

**MIAMI LODGE
#495**

**CHAPTER
OPERATIONS
MANUAL**



SCOUTING'S NATIONAL HONOR SOCIETY

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Section I - The Chapter's Role in the Order of the Arrow and Scouting

MISSION

The mission of the Order of the Arrow is to fulfill its purpose as an integral part of the Boy Scouts of America through positive youth leadership under the guidance of selected capable adults.

PURPOSE

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

Introduction to Chapters

What is a Chapter?

A chapter is a smaller organization within a lodge designed to deliver the OA program to a smaller group of people. They have many of the same responsibilities as a lodge. Chapters are led by youth leadership (chapter chief and officers) and an appointed chapter adviser.

What is the Purpose of a Chapter?

The purpose of a chapter is to serve the units in your area. If the chapter is to be effective in influencing Scouts and serving troops, it must build solid relationships with troop and district leadership. The most important element is trust, created by building friendships with troop members and creating partnerships between troops and the OA. Remember, the OA is a supplement to troop programming.

Your role is to support the district in its camping program, camporee, and other various activities, just like the lodge supports council activities. The goal of the chapter, and the OA, is not to take boys from their units, but to provide additional programs for those boys to keep them involved in scouting programs longer.

Consider the following:

- a) How can our chapter serve the units in our district?
- b) How can our chapter serve the district at large?
- c) How can our chapter increase the retention and involvement of older Scouts?

How Can We Serve Our District?

Just ask! Some chapters conduct an annual survey of their unit leaders, this survey oftentimes asks scoutmasters to identify ways the OA can support their individual units.



Other opportunities for service include:

- Offering training sessions to improve Scout skills.
- Providing staff for district camporees.
- Promoting Scout camping at district roundtables.
- Serving at district banquets and courts of honor.
- Providing leadership training at the district level.
- Coordinating district-wide service projects.
- And most importantly, setting a shining example of Scouting.

Take the initiative! Don't wait for your district's leadership to contact you for support, be among the district's leaders. Meet with your district's Key 3 (chairman, commissioner and executive) annually to inform them of the extent to which your chapter is capable of serving the district.

How Can We Improve Unit Leader Relationships?

Communication between the chapter and scoutmaster is critical for success. Conduct an annual survey (mentioned above), report on OA activities at district events and troop events, implement the troop/team rep program in order to communicate with OA members in units, etc.

Be sure to contact each unit at the start of every New Year. Inform them of the program the lodge & chapter has in store for the year and allow the scoutmaster to provide feedback and suggestions on how the OA can better serve the district and their units. Many Lodges send packets to scoutmasters in January that include:

Election & Membership Policies, Adult Nomination Forms, information on the Troop/Team Representative Program, a Lodge Calendar and an Officer roster.

Section II -The Chapter Structure

Chapter Organization

The chapter, as prescribed by the Lodge Rules, should elect chapter leadership annually. A chapter chief, chapter vice chief(s) and a chapter secretary should be elected. Chapters are encouraged to appoint chairmen that correspond with lodge chairmen (Brotherhood, Service, OA Troop/Team Representative, etc). Chapter advisers are the adult volunteers responsible for the chapter leadership. These advisers are appointed annually by the Lodge Adviser. Your chapter staff adviser is your district executive; he/she is your link to the council and the professional side of the scouting relations. Chapter leadership always

reports to the Lodge Key 3 (lodge chief, lodge adviser, and lodge staff adviser).

Chapter advisers need to work closely with district volunteers and professional Scouters. It is the adviser's responsibility to see that the Order is working in close support of and in harmony with the district program. It must at all times be remembered that the Order is an extension of Scouting, an integral part of it, rather than a separate program. The chapter chief and chapter adviser serve as members of the district camping or Boy Scout committee.



Duties of Chapter Leaders

Chapter Chief Job Description

1. Works with the lodge to deliver the OA program to the chapter.
2. Serves as a member of the lodge executive committee and attends ALL meetings.
3. Meets with the district executive and chapter adviser at least quarterly.
4. Attends all chapter meetings and events.
5. Carries out well-planned and effective chapter meetings and activities.
6. Supervises unit elections in the chapter.
7. Reports to the Lodge Vice-Chief of Chapter Operations monthly with status of chapter.
8. Responsible for ensuring all assignments are completed.
9. Organizes a unit elections team, crossover ceremony team(s) and ceremonies teams for Ordeals.
10. Attends Lodge events, including training sessions.
11. Serves as a positive example of leadership and represents the OA well.
12. Supports the lodge in promoting all OA events to chapter members.
13. Responsible for constant communication with chapter members.
14. Wears the Scout uniform correctly.
15. Provides support to the units of the chapter.

Chapter Vice-Chief Job Description

1. Assists the chapter chief in administering the program to the chapter.

2. Helps to supervise unit elections completed in the chapter.
3. Assists with event promotion and getting people to meetings.
4. Serves as the chapter chief when the Chief is not present.
5. Assists in planning meetings and Chapter activities for the year.
6. Attends all chapter meetings and events.
7. Attends lodge events, including training sessions.
8. Helps to rally lodge members about OA experiences.
9. Wears the Scout uniform correctly.

Chapter Secretary Job Description

1. Keeps minutes at all meetings.
2. Keeps track of attendance at chapter events.
3. Reports to the chapter chief on Chapter event attendance.
4. Attends all Chapter meetings and events.
5. Attends Lodge events, including training sessions.
6. Keeps an updated version of chapter roster and membership stats for reference (works with lodge secretary).
7. Sends meeting & event reminders to OA troop/team representatives & other chapter members.
8. Writes for the lodge newsletter and website. Assists chapter chief when needed. Wears the Scout uniform correctly.

Chapter Adviser Job Description

1. Attends all chapter meetings.
2. Attends all lodge executive committee meetings.



3. Promotes and attends Lodge activities.
4. Attends lodge training sessions.
5. Works with assigned youth leaders and chapter chief to ensure the chapter's success and development of the youth.
6. Communicates with the lodge adviser.
7. Works with lodge adviser to appoint other adults as necessary to fulfill the duties of the chapter.

Key 3 Meetings

Key 3 Meetings are vital to your success as a chapter and in building unit relationships. The chapter chief, chapter adviser, and chapter staff adviser (district executive) should meet at least quarterly to discuss the needs of the district, how the chapter can help them, and to evaluate success of the chapter. This is a critical time in the development of the chapter and should not be dismissed. This is an excellent time to find out what the units need and how you can serve them.

Chapter Officer Meetings

Chapter officers should meet at least quarterly to plan chapter functions. These meetings are led by the chapter chief (with guidance from the chapter adviser) and will allow time to evaluate success of past months, finalize plans for future months, and work on communication with the district and units. These meetings are necessary to your success. Planning must precede action but, just as importantly, action must succeed planning.

Chapter Leadership Training

Scouting requires leaders to be trained and the OA leadership should be too. Trained leaders (youth and adult) will only maximize the capability of the chapter. Here are some great OA training opportunities:

- Lodge Leadership Development Training
- Area Leadership Training Conference (sectional)
- National Leadership Seminar & National Lodge Adviser Training Seminar (national)
- National Order of the Arrow Conference

Section III - What Does A Chapter Do?

CHAPTER MEETINGS

When Should We Have Meetings?

Some chapters conduct meetings monthly, at the same time as the District roundtables (encouraging Scout leaders to bring OA members along). This provides an opportunity for increased OA visibility in the district and support for the district program. Other chapters hold

their meetings only quarterly, on a dedicated night to have a larger chapter activity. Chapters should also hold chapter Key 3 meetings (see above), chapter leadership meetings, and ceremony team meetings. This can take place any night that works for those to attend.



Be sure to not over-program! It should be remembered that an Arrowman's first responsibility is to his unit.

What Is A Typical Meeting Like?

Chapter meetings typically provide the opportunity to share business items (upcoming chapter and lodge events, unit visit assignments, etc.), plan and promote upcoming events, participate in ceremony team practice, learn leadership skills as a chapter, get to know your fellow chapter members. Most importantly, chapter meetings are a time to have fun activities that can be found nowhere else. A typical agenda follows:

Chapter Activities vs. Meetings

Some chapters have found more success with chapter activities. The idea of a chapter "activity" is that the meeting becomes a much larger fun activity. Things such as bowling, camping, barbecues, etc. that would take more than an hour on a weekday, are things that would be considered activities. Some chapters have replaced meetings with activities. You could certainly have a mix of both business meetings and activities. Think about which you'd rather attend: a business filled meeting or fun-filled activity?

The chapter meeting is not the only activity that a chapter can do during the year. Many chapters have a rich program that extends beyond a monthly meeting.

Examples of Chapter Activities

- Ceremony and drumming practices.
- Regalia building and ceremony props workshops.
- Ceremonies: Arrow of Light, Webelos Crossovers, Troop Courts of Honor,

Eagle Scout Courts of Honor (exposing the OA to cub packs and Scout units).

- Arrow of Light recognition at the district level.
- Conducting a district training event (e.g. Junior Leader Training, Winter Camping Skills) conducted by the OA for Scouts.
- Provide staff and/or run district events such as camporees, district banquets, etc.
- Merit Badge class at the district level (e.g. once a year based on district survey or a related topic like Indian Lore merit badge).
- Overnights for planning (e.g. annual planning in Fall), regalia building, or simply fun/fellowship.
- Annual chapter barbeque, planning meeting, chapter campouts, fellowships.
- Bowling (e.g. cosmic bowling), skeet shoot, swim night, basketball, rock climbing at a sports gym, ultimate Frisbee.
- Attending lodge events as a chapter (e.g. Fall Fellowship).
- Unique activities that can't be done at a troop level (e.g. high adventure).
- Ordeal rededication ceremony.
- Attending a Native American powwow.
- Chapter fellowship with neighboring chapters (e.g. joint campout, field trip, visits), sponsored by a different chapter each time.
- Make one meeting a service meeting!
- Plan a hike for Scout packs or Scout troops.
- Using an extended elangomat system of activities to reach out to new members.



Keys to Success

Meeting Success

- Have a written agenda: helps keep the meeting on track and run effectively.
- Keep business topics to a minimum: don't let business items dominate the agenda.
- Have FUN: include activities the Scouts enjoy (games) or see value in (leadership skills building)

Increase Participation

See the section on "Communication" found in this manual for ideas on how to increase communication to chapter members regarding events. How can you expect them to come if they don't know about it?

- Offer food (pizza, ice cream, etc.).
- Play games like OA Jeopardy, host video game tournaments.
- Special promotions (bring a friend) to provide a welcome environment.
- Publish an annual chapter calendar so chapter members can see what's coming up. Publish this through the lodge's media tools (web site, mail-outs, email addresses, etc...).
- Ask for help—those that are recruited to help with simple tasks are much more likely to attend and to come back to events. Make them feel utilized.
- Transportation—arrange for carpools or to pick up chapter members from their homes prior to the meeting.

Annual Planning Process

An important aspect of a successful organization is to know what you will be doing one year in advance. This allows you to promote activities all year long, and allows Arrowmen to make special arrangements to attend the events they see scheduled. Here are some tips and suggestions for your annual planning process:

- Distribute interest surveys to determine what your chapter would like to do.
- Meet as a chapter Key 3 and evaluate surveys, note what was mentioned most often. Evaluate the lodge calendar and look at lodge conflicts and activities.
- Meet with your chapter leadership and place activities on the calendar to meet your own needs (you may need several months of ceremony practice to get ready for an Ordeal, but don't forget to have some fun!).

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

Develop Traditions

Come up with annual events that members look forward to planning and attending. Here are some ideas:

- Chapter Movie Night. Provide a variety of movies. Bring plenty of movie food. Have board games for those who don't want to watch the movie.
- Native American Olympics. A night of Native American games, food and fellowship. Have dessert ready or a



dessert potluck after the competition.

- Chapter BBQ. Have fun activities, outdoor games, board games, some craft projects, etc while they wait for food, and while they eat.
- Chapter Craft Night. Time for smaller Native American crafts or a large project. Bring additional activities for those lacking craft interest.
- Costuming Weekend. Dedicate weekend to costume building. Plan an evening event, such as a pow wow, where participants can show off work.
- Chapter Outdoor Trips. Take chapter members canoeing, hiking, swimming, etc.
- Chapter Party Weekend. This would be a weekend where you throw in a little bit of everything. Have sports events, crafts, costuming, movies and food.

As with any Scout outing, be certain you are maintaining a healthy and safe environment, and adhering to all scout policies.

The Most Important Ingredient – Fun!

No one wants to come back after sitting through an hour long meeting talking about the meeting! Use this opportunity to do something fun and memorable. Use your chapter officer meetings to brainstorm fun ideas Arrowmen would enjoy. Do a sports activity, play a board game, watch a movie, do something that they will want to come to and will make them want to come back.

Success Builds Success

When you begin to experience success in your chapter, you will find a much easier time getting people to attend and participate

in activities. The first few months will be hard while you establish your plan, but watch what happens as you begin to see success—it will only get better from there.

Unit Elections

Process for Elections

Unit Elections begin in January of each year. The Lodge will mail out a flyer, with information about the OA and election procedures, to every scoutmaster and varsity team in the council.

Packets will be assembled by the lodge leadership for each unit. This will contain a unit roster, election procedures, and reporting forms. These packets will then be distributed to the chapters.



It is up to the chapters to determine the process for conducting elections. Every unit in the council needs to be visited by the end of each year. Chapter leadership is responsible for organizing chapter membership into election teams to complete elections.

In order to complete an election, Troops must register on the Lodge's website. The Chapter's Unit Elections Chairman must then follow up with the unit to ensure that the time is still correct. On the day of the election, they are to go to the unit, meet with the leaders, and conduct the election. Results must then be reported to the lodge.

The lodge elections chairman is there to help chapters get organized. Feel free to contact him at any time if you have questions or need additional resources.



How Do We Contact?

Unit information is available from your district executive. They will also be provided in the packets that are distributed during the lodge leadership development (LLD) training. Information to contact scoutmasters and varsity coaches will be made available in January.

What Does the Lodge vs. Chapter Do?

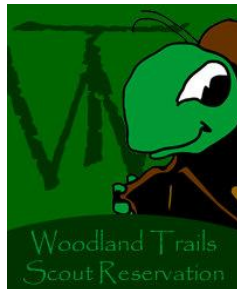
The lodge is responsible for the administration of election materials and also the processing of election results. Chapters complete the actual elections by visiting the units. As the primary link to units, the chapter is the ideal group to complete this task.

Details regarding each year's specific procedures will be provided annually by the lodge leadership. Questions can be directed to the lodge elections chairman.

Camping Promotions

When Do We Promote?

Promotion should take place all the time! The best time to promote is before the summer camp season of each year. Chapters should be on the lookout to promote at every activity they attend and to raise awareness about camping opportunities in the area.



What/How Do We Promote?

Do whatever you can to bring attention to camping opportunities. Offer incentives to

groups that go camping. Try some of the following:

- Present at district roundtable meetings.
- Make presentations to units.
- Create table displays with information.
- Hand out flyers.

Where Do We Promote?

- Unit visitations
- District roundtables
- OA events.
- Troop meetings (Utilize the troop/team representatives)
- Pack meetings
- Summer Camp
- Cub Scout camp (day camp).

How to Implement Camping Promotion in Your Chapter?

Give a camping presentation to your chapter members. Then encourage these members to go to units, including their own, and share the information offered about camping. Complete unit visitations in conjunction with chapter elections. Show a promotional video about camp opportunities, hand out flyers on council camps, promote year-round camping, etc.

Where Can We Find More Information?

There are many resources to explore to give you information about camping in your area.

- Council camping promotional flyers
- Knowledgeable Scouts and Scouters
- The internet;
www.woodlandtrails.org



Ceremonies

What Ceremonies Can Chapters Do?

A Chapter can perform Arrow of Light, Eagle, Pre-Ordeal, Ordeal, and Brotherhood ceremonies! All it takes is a team of willing youth, a set of regalia, and determination to make your ceremony effective.

How Do We Get Started?

Find youth in your chapter who are interested in the ceremony process and hold a meeting. There, try-out for ceremony parts and assign parts. Make sure everyone has a script and begin memorizing. Your chapter adviser may appoint a ceremony adviser with permission of the lodge adviser. This adviser and their assigned officer will work on promoting participation, scheduling practices, arranging for certification, etc. Look for opportunities to present ceremonies—those with established teams are often called on to present lodge ceremonies. Promote Eagle and Arrow of Light ceremonies at district roundtables and through other the lodge and district communications resources.

If you need help getting started, pair up with a chapter with a functioning ceremonies program. It would be helpful to recruit members of other chapters to help train your chapter's members.

Regalia

Regalia can make a ceremony much more effective. Look for ways to fund your project. Work with your chapter staff adviser to find a business donor, fundraise, whatever you need to do to create regalia. There are many members of the lodge with the knowledge of how to create these things. Talk to your

chapter adviser and the lodge ceremonies chairman for information on regalia creation.

Performing Ceremonies at Lodge Functions

Any team that has put effort into presenting effective ceremonies can present ceremonies at lodge events. Ceremony team assignments are made by the ceremonies chairman.

Ceremonies Policies

All ceremonialists and advisers should read the Guide to Inductions. The guide includes information on the candidate to Brotherhood induction sequence and process which were designed to provide each candidate across the nation with the same experience. Care should be taken not to violate symbolic progression (page 8 of the Guide to Inductions).

Here are some ceremonies notes:

1. Hazing, kneeling, and blindfolds are forbidden in all Order of the Arrow ceremonies.
2. The use of face paint, body paint, and wigs by non-American Indians could be offensive to some groups of American Indian people. Appropriate local use is to be based on the lodge's relationship with American Indian tribes in the council area.
3. No feathers, talons, or other parts from protected species of birds may be worn.
4. No type of U.S. flag can be worn as part of ceremony or dance attire.
5. All ceremonial team parts must be played by youth members of the Order younger than 21.
6. There is no official notification or call-out ceremony for Ordeal membership.



Importance of Ceremonies

The difference between the success and failure of a lodge starts with the ceremonies of the Order. Because candidates realize and remember that a lot of hard work went into “their” Ordeal ceremony. The efforts of all Arrowmen involved in putting on the ceremonies must be well-coordinated, and training, rehearsing, and other preparation done well in advance are essential. There is a certain thrill that comes from witnessing a well-prepared ceremony, whether it is for the first time or many times later. Our ceremonies are far too important to allow for mediocrity. The situation demands excellence.



Service

Many chapters conduct service projects as a chapter, in addition to serving the district. An excellent way to involve your chapter in

service is to bring a crew to scheduled council/lodge events. Also, community service is an excellent idea; it provides Scouting and the Order public recognition. Consider organizing community service projects in addition to helping at lodge events.

Where Do I Get Ideas?

Talk to fellow chapter members, local public land administrators (i.e. parks, forests, etc.), talk with lodge leadership, or check out the Guide to Service on the national OA web site (www.oa-bsa.org).

Brotherhood

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

Brotherhood membership does not carry with it any degree of rank, status, or special privilege within the lodge. Social and service activities are not held for Brotherhood members apart from other members of the lodge.



Section IV - The Troop/Team Representative Program

What Is The OA Troop/Team Representative?

The troop/team representative program was begun in 1999, and is a program of the Order of the Arrow that has been officially adopted by the Boy Scouts of America.

The OA representative is now an official leadership position within the troop or team, and boys can earn time towards their leadership rank requirements, just as with Den Chief, Troop Scribe, or any of the other leadership positions.



Who Can Serve As A Troop/Team Representative?

Anyone in the unit who is under the age of 18 can serve as the OA Representative for the unit, provided he is a dues-paid member of the Order of the Arrow. He should be appointed by the senior patrol leader or varsity team captain, and will be a member of the Patrol Leaders' Council and invited to attend lodge/chapter meetings.

Implementation in the Chapter

What Are The Responsibilities of the OA Troop/Team Representative?

There are numerous possibilities for the job description of the OA representative. The beauty is that it is flexible enough to allow your unit to fine-tune the exact responsibilities. However, the most basic tasks of the representative will be to coordinate service opportunities

within the unit, to coordinate unit involvement with the Order of the Arrow, including unit elections, camping promotions, inductions, requests lodge and chapter resources to help meet unit needs, and reports back to the lodge and chapter on the success of their program.

The chapter chief should appoint a youth to be in charge of the troop/team rep program. The chapter adviser may appoint an adviser if necessary (after consulting with the lodge adviser). A plan should be made by the chapter Key 3 for implementation. Start by selecting a few units in your district and appoint a representative out of their troop membership (see your chapter staff adviser for rosters). These representatives should then start promoting, coordinating, and communicating with the unit. After success is seen in small numbers, start implementation in larger numbers until you have a representative in every unit in containing OA members.



Section V - Communication

Communication is a vital part of success in the Order of the Arrow. Communication needs to happen between the chapter and lodge, chapter and unit, and chapter and its members. Here are some suggested ways to communicate:

- Word-of-mouth -have friends talk to friends.
- Phone tree -rosters can be received from the lodge secretary upon request and a phone tree can be set up.
- Direct mail -postcard, letter, brochure, flyer (check with the lodge to see if funding is available).
- Chapter newsletters. E-mail lists can be obtained from the lodge secretary.
- Submit articles for the lodge newsletter to the publications chairman; this is published quarterly.
- Submit dates to your district executive for inclusion in the district calendar.
- Publish an annual calendar, this allows members to see what is coming up for the next 12 months.
- Use Facebook, many lodges & councils now use social media to get the word out on upcoming events.
- Establish traditions, if you do something one year after another it becomes much easier to remember that that event is occurring.

Chapter leadership should send meeting notices with agenda items at least a week prior to each meeting. Following the meeting, the minutes of the meeting should also be sent to all chapter members. Sending the minutes will provide important chapter information to members who missed the meeting.

Lodge Communication

What Do We Communicate?

In order to ensure success of our chapters, the lodge has requested several reports from chapters. The following should be communicated to the Lodge Vice-Chief of Chapter Operations:

- Chapter Monthly Projections
- Service Report

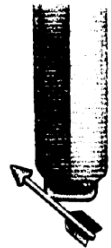
How Do We Communicate?

The forms are available under the Resources, Online Forms section of the lodge website. The forms can be emailed to the Lodge Vice-Chief of Chapter Operations.

Chapter Communication

What Do We Tell Our Chapter Members?

Tell the chapter members about any activity that the lodge or chapter is planning to participate in. Give them agenda items for upcoming chapter meetings. Communicate fun and enthusiasm. Communicate assignments to complete unit visitations.



Section VI - Participation in Lodge Functions

One of the vital purposes of the chapter is to promote and support the lodge. Chapters should be constantly discussing upcoming lodge events and activities. Goals should be made to have members at each event. Chapter leadership should attend appropriate leadership trainings, and lodge

executive committee meetings. You should promote events to chapter members every time a lodge event approaches. Volunteer your chapter to participate in events or to complete assignments at each event. Do whatever you can to ensure participation at events.

Section VII – Improving Retention

A low membership retention rate is a problem that many lodges across the nation are facing. The only way to keep members involved in the Order is to provide them with a quality program, and it's your responsibility to provide a good program. Chapters should focus on growing by inducting new members and keeping old members active & interested in the program. Here are some ways to improve membership retention:

- Invite candidates to a fun chapter meeting prior to their Ordeal.
- Develop an inspiring new member orientation.
- Review meaning of Ordeal principals and challenges.
- Introduce new members to the new member start-up program, Jumpstart (jumpstart.aa-bsa.org).

The lodge may be willing or able to provide some funding for worthwhile endeavors to be undertaken by your chapter. This discussion should be brought to the lodge Key 3 for consideration as an agenda item at a lodge executive committee meeting.

The Order is a self-funded program and pays costs associated with its operation through its own revenue sources. It is neither appropriate nor acceptable for chapters to

- Explain to new members that they are key to the Order's success, encourage new members to join a committee or perform ceremonies.
- Regularly contact new Ordeal members through announcements and personal notifications; encourage them to attend events – extended elangomat program.
- Use the OA Troop/Team representative program!

Section VIII - Chapter Logistics

Chapter Finances

At this time the lodge does not provide an annual chapter budget. However, Chapters do have access to Lodge funds by filling out a "Request for Lodge Funding" petition and submitting it for approval to the Lodge Executive Committee.

Annual Timeline

Meetings

Key 3 Meetings: Quarterly

Chapter officer meetings: Quarterly

Chapter meetings: Quarterly, Monthly, Bi-monthly, whatever you feel suits your chapter.



Reporting Deadlines

Chapter Election Report: Complete and submit within two weeks of holding Chapter elections.

Chapter Monthly Projections: Complete and submit by the monthly Executive Committee meeting.

Chapter Unit Elections: Completed by date set out by Lodge Election Committee.

Camping Promotion: Camping promotion is most important during the months of August-December when units are planning for the following year. Camp promotions can also be beneficial outside of that time period.

Lodge meetings: As scheduled in annual calendar—never conflict with lodge events.

Section IX - The Functional Chapter

What Does It Take?

That depends on where you're at now. For the sake of this booklet let's assume that your chapter has not been as functional as you would like, therefore we need to regroup and reorganize. This is really not a difficult task though, as long as you do the right and proven things, and do them one step at a time.

Assess where you are, and where you want to go. **Do by January 15th**

Contact the lodge secretary and arrange for a roster of current and former members of your chapter to be sent to you. Also ask for a roster showing all current new members who have taken their Ordeal in the past year, and a roster of all candidates who were elected in the past year, but did not take their Ordeals.

Meet with your chapter adviser, chapter officers, and any other interested adults and youth. Call or send a special invitation and then call each to confirm they will attend. The purpose of this meeting is to get focused on what you want to accomplish, and to determine what you can accomplish.

The following is a recommendation of how this might be done:

- Review the current lodge goals and identify those you think you can support, and how you can support them.
- Identify the needs of your chapter. Determine what needs to be done to strengthen it.
- Determine how you can support the lodge's Ordeal with elangomats, ceremony teams, dining hall staff, etc.
- Review the Quality Chapter requirements and determine what you need to do to qualify.
- Review the lodge calendar and determine what needs to be done to support participation in Lodge activities; especially the Ordeals, trainings, banquet, and the conclave.
- Plan to develop and train an elections committee. Write down every goal you can think of, then, go through a process of elimination to narrow your goals down to those you think can be accomplished. Make sure your final list is challenging, but achievable, and that it supports our purpose.



Elements of a good plan

1. A good plan defines the event or the activity you want to achieve. It says exactly what you want to do, or what you want to achieve.
2. It breaks the goal down into little tasks, as little as possible so that the plan is not bogged down in complicated tasks that are difficult to achieve.
3. It defines when you want to achieve completion of each task and of the overall goal, and it has milestones along the way that provide you a measure of how well you are doing
4. It specifies those who have responsibility for action, and what that action is, and when that action is to be done.
5. It specifies what resources or people are needed, and how those resources will be provided.
6. It defines the potential problems, and how you intend to overcome those problems.
7. It is constantly reviewed by the group of people who have tasks to perform in it. In this way problems or barriers can be identified and resolved before they impact the completion of the goal.

Finally, document your goals well and communicate those goals by letter to your chapter membership, announce them at your district roundtable, and review them constantly with your chapter leadership.

Guide to Choosing Goals

The Order exists to fulfill its purpose of camping promotion. We have an obligation to fulfill this purpose membership at the unit level first. It stands to reason that we should try to have members in every unit, thus the most important thing we do is conduct unit elections. Then the first goal that every chapter should have is to contact every unit in our district and arrange to conduct a Unit election.

Make SMART goals (specific, measurable, achievable, realistic, and timely)!

After you have established your goals, assign youth and advisers to have the responsibility to carry each out. Each goal should have an officer who is responsible for it. Wise leadership will delegate responsibility to those on the team who are most likely to have an interest in the assignment. You will find that almost all of the goals you establish will fall under the responsibility of positions that are already defined. Do not, however, let this stop you from assigning responsibility outside the pre-designed organization.

Each goal should have a plan for its achievement. This plan should be developed and carried out by the one who has the responsibility for it. It is important that the plan be developed soon after the leadership meeting while the issues are fresh on your mind, and so that the goal can be implemented immediately.

This will be accomplished by the chapter developing unit election teams, obtaining a list of units from the district executive, and calling every unit to offer that the teams come to their unit meeting and conduct elections. While we are there we also take the opportunity to promote camping, and to



promote attendance to one of our council's summer camps.

Having Scouts elected into our Order is very important to our success, but every youth elected does not go through their Ordeal. Therefore, a chapter's second most important goal should be to achieve a 90% election-Ordeal transition rate.

This goal can be accomplished by appointing an Ordeal committee that has as part of its responsibility to contact elected Scouts and motivate them to take their Ordeal at one of our scheduled Ordeals. A list of the newly elected Scouts is kept by the lodge elections chairman, and that list will be updated and distributed after every Ordeal.

Starting in 2010, when scouts are elected, provided the election results are announced immediately, the elections team should meet privately with the newly elected candidates. During this meeting, the elected Scouts should receive envelopes containing the details of the upcoming Ordeal. Candidates should also be informed that they only have one year (two Ordeals) to go through the Ordeal, otherwise they will have to be reelected. If units choose to announce election results at a later date, the Scoutmaster should be given copies of the Ordeal details.

After taking their Ordeal, new members of the Order often do not complete their induction by taking their Brotherhood. In fact, only about 25% to 30% of them do. This decreases our chances of performing our Unit obligation; therefore a chapter's third goal should be to Convert at least 35% of the new members to Brotherhood.

Developing the extended elangomat program in the chapter will help assure that this goal

is met. If the chapter has elangomats to participate in the Ordeals, every new member in the chapter will be contacted several times after their Ordeal to see if he has continued to serve his unit, and will be motivated to complete his Brotherhood. With this program everyone wins. The unit program is helped, and the new member is kept informed and motivated. The elangomat completes a quality and much needed service to the Order, and the chapter grows in strength. Chapter advisers and chiefs should certainly put a lot of effort into making the extended elangomat program work!

Present a camping and/or camp promotion at every election conducted.

Perform an important role in the administration of your district's Camporee.

The goals that have been presented to you so far are critical to the success of the chapter and the lodge. These are not really difficult goals to accomplish, but they will require dedication and effort.

Below is a list of several needs that are very important to the success and health of the lodge and chapter. Look these over carefully and use them in your plan if you can:

- Every chapter should have a Smoke Signals reporter to provide chapter information and news to Smoke Signalsstaff. It's important to get information about your chapter and its activities in print so that members have a sense of importance and pride about your chapter.
- To be a successful chapter you need to plan. Conduct an annual leadership planning meeting as early as possible. This is very important,



and every chapter should consider it a MUST.

- Be a Quality Chapter. Target the Quality Chapter requirements. Form committees that will develop promotion and plans to get chapter membership to attend the Ordeals, Fellowship, training, lodge banquet and the section conclave. Get them excited and involved. Develop a ceremonial team. Without good ceremony teams, we cannot have good ceremonies, and the new members impression of the Order will be diminished.
- Motivate chapter members to become active ceremonies team members. Contact the lodge ceremonies chairman for help!

Monthly Priorities

January Priorities

- Promote Lodge Banquet.
- Review the requirements for Quality Chapter and initiate a plan to qualify.
- Train election teams. Use instructions provided by the Lodge.
- Initiate contact with Units and make appointments to conduct member visits – elections & camp promotions.
- .
- Begin preparations to participate in your District Camporee.

February Priorities

- Send a report on activities conducted last month and activities planned in the next 3 months. Conduct unit visits.
- Promote the Spring Ordeal and Section Conclave.

- Recruit ceremonies team members and conduct a team practice.
- Finalize preparations to participate in your District Camporee.
- Contact all of your Chapter members who took their Ordeals last year to motivate them to come to Chapter meetings and to strive for their Brotherhood.
- Send a report on activities conducted last month and activities planned in the next 3 months.

March Priorities

- Review your Chapter's yearly goals. Are you on track to complete them?
- Start recruiting Elangomats for the Spring Ordeal.
- Conduct unit visits.
- Promote the Spring Ordeal and Section Conclave.
- Send a report on activities conducted last month and activities planned in the next 3 months.
- Contact elected candidates to encourage them to attend the Ordeal.

April Priorities

- Finalize Unit Elections and Unit visits.
- Promote the Spring Ordeal and Section Conclave
- Submit names of Elangomats to Lodge Vice-Chief of Inductions.
- Send last minute reminders to elected candidates.
- Send a report on activities conducted last month and activities planned in the next 3 months.



May Priorities

- Review your Chapter's yearly goals. Are you on track to complete them?
- Elect Chapter Officers for coming Lodge Year. – This happens at the Spring Ordeal
- Send a report on activities conducted last month and activities planned in the next 3 months.

June Priorities

- Promote Fun Day and One Day.
- Promote Lodge Summer Meeting.
- Send a report on the Chapter's accomplishments this year to the District Staff Adviser, and Lodge Key 3.
- Send a report on activities conducted last month and activities planned in the next 3 months.

July Priorities

- Review your Chapter's yearly goals. Are you on track to complete them?
- Send a report on activities conducted last month and activities planned in the next 3 months.

August Priorities

- Begin Fall Ordeal and Fall Fellowship.
- Conduct your annual Leadership Planning session. Develop your goals and your annual plan.
- Contact your District chairman and/or Roundtable Commissioner and request an opportunity to provide an OA presentation at a Roundtable meeting. Present requirements for elections of youth and adults to our Order.

- Promote Lodge Leadership Development
- Contact all Scoutmasters to update the OA Troop/Team Representative roster and to schedule unit visits
- Appoint a Chapter Reporter. Send a report on activities conducted last month and activities planned in the next 3 months.

September Priorities

- Review your Chapter's yearly goals. Are you on track to complete them?
- Promote Fall Ordeal and Fall Fellowship.
- Start recruiting Elangomats for the Fall Ordeal.
- Send a report on activities conducted last month and activities planned in the next 3 months.

October Priorities

- Finalize Fall Ordeal promotion, continue promoting Fall Fellowship.
- Submit names of Elangomats to Lodge Vice-Chief of Inductions.
- Send a report on activities conducted last month and activities planned in the next 3 months.

November Priorities

- Finalize Fall Fellowship promotion and begin promoting Lodge Banquet and Lodge Leadership Development.
- Review your Chapter's yearly goals. Are you on track to complete them?
- Send a report on activities conducted last month and activities planned in the next 3 months.



December Priorities

- Review your Chapter's yearly goals. Are you on track to complete them?
- Promote Lodge Banquet.
- Send a report on activities conducted last month and activities planned in the next 3 months.

Section X -Quality Chapter Recognition Program

The Quality Chapter Program is being introduced to recognize successful chapters and also to improve on the overall quality of the chapter program within our lodge.

Each requirement must be completed in one calendar year.

Requirements:

1. Experience positive growth for its membership.
2. Achieve a 90% election-Ordeal transition rate.
3. Convert at least 35% of the new members to Brotherhood.
4. Present a camping and/or camp promotion at every election conducted.
5. Perform an important role in the administration of your district's Camporee or another District event.

Section XII -Additional Notes and Comments

This guide was created as a resource for Miami Lodge's chapters based on chapter resources from other lodges and Order of the Arrow publications. There are a wide variety of resources on the internet for chapter use.

This is not a concrete document. As times change, additional resources are published and technology advances, new tools may become available to assist chapters in their mission. The Lodge Vice-Chief of Chapter Operations is open to additional ideas and suggestions for future editions of the Guide for Chapter Operations.

This guide is an adaptation of the "Guide for Chapter Operations" from Chilantkoba Lodge of the Southeast Louisiana Council, BSA.

6. Hold at least six meetings.
7. Ensure that at least 50% of units are represented within the Chapter.
8. Hold elections for 100% of eligible and willing units.
9. Provide at last one elangomat and one adviser at each lodge Ordeal.
10. Publish a newsletter quarterly (e-newsletters are acceptable).
11. Send at least 3 youth and 3 advisers to the Lodge Leadership Development.
12. Have at least 2 representatives present at a minimum of 11 out of 12 of the monthly Lodge meetings.

Section XI – Additional Resources

- Guide for Officers and Advisers
- Guide to Inductions
- Order of the Arrow Handbook
- Order of the Arrow Ceremonies
- Order of the Arrow 2008-2012 Strategic Plan



Appendix I – Games for Meetings

The core of any chapter meeting is the time spent on fellowship. The following are games that can make for fun and excitement during this important part of the chapter meeting. These suggestions have been compiled both from games that chapters have used and macscouter.com.

Submarines and Minefields

Active: Indoor/Outdoor **Equipment:** Blindfolds for each member of the minefield

Rules: Divide the group into two teams. One team forms a line across the playing field. They are blindfolded and standing close enough together to touch hands. Each hand is a mine that will 'destroy' a submarine (a member of the other team). The submarines quietly try to sneak along the line weaving in and out of the mines, (i.e. between their feet, or between two scouts). After a minefield team member uses one hand and hits a sub, that hand is out of play for the round. This allows other subs to go through an unprotected area. When the whole team has gone through, or not as the case may be, change over places. At the end of the game, the winning team is the one that managed to get the most submarines through the minefield.

Lighthouse

Active: Indoor/Outdoor **Equipment:** Enough blindfolds for half your group; a reasonably large room.

Rules: The Leader is the lighthouse. One-half of the players are ships. They are positioned at one end of the room and put on blindfolds. The other half of the players are rocks, and distributes themselves on the floor between the ships and the lighthouse. Rocks need to sit with their legs crossed. The lighthouse goes "woo,woo" to guide the ships. The rocks go "swish, swish" quietly to warn the ships of their presence. The ships navigate between the rocks to the lighthouse. If they touch a rock ,they are sunk and must sit on the floor (and go "swish, swish" also). When all the ships have made it to the lighthouse (or have been sunk), the rocks and ships change places.

Order Out Of Chaos

Not Active: Indoor **Equipment:** Blindfolds

Rules: Each Scout is assigned a number --1, 2, 3, etc. The players are then blindfolded and are instructed to arrange themselves in numerical order, without speaking. Scoring is determined by subtracting the number of seconds used from 120.

Time allowed: 2 minutes maximum.

All Aboard

Not Active: Indoor **Equipment:** Cardboard or wood for platform

The entire group must stand on a 2' x 2' platform at the same time, for 10 seconds.

Scoring: 10 points for each Scout on the platform.

The Monster

Not Active: Indoor/Outdoor **Equipment:** None

The group must form a monster that moves 50 ft. and makes a sound.

1. The Monster must have only one more leg than the number of the team;
2. The Monster must have one less arm than the number of the team;
3. The Monster must make a single sound, not just a group shout.

Scoring: Judges prerogative. 0-50 for the Monster 0-50 for the sound.



Richmond Hill Hand Ball

Active: Outdoor

Equipment: Soccer or volleyball.

Rules: Divide the group into two equal teams. Find a suitable playing field about the size of a soccer field, with an area to be used as an end zone. The play starts with a jump ball. The object is to move the ball down the field to score points. Players throw the ball to their teammates, or run with the ball. Players may not take more than five steps while carrying the ball. If they do, the ball is handed to the other team, who throws it in from the sidelines. Points are scored when the ball is thrown to a teammate in the opposing team's end zone, and caught. The ball must be thrown from outside the end zone into the end zone and caught by a teammate. If the ball is missed or dropped, the opposing team gets a chance to move it out of their end zone. One point is scored for each catch. The team with the most points after a given amount of time is declared the winner.

Balloon Baseball

Active: Indoor/Outdoor

Equipment: Balloons, balloon baseball markers.

Rules: Players are divided into two teams. Each team designates a pitcher who pitches to his own team. Each batter gets two pitches to hit a balloon with his fist. If the balloon is hit, the fielding team tries to get an out by blowing the balloon to the ground before the batter runs around the bases. If they do not, a run is scored. Play continues until there have been three outs. The pitching team and the batting team then switch places. Play can go on continue for as long as time allows.

Hoot Hoot Hoot

Active: Indoor/Outdoor

Equipment: None

Rules: Make a playing field that is clearly marked with out of bounds lines on the sides and a middle line. Divide the group into two teams and send each team to one end of the playing field. Each team picks someone to be "it". The player who is "it" from each team must hold his breath, go into the other team's area, and try to tag as many members of the opposing team as possible before running out of air. To make sure the person who is "it" is holding his breath, he must say "hoot, hoot, hoot..." without stopping. If he stops, and he is on the opposing team's side, he is out, and his team needs to pick another person to be "it". If the person who is "it" makes it back to his side before running out of breath, everyone he tagged is out. The goal of this team is to get everyone on the other team out.

Snapper Fishing

Not Active: Indoor

Equipment: 1.5 meter long poles and Mousetraps

Give each team four 1.5 meter poles, several lengths of cord and a mousetrap. Mark out "river banks" 5 meters apart. Each team places its mousetrap on one riverbank, cocks it, and then lines up opposite it on the other side of the river. On signal, the Scouts lash together their poles to make a "fishing pole" and start angling. The first team to catch its snapper wins.

Counting Coup

Active: Indoor/Outdoor **Equipment:** Cloth to be used as a flag for players to put in their belt or pockets.

Rules: Have everyone form a large circle. Two people go into the circle with a flag tucked in their back pocket or belt so it is visible. The object is to get the flag of the other person before he gets yours. The plays may not use physical contact as a means to get the flag. The members of the circle are there to keep the players in bounds. Once one person wins, someone else enters the circle to take him on.



Carpet Turnover

Not Active: Indoor/Outdoor **Equipment:** A 4-foot by 4-foot carpet or tarp.

Rules: All team members start on their carpet. The object is to turn your team's carpet over without touching the ground. If anyone on your team touches the ground, the team must start over.

Appendix II – Sample Meeting Agenda

- Opening**
 - Call to Order
 - Chapter officers get attention of attendees.
 - OA Obligation
- Reciting the Obligation reminds members of their common purpose and goals.**
 - Welcome new meeting members
 - This is a time to make new members to your meeting feel welcome and more likely to come back. If there are few enough people at the meeting everyone can introduce themselves
- Lodge Business (all business up to 10 minutes)**
 - Share info from the lodge executive board.
 - This is a very important way of getting information to the members, however spending too much time on business will quickly bore all Arrowmen present and make them less likely to come back to another meeting. Make sure that all the information that is covered during this time is also in handouts, and preferably e-mailed to every member
 - Cover only the basic information: What, When, Where and How Much.
- Chapter Business**
 - Address chapter events. Make this informative. Chapter planning should take place outside of meetings or during breakout sessions during the fellowship portion of the meeting.
- Other Business**
 - Pertinent information from troops or districts to be shared.
- Fellowship (up to 30-45 minutes)**
 - Most important part of the meeting. Involve participants in games, break-out sessions, ceremonies, planning, etc. Make it fun! This is the part everyone should look forward to!
- Closing**
 - Thank members for attending.
 - OA Song



Forms





Chapter Request for Lodge Funding

Event: _____ Chapter: _____

Location of Event: _____ Date of event: _____

Income Source	Anticipated	Actual
1.	\$	\$
2.	\$	\$
3.	\$	\$
4.	\$	\$
5.	\$	\$
Totals	\$	\$

Expenditures	Anticipated	Actual
1. Printing	\$	\$
2. Postage	\$	\$
3. Food	\$	\$
4.	\$	\$
5.	\$	\$
6.	\$	\$
7.	\$	\$
8.	\$	\$
9.	\$	\$
10.	\$	\$
Totals	\$	\$

Requested funding from Lodge: \$ _____

Will a check need to be cut? Yes No – If yes, request must be made at least one month in advance and a check request form must be submitted with this form.

Date funding needed: _____ Funding to be used for: _____

Request submitted by: _____ Date: _____

For Lodge Use Only	
Date Submitted: _____	LEC Decision: _____ Approved _____ Denied
Amount approved: \$: _____	Conditions: _____
Lodge Chief's Approval: _____	Lodge Adviser's Approval: _____

Upon completion of the event this form must be updated with the actual income and expenses. The Chapter Chief should submit a report and the updated form at the next Lodge Meeting. All receipts must also be included with the updated form.



Miami Valley Council, Boy Scouts of America
 4999 Northcutt Pl, P.O. Box 13057
 Dayton, OH 45413
 937-278-4825

CHECK REQUEST

Date:	Amount:
Payable to:	Date Needed:
Address:	COMMENTS:
City, State, Zip:	
Attention	
In payment of the following: _____ _____ _____ _____ _____ _____ _____ _____	
Remarks: _____ _____ _____ _____	
Amount to be charged:	Approvals/Signatures
\$	Requested by:
\$	Approved by:
\$	Approved by:
\$	Date Paid:
\$	Volume No:
TOTAL: \$	Check No: