

# Chippanyonk Lodge



Order Of The Arrow, BSA



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## *Order of the Arrow Chippanyonk Lodge Troop/Team Election Package 2017*

### Chippanyonk Lodge Executive Committee

Lodge Chief – Austin H.

Vice Chief - Program – John G.

Vice Chief - Inductions – Will M.

Secretary- Tristan N.

Treasurer- Harlen W.

## In This Packet

### Please read all information carefully

- 🌸 Introduction letter with requirements of eligibility for both youth and adult candidates.
- 🌸 Worksheet to calculate quorum, and list candidates and votes received.
- 🌸 Worksheet to collect and report mail, phone, and email info for Ordeal notification
- 🌸 Camp Promotions Info – every boy deserves a chance to attend camp even if your unit can't. Promote Provisional and Trail to Eagle camps to your scouts!

The lodge would like to run your troop's election to ensure consistency in the process, however we know we can't attend every one. Please email us at [vicechiefinductions@chippanyonk.org](mailto:vicechiefinductions@chippanyonk.org) with your election date, time, and location, and we will make every effort to have an arrowman there to assist. As always be sure to utilize your Troop OA Rep. There is space on the election results form to share the TOAR's info with the lodge. There is also the addition of an Adult Advisor to your Troop OA Rep.

There will only be 1 election period for the year, January 1 to March 31. We ask that all units restrict their elections to the lodge's schedule. By doing so, your youth and adult candidates will have 3 opportunities to complete the Ordeal in 2017. On average, only 2/3 of all elected candidates complete the Ordeal due to scheduling conflicts and financial reasons. We encourage all troops to consider providing arrowmanships for those scouts you know to have financial burdens on their families. Cost for the Ordeal is now \$55 per candidate and includes 1 year membership dues, meals, OA Flap and Sash, the OA Handbook, and the cost to convert to Brotherhood 10 months after the Ordeal.

Per National OA Operations Update 05-5, issued in May of 2005, No unit may visit outside its council and hold elections under the auspices of an OA Lodge of another council. Callouts can be done by another lodge if they are willing to do so. You must provide a signed copy of our lodge's signed elections results form to the host lodge. You must also obtain permission from our Lodge Advisor to have your callout outside the Chippanyonk Lodge/Knox Trail Council. Email [adviser@chippanyonk.org](mailto:adviser@chippanyonk.org). Ordeal dates are May 12-14, September 15-17 and October 20-22, 2017.

Callout Ceremonies will be coordinated with the District Camporees when possible. Written confirmation with Ordeal dates will be mailed or emailed to all elected candidates around mid April.

To help us track progress of elections, please also send an email if you have no eligible candidates for election this year.

- 🌸 **IMPORTANT! Scoutmasters! Please keep a record of your troop's results. While the use of electronics to report results is convenient, it isn't foolproof. Be sure that you are using the 2017 Elections Results form.**
- 🌸 Results need to be posted no later than April 1, 2017.
- 🌸 Results will be accepted by Google Doc **ONLY**. **Do not turn your results over to the elections team.**
- 🌸 Complete information – name address, DOB, phone #, BSA ID number, and **especially email** are required for all elected candidates. Have this information on hand before you begin entering your results.
- 🌸 Using this link to Google Docs, submit your troop's results. [Click here](#) to access the online form. Google Doc link can also be found on [www.chippanyonk.org](http://www.chippanyonk.org).

## Chippanyonk Lodge #59 Order of the Arrow

### Unit Election Notice



**Date:** January 1, 2017  
**To:** Unit Leaders, Knox Trail Council, BSA  
**From:** Chippanyonk Lodge Membership Committee  
**Subject:** Unit Elections

The Order of the Arrow is Scouting's national honor society. It recognizes those Scouts who best exemplify the Scout Oath and Law in their daily lives, and by such recognition, cause others to conduct themselves in such a manner as to warrant similar recognition, to promote camping, and to crystallize the habit of helpfulness as a life purpose.

The OA is not another patch to add to the candidate's collection. Eligible candidates should also be willing to give back to the lodge through continued service to our camps as well as the troop. They should also be willing to complete the induction cycle by sealing their membership through brotherhood conversion. When selecting candidates, consider those with a willingness to do more with the lodge than their Ordeal and encourage candidates to break old troop traditions of doing nothing with the Order of the Arrow after their Ordeal is completed. The election is not a popularity contest and no candidates should campaign for votes.

Each Boy Scout troop or Varsity Scout team with qualified Scouts is urged to hold an election no later than March 31, 2015 to select candidates for an Ordeal to be held at Camp Resolute in May or September on the dates published in the Knox Trail Council calendar. The date and place of election are selected by you, as unit leader. Generally, your Troop Order of the Arrow Representative (TOAR) should be asked to conduct the election with the assistance of at least one Order of the Arrow Election Team member, (preferably someone from outside the unit.) This will help to assure confidence in the voting process and the results. If you currently do not have a Troop Order of the Arrow Representative the Senior Patrol Leader shall appoint a member of the troop who is currently a member of the Chippanyonk lodge in good standing, and with the Scoutmasters approval, he shall be qualified to conduct the election along with the election team member who attends your troop meeting. Information regarding newly appointed TOAR's should also be reported to the Lodge TOAR Coordinator via E-mail or through the Scout Service Center.

#### Youth membership qualifications

**Eligible youth must be approved by the Scoutmaster to stand election.** All members of, or candidates for membership in, the Order of the Arrow who are under 21 years of age shall be considered youth members or candidates for youth membership, subject to meeting the following requirements:

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





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

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

### Adult Membership Qualifications – NEW in 2013

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

**1. Adult leaders in units:** Each year, upon holding a troop or team election for youth candidates that results in at least one youth candidate being elected, the unit committee may nominate adults to the lodge adult selection committee. The number of adults nominated can be no more than one-third of the number of youth candidates elected, rounded up where the number of youth candidates is not a multiple of three. In addition to the one-third limit, the unit committee may nominate the currently-serving unit leader (but not assistant leaders), as long as he or she has served as unit leader for at least the previous twelve months. Recommendations of the adult selection committee, which consists of the lodge adviser, the chairman of the council committee on which the lodge adviser serves, and the lodge staff adviser, with the approval of the Scout executive, serving as Supreme Chief of the Fire, will be candidates for induction, provided the following conditions are fulfilled:

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

Send an email to [vicechiefinductions@chippanyonk.org](mailto:vicechiefinductions@chippanyonk.org) with the date and place set-aside for the election of candidates. It should be held at a regularly scheduled unit meeting. Every effort should be made to have 100 percent attendance of both youth and adults at this meeting. Your Troop OA Rep should officiate and every effort will be made by the Lodge Executive Committee to provide support for the election.

Note: Election results must be entered in [Google Doc](#) no later than April 1, 2017 and results will only be accepted through the Google Doc Submission

Sincerely,

Austin Heisey  
Lodge Chief

# Chippanyonk Lodge #59

## Order of the Arrow

### Unit Election Instructions



Election process:

- Contact the Chippanyonk Lodge to schedule an election between January 1 and March 31. [vicechiefinductions@chippanyonk.org](mailto:vicechiefinductions@chippanyonk.org)
- If no Elections Team member is available, proceed with elections using Troop OA Rep (TOAR – youth leadership position)
- Prepare a list of eligible troop members – if you use Troopmaster, you can generate an eligibility report. Election to the Order of the Arrow is not a popularity contest! Campaigning for votes is not allowed! Eligibility is determined as follows:
  - Be a registered member of the Boy Scouts of America.
  - Hold the First Class rank of the Boy Scouts of America, as a minimum.
  - After registration with a troop or team, have experienced 15 days and nights of Boy Scout camping during the two-year period prior to the election. The 15 days and nights must include one, but no more than one, long-term camp consisting of six consecutive days and five nights of resident camping, approved and under the auspices and standards of the Boy Scouts of America.
- Unit Leader Approval is required for each candidate to stand for election
  - The unit leader must certify his Scout spirit (i.e., his adherence to the Scout Oath and Law and active participation in unit activities).
  - The unit leader must also certify that the nominee meets all specified requirements at the time of this annual election
- 50% plus 1 of your registered youth members must be in attendance to hold the election.
- There is no limit to the number of candidates who are eligible or can be voted for. If 20 members are eligible, and all receive 50% of the votes cast, all can be elected into the OA. Each candidate must receive at least 50% of the votes cast (round to the nearest even number (21 votes cast, 11 votes needed) to be elected
- All youth members of the troop, even those 18-20, have a vote. Adults do not vote for youth.
- If, in the 1st vote, no one is elected, the troop can cast a 2nd ballot.
- If no one is elected in the 2nd ballot, the results are final
- Votes are counted in private.
- The number of adults nominated can be no more than one-third of the number of youth candidates elected. Adult eligibility is determined as follows:
  - Be a registered member of the Boy Scouts of America
  - Selection of the adult is based on the ability to perform the necessary functions to help the Order fulfill its purpose, and not for recognition of service, including current or prior achievement and positions.
  - The individual will be an asset to the Order because of demonstrated abilities that fulfill the purpose of the Order.
  - The camping requirements set forth for youth members are fulfilled.
  - The adult leader's membership will provide a positive example
- **IMPORTANT! Scoutmasters! Please keep a record of your troop's results. While the use of electronics to report results is convenient, it isn't foolproof. Be sure that you are using the 2015 Elections Results form.**
- Results need to be posted no later than April 1, 2017
- Results will be accepted by Google Doc **ONLY**. **Do not turn your results over to the elections team.**
- Complete information – name address, DOB, phone #, BSA ID number, and **especially email** are required

for all elected candidates. Have this information on hand before you begin entering your results.

- Using this link to Google Docs, submit your troop's results. [Click here](#) to access the online form. Google Doc link can also be found on [www.chippanyonk.org](http://www.chippanyonk.org).
- If no election is held, or there were no candidates elected, please email us at [vicechiefinductions@chippanyonk.org](mailto:vicechiefinductions@chippanyonk.org). We would also like to understand why there was no election so we can help scouts who may be missing a key requirement for eligibility.



# Chippanyonk Lodge #59 - Unit Elections Worksheet

## ELECTION RESULT FORM (MUST BE ENTERED BY MARCH 31, 2017) ELECTION TALLY SHEET

This sheet is to be completed the night of and at the place of the election, and signed by the Arrowman running the election, the witness, and the Scoutmaster prior to results being submitted. Using the [Google Doc Form](#) enter required data for all elected candidates. Google Doc link can also be found on [www.chippanyonk.org](http://www.chippanyonk.org).

Troop: \_\_\_\_\_ Town: \_\_\_\_\_  
District: \_\_\_\_\_ Date: \_\_\_\_\_

Arrowman who performed election: \_\_\_\_\_ Date of election: \_\_\_\_\_

- 1) # of active youth members: \_\_\_\_\_ ÷ 2= \_\_\_\_\_ (+1 if odd membership number) members required to hold election
- 2) Number of youth eligible (don't round up): \_\_\_\_\_ = maximum # of votes per ballot
- 3) **Scoutmasters** – Keep a record of youth and adults who are elected for your records.

Check if Elected	Name of Nominee	# of Votes (ex III)	Total (ex 16)

**Write additional names on the back of form, photo copy, or plain sheet of paper**  
**Please provide the names, addresses, phone, email, age, DOB, etc for only those candidates who have been elected on data sheets provided.**

***I certify that the above youth members are eligible and approve them as nominees for election.***

\_\_\_\_\_  
Unit leaders signature

\_\_\_\_\_  
Unit Leader (printed)

\_\_\_\_\_  
Email Address

No. of members eligible: \_\_\_\_\_ No. of ballots turned in: \_\_\_\_\_

No. of votes required to be elected: \_\_\_\_\_ No. members elected: \_\_\_\_\_

No. Adults (1 for every three youth elected allowed): \_\_\_\_\_

Adult nominated: \_\_\_\_\_

Adult nominated: \_\_\_\_\_

Adult nominated: \_\_\_\_\_

***I certify that the above adult leader has met the adult membership qualifications of the Order of the Arrow.  
Note, at least one (1) youth must be elected for an adult candidate to be eligible! – be sure to include candidates mailing info on the “Nominee Data” worksheet and electronic reporting***

\_\_\_\_\_  
Election Team Member Signature

\_\_\_\_\_  
Unit Committee Chairman Signature

\_\_\_\_\_  
Election Team Member (printed)

\_\_\_\_\_  
Unit Committee Chairman

\_\_\_\_\_  
Election Team Member Signature

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Election Team Member (printed)

\_\_\_\_\_  
Youth Troop OA Rep Name (printed)

\_\_\_\_\_  
OA Rep Adult Advisor

**OA Troop Representative Qualifications:**

- Under 18 years old
- Appointed by SPL with SM approval
- OA Member in good standing
- Attends Monthly Lodge Leadership meetings

**OA Rep Advisor Qualifications:**

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

\_\_\_\_\_  
Youth OA Rep Email Address

\_\_\_\_\_  
OA Rep Adult Advisor Email Address



## Election Results – Nominee Data Youth and Adult - Worksheet

Name: \_\_\_\_\_ (circle one) Y/A Member ID \_\_\_\_\_  
First Last

Address: \_\_\_\_\_ If adult: Male / Female

Street Town ZIP  
Telephone: ( ) Date of Birth: Age: E-mail address:

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Name: \_\_\_\_\_ (circle one) Y/A Member ID \_\_\_\_\_  
First Last

Address: \_\_\_\_\_ If adult: Male / Female

Street Town ZIP  
Telephone: ( ) Date of Birth: Age: E-mail address:

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Name: \_\_\_\_\_ (circle one) Y/A Member ID \_\_\_\_\_  
First Last

Address: \_\_\_\_\_ If adult: Male / Female

Street Town ZIP  
Telephone: ( ) Date of Birth: Age: E-mail address:

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Name: \_\_\_\_\_ (circle one) Youth / Adult ID \_\_\_\_\_  
First Last

Address: \_\_\_\_\_ If adult: Male / Female

Street Town ZIP  
Telephone: ( ) Date of Birth: Age: E-mail address:

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Name: \_\_\_\_\_ (circle one) Y/A Member ID \_\_\_\_\_  
First Last

Address: \_\_\_\_\_ If adult: Male / Female

Street Town ZIP  
Telephone: ( ) Date of Birth: Age: E-mail address:

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Name: \_\_\_\_\_ (circle one) Y/A Member ID \_\_\_\_\_  
First Last

Address: \_\_\_\_\_ If adult: Male / Female

Street Town ZIP  
Telephone: ( ) Date of Birth: Age: E-mail address:

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Name: \_\_\_\_\_ (circle one) Y/A Member ID \_\_\_\_\_  
First Last

Address: \_\_\_\_\_ If adult: Male / Female

Street Town ZIP  
Telephone: ( ) Date of Birth: Age: E-mail address:

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Name: \_\_\_\_\_ (circle one) Y/A Member ID \_\_\_\_\_  
First Last  
Address: \_\_\_\_\_ If adult: Male / Female  
Street Town ZIP  
Telephone: ( ) Date of Birth: Age: E-mail address:

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Name: \_\_\_\_\_ (circle one) Y/A Member ID \_\_\_\_\_  
First Last  
Address: \_\_\_\_\_ If adult: Male / Female  
Street Town ZIP  
Telephone: ( ) Date of Birth: Age: E-mail address:

---

Name: \_\_\_\_\_ (circle one) Y/A Member  
ID \_\_\_\_\_  
First Last  
Address: \_\_\_\_\_ If adult: Male / Female  
Street Town ZIP  
Telephone: ( ) Date of Birth: Age: E-mail address:

---

Name: \_\_\_\_\_ (circle one) Y/A Member ID \_\_\_\_\_  
First Last  
Address: \_\_\_\_\_ If adult: Male / Female  
Street Town ZIP  
Telephone: ( ) Date of Birth: Age: E-mail address:

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Name: \_\_\_\_\_ (circle one) Y/A Member ID \_\_\_\_\_  
First Last  
Address: \_\_\_\_\_ If adult: Male / Female  
Street Town ZIP  
Telephone: ( ) Date of Birth: Age: E-mail address:

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**Write additional data on plain sheet of paper or photocopy this page**

Submit results using [Google Doc Form](#). The Google Doc link can also be found on [www.chippanyonk.org](http://www.chippanyonk.org).