by the 15th of the month following the close of the activity.

SUMMARY

1. Before agreeing to host a major function, here is a short list of things to remember:
2. The time of year the function will take place; consider alternatives.
3. Anticipated weather conditions must be considered.
4. Identify whether indoors and/or outdoors.
5. Determine if water is available.
6. Determine if firewood is available.
7. Identify if the activity is taking place at night, during the week, or on a weekend.
8. Identify transportation needs.
9. Determine the purpose and objectives for the activity, such as ceremonies, fellowship, training, meeting, work projects, sports, etc.
10. Determine all facility and equipment needs.
11. Identify all costs.
12. Assign responsibilities to individuals and/or groups.



NATIONAL, REGIONAL, AND SECTION ACTIVITIES

There are, from time to time, other activities in which the Lodge participates which are not hosted by the Lodge. These activities include Sectional, Regional, and National events and activities. A list of these events follows.

SECTION CONCLAVES

Nationally, the Order of the Arrow is divided into four geographic regions, and we are on the eastern boundary of the Western Region. Additionally, the regions are subdivided into groups of Lodges called "Sections." Our Section is designated as W-5A and is composed of three Lodges. Besides our Lodge, Yah-Tah-Hey-Si-Kess #66, the other Lodges, their respective Councils, and headquarter cities are:

Kwahadi Lodge, #78	Conquistador Council	Roswell, New Mexico
Tupwee Lodge, #536	Rocky Mountain Council	Pueblo, Colorado

A Section Conclave is an event in which members from all of the above lodges gather to participate. Section Conclaves are lots of fun and the weekend covers many events, including theme shows, ceremony competitions, training, Indian Dancing competitions (these are really terrific!), an Indian Pow-Wow, games and athletic events, and fellowship. Be sure to attend this fun event.

The Section Conclave is normally held over the second weekend in April unless it conflicts with Easter and then it will be held the third weekend.

NATIONAL ORDER OF THE ARROW CONFERENCES

Periodically, a National Order of the Arrow Conference (NOAC) is held at a major university, usually in early August. NOAC's are similar to Section Conclaves except that they are on a national scale, open to all Lodges from all Councils in Boy Scouts of America. Roughly 7,000 Arrowmen participate in a week of nationally sponsored competitions, theme shows, training classes and many other events, too numerous to describe, involving an atmosphere that is friendly and highly spirited. Except for National Scout Jamborees, which are held every four years, National Order of the Arrow Conferences are the largest gatherings of Scouts in the Boy Scouts of America. Our lodge usually has a contingent that enjoys touring and sightseeing going to and from the conference. Cost is around \$900 - \$1,000, and includes transportation, meals, and lodging.

NATIONAL LEADERSHIP SEMINARS

On an annual basis, by invitation only, the Western Region holds the Order of the Arrow National Leadership Seminar on a regional basis. These are primarily for the purpose of training the Lodge Key 3. However, other Lodge Officers and Advisers may be invited to attend. If you are lucky enough to be invited to attend this seminar do not hesitate -- GO!





CEREMONY TEAM INFORMATION

WHAT IS A CEREMONY TEAM?

A Ceremony Team is a group of members who work together to provide the ceremonies needed for the Ordeal, and various other ceremonies for the Council and local Districts. At the Ordeal, each team consists of four speaking parts, torchbearers, drummers, and numerous support people. The speaking parts are that of Allowat Sakima, Meteu, Nutiket, and Kichkinet. Teams are formed and organized at the Chapter level.

All Chapters are encouraged to create one or more Ceremony Teams.

WHAT KINDS OF THINGS DO CEREMONY TEAMS DO?

Again, at the Ordeal, they arrive early to set up the Ceremony Ring and perform the first ceremony on Friday night, called the Pre-Ordeal Ceremony. Saturday is spent practicing, cleaning up the ring, and helping out around camp until time for the Ordeal Ceremony Saturday night. During a typical Conclave/Ordeal weekend, the teams could also perform a Brotherhood Ceremony and/or Vigil Ceremony for those members who have achieved these levels. Then, on Sunday, the team cleans up the ring and receives their beads and patches at the General Business Meeting.

Back at the Chapters, Ceremony Teams may perform Webelos-To-Scout Crossover Ceremonies and/or Arrow of Light Ceremonies for local Cub Scout Packs in their District, the Four Winds Eagle Court of Honor Ceremony for new Eagle Scouts in their District, and other ceremonies as needed. The teams also prepare and practice a lot to sharpen their delivery and presentation skills.

Also, if you haven't realized it by now, Yah-Tah-Hey-Si-Kess, Lodge 66 is a highly spirited, very competitive organization. In 2002, our Lodge not only won second place with their camping promotions video at NOAC 2002 (Indiana University), but also participated in the ceremony and dance team competitions. So, the opportunities are endless -- and always Lots of Fun for our great Ceremony Teams.

WHAT ARE CEREMONY TEAMS REQUIRED TO DO?

First, Ceremony Teams have to be prepared. They need to be well versed in their lines and the staging and flow of the ceremonies. They also need to have all the props and equipment for the ceremonies. Here is a list of the minimum equipment requirements to form a new (or, maintain a) Ceremony Team:

- Outfits for all Speaking Parts
- 30 battery powered Luminaries to line trails
- 2-3 Battery powered Torches to outline the Ceremony Ring
- 1 Drum and Drum Stick
- Rostrum (see Ceremony Booklet)
- 1 Bow & Arrow
- One 50 foot rope

Some of these items are used in all ceremonies, some only in one. Check the Ceremony Booklet for specific requirements.

HOW CAN I GET INVOLVED?

The easiest way is to talk to your Chapter Chief or Chapter Ceremony Team Chief. If your Chapter doesn't have a Ceremony Team, ask your Chapter Chief (or VC Northern/Southern) to start one.



BASIC ELANGOMAT INFORMATION

Everything You Wanted To Know About Elangomats, But Were Afraid To Ask!

WHAT IS AN ELANGOMAT?

Elangomat is a Lenni Lenape, Delaware Indian, word that means "friend." The Order of the Arrow uses the term Elangomat to refer to the person who leads, facilitates, and guides Candidates for Membership through the Ordeal weekend. An Elangomat is a friend to each candidate and also a Big Brother, so to speak. The Elangomat is responsible for ensuring that each candidate undergoes a pleasant and complete Ordeal experience and sees ideals of the Order of the Arrow exemplified in him/her. Also, if you serve as an Elangomat for one of the Conclaves, you may attend the Lodge Banquet for free.

WHY DO WE HAVE ELANGOMATS?

The official OA Guide to Managing Elangomat Ordeals says this:

- Elangomat Ordeals are the best match to the images of the Pre-Ordeal Ceremony.
- Elangomat Ordeals are the best method to show a different way of life -- the Admonition in practice.
- Elangomat Ordeals are the most effective and efficient way for candidates to learn the lesson of the Ordeal – that Brotherhood, Cheerfulness and Service are a way to real happiness and success in life.
- Elangomat Ordeals are the best way to meet Youth Protection guidelines and community concerns.

SO, WHAT DOES AN ELANGOMAT ACTUALLY DO AT THE CONCLAVE?

Basically, the Elangomat supervises the candidates at all times during the Ordeal experience. He watches that candidates are safe, healthy, and adhering to the tests of the Ordeal. He also is the logical leader. He gets his group to where they need to be on time with the appropriate attire and equipment. Lastly, he supports the candidates and encourages them in their time of testing.

THIS SOUNDS NEAT! WHAT DOES AN ELANGOMAT BRING TO THE ORDEAL?

Elangomats need to be prepared for almost anything, so here's what they should bring. Overnight pack with a sleeping bag, ground cloth and ground pad, work clothes, water, two flashlights with batteries, watch, First Aid kit, pen/pencil and paper, toilet paper, pocket knife, teddy bear, and other personal equipment.

I WANT TO BE AN ELANGOMAT NOW! HOW DO I BECOME ONE?

Any member may become an Elangomat very easily. First, attend an Elangomat Training Course or serve as an Assistant Elangomat at an Ordeal. If interested in being an Elangomat or Assistant Elangomat, fill out an Elangomat Registration Form and mail it to:

Great Southwest Council, BSA
Order of the Arrow
5841 Office Blvd. NE
Albuquerque, NM 87109

Note that this form is available online at the Lodge 66 web site: [HTTP://WWW.LODGE66.ORG](http://www.lodge66.org) and in the Plan Book Addendum





BROTHERHOOD MEMBERSHIP

As an Ordeal member, you are entitled to all the rights and privileges of full membership in the Order of the Arrow. Yet, so important is the Induction sequence that the Order strengthened it by creating the Brotherhood Membership. It is an opportunity for members to evaluate their past service to Scouting (camping and unit involvement) and to the Lodge since their Ordeal Induction. Brotherhood Membership is sought by Arrowmen seeking to reaffirm their belief in the high purpose of the Order. Before becoming a Brotherhood member, each Arrowman makes a special effort to serve his Troop or Team and to learn about the Order. Each Brotherhood member commits himself to even more service to Scouting through the Order. Brotherhood Membership marks the completion of the Full Induction into the Order of the Arrow.

Upon attaining Brotherhood, your membership in the Order of the Arrow is now sealed.

THE CHALLENGES OF BROTHERHOOD MEMBERSHIP

Five challenges must be met before an Arrowman can enter the Circle of the Brotherhood. The first challenge should be met soon after the Ordeal. The next three require steady effort over a period of months. The last challenge can be met after being satisfied that the first four challenges have been met.

1. **Memorize the Signs of Arrow Membership.** Learn the Obligation of the Order, which you received from Allowat Sakima, the Mighty Chief. Also learn 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. The Brotherhood Questionnaire is a good path each Brotherhood Candidate should follow in his quest for this understanding and enlightenment. You may also decide to read the ceremony via the Ordeal Ceremony Handbook. Specifically, the questionnaire helps the candidate re-live and re-focus again on every important part of the entire Ordeal experience and induction ceremony. The goal is to enrich the deep meanings of the entire Ordeal process.
3. **Serve Your Unit.** Retain 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, Team, or Post/Ship. Important: Each candidate must obtain his local Chapter certification of having fulfilled this requirement before arriving at Camp Rand intending to participate in a Brotherhood Induction Ceremony. This certification is only made possible by fully completing every requirement on the Brotherhood Check Form and obtaining the final sign-off by his Chapter Chief or Chapter Adviser *before* participating in the Brotherhood Induction Ceremony.
4. **Plan for Service in the Lodge.** Retain your registration in the Lodge and keep current in dues. Be aware that acceptance of Brotherhood Membership involves a pledge of 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. [Important: This letter must be attached to your Brotherhood Checklist and both the Check Form and letter given to your Chapter Chief or Chapter Adviser, who will pass them on to the Lodge Secretary.] In this letter, you should:
 - a. Explain, in your own words, what you think the Obligation means.
 - b. Describe how you have been fulfilling this Obligation in your Troop, Team or Post/Ship, and in your daily life, and how you have used your understanding of the Ordeal experience to aid in this service.
 - c. Describe your specific plans for giving future service in the Lodge Program and your Chapter's Program.



VIGIL HONOR SELECTION

Alertness to the needs of others is the mark of the Vigil Honor. It calls for an individual with an unusual awareness of the possibilities within each situation.

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.

The Vigil Honor is the highest honor that the Order of the Arrow can bestow upon its members for service to the Lodge, Council, and Scouting. It dates from the year 1915, when our Founder E. Urner Goodman became the first Vigil Honor member. Since then, thousands of Arrowmen have been given this honor.

Vigil Honor members have a worthy tradition to uphold. They must at all times conduct themselves in accordance with the ideals of Scouting, the Order of the Arrow, and the Vigil Honor. Membership cannot be sought or won by a person's conscious endeavor. It comes as recognition of his unselfish leadership in service. This fact should be given careful consideration in the selection of candidates for membership. The Vigil Honor has successfully fulfilled a definite and satisfactory service to the Order of the Arrow, to Scouting, and to individual members. Its continued success depends on the care with which future members are selected and on the maintenance by its members of the high ideals of service to others for which the Vigil Honor has always been known.

Eligibility: Any member of the Order of the Arrow, registered in Scouting, and in good standing in a regularly chartered Lodge, is eligible for recommendation to the National Committee, Order of the Arrow for elevation to the Vigil Honor, provided that, at the time of his recommendation (not selection), he has been a Brotherhood member for a minimum of two years at the time of recommendation to the National Committee by the Vigil Honor Nominating Committee. More specifically, although the Lodge Vigil Honor Nominating Committee meets on the day of the Lodge Banquet to select the list of candidates, the Lodge does not send its recommended list of Vigil Honor nominees to the National Committee until around March 15. Hence, a candidate, to be eligible, would have had to obtain his Brotherhood no later than the Spring Fellowship two years previous. Because the Order of the Arrow is primarily an organization for youth, it is suggested that, in recommending candidates for the Vigil Honor, preference be given to those who are, or who became members of the Order as Scouts, rather than those who were inducted into the Order as adult volunteers or professional Scouters.

Members of the Order may only be inducted into the Vigil Honor with the written approval of the National Order of the Arrow Committee. The Lodge must receive this written approval before the Lodge may proceed with a Vigil Honor Call-Out and Ceremony.

When weighing "distinguished service" demonstrated by various Arrowmen, a member, who is thinking of nominating some other Arrowman for Vigil Honor, should exercise caution in measuring 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 Order of the Arrow Committee has established a policy, which requires that at least 50 percent of a lodge's nominations must be candidates younger than 21 years of age, including those that do not count against the quota for any given year (i.e., Professional Scouters, the Council President, Council Camping or Boy Scout Committee Chairman, and Camp Rangers do not count against a lodge's quota for total nominations). All nominations may be for candidates younger than 21 years old, but no more than 50 percent may be for persons 21 years of age or older.

The form must be submitted to the Council Service Center by November 20th of each year. The Lodge Chief appoints a Vigil Honor Selection Committee of youth representatives of the entire lodge and its chapters. The Lodge Adviser appoints an Adviser, but the Adviser has no vote. The committee meets at the Lodge Banquet to deliberate candidates, and they meet again at the Spring Fellowship to officially choose candidates and select Vigil names and their English translations.



LODGE AWARDS

At the Lodge Banquet each December, the lodge presents the following awards:

OA Founders Award	Nominations Due at Fall Conclave
Arrowman of the Year	Nominations Due at Fall Conclave
Old Arrows Award	Nominations Due at Fall Conclave
Young Arrows Award	Nominations Due at Fall Conclave
Jack Stellar Camping Award	Nominations Due at Fall Conclave

Nomination forms for these awards can be found on the Lodge Web site and in the Plan Book Addendum.

In addition to the individual awards mentioned above, two other awards are given to Chapters.

Supreme Chief of the Fire Award	Actual Statistics Used
Chapter of the Year Award	Chapter Annual Report due Friday Night of Lodge Banquet

LODGE AWARDS SELECTION COMMITTEE

The Lodge Chief (or his designee) shall annually appoint a Lodge Awards Selection committee to convene at the Fall Conclave each year for the purpose of reviewing nominations and making selections of award recipients. Every effort should be made to adequately represent the entire lodge and its Chapters on the committee. The Lodge Adviser shall appoint an adult to serve as Adviser to this committee, but the adviser shall have no vote.

FOUNDER'S AWARD

The Founder's Award was created by the National Committee to honor and recognize those Arrowmen who have unselfishly and cheerfully given outstanding service to the Lodge. This award is reserved for Arrowmen who demonstrate in their everyday life the spirit of achievement as described by our founder E. Urner Goodman. This is the most prestigious award that the lodge may present, and requires National Order of the Arrow approval.

The Founder's Award is a handsome bronze medallion bearing the likeness of E. Urner Goodman and co-founder Carrol A. Edson, with wooden base and brass plate suitable for engraving. This prestigious award is appropriate for display at home or in the office. Also available is the Founder's Award arrow ribbon, similar to the universal arrow ribbon, except that it is a gold-covered arrow suspended from a red ribbon.

Only two awards per year are currently authorized for our lodge (based on size). The Awards Selection Committee may select a) no recipients; b) one youth recipient; c) two youth recipients; or d) one youth and one adult recipient. The Lodge Awards Selection Committee recommends recipients for this award which are approved by the Lodge Chief and Adviser and forwards their selection to the National Order of the Arrow Director for approval.

ARROWMAN OF THE YEAR

The Arrowman of the Year Award is a Lodge-level award which honors one youth and one adult for exceptional service to the Lodge in the past year. The Lodge Awards Selection Committee recommends recipients for this award to the Lodge Chief and Adviser for final approval.

YOUNG ARROW'S AWARD

The Young Arrow's Award is a Lodge-level award created to honor and recognize those Arrowmen who have given long, faithful and outstanding service to Lodge 66. Up to two Youth Arrowmen, under 21 years old, are selected annually to receive this very prestigious award. The award is a handsome plaque. Although a youth member may be nominated for both the Young Arrow's Award and the Founder's Award, an individual may not receive both awards in the same year. The Lodge Awards Selection Committee recommends recipients for this award to the Lodge Chief and Adviser for final approval.

OLD ARROW'S AWARD

The Old Arrow's Award is a Lodge-level award created to honor and recognize those Arrowmen who have given long, faithful and outstanding service to Lodge 66. Up to two Adult Arrowmen, 21 years or older, are selected annually to receive this very prestigious award. The award is a handsome plaque. Although an adult member may be nominated for both the Old Arrow's Award and the Founder's Award, an individual may not receive both awards in the same year. The Lodge Awards Selection Committee recommends recipients for this award to the Lodge Chief and Adviser for final approval.



JACK STELLAR CAMPING AWARD

The Jack Stellar Camping Award was created in 1995 to recognize individual outstanding long term service and selfless dedication to the youth of Boy Scouting. This award is similar to the Founder's Award except that it is only given periodically to those adults and youth who exemplify the highest ideals of the Boy Scouts of America and the Order of the Arrow. This award is named in honor of our past Camp Ranger, Jack Stellar, Vigil Honor member, who very faithfully and enthusiastically served the Great Southwest Council and Lodge 66 for over 20 years. Jack Stellar and the recipients of this award provide an outstanding example to the youth and adults of our Lodge by the quality of their service to the Lodge and Camp Frank Rand, and the excellent example they provide to, and their relationships with the other members of the Lodge. The first recipient was Mr. Phillip Cluff, a former Vigil Honor member of Lodge 66 and three-year Chapter Adviser of the Cheyenne Chapter.

An adult may only be considered for this award after ten years of service to Boy Scouting through the Lodge and Camp Frank Rand while a youth may only be considered after five years of such service. Candidates will be considered and selected by the Lodge Awards and Recognition Committee at the Fall Conclave.

SUPREME CHIEF OF THE FIRE AWARD

This award recognizes the chapter that had the highest percentage of its Boy Scout Troops attend Camp Rand during the previous summer. The percentage shall be based on the total number of Boy Scout Troops registered in the Chapter's district on June 30th. The Lodge Awards Selection Committee shall request this data from the Lodge Staff Adviser between September 15th and November 30th. First, second, and third places will be recognized.

CHAPTER OF THE YEAR AWARD

This award is based on a strict set of requirements that are designed to recognize the chapters that best support the lodge's quest for the Honor Lodge Award. Each chapter must submit a Chapter Annual Report to the Lodge Chief no later than 7:00 Friday of the Lodge Banquet weekend.





TO THE NEW ARROWMAN:

If you are new to our Lodge, we hope that you have gained a better understanding about Yah-Tah-Hey-Si-Kess, Lodge 66 and the Order of the Arrow, in general. Also, we hope that you have enjoyed reading this section of the Plan Book. We not only wanted to give you a little bit more about the Lodge than may be picked up during your Ordeal experience, but we hope that we encouraged you to seek out one of the areas of service that we discussed. We challenge you to get involved. There is always room within the Lodge and Chapters for every Arrowman to become involved in one way or another.

To re-emphasize the point we are trying to make from a different perspective, please imagine this scene: You are a 14 year old Star Scout. It is Sunday night and you just returned this morning from Camp Frank Rand. You have just completed your Ordeal and are now an Ordeal member in Yah-Tah-Hey-Si-Kess Lodge 66. You wonder what it is all about. You pick up your OA Handbook and this Lodge 66 Plan Book and begin reading with great curiosity and anticipation. The scene shifts to three years into the future. It is once again Sunday night and you have just returned from the Fall Conclave. You are now 17 years old, an Eagle Scout, and this morning, you were elected Chief of Lodge 66. You sit down and start planning out the year ahead in your new position as Lodge Chief and are trying to decide what you want and hope to accomplish over the next 12 months.

Do you think this scenario is an impossible dream? Ask your current Lodge Chief or any past Lodge Chief. You can go as far as you want to in the Lodge or the Order of the Arrow. The only thing stopping you is yourself! You can get active in one or more Lodge Committees or get active in your Chapter. You can become a Committee Chairman, a Chapter Chief, or even Lodge Chief!





UNIT ELECTIONS

FACT AND INFORMATION SHEET

REFERENCES:

1. Order of the Arrow Guide for Officers and Advisers.
2. The Order of the Arrow Handbook.

WHAT IS THE ORDER OF THE ARROW?

GENERAL DESCRIPTION

1. The Order of the Arrow is "*Scouting's National Honor Society*", and its youth members are elected by their fellow Scouts for exemplifying the ideals of Service, Leadership, and Cheerfulness.
2. One of the primary purposes of the Order of the Arrow is to promote Scout camping and to maintain camping traditions and spirit.
3. The process starts with a Unit OA Election. Each youth member receiving a sufficient number of votes qualifies him to be a "Candidate for Membership" in the Order of the Arrow. Before his full membership is bestowed, there are other requirements that must be met.
4. The Order of the Arrow is a youth-run organization, with adult guidance. Adult Scouters who are OA members are encouraged to help guide and support youth. All goals, objectives, and decisions are made exclusively by youth members with the support of the advisers.
5. Members of the Order of the Arrow, called "Arrowmen," in Lodge 66 undertake a number of worthwhile, interesting and challenging tasks each year. Our Lodge is divided into 9 Chapters. The geographic boundaries of each Chapter are roughly equal to a District. Lodge and Chapter Arrowmen are on-call to conduct special ceremonies in Cub Scout Packs (e.g., Arrow of Light and Webelos-To-Scout Crossover Ceremonies), at special events (e.g., OA Call-Out Ceremonies at District Camporees) and at Courts of Honor, in particular, Eagle Courts of Honor. Further, Lodge and Chapter Arrowmen perform a large number of maintenance and camp improvement/enhancement projects at our Council's Camp Frank Rand. In particular, our Arrowmen from all over our Council meet at Camp Frank Rand in late Spring each year to de-winterize camp equipment and prepare the camp for the opening of our Council's youth summer program. Subsequently, we return in early Fall to take down and store moveable camp equipment, winterize all exposed equipment, and repair any damage incurred during the summer program. The Lodge also aggressively conducts fund raisers throughout the year to send many needy Scouts to one of the Council summer programs at Camp Frank Rand, including Brownsea-22, Junior Leader Training and Summer Camp.

PURPOSE OF THE ORDER OF THE ARROW

1. To recognize those campers, Boy Scouts, Varsity Scouts, and Adult Scouters who best exemplify the Scout Oath and Scout Law in their daily lives and, by such recognition, cause other campers to conduct themselves in such a manner as to warrant recognition.
2. To develop and maintain camping traditions and spirit.
3. To promote Scout camping, which reaches its greatest effectiveness as a part of the unit's camping program, both year-around and in the summer camp, and helps strengthen the Council and District Camping and Activities Committees.
4. To crystallize the Scout habit of helpfulness into a life purpose of leadership in cheerful service to others.



PRINCIPLES OF THE ORDER OF THE ARROW

1. An OA Election is unique. There is no other organization in which a candidate for membership is elected by non-members using standards set by his fellow Scouts in his home unit. In other words, each candidate is elected by his Scout peers from his own unit.
2. An OA Election is not a popularity contest. Instead, it is a very serious and solemn event.
3. Each candidate's election and induction into the Order of the Arrow reflects "not so much for what he has done, but for what he is expected to do."
4. Before final induction, each candidate must take the solemn Obligation of the Order of the Arrow wherein the candidate must promise, on his honor, "to be unselfish in service and devotion to the welfare of others."
5. Service and devotion to others must be closely linked and integrated with cheerfulness, unselfish dedication, and sincere teamwork -- each clearly embodied in the Scout Oath and Law.
6. Once inducted into the Order of the Arrow, and as long as an individual remains in the Order of the Arrow, a true Arrowman must constantly be tested by himself-- "Have I embraced and will I continue to embrace the high ideals, traditions and solemn obligations of our Order?"

YOUTH ELIGIBILITY AND MEMBERSHIP REQUIREMENTS

1. Be a registered and active member in good standing of a Boy Scout Troop or Varsity Team and be less than 21 years old. [Once accepted into OA, a member is considered a "youth member" until he reaches his 21st birthday.]
2. Have his Unit Leader's approval.
3. Have 15 days and nights of camping within the past two years prior to your unit's OA Election. These 15 days and nights of camping must include at least one long-term resident camp (approved and under the auspices and standards of the Boy Scouts of America) of at least six consecutive days (including five nights). The balance of the camping must be overnight, weekend, or other short-term camps.
4. Have achieved the minimum rank of First Class before the OA Election.
5. Be elected by his unit through a certified OA Election.
6. Complete other requirements that will be told to him later (i.e., within one year after being elected, successfully complete the Ordeal experience and participate in the Induction Ceremony).

To become a Youth Candidate for Membership in the Order of the Arrow, a Boy Scout or Varsity Scout is chosen by secret ballot by other Scouts in his home unit. An OA Election is unique since the majority of those Scouts who select their OA Candidates are non-member of the Order of the Arrow (i.e., non-members as well as members equally participate in an unit OA Election).

ELECTION GROUNDRULES

1. Before the election is held, the OA team must secure from the Unit Leader verification that at least 50 percent of the registered, active unit membership is present.
2. In Boy Scout Troops and Varsity Teams, every registered, active member of the troop under the age of 18 at the time of the election is eligible to vote.
3. There now are no fixed quotas. All eligible boys who receive votes from at least 50 percent of those who turn in ballots are elected. Round up odd numbers.
4. The unit leader provides a list of all registered active members of his unit who he certifies meet all eligibility requirements.
5. Each unit may recommend one adult as a Candidate for Adult Membership each year. Inform the Unit Leader or another adult member of this opportunity and have the Adult Candidate Recommendation Form.



PREPARING FOR OA UNIT ELECTIONS: SUGGESTED PROCEDURES

YOUTH CHAIRMAN

1. Gets a list of troops including Scoutmasters and Scoutmaster's phone numbers and the nights of the week that they meet. This information should be tracked on the Chapter Camping Promotions/Unit Election schedule.
2. Break your list into specific nights (e.g., Mon., Tues., Wed., etc.). You can use a separate Chapter Camping Promotions/Unit Election schedule for each night.
3. Set up volunteer election teams including at least one adult for each weeknight--some nights are very heavy so you may need two teams to cover one night or have one team take more than one night.
4. Designate a youth team chief for each team.
5. Insure that elections are scheduled prior to your cut-off date.
6. Insure that completed election forms are given to the Elections/Camp Promotions Adviser for forwarding to the Chapter Adviser. The Chapter Adviser then sends the information, once completed, to the Lodge Adviser.
7. Keep a notebook and retain a copy of each completed election form for your notebook.
8. Fill out an entry in the Chapter Camping Promotions/Unit Election schedule for each troop, particularly the blank spaces such as meeting place, meeting time, and date of Camping Promotions/Unit Election. Verify that the printed information (especially meeting night and Scoutmaster data) is correct. If there is someone besides the Unit Leader who is your prime contact, provide the information for "alternate contact" in the Leader/Phone # block of the Camping Promotions/Unit Election schedule. Correct the printed information as necessary. When camping promotions and unit elections are completed, give the completed schedule to the Chapter Adviser who will enter it into his records.
9. Follow up regularly to make sure your teams are on schedule.

ADULT ADVISER

1. Monitor the progress of the Youth Chairman and offer suggestions as required.
2. Insure elections and camping promotions are completed on time and in accordance with Scouting and Lodge policies.
3. Serve as counselor to Camping Promotions/Unit Elections teams as necessary.
4. Serve as focal point for special problems that may require Chapter or Lodge attention.

TEAM CHIEF

1. Call the Unit Leaders that have meetings on your designated night early to schedule their OA election/camping promotions (**NOTE:** It is usually possible to do two on one night if necessary). Find out where his troop meets and at what time. Report this information to the Youth Chairman for inclusion in the Chapter Camping Promotions/Unit Election Schedule.

The Lodge has set up guidelines for conducting Camping Promotions. Troops should be persuaded to adopt one of the following procedures, in **DECREASING** order of preference.

- (1) Most preferable is to have a special camping promotions night, different from the OA elections, to which the parents are especially invited.
 - (2) If this cannot be arranged, it is suggested that the camping promotions program be presented at a Court of Honor, again, **AT A DIFFERENT TIME THAN ELECTIONS.**
 - (3) Next most preferable, have the camping promotions program at a regular troop meeting to which parents have been especially invited. Parents can leave after the program, and you may then conduct the election.
 - (4) LEAST preferable is to give the camping promotions program to the Troop youth, and do the elections at the same meeting.
2. Make a follow-up call to the Scoutmaster about one week before you are scheduled to be there to remind him. Suggest that eligible Scouts be listed on a ballot to simplify the election.
 3. Arrive at the meeting early enough to talk to the Scoutmaster, have him fill out his part of the election form, set up the projector and/or tape player, and find a suitable place for the camping promotions presentation.
 4. Introduce yourselves. Follow the Election Procedures as outlined below.
 5. If you are doing a unit election for this unit, do that first.
 6. Make sure the completely filled out election form is signed in the appropriate places.
 7. Inform the Youth Chairman of the completed election, and give him the completed form.



8. When doing the camping promotions, speak clearly. Be positive and enthusiastic about camping. Present the camping promotions slide show/video -- be sure everyone can see and hear clearly. After the presentation, answer any questions the Scouts or parents may have. **Be familiar with what you are presenting.** Talk of **positive** experience you, the promoter, may have had. Mention the incentives for early sign-up. After all questions have been answered, thank the group for their attention and quickly clean up the equipment.

ADULT TEAM MEMBER

1. Make sure that the team chief schedules OA elections/camping promotions to meet **YOUR** schedule.
2. Ensure that transportation is available for youth members.
3. Attend OA elections and camping promotions scheduled for your night.
4. Insure the correctly filled out and signed election forms are forwarded to the Chapter Adviser.
5. Call the appropriate Adviser if you have any questions or problems, or see him directly at monthly OA meetings, if it's not an "emergency".
6. Stay in the background and let your team chief conduct the OA elections and camping promotions.





PERFORMING THE UNIT ELECTION

- 1) Review the **Election Procedures** as specified in the Order of the Arrow Handbook.
- 2) Introduce Arrowmen doing election.
- 3) Explain about the Order of the Arrow:
 1. The Order is a National Brotherhood of Scout Honor Campers elected by their fellow scouts for exemplifying the ideal of Service, Leadership, and Cheerfulness.
 2. The purpose of the Order of the Arrow is to promote good Scout camping.
 3. Explain that being elected qualifies them to be a **CANDIDATE** for the OA. Before membership is bestowed there are other requirements to be met.
- 4) Explain Youth Eligibility for the Order:
 1. 15 days and nights of camping within the past two years prior to the unit's OA Election. These 15 days and nights must include at least one long-term camp of at least six consecutive days and five nights.
 2. Hold the rank of 1st class or higher.
 3. Have Scoutmaster's approval.
 4. Be under 21 years of age. Scouters over 21 may be selected for the order by their Unit committee.
- 5) Election Rules:
 1. At least 50 percent of registered active unit membership must be present.
 2. Those who receive votes from at least 1/2 of those casting votes will be elected into the order.
 3. Election into the Order is not a popularity contest.
 4. Campaigning is not allowed. Vote is by secret ballot and there is no discussion.
 5. In Boy Scout troops and Varsity teams every registered active member of the unit under age 18 at the time of the election is eligible to vote.
- 6) Ask Scouts if there are any questions about the Order or about the election procedure.
- 7) Call forward eligible members and write their names on a blackboard, if available.
- 8) Pass out ballots and pencils (make sure to have enough supplies). Explain that each Scout, including all Candidates for Election, who wants to vote may list on his (blank) ballot (or, circle on a pre-printed ballot) any combination of names, including all eligible candidates, who he believes are worthy to become members of the Order of the Arrow.
- 9) Collect and count ballots (a good idea is to have one member of the team count the ballots in the back room while the others deliver the camping promotions presentation). It is good to have the adult adviser or Scoutmaster there to verify results.
- 10) Fill in election report. You may inform the scouts of the results of the election only at the Scoutmaster's discretion, but you must inform the Scoutmaster (he has to sign the election report).





CAMPING PROMOTION

One of the primary, jointly shared, responsibilities of the Order of the Arrow, at any level, with the Council and District Camping Committees, is to promote camping, both long-term summer camp and year-round camping by each Scouting unit.

Beginning in 1999, there are now two visits annually to each unit where Camping Promotion is the central theme, specifically, (a) adult visits in September - October to deliver a Camping Promotions Packet to adult leaders in each unit, and (b) youth visits (accompanied by an adult) in January - March for camping promotion presentations directly to youth in the units.

In order to be effective, Chapter Camping Promotions Teams should be formed. All Unit Camping Promotions Visits are conducted under the co-leadership and close cooperation of the local District Camping Committee Chairman, the Chapter Camping Promotions Youth Chairman, and the Chapter Camping Promotions Adviser.

FUNDAMENTAL PRINCIPLES OF CAMPING PROMOTIONS

- A. It is important to remember that the Order of the Arrow is "Scouting's National Honor Society." Further, the Purpose of the Order of the Arrow states, in part: "To promote Scout camping, which reaches its greatest effectiveness as a part of the unit's camping program, both year-round and in summer camp, as directed by the Camping Committee of the Council."
- B. Each Arrowman, both youth and adult, must, therefore, be committed to camping promotion. This is one of our most important commitments to Scouting.
- C. To reach the objectives of Scouting -- to train Scouts to become responsible citizens who are physically strong, mentally awake, and morally straight -- it is absolutely essential that Scouts go camping with their units, and that, in fact, units have an active and effective monthly camping program. Over the years, camping has kept Scouts interested in Scouting.
- D. Each chapter of the lodge has the responsibility to do a good job of promoting camping. Arrowmen can accomplish such promotions individually in their unit or by becoming a member of the Lodge Camping Promotions Committee or local Chapter Camping Promotions Team.
- E. Each Arrowman should be the Number One Camping Promotions Salesman in his/her home unit. All Arrowmen should set the example for fellow Scouts and Scouters by being the first one to sign up for Summer Camp. They also take the lead in planning a well-balanced program of year-round camping events. They talk camping on a person-to-person level with all fellow Scouts and Scouters.
- F. A dedicated Arrowman is enthusiastic about camping and will never miss an opportunity to encourage fellow Scouts to enjoy the outdoors. Adult Arrowmen, in particular, should be prepared to talk to parents of Scouts in their unit about the values of camping for their sons. They can assist the Unit Leader in planning and carrying out a strong camping and high adventure program. As an example to younger Scouts, Youth Arrowmen should advance toward Eagle and become especially skilled in camping techniques and outdoor skills.
- G. Every Arrowman's first duty is to his/her home unit. We must always keep in mind that a primary role of the Order of the Arrow is to strengthen units to grow and succeed, particularly in the outdoor phase of the unit program.
- H. Lodge 66 will work closely with the Great Southwest Council Camping Committee, and each Chapter should likewise work closely with its local District Camping Committee in carrying out the Council and District camping promotion plans and objectives. The Lodge Camping Promotions Adviser is a member of the Council Camping Committee, and likewise the Chapter Camping Promotions Adviser is a member of the District Camping Committee. The Council and District Camping Committees are responsible for camping promotions and make use of the Lodge and Chapter Camping Promotions Committees to present camping promotions to local units.



PREPARING FOR UNIT CAMPING PROMOTIONS VISITS

COUNCIL CAMPING COMMITTEE

The Council Camping Committee (CCC) shall:

- A. While working closely with the Lodge Camping Promotions Committee Chairman and Adviser, annually establish a joint plan and strategy for Camping Promotions to assure that all Scouting units in the Great Southwest Council are afforded the opportunity to receive firsthand current and accurate information on all camping opportunities within the Council. The general plan will be based on heavy delegation of responsibility to the local level, specifically local District Camping Committees and OA Chapters, and will revolve around a general strategy of two key unit visits each year. In this regard, there are two specific objectives: (a) strongly encourage each unit to commit to inserting year-round camping and a long-term camp as critical core elements in their Annual Program Plan, and (b) once committed, encourage all unit youth members to participate in all camping opportunities in the unit's outdoor program. Toward these objectives, the general strategy will contain the following key provisions:
 - a. During September and October, trained adults visit every local Cub Scout Pack, Boy Scout Troop, Varsity Team and Venturing Crew/Ship to meet with the Unit Leader and Committee Chairperson to deliver a Camping Promotion Information Packet, briefly explain the contents of the packet, make a few positive comments about the specific value of the BSA Outdoor (Camping) Program, answer questions, etc.
 - b. Between January and March, trained Youth Arrowmen visit every local Cub Scout Pack, Boy Scout Troop, Varsity Team and Venturing Crew/Ship and promote Council camping opportunities directly to the youth of each unit. Youth visits to Boy Scout Troops and Varsity Teams may be in conjunction with OA Unit Elections. Youth visits to Cub Scout Packs may be in conjunction with Arrow of Light and Crossover Ceremonies.
 - c. Assure that the Program Planning kits have current camping promotional information. and distribute these packets to local District Camping Chairmen (or, in those cases where no District Camping Chairman exists, packets will be distributed to the District Chairman). Two basic types of packets will be prepared: (1) one for Cub Scout Packs and (2) a separate packet for Boy Scout Troops, Varsity Teams and Venturing Crews/Ships.
- B. No later than November 1, annually produce and distribute a Camping Promotions Video, through District Camping Committees, to each local Chapter Adviser, for use by local Youth Arrowmen during their visits to Boy Scout Troops, Varsity Teams and Venturing Crews/Ships. [Note: The goal is to have three separate types of Camping Promotions Videos: (a) one specifically for Cub Scouts, (b) one for Boy Scout Troops, Varsity Teams and Venturing Crews/Ships, and (c) a High Adventure version specifically aimed at older youth. Further, working closely with the Lodge Camping Promotions Committee Youth Chairman and Adviser, develop an outline of suggested topics and comments, typical questions and answers, etc. for use by Youth Arrowmen before/during/after the showing of the Camping Promotions Video.
- C. While working closely with the Lodge Camping Promotions Chairman and Adviser, develop a training program for all youth and adult Arrowmen participating in this program. Conduct this training program annually at appropriate venues (e.g., District Key Management Workshops, Lodge Annual Training Conference, etc.).





LODGE CAMPING PROMOTIONS COMMITTEE YOUTH CHAIRMAN AND ADVISER

- A. The Lodge Camping Promotions Committee, jointly with the Council Camping Committee, shall annually develop a plan and strategy for the Lodge's involvement in the Council's Camping Promotions Program.
- B. Assure adequate training is provided to all Youth and Adult Arrowmen participating in this program. Appropriate OA training venues include the Lodge Leadership Development Conference and Lodge Annual Training Conference.
- C. Assure that the Lodge is represented at all meetings of the Council Camping Committee and that a Camping Promotions status report is given at each such meeting, if appropriate. In addition, be prepared to report on the status of other camping initiatives, co-sponsored by the Council Camping Committee and the Lodge.
- D. Assure that a Camping Promotions status report and a report on other camping initiatives co-sponsored by the Council Camping Committee and the Lodge is given at each meeting of the Lodge Executive Committee. [For example, any request for Lodge financing of a major purchase of equipment or supplies for Camp Frank Rand should come through the Lodge Camping Promotions Committee and, in turn, be advocated by this committee before the LEC.] Further, maintain an open line of communication with all Chapter Chiefs to (a) highlight key milestone dates relating to Camping Promotions and (b) in particular, pass on any changes in the process and procedures that may evolve from time to time.

DISTRICT CAMPING COMMITTEE

The District Camping Committee's primary function is promotion of unit camping at the local unit level, including every Cub Scout Pack, Boy Scout Troop, Varsity Team and Venturing Crew/Ship in the District. One of the most important vehicles for camping promotion is the unit visit conducted during September and October of each year. This timing is critically important because it is during this same timeframe that local units typically develop their Annual Program Plan (e.g., decide where their unit intends to go to long-term camp the following summer). The District Camping Committee closely coordinates this effort with the local Order of the Arrow Chapter Youth Camping Promotions Committee and the Chapter Camping Promotions Adviser. The District Camping Committee will:

- A. During the spring and early summer months, recruit adult volunteers from the District Committee, local OA Chapter(s), etc. who are willing to participate in camping promotions at the local unit level. [Regarding the recruiting of Chapter adult Arrowmen, the Chapter Camping Promotions Youth Chairman should take the lead and perform this responsibility.] Further, specifically train these adults in all facets of their camping promotion responsibilities.
- B. During the summer months, jointly develop an action plan with the Chapter Youth Camping Promotions Chairman and Chapter Camping Promotions Adviser (a) for unit visits during September and October by District/Chapter adults, and (b) later, for unit visits by Youth Arrowmen during OA Unit Elections in January - March.
- C. Assure all District/Chapter adult representatives serving on Camping Promotions Teams are thoroughly trained on all aspects of camping promotions during unit visits. This training will emphasize that, during each unit visit, the adult representative(s) from the District Camping Committee shall deliver the packet of camping promotions materials to the Unit Leader and Committee Chairperson, if available, and direct his/her efforts and comments to the Unit Leader and other key adult leaders.
- D. Obtain from the Council Camping Committee a sufficient number of Camping Promotion Packets of approved printed materials for distribution to local Unit Leaders. Local Districts are encouraged to also include specific informational flyers on District sponsored outdoor/camping events (e.g., District Camporees).
- E. In November and December, in close coordination with the local Chapter Youth Unit Elections Chairman/Adviser and Camping Promotions Chairman/Adviser, assure local training is provided to all participating Youth Arrowmen. The goal is to prepare Youth Arrowmen for one-on-one youth interactions in promoting camping during unit visits.
- F. Provide sufficient copies of the Camping Promotions Video to the Chapter Adviser to cover the anticipated unit visit workload. One video for each 25 units is recommended.
- G. In consultation with the Chapter Camping Promotions Chairman and Adviser, critique and refine procedures for future unit visits and report results to the Council Camping Committee.

CHAPTER YOUTH CAMPING PROMOTIONS CHAIRMAN

A NOTE: The Chapter Camping Promotions Chairman and Adviser, and the Chapter Unit Elections Chairman and Adviser could be, and probably should be, the same youth and adult Arrowmen since there are overlapping responsibilities.

B Be sensitive to the fact that there are now two visits annually to each unit where Camping Promotions is a central theme, specifically, (a) adult visits in September - October to deliver a Camping Promotions Packet to adult leaders in each unit, and (b) youth visits (accompanied by an adult) in January - March for camping promotions presentations.



- C September - October Unit Camping Promotions Visits:
1. During the summer, coordinate with the District Camping Committee on an action plan for visiting all local Cub Scout Packs, Boy Scout Troops, Varsity Teams and Venturing, Crews/Ships in September and October.
 2. Assist the District Camping Committee and your Chapter Camping Promotions Adviser in recruiting local Chapter Adult Arrowmen to participate in camping promotions unit visits during September and October.
 3. Assure all participating Chapter adult Arrowmen receive thorough training before their first unit visits. The District Camping Chairman is responsible for conducting this training.
- D January - March Unit Camping Promotions Visits:
1. Recruit an adequate number of Chapter Camping Promotions Teams for Youth Arrowmen camping promotion visits during January - March. The number of Camping Promotions Teams in any Chapter is dependent on the number of units within the Chapter boundary and the ability to complete all unit visits by March 15. Each team should consist of one to two Chapter youth and one to two Chapter adult advisers. Arrowmen having served on Summer Camp Staff or those anticipating serving on staff in the near future should be especially encouraged to be members of Chapter Camping Promotions Team(s).
 2. Obtain from your Chapter Adviser sufficient copies of the current Camping Promotions Video (one per team).
 3. In consultation with the Chapter Camping Promotions Adviser, conduct training of Chapter Camping Promotions Team members on visit procedures, what is to be distributed or viewed during unit visits, suggested comments to unit youth members, anticipated questions unit youth members may ask, and suggested responses to such questions by Youth Arrowmen. Preview the Camping Promotions Video with all team members, highlighting pertinent features on the video.
 4. Working closely with the Chapter Unit Elections Youth Chairman, the scheduling of all camping promotions unit visits to Boy Scout Troops and Varsity Teams could be in conjunction with the scheduling of OA Unit Elections. Youth visits to Cub Scout Packs could be in conjunction with Arrow of Light and Crossover Ceremonies. Notify each WeekNight Team Chief (below) of all scheduling information, in particular, if changes arise.
 5. Chapter Team visits should last approximately 30 minutes and include the showing of the Camping Promotions Video. During each unit visit, Chapter youth and adult Arrowmen should direct their efforts and comments toward unit youth members and their parents.
 6. When all local Pack, Troop, Team and Crew/Ship visits have been completed, provide a report to the District Camping Committee Chairman and the Lodge Camping Promotions Youth Chairman of those units that were visited, date of each visit, and any pertinent comments or observations related to specific visits. This report should also include a critique of all team visits made and suggested changes to these procedures for future unit visits.

CHAPTER CAMPING PROMOTIONS WEEK-NIGHT TEAM CHIEF(S)

- A. In smaller Districts/Chapters having few Scouting units to visit, Week-Night Team Chiefs may not be necessary. In such cases, the Chapter Camping Promotions Youth Chairman and his Adviser shall perform the following added responsibilities.
- B. If appropriate, coordinate with your Chapter Camping Promotions Chairman and Chapter Unit Elections Chairman/Adviser to confirm individual unit visit meeting dates, times and locations.
- C. Contact all Chapter team members, both Youth Members and Adult Advisers, to relay precise schedule of visits. If changes occur, relay those changes immediately. Arrange for carpooling.
- D. Make every visit at the scheduled time -- Do not be late, rather a little early. Take with you -- your team's copy of the Camping Promotions video, any scripted comments, paper and pencil.
- E. Be very familiar with what you are promoting. Practice ahead of time in front of someone else, preferably your Team Adult Adviser.
- F. Start by introducing yourself and other youth and adult members of your team. Tell everyone why you are here for this special visit.
- G. Next, show the Camping Promotions Video. Immediately afterward, highlight any special features or clips on the video, especially those that have a special meaning or memory to you personally.
- H. Youth Team Members are expected to talk to youth members in the units you visit. Be prepared for questions, including: "How much does a unit camping trip cost?" "Who pays for what?" "Is food cooked outdoors good?" "How much does Summer Camp cost?" "That sounds like a lot of money -- Do you have any ideas on how I can raise money to go to Summer Camp?" "When is Summer Camp?" "What if I get sick?" "What if I get homesick?" "How does Summer Camp recognize my birthday?" "What do I need to take to Summer Camp?" "Can I advance in rank (or, have a Board of Review) while I'm at Summer Camp?" "What Merit Badges are being offered at Summer Camp next year?" "Is the food good at Camp Rand?" "What if I am a vegetarian -- can they take care of me?" Remember -- think a moment



- before answering a question -- answer the exact question asked and do so in a positive tone and manner.
- I. Before leaving, thank everyone for coming and being so interested in camping.
 - J. Thank the Unit Leader personally for his cooperation and interest and for allowing you to come to his meeting.
 - K. Report back immediately to your Chapter Youth Camping Promotions Chairman the results of each visit and any problems or difficulties encountered.





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UNIT ELECTION REPORT - YOUTH

UNIT _____ # ACTIVE YOUTH MEMBERS _____ # YOUTH PRESENT _____
 DISTRICT _____ CHAPTER _____
 DATE OF ELECTION _____ TYPE OF MEETING _____

UNIT LEADER VERIFICATION

1. At least one-half of the active, registered youth members must be present to hold an official election.
2. A Unit may not conduct its own OA Election. An official, Lodge-trained Election Team must conduct every Official OA Election.
3. Only Boy Scout Troops and Varsity Teams may elect youth members to the Order of the Arrow.
4. A unit may have only one election per year.

(Fill in Names and Ranks of All Eligible Youth before the Election is held.)

Name	Rank	Check If Elected	Name	Rank	Check If Elected

As Unit Leader, I certify that (a) there are at least 50% of the active, registered youth members present for this election, (b) all youth members listed above are eligible for election, and (c) this is the only OA Election this unit is holding this year.

Unit Leader's Signature



ELECTION COMPUTATIONS

Number of Votes Required To Elect:

Divide the number of ballots cast by two. Round up if necessary.

Total Number of Youth Elected _____ (List These Elected Youth on Reverse Side)

OA UNIT ELECTION FINAL RESULTS - YOUTH ELECTED

Print Full Name (Last, First, Middle)	CURRENT MAILING ADDRESS (Street/P.O.Box, City, State, ZIP)	Home Phone

Official OA Election Team Members' Signatures:

_____ CHIEF _____

_____ ADVISER

Submit this form to the Chapter Adviser immediately after completion of the election.

____ These Candidates have been Called-Out. Date: _____

____ These Candidates have received registration information to complete the Ordeal.

Chapter Adviser's Signature: _____



ADULT ORDEAL CANDIDATE NOMINATION FORM

Selection for membership in the Order of the Arrow should only take place when an adult's job in Scouting will make the Order of the Arrow membership more meaningful in the lives of youth. It is not given as recognition, but as an expectation of continued service to youth. Troops and Teams may each nominate one adult per year for Order of the Arrow membership. Other than rank requirement, an adult must meet the same eligibility for membership as youth.

Please Type or Print Legibly. We hereby nominate the following adult for membership in the Order of the Arrow. You may use a separate page to include any additional information.

Type of Nomination Unit District Professional

Nominee (Full Name) _____ Date of Birth _____

Mailing Address _____

City _____ State _____ ZIP _____

Home Phone _____ Work Phone _____

Current Registered Position in Scouting _____

Highest Youth Rank Attained _____

This adult meets the current requirements for membership in the Order of the Arrow: Yes No

How will OA membership for this adult benefit the youth of the Lodge? _____

Nomination Submitted By _____ Date _____

Representing Unit/District/Council Group _____

Chapter Adviser _____ Date _____

Chapter _____

Forward this form to the Lodge Staff Adviser for verification and approval.

Mail/Deliver This Form To:

Great Southwest Council, BSA
Attn: Order of the Arrow Membership
5841 Office Blvd, NE
Albuquerque, NM 87109

Lodge Staff Adviser _____ Date _____

Approved, Chapter Adviser Notified Nomination Denied, reason: _____

Yah-Tah-Hey-Si-Kess Lodge, #66
Order of the Arrow



Great Southwest Council
Boy Scouts of America



ORDEAL CANDIDATE LETTER

Dear Ordeal Candidate,

Congratulations on your election as a Candidate for membership in the Order of the Arrow and Yah-Tah-Hey-Si-Kess, Lodge 66! To become a full member of the Order, you must now undergo the Ordeal. The Ordeal is a series of tests of your devotion and dedication to the ideals of Scouting and the Order of the Arrow. These tests are meant to signify a great deal about Scouting and about life. None of these tests will be easy, and they will test your strength to the utmost. And yet, they will be well within your capabilities. We will not be testing you during your Ordeal; **YOU** will be testing yourself. If you complete the Ordeal, you may then take the solemn Obligation of the Order and become an Ordeal member. Look forward to your Ordeal with confidence. Do not be fooled by the words of others. The Ordeal holds nothing to be afraid of. It will be a rewarding and memorable experience.

You have twelve months from the date of your election to complete the Ordeal and become a member of the Order of the Arrow. Yah-Tah-Hey-Si-Kess Lodge, #66, offers two Ordeal opportunities each year: at our Spring Conclave in mid-May, and at our Fall Conclave in mid-September. Each of these conclaves is at Camp Rand near Chimayo, New Mexico. If you are not able to complete the Ordeal within one year of your election, you must be re-elected and begin the process over. Enclosed is a Candidate Registration Form for the next Ordeal Weekend. If you need to attend a different Ordeal Weekend, please contact your Chapter Adviser as listed below.

Please come to the Check-In Shelter at Camp Rand on Friday afternoon, between the hours of 6:30 PM and 7:30 p.m. Please, let your local Chapter Adviser _____, phone _____ know of your planned attendance. The Chapter Adviser or other members of your Chapter may be able to help you with transportation arrangements. The Ordeal Weekend will conclude on Sunday morning, and you should be on your way home by 11:00 a.m. If you have religious obligations on Sunday, you may leave after 10:00 p.m. Saturday night, but will miss the recognition ceremonies and the business meeting..

Plan to arrive at Camp Rand in work clothes. Bring along the following items to carry with you in a pack or sturdy bag Friday night: copy of your BSA Medical Form, sleeping bag, ground pad, ground cloth, poncho, drinking water, jacket, work gloves, a flashlight, a hand-carved 4" to 10" arrow on a string to wear around your neck, and any medications with written instructions for use. If you have any medical problem upon your arrival at Camp Frank Rand, immediately identify yourself and your problem at check-in. **DO NOT BRING: radios, tape players, or snack food -- these items will be confiscated and returned after the event.** Bring, in a separate pack or bag, the following items for Saturday evening and Sunday: tent, full Scout uniform, and toilet articles.

Please fill out and return the Registration Form along with the registration fee to the Council Service Center, 5841 Office Blvd, NE, Albuquerque, NM 87109, so that we can make the necessary arrangements. You are cautioned that although fees are transferable, they are not refundable, unless the Council Service Center is notified before the registration deadline. If you have questions, please ask your Scoutmaster, call your Chapter Adviser or contact the Council Service Center at (505) 345-8603.

Yah-Tah-Hey-Si-Kess Lodge, #66
Order of the Arrow



Great Southwest Council
Boy Scouts of America



CHAPTER MEETING REPORT FORM

Chapter _____ Date of Meeting _____

Type of Meeting (Monthly, Planning or Describe Other) _____

Meeting Location

Chapter Meeting Attendance:

_____ Youth Members _____ Adult Members _____ Visitors

Current Chapter Membership:

_____ Youth Members _____ Adult Members _____ Total

Percentage of the total Chapter Membership present at this meeting. _____ %

List all members who were present (use reverse side as a Sign-In Roster)

Meeting Summary (business items and information discussed): _____

Did each member give the Admonition before he/she entered? Yes _____ No _____

Was the meeting opened with the Obligation of the Order of the Arrow? Yes _____ No _____

Was the meeting closed with the Order of the Arrow Official Song? Yes _____ No _____

Signed: _____ Date of This Report _____
Chapter Secretary

Approved: _____
Chapter Chief Chapter Adviser

Mail this form To:

Order of the Arrow
Great Southwest Council, BSA
5841 Office Blvd, NE
Albuquerque, NM 87109



ANNUAL CHAPTER ACHIEVEMENT PROGRAM

CHAPTER _____ DISTRICT _____
Please Submit this form to the Vice Chief of Administration on Friday of the Annual Banquet

I. MEMBERSHIP POINTS

- _____ A. **Chapter Meetings:** Minimum of six meetings required. 25 points for each meeting held; maximum of 25 points per month. Turn in a Chapter Secretary Meeting Report to Lodge Adviser to earn credit for each meeting.
- _____ B. **Chapter Fellowships:** 50 points for each weekend fellowship held; maximum of 150 points.
- _____ C. **Attendance at Lodge Leadership Development Conference:** Required. 25 points for each Chapter Officer and each Chapter Adviser attending.
- _____ D. **Brotherhood Conversion:** Convert last year's new ordeal members into Brotherhood members:
 - 0-20% (5 points)
 - 21-30%(10 points)
 - 31-40%(15 points)
 - 41-50% (20 points)
 - 51+% (25points)

II. ADMINISTRATION

- _____ A. **Chapter goals** should be submitted by the Chapter Chief, with the approval of the Chapter Adviser to the Lodge Chief, by January 31, 2006 (50-100 points) (Attach a copy to this report. This is required.)
- _____ B. **Chapter Articles for the Thunderbird:** At least one article per year is required. 25 points for each Thunderbird publication for which the Chapter submits a report(s) or article(s). A maximum of 100 points may be earned each year. Such report(s) or article(s) should describe some news about the Chapter. Examples are news about a Chapter Fellowship, Chapter Service Project, local accomplishment or achievement of a Chapter Member, etc. However, if a Chapter Member who is also a Lodge Officer writes an article about the Lodge, some future Lodge, Section, Region or National activity, etc. then no points will be given to the Chapter.
- _____ C. **Quarterly Progress Reports:** Should be submitted to the Lodge Chief. Required.
 - First report due March 16, 2006 (100 points)
 - Second report due May 25, 2006 (100 points)
 - Third report due September 21, 2006 (100 points)
 - This Form Submitted Friday of the Banquet (100 points)
 - Bonus for submitting all four reports on time (100 points)
- _____ D. **Publish a Chapter Newsletter:** 25 points for each issue. Maximum of 12 newsletters, or 300 points per year.
- _____ E. **Chapter Officers for 2006** should be elected by October 31, 2006, per Lodge rules, and names submitted to Lodge Leadership. Required. (15 points) (List names and positions at end of report)

III. INDUCTION

- _____ A. **Serving as Host Chapter** for a Lodge Activity: 200 points. Hosting a Lodge Activity may be shared by no more than two Chapters, with each earning 200 points. A Chapter may only receive credit for hosting one activity per year, unless no other Chapter comes forward to accept the responsibility.
- _____ B. **Serving as Clean-Up Chapter** for a Lodge Activity: 50 points. Serving as Clean-Up Chapter for a Lodge Activity may be shared by no more than two Chapters, with each earning 50 points. A Chapter may only receive credit for clean up once each year, unless no other Chapter comes forward to accept the responsibility.
- _____ C. **Ceremonies:** Conducting a Pre-Ordeal Ceremony, Ordeal Ceremony, Brotherhood Ceremony or Dance/Drum Team Performance at a Lodge or Section Activity: 50 points for each ceremony or dance/drum. If a Chapter has a Ceremony Team at a Lodge activity, fully prepared and tested but is not called to conduct a ceremony, that Ceremony Team still earns full credit (50 points). Points for combined teams from two or more Chapters will be split, with 10 points going for each speaking part.
- _____ D. **Special Local Ceremonies:** Conducting local special ceremonies within local District/Chapter boundaries (Maximum of 250 points, submit brief description of ceremonies performed, for whom and when ceremonies occurred with this report.):
 - A. Eagle Scout OA Four Winds Ceremony: 25 points each



- B. Cub Scout Arrow of Light Ceremony: 10 points each
- C. Cub Scout To Boy Scout Crossover Ceremony: 10 points each
- D. Significant OA Ceremony at a District Event: 10 points each
- E. Significant OA Ceremony at a Council Event: 25 points each
- _____ E. **Chapter Dance/Drum Team:** Maintaining an Active Dance/Drum Team that serves the home District units: 5 points per dance or drum event. 100 points maximum.

IV. SERVICE

- _____ A. **Chapter Service Project:** One project required per year. 50 points for each service project. 100 points may be earned by a Chapter if that Chapter does a major service project, involving at least 8 hours of service per member participating; a written project proposal must be submitted before start of work to the Lodge Chief for approval, and to receive credit for this program. (Attach details of projects)
- _____ B. **Conclave Service Projects:** Chapters can participate in work projects determined by the VC of Operations and Camp Ranger at conclave. 50 points will be awarded for each project completed by a chapter. At least 3 people from a chapter must participate in the project. 2 chapters can participate in a project and both will receive full credit as long as there are at least 3 people from each chapter involved in the work. There is no limit to the number of projects a chapter does, but the project must be completed as outlined on the project work order. To get credit the work order must be turned in to the VC of Administration by the end of the Conclave.
- _____ C. **Unit Elections:** Points for holding Elections in Boy Scout and Varsity Scout units having members eligible for election into the Order of the Arrow. Note: To earn credit, all Election Reports must be turned in to the Lodge Adviser.
 - A. Over 80% of registered units: 200 points
 - B. 76-80% of registered units: 150 points
 - C. 70-75% of registered units: 100 points
- _____ D. **Camping Promotions:** Conducting Camping Promotions Presentations in registered Cub Scout Packs, Boy Scout Troops, Varsity Team and Venturing Crews/Ships. These must be conducted separately from Unit Election visits.
 - A. Over 80% of registered units: 200 points
 - B. 76-80% of registered units: 150 points
 - C. 70-75% of registered units: 100 points

V. LODGE PARTICIPATION

- _____ A. **Attendance** (all of these items are subject to verification with information maintained by the Lodge Registration Chairman):
 1. Spring and Fall Conclaves (10 points per Chapter Chief and 5 pts. for advisor. 2 points per 1% other chapter members in attendance)
 2. Lodge 66 Fellowship (3 points per 1% member in attendance)
 3. Section Conclave (3 points per member in attendance)
 4. Lodge 66 Annual Training Banquet (2 points per 1% members in attendance)
- _____ B. **Attendance at Lodge Executive Committee (LEC) Meeting:** Each Chapter must have at least one representative at each LEC Meeting. This is Required.
 - 25 points for Chapter Chief (or Chapter Vice-Chief representing the Chapter Chief)
 - 25 points for Chapter Adviser. (Maximum of 200 pts.)



Subtotals

	TOTAL FOR YEAR
I. Membership	
II. Administration	
III. Induction	
IV. Service	
V. Lodge Participation	
Total	

The Chapter with the most points will be the Chapter of the Year!
 For the Report due at the Annual Banquet, please list the 2006 Chapter officers below:

NAME	ADDRESS	TELEPHONE
Chief:		H: Email:
Vice Chief:		H: Email:
Secretary:		H: Email:
Adviser:		H: Email:

This Report is Complete and Accurate to the best of our Knowledge:

Chapter Chief's Signature _____

Adviser's Signature _____

Send one copy of this form to the Lodge Chief and keep one for your records:

OA Lodge Chief
 Great Southwest Council
 5841 Office Blvd.
 Albuquerque, NM 87109

Yah-Tah-Hey-Si-Kess Lodge, #66
Order of the Arrow



Great Southwest Council
Boy Scouts of America



ANNUAL CHAPTER PROGRESS REPORT

CHAPTER _____ DISTRICT _____

Chapter goals should be submitted by the Chapter Chief, with the approval of the Chapter Adviser to the Lodge Chief, by January 31. Have you been accomplishing your goals? Which Ones?

Chapter Meetings: Has your chapter been holding a meeting at least once a month? Please give a brief summary of what was discussed at the meeting and the attendance (youth and adult) for each meeting this Quarter. Have you implemented the lodge announcements into your meetings?

Chapter Fellowships: Were there any fellowships this quarter? Was the Lodge Leadership invited/present? Were other chapters in attendance?

Brotherhood Conversion: How many people achieved the Brotherhood at the last Lodge/Section event? What percentage of your chapter is this? Have you promoted Brotherhood?

Chapter Articles for the Thunderbird: Have you submitted an article to the Thunderbird?

Publish a Chapter Newsletter: Do you have a chapter Newsletter? How often do you publish it? Do you know how to get it mailed? Do you have addresses for all your members? Is it sent to Lodge Leadership?

Serving as Host/Cleanup Chapter: Has your Chapter hosted/cleaned an event? Did it run smoothly? Was there enough information to help you run it?

Ceremonies: What Ceremonies does your chapter do? Are your teams well trained? Did you do ceremonies in this quarter? Which ones?

Special Local Ceremonies: Does your chapter do any ceremonies such as Eagle Scout OA Four Winds Ceremony, Cub Scout Arrow of Light Ceremony, OA Ceremony at a District Event, OA Ceremony at a Council Event?

Chapter Dance/Drum Team: Does your chapter have a dance/drum team? How often do they practice? Do you perform at Lodge/Section events?



Chapter Service Project: Does your Chapter participate in service outside of conclaves? If so what projects do you do?

Conclave Service Projects: Does your chapter participate in conclave service projects? How many did you do this quarter?

Unit Elections: Does your chapter visit all troops in your district and conduct unit elections? If not why and what can be done to help?

Camping Promotions: Are all units in your district getting a yearly camp promotion visit? If not, why and what can be done to get a team to these troops?

Attendance: What was your attendance at the lodge/section event this quarter? What can be done to bring it up?

Attendance at Lodge Executive Committee (LEC) Meeting: Did the Chapter Chief and Adviser attend the last LEC meeting?

What can the lodge do to assist your chapter?

This Report is Complete and Accurate to the best of our Knowledge:

Chapter Chief's Signature _____

Adviser's Signature _____

Send on copy of this form to the Lodge Chief and keep one for your records:

**OA Lodge Chief
Great Southwest Council
5841 Office Blvd.
Albuquerque, NM 87109**

Yah-Tah-Hey-Si-Kess Lodge, #66
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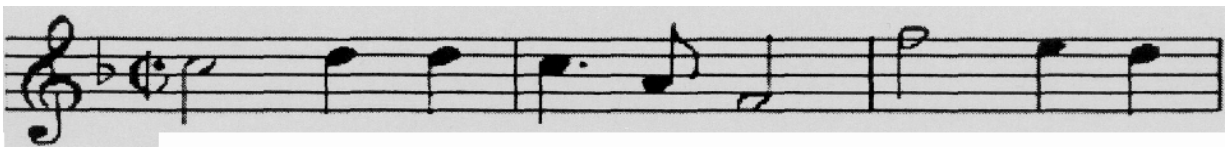


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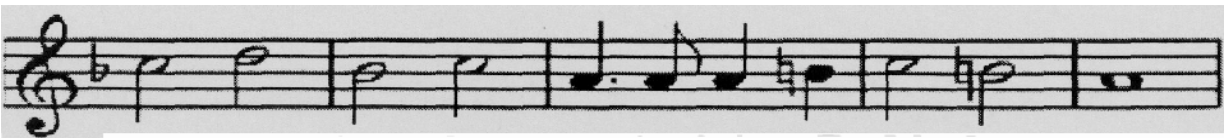


ORDER OF THE ARROW OFFICIAL SONG

WORDS BY E. URNER GOODMAN



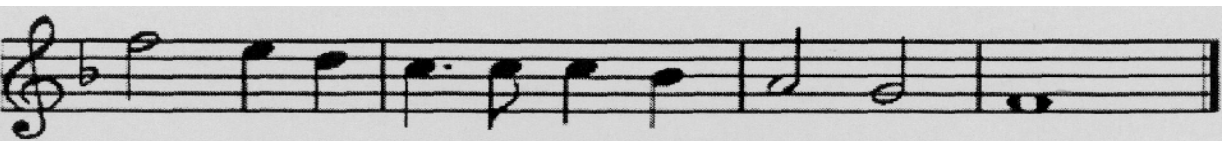
Firm bound in bro - ther-hood, Ga - ther the



clan that cheer - ful ser-vice brings to fel - low man.



Cir - cle our coun-cil fires Weld tight-ly ev - ry link that



binds us in bro-ther-hood Wi - mach - ten - dienk,