



Migisi Opawgan Lodge 162

Lodge Procedures



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Revised 03/15/2008

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INTRO PROCEDURE
Revised 04/01/2006

INTRODUCTION TO LODGE PROCEDURES

1. **DEDICATION** – These Lodge Procedures are dedicated to Gordon Wesley Draper, Lodge Adviser from June 1973 to June 1977, again Lodge Adviser from June 1987 to June 1989. It was a part of his Wood Badge 'ticket' that the first set of Migisi Opawgan Lodge procedures was developed to bring continuity in Lodge operations. These procedures are a basis for flexible planning. They emphasize the goals and objectives of the Order of the Arrow, stated:

The Order of the Arrow is a thing of the spirit rather than of mechanics. Organization, operational procedures, and paraphernalia are necessary in any large growing movement, but they are not what counts in the end. The things of the spirit count:

Brotherhood....

Service....

Cheerfulness....

2. **PURPOSE OF PROCEDURES** - To identify the actions of the Lodge.
3. **DISTRIBUTION** - The following officials maintain a complete set of the Lodge Procedures:

Lodge Officers
Lodge Advisers
Lodge Committee Chairmen
Lodge Committee Advisers
Chapter Officers
Chapter Advisers

4. **METHOD OF DISTRIBUTION** - Complete copies are made available to all members in attendance first Lodge Executive Committee meeting of each year. A copy of these procedures may be obtained from the Lodge Secretary. Revisions are distributed at the first Lodge Executive Committee Meeting after their adoption.
5. **PASS ON TO SUCCESSORS** - The copies of the procedures remain the property of the lodge and must be passed on to an official's successor when an official leaves his office. If a successor is not named yet, the procedures should be turned in to the Lodge Chief.
6. **AMENDMENTS** - These procedures may be amended as provided in the Lodge Rules. When a new version is published, the old version should be taken out and replaced with the latest revision. The date of adoption is printed at the top of the procedure page.

ACT-1 ACTIVITIES PROCEDURE
Revised 03/01/2004

HOST CHAPTER

1. SELECTION

- A. Rotation** – The host chapter assignments will be based on a five-year repeating rotation schedule (See Host Chapter Schedule).
- B. Selection and Announcement** - The Lodge leadership will determine what each Chapter will host on a five year rotation. The host Chapter assignments will be given at the Lodge training seminar.

2. FUNCTIONS OF THE HOST CHAPTER

- A. Planning** - The Lodge Vice-Chief of Activities will coordinate the work of the host Chapter. He will make certain that reports are given at the appropriate Lodge Leadership and Executive Committee meetings preferable by the host Chapter Chief.
- B. Following Procedures** - The Lodge Vice-Chief of Activities must be notified immediately if it appears that an exception to Lodge procedures is necessary.
- C. Publicity** - The Host Chapter will provide articles for the Council's leader's publication and the Lodge newsletter to the Lodge Communications Committee. Special mailings are not budgeted and should be avoided.
- D. Patch Design** – Event patches for the Lincoln Pilgrimage and Fall Fellowship shall be designed by the host chapter and presented to the Lodge Executive Committee at least three months prior to the event. The Lodge Staff Adviser orders the patches.
- E. Kitchen** – The Host chapter shall coordinate at least one volunteer from each chapter to help in the kitchen all weekend. The volunteer should not be the same person throughout the event, but there must always be at least one. If more people are needed in the kitchen, they shall be provided by the host chapter.
- F. Final Report** - The Host Chapter will file a written (ECR) report with the Lodge Vice-Chief of Activities at an Executive Committee meeting following the event. It will tell how the event was planned and carried out with suggestions for the next year. A financial statement will be provided by the Lodge Treasurer.

ACT-2 ACTIVITIES PROCEDURE
Revised 03/01/2004

ANNUAL MEETING

1. **DATE** - The Annual Meeting is held the first Wednesday in December.
2. **PLANS** - The Host Chapter presents for approval the place, date, menu, and budget no later than the October Executive Committee meeting. The host chapter secures the facilities and presents any necessary contracts to the Lodge Staff Adviser for execution.
3. **TICKET DISTRIBUTION** - The Host Chapter has tickets printed by the first of September and ready by the September Executive Committee meeting. The Host Chapter distributes numbered tickets to each Chapter and optionally to the Lodge Leadership Committee. The Host Chapter mails, at Lodge expense, tickets to the advisers of the Chapters not in attendance. The Host Chapter keeps records of the distribution of tickets by ticket numbers.
4. **MONEY AND TICKET RETURN** – Each Chapter Chief calls in the final count of those attending from their Chapter to the Host Chapter Chief one week prior to the Annual Meeting. No additional tickets are sold after that time. Money and/or unsold tickets are returned to the Host Chapter the night of the banquet.

The money must correspond to the count previously called in. The Host Chapter turns in all money with the appropriate forms to the Lodge Treasurer the night of the banquet.

Individuals selling tickets in advance of the event should prepare a Consolidate Statement and deposit ticket money with the Council or Lodge Treasurer to avoid retaining large sums of money until the event. When such a deposit is made, the number of tickets sold should be given to the Host Chapter.

5. **RESPONSIBILITIES** - The Host Chapter manages the facilities including setup, cleanup, and management of tickets, publicity, and meal.

The Lodge Vice-Chief of Activities develops the agenda with the approval of the Lodge Leadership Committee, prints the program, and manages the staging of the banquet program.

The printed program includes – agenda, message from Lodge Chief, rosters of past Lodge Chiefs and Advisers, Harold Oatley Service Award recipients; Founder's Award recipients; last year's Robert Rutherford Awards; last year's Vigil Honor recipients; and this year's Russell Neynaber Awards.

6. **INVITATIONS** - The Lodge Leadership Committee may extend complimentary invitations. Others may be invited to purchase tickets.

7. SEATING

- A. **Lodge Chief Table** – The Lodge chief sits at a table near the staging area, from which he can freely go to and from the staging area. He chooses who also sits at this table.
- B. **Lodge Adviser's Table** – The Lodge Adviser sits at a table near the staging area. He chooses who will also sit at this table.
- C. **Supreme Chief of the Fire's Table** – The Supreme Chief of the fire sits at a table near the staging area. He chooses who will also sit at this table.
- D. All other people attending the annual meeting freely sit at the other tables.

ACT-2 ACTIVITIES PROCEDURE
Revised 03/01/2004

ANNUAL MEETING (continued)

8. **CENTER PIECE** – Each chapter brings a center piece to the annual meeting. The center piece sits at the table of each chapter chief who will be installed at the meeting.

ACT-3 ACTIVITIES PROCEDURE
Revised 01/06/2010

LINCOLN PILGRIMAGE

1. **HISTORY** - This event began as a troop activity, organized by George REA Thomas in 1959 to honor Abraham Lincoln.
2. **PURPOSE** – This event bring together all scouts from the Great Lakes Council who come together to honor Abraham Lincoln and rededicate the statute of him at D-bar-A Scout Ranch.
3. **DATE** - The event is held on the Saturday closest to February 12.
4. **PROGRAM** – The event consists of a welcome from the Lodge Chief, a presentation of the Gettysburg Address, speeches about the lives of George Thomas and Harold Oatley, the Lincoln Pilgrimage Indian Ceremony, a laying of a wreath at the base of the statue, and lunch provided for all participants.
5. **COST** – The cost for participation in the event is the price of the patch and the price of lunch, rounded up to the nearest dollar. The cost of the event is included in price of the Winter Fellowship for lodge members.
6. **PLANS** – The Host chapter develops the agenda for the event, including scheduling and organizing any guest speakers.
7. **PATCH DESIGN** – The host chapter presents the patch design to the Lodge Executive Committee at least 3 months before the Lincoln Pilgrimage. The Lodge Staff Adviser orders the patch
8. **RESPONSIBILITIES** - The Host Chapter requests assistance from Chapters as needed.
9. **EVENT SUBCOMMITTEES**
 - A. **Parking Committee** - Directs cars to parking lots.
 - B. **Registration Committee** - Registers Lodge Members.
 - C. **Kitchen Staff** - Provides coffee, hot chocolate, donuts, and lunch
 - D. **Clean-up Crew** - Cleans the dinning hall and other facilities, and polices the outside area.
 - E. **Program Committee(s)** - Carries out the planned program.
10. **WINTER FELLOWSHIP** – The host chapter shall plan fun events for the weekend of the Lincoln Pilgrimage for the membership of the lodge, which do not take away from the Lincoln Pilgrimage. There should be a full program, beginning Friday evening and ending with breakfast and clean up on Sunday for all Lodge members.
11. **INDIAN CEREMONY** – The following Indian Ceremony is conducted before the laying of the wreath at the base of the Lincoln Statue.

ACTIVITIES PROCEDURE – ACT-3
Revised 01/06/2010

LINCOLN PILGRIMAGE (continued)

CEREMONY

Allowat Sakima: I welcome you, my friends in Scouting, to the annual Lincoln Pilgrimage of Migisi Opawgan Lodge 162. As the chief of the fire, I ask you to join with me in this tribute to Abraham Lincoln. Brother Meteu will now provide us with some spiritual uplifting as we begin our ceremony.

Meteu: We are gathered here this afternoon with cheerful hearts and spirits, to review our past and present with great pride and feeling. We, who are of scouting, do now pledge to serve that purpose, upon which our roots were founded that still beholds us to this day through our Scout Oath and Law.

Allowat Sakima: Brother Nutiket, will you now perform that duty which has been entrusted to your charge?

Nutiket: I have been charged with the responsibility to emphasize four points of the Scout Law. A scout is cheerful; a scout is thrifty; a scout is brave; and a scout is clean. Also, I must remind us all of that part of the Scout Oath that explains our duty to ourselves: "To keep ourselves physically strong mentally awake, and morally straight." (Nutiket lights and places third torch)

Let these words now find their way into our minds as the light of this torch finds its way to your eyes.

Allowat Sakima: Brother Kitchkinet, please perform your duty,

Kitchkinet: I too must emphasize four points of the Scout Law. A scout is helpful; a scout is friendly; a scout is courteous; and a scout is kind. It is for me to remind you of that part of the Scout Oath which tells us "To help other people at all times." (Kitchkinet lights first torch)

Let these words now find their way into your hearts as the light of this torch finds its way to your eyes.

Allowat Sakima As the mighty chief, I have an obligation to demonstrate the greatest responsibilities of a scout. A scout is trustworthy; a scout is loyal; a scout is obedient; and a scout is reverent.

Also we must never forget "To do our duty to God and our country." (Allowat Sakima lights middle torch)

Let these words now find their way into your spirits as the light of this torch finds its way to your eyes.

Meteu: We have now illuminated our hearts and minds and spirits with the lights of Scouting. Let these lights illuminate this symbol of Abraham Lincoln (points to statue) and this, the symbol of our country (points to flag).

Please join with me in the pledge of Allegiance to the flag of our country. Scout Salute, I pledge ... (pause for audience to start)

Laying of the wreath

ACT-4 ACTIVITIES PROCEDURE
Revised 03/01/2004

WINTER FELLOWSHIP

1. **PURPOSE** – The Winter Fellowship is the annual winter lodge fun event. It also includes the Lincoln Pilgrimage.
2. **DATE** – This event should be held on the same weekend as the Lincoln Pilgrimage event.
3. **PLANS** – The Host Chapter presents the tentative program and the budget to the executive committee. The Lodge Vice-Chief of Activities obtains approval of Field Sports, Waterfront, or other camp facilities from the council.
4. **PATCH DESIGN** – The Winter Fellowship patch is the same as the Lincoln Pilgrimage patch.
5. **RESPONSIBILITIES** – The Host Chapter obtains assistance from Chapters as needed. The Host Chapter coordinates planning for the Brotherhood Ceremony with the Brotherhood Chairman and the Ceremony and Dance Committee.

ACT-5 ACTIVITIES PROCEDURE
Revised 03/01/2004

SECTION CONCLAVE

1. **DATE** – The Council of Chiefs, which is the governing board of the section, sets the date of the annual Section Conclave.
2. **PARTICIPATION** – The Lodge participates in the planning and execution of the Section Conclave as determined by the Section.
3. **DUTIES** – Each Lodge in the Section is assigned a duty for the Section Conclave. These duties are on a rotation schedule and can be found in the Section Plan Book.

ACT-6 ACTIVITIES PROCEDURE
Revised 01/06/2010

ONE DAY OF SERVICE

1. **PURPOSE** – The One Day of Service is a program where all lodges conduct a Service Project in their communities during the lodge charter year.
2. **DATE** – The date is selected by the Lodge Leadership Committee.
3. **ADMINISTRATION** – The Lodge Service committee coordinates the service project(s).
4. **LOCATION** – The project is in a community in the boundaries of the Great Lakes Council.
5. **REPORTING** – The Lodge Service Committee Chairman is responsible for filing all the necessary forms in a timely manner. Refer to "Lodge Community Service Guide" (national publication available on the OA website).

ACT-7 ACTIVITIES PROCEDURE
Revised 11/02/2008

SERVICE WEEKENDS

1. **LOCATION** – The lodge service committee arranges service projects at D-bar-A Scout Ranch.
2. **DATE** – The service projects occur on the first Saturday of each of the following months: February, March, April, September, October, November and December.
3. **PARTICIAPTION** – All lodge members are welcome and encouraged to attend these service projects.
4. **HOSITNG** – Chapter chiefs may volunteer to have their chapter sponsor the service weekend. This service project counts for Requirement D of the Russell Neynaber Honor Award (AWD-1).
5. **PROVISIONS** – Arrowmen are provided with breakfast and lunch at the project. Both are served in the Wyckoff Lodge. Breakfast is served at 8AM and lunch is served at noon.
6. **SCHEDULE** – Members report the main D-bar-A shop at the front of camp at 9AM to begin working. The Service Chairman tells the participants where to go to work and gives them the proper equipment. Members work until lunch. They continue to work after lunch until 5 PM.
7. **REPORTING** – Service Chairman completes the Lodge Service Report form to document event.

ACT-8 ACTIVITIES PROCEDURE
Revised 03/01/2004

FALL FELLOWSHIP

1. **PURPOSE** – The Fall Fellowship is the annual Lodge fun event.
2. **DATE** – This event should be held the last full weekend in October.
3. **PLANS** – The Host Chapter presents the patch design three months prior to the fellowship, the tentative program, and the budget to the executive committee. The Lodge Vice-Chief of Activities obtains approval of Field Sports, Waterfront, or other camp facilities from the council.
4. **PATCH DESIGN** – The host chapter presents the patch design to the lodge executive committee at least 3 months before the event. The lodge staff adviser orders the patch
5. **RESPONSIBILITIES** – The Host Chapter obtains assistance from Chapters as needed. The Host Chapter coordinates planning for the Brotherhood Ceremony with the Brotherhood Chairman and the Ceremony and Dance Committee.
6. **ELECTIONS** – Lodge officer elections shall be held in the order listed in the Lodge Rules.

ACT-9 ACTIVITIES PROCEDURE
Revised 03/01/2004

CONCLAVES

1. **NUMBER** – The Lodges holds three conclaves every year.
2. **ORDEALS** – Ordeals take place at conclaves and details for Ordeals are outlined in procedure ORD.
3. **DATES**
 - A. **Spring** – Last weekend in April
 - B. **Summer** – First weekend in June, which corresponds to the Cole Canoe Base Mix Fix Weekend
 - C. **Fall** – Third weekend in September
4. **LOCATION** - The spring and fall ordeals take place at D-bar-A Scout Ranch. The summer ordeal takes place at Cole Canoe Base.

ACT-10 ACTIVITIES PROCEDURE
Revised 03/01/2004

CHAPTER EVENTS

1. **SCHEDULING** – Chapters may plan and execute their own events and activities.
2. **RESPONSIBILITY** – All duties of necessary to host an event must be carried out by the Chapter. The Chapter is responsible for all activity that takes place at the event.
3. **PUBLICITY** – Chapters may advertise their events at Lodge events, chapter meetings, in *The Eagle Pipe*, or on the Lodge web site.

ACT-11 ACTIVITIES PROCEDURE
Revised 03/01/2004

REGISTRATION

1. **ANNUAL MEMBERSHIP REQUIREMENT** – Every active member of the Lodge annually fills out a registration dues form. It is filled out either at the time of induction or when the annual dues are paid.
2. **MEMBER REQUIRED INFORMATION** – The following information is requested on the dues form: name, address, age, home phone, email address birth date, chapter, district, unit number, BSA PERSON ID (found on BSA membership card), Ordeal date, Brotherhood, Vigil, Robert Rutherford and other Award dates if applicable, and occupation / skill information.
3. **CANDIDATES REQUIRED INFORMATION** – The following information is requested on the candidate registration form: name, address, home phone, birth date, district, unit number, BSA PERSON ID (found on BSA membership card), and a contact person can be reached in case of an emergency if other than home, the hospitalization company and membership number, and authorization for immediate medical treatment in an emergency at the nearest hospital, parent's signature if under eighteen or candidate's signature if an adult, and the date.
4. **EVENT REGISTRATION** – A permission/registration form will be required for all membership and candidates on all events. .
5. **ROSTER** – Each Chapter Adviser, or his designee, must have a current roster of the registered members of his chapter during registration and throughout the event. The Lodge Adviser must have a current roster of the entire lodge membership at registration and throughout the event.
6. **FILING** – All membership registrations will be kept on file with the Lodge Membership Support Adviser. A copy of each Chapter's registration will be kept with the Chapter Adviser. After the event the registration forms must be turned into the Membership chairman.
7. **FEES** – Fees for all events are set by Lodge Leadership Committee. A \$2.00 discount is applied to each Lodge event registration if paid by the designated deadline. Section Conclave and National events may have discounts.
8. **CHAPTER RESERVATIONS** - Chapters turn in their actual reservation at the Executive Committee meeting immediately prior to the event.
9. **FORMS** – Forms for lodge events shall be made by the Communications committee with the approval of the Lodge Leadership Committee.

ACT-12 ACTIVITIES PROCEDURE
Revised 03/01/2004

ACTIVITY CHECK-IN / CHECK-OUT

1. **CHECK-IN** – Upon arrival to camp each member signs in at his Chapter at the registration area. The Host Chapter supplies him with an agenda for the weekend and his cabin assignment.
2. **SIGN-IN AND SIGN-OUT** – A form for signing in at camp will be posted by the Host Chapter. All members entering and leaving camp during the event must sign in and out on this form.

All members are expected to stay in camp until checkout. No members are permitted to leave camp without permission from the Lodge Adviser and Lodge Chief. Scouts under the age of eighteen are not allowed out of camp for any reason without an adult with them.

3. **CHECK-OUT** – Each Chapter is responsible for cleaning the facilities it used during the weekend. The Host Chapter and the Camp Ranger inspect the facilities used by each Chapter before their departure from camp. The Host Chapter is responsible for cleaning all other facilities used by the Lodge during the weekend.

ACT-12 ACTIVITIES PROCEDURE
Revised 03/01/2004

SCOUT'S OWN SERVICES

1. **PURPOSE** – In order to fulfill a Scout's obligation to be reverent, a Scout's Own service will be held after Sunday's breakfast at all lodge events which span the weekend.
2. **RESPONSIBILITY** – The event's host chapter shall run the Scout's Own service, using any volunteer arrowmen from the lodge to help.
3. **PROGRAM** – The Scout's Own service shall follow the program found in lodge operating procedure REL.
4. **COLLECTION** – At each Scout's Own service, a collection for the World Friendship Fund is collected. The money collected is held by the lodge treasurer until the end of the year, when one donation is made.

ADV - ADVISERS PROCEDURE
Revised 03/01/2006

LODGE ADVISERS

1. LODGE ADVISER

- A. Is a coach counselor to the officers of the Lodge.
- B. Attends all Lodge, section, area, regional and national events.
- C. Appoints all associate Lodge advisers and Lodge committee advisers in consultation with the Lodge chief and Lodge staff adviser.
- D. Is in possession of a current Lodge roster at all times during all Lodge events.

2. LODGE STAFF ADVISER

- 1) Works with Lodge chief to coordinate Order of the Arrow programs at Summer Camp.
- 2) Enters into all contracts on behalf of the Lodge
- 3) Solicits approval from the council for all Lodge and chapter fundraisers on behalf of the Lodge. Solicitations must be made to the proper authority.

3. ASSOCIATE LODGE ADVISERS AND LODGE COMMITTEE ADVISERS

- A. Acts as coach-counselor to the youth leaders as assigned by the Lodge Adviser.
- B. Attends Lodge Executive Committee meetings.
- C. Fulfills other duties as assigned by the Lodge Adviser.

ADV - ADVISERS PROCEDURE
Revised 03/01/2006

CHAPTER ADVISERS

1. CHAPTER ADVISER

- A. Is a coach-counselor to the officers of the Chapter.
- B. Attends all Chapter and Lodge functions.
- C. Appoints Chapter Committee Advisers annually in consultation with the Chapter Chief and Chapter Staff Adviser.
- D. Is a member of the District Camping Committee representing the Order of the Arrow.
- E. Maintains registration forms.
- F. Fulfills other duties as stated in the latest edition of the Order of the Arrow Handbook.
- G. Is in possession of a current chapter roster at all times during all Lodge events.

2. CHAPTER COMMITTEE ADVISERS

- A. Are appointed annually by the Chapter Adviser in consultation with the Chapter Chief.
- B. Is coach-counselor to the youth leader as assigned by the Chapter Adviser.
- C. Fulfills other duties as assigned by Chapter Adviser.

AWD-1 - AWARDS PROCEDURE
Revised 12/06/2008

RUSSELL NEYNABER AWARD

1. **HISTORY** - This award was established in 1973 to honor Russell (Rusty) Neynaber, our twenty-ninth Lodge Chief. While on active duty in the U.S. Navy in 1972, he was accidentally killed when the jet on which he was a crew member exploded after takeoff.
2. **PURPOSE** - This award recognizes the Lodge and Chapter officers who are responsible for achievement in the Order of the Arrow and the Lodge.
3. **AWARD YEAR** - The award is given for Lodge and Chapter achievement from the annual meeting to the October Executive Committee meeting of the same year.
4. **RECOGNITION** - The Chapter officers and advisers of Honor Chapters will receive the Gold Award for completing the mandatory a, b, c, d requirements and four of the six remaining requirements. The Lodge officers and advisers will receive the Silver Award if the Lodge fulfills the same requirements (at least 3 out of 5 Chapters receive the honor). When a member is eligible to receive duplicate recognition, a pin will be issued for wear on the ribbon.
5. **AWARD** – The award is medal to be worn on the Scout uniform. The medal is the head of an Indian Chief with the word ‘Michigamua’ under it. The medal is suspended from a red, white and blue ribbon.
6. **RECORDS AND REPORTS** - The Chapter and Lodge will maintain the following forms to certify the completion of the requirements: Attendance Form (A-I), Unit Election Reports, Unit Contact Form (UCF). A form listing all of the requirements will be made available to be turned with forms UFC and form A-1. These forms must be turned in no later than October Executive Committee meeting of the year for which the award is earned. The form must be filed with the Lodge Recognition Committee Chairman.
7. **REQUIREMENTS** - The Chapter/Lodge must qualify for eight out of these ten requirements to receive and honor award. The first four requirements (a, b, c and d) are mandatory.
 - A. Maintains or increases membership.
 - B. At least 30 percent of eligible Ordeal members go through Brotherhood conversion.
 - C. The Chapter(s) holds unit elections in every eligible troop desiring one. The election teams are trained and conduct the elections in proper uniform.
 - D. The Chapter Hosts at least one Service Weekend at a council camp or a community service project during the year
 - E. At least 70 percent of the troops in the Chapter(s) area have a camp promotion visit or are signed up for summer camp.
 - F. At least 70 percent of the Chapter/Lodge officers attend the annual Lodge training seminar.
 - G. The units in the Chapter(s) are made aware of the Lodge's Where to Go Camping book.
 - H. The Chapter/each Chapter hosts at least one major Lodge event during the year.

AWARDS PROCEDURE – AWD-1
Revised 12/06/2008

RUSSELL NEYNABER AWARD (continued)

- I. The Chapter(s) has/have enough ceremonial teams so that there are no more than 50 candidates per ceremony. The teams are trained and have parts memorized
- J. The average attendance at Lodge events exceeds 25 of the/each Chapter's membership. (Form A-1)
- K. The Chapter(s) submit(s) an article for every issue of the Lodge newsletter.

AWD-2 - AWARDS PROCEDURE
Revised 09/17/2009

ROBERT RUTHERFORD AWARD

1. **HISTORY** - The Robert Rutherford Service Award was established in 1953 to honor Robert Rutherford, our second Lodge Chief whose life was taken during World War II.
2. **PURPOSE** - This award recognizes those who give outstanding service to the Chapter or Lodge.
3. **ELIGIBILITY** - At the time of nomination, members must have their dues paid, have been a member for two years, be a Brotherhood member, and not have received the award before.
4. **NOMINATIONS**
 - A. **Chapter** - Each chapter may nominate two (2) chapter members annually. However, if a chapter had over 100 voting members at the end of the previous year, the chapter may nominate one (1) chapter member for each 50 voting members or fraction thereof. At least fifty percent of nominees must be a lodge voting member. The nomination forms can be found in the appendix of the *Lodge Rules and Procedures* Manual. The Chapter Chief and Adviser must sign nomination forms.
 - B. **Lodge Leadership Committee** - The Lodge Leadership Committee may nominate up to four Lodge members before the October LEC, at least two of whom must be lodge voting members. After submission, all Chapter advisers will be informed of the LLC decision by the Lodge Awards Committee.
5. **NOMINATION DEADLINE** - The deadline for submitting nominations for the award is the October Executive Committee Meeting or date established by the Awards Committee – e.g. Fall Fellowship.
6. **AWARD** – The Award is a medal to be worn on the Scout Uniform. It is an arrowhead with the letters 'WWW' on it suspended from a white ribbon with a red arrow on the ribbon.
7. **AWARDING** - The Lodge Awards Committee reviews the forms for completeness, accuracy, and adherence to the above requirements. The Lodge Awards Committee Chairman gives the names to the Lodge Staff Adviser at least three weeks before the annual meeting.

AWD-3 - AWARDS PROCEDURE
Revised 09/01/2009

HAROLD OATLEY SERVICE AWARD

1. **HISTORY** - This award replaced the Arrowman of the Year Award in 1989 as the highest honor given by the Lodge. It honors Harold Oatley who in his many years of service provided a character model for youths and adults alike. Mr. Oatley served three Michigan Order of the Arrow Lodges in many capacities, including Chapter and Lodge adviser.
2. **PURPOSE** - This award recognizes a youth and an adult member who are judged to have made the most significant contributions to Lodge.
3. **CAUCUS** - At the October Lodge Executive Committee Meeting, youth members of the Executive Committee Caucus may nominate an adult recipient. Adult members of the Executive Committee Caucus may nominate a youth recipient. The chairman of each caucus will enclose the caucus' nomination in a sealed envelope which is presented to the Lodge Chief. Then, without opening the envelopes containing the nominations, the Lodge Executive Committee will vote to approve or reject the recommendations made by each caucus. Should the Lodge Executive Committee elect to reject either of the nominations, the Caucus will reconvene and choose another nominee.
4. **CHAIRMEN** – The chairman for the youth caucus is the lodge recognition committee chairman. The lodge recognition committee adviser is the chairman for the adult caucus.
5. **MULTIPLE AWARDS** - No one may receive this award more than once either as a youth or as an adult. This award and the Arrowman of the Year shall be considered the same recognition.
6. **RESULTS** - The results will be reported to the Lodge Staff Adviser who will see that the names are engraved on the appropriate award.
7. **AWARD** – The award is a medal featuring an arrow head in a ring with a small arrow on the arrowhead. This medal shall be attached to a red, white and blue ribbon. When worn, the medal is worn about the recipient's neck.
8. **PRESENTATION** - This award is presented at the annual meeting, if possible, by the previous year's recipients. The recipient receives a certificate with a copy of the Oatley resolution from the Lodge, and the award.

AWARDS PROCEDURE – AWD-3
Revised 07/01/2003

HAROLD OATLEY SERVICE AWARD (continued)

***CELEBRATION OF A LIFE
A RESOLUTION***

WHEREAS HAROLD OATLEY a counselor, guide, and inspiration, departed this life suddenly and unexpectedly (December Tenth Nineteen Hundred and Eighty Eight); and,

WHEREAS HAROLD OATLEY devoted his life to the education and development of young people, and especially the youth in Scouting; and,

WHEREAS HAROLD OATLEY in his service to Scouting, organized troops and Order of the Arrow chapters, and for many years served as Scoutmaster with great success; and,

WHEREAS HAROLD OATLEY trained and inspired numerous; young men to achieve Scouting's highest goals; and,

WHEREAS HAROLD OATLEY Was recognized for his accomplishments in Scouting with the awarding to him of the District Award of Merit, the Silver Beaver, Arrowman of the Year, and the Dan Ling Service Award, he still remained modest and humble; and,

WHEREAS WE as members of Migisi Opawgan Lodge, Order of the Arrow, wish to express our love and appreciation:

THEREFOR BE IT RESOLVED THAT WE, the members of Migisi Opawgan Lodge, honor the memory and accomplishments of Harold Oatley by placing this resolution in the archives of our Lodge; and,

BE IT FURTHER RESOLVED that a copy of this resolution be given to the family of Harold Oatley as an expression of our thanks for the life of Harold Oatley.

This resolution approved May Thirtieth, Nineteen-Hundred and Eighty-Nine by Migisi Opawgan Lodge

AWD-4 - AWARDS PROCEDURE
Revised 09/01/2009

FOUNDER'S AWARD

1. **HISTORY** - This award recognizes the founders of the Order of the Arrow: Dr. E. Urner Goodman and Carroll A. Edson.
2. **PURPOSE** - This award recognizes a youth and an adult member who are deemed to have made the most outstanding contributions to the Lodge.
3. **CAUCUS** - At the October Lodge Executive Committee Meeting, youth members of the Executive Committee Caucus may nominate an adult recipient. Adult members of the Executive Committee Caucus may nominate a youth recipient. The chairman of each caucus will enclose the caucus' nomination in a sealed envelope which is presented to the Lodge Chief. Then, without opening the envelopes containing the nominations, the Lodge Executive Committee will vote to approve or reject the recommendations made by each caucus. Should the Lodge Executive Committee elect to reject either of the nominations, the Caucus will reconvene and choose another nominee.
4. **CHAIRMEN** – The chairman for the youth caucus is the lodge awards committee chairman. The lodge awards committee adviser is the chairman for the adult caucus.
5. **MULTIPLE AWARDS** - No one may receive this award more than once in their life time.
6. **RESULTS** - The results will be reported to the Lodge Staff Adviser who will see that the names are engraved on the appropriate award. The Staff Adviser will make sure the petition is appropriately filled out and sent to the National Office.
7. **PRESENTATION** - This award is presented at the annual meeting, if possible, by the previous year's recipients. The recipient receives an Arrow Ribbon Award and the Bronze Medallion.

AWD-5 - AWARDS PROCEDURE
Revised 03/01/2004

CARROLL A. EDSON AWARD

1. **HISTORY** – The Carroll A. Edson Award for Unit Elections was established in 2001 in honor of Order of the Arrow co-founder Carroll A. Edson. The award shall be a traveling trophy to be passed from Chapter to Chapter.
2. **PURPOSE** – This Award recognizes the Chapter that has the most outstanding record of Unit Elections completed throughout the year.
3. **ELIGIBILITY** – This Award may be won by any Chapter.
4. **AWARDING** – After the November Executive Board meeting, the Unit Elections Committee shall meet to determine which Chapter has earned the Award. The winner shall be the chapter that has completed the most Unit Elections per unit in its district(s).
5. **PRESENTATION** – At the November Executive Board Meeting, the Chapter in possession of the trophy shall return it to the Unit Elections Committee. The Unit Elections Committee has the trophy engraved with the winning chapter's name and the corresponding year to be presented at the Annual Meeting.

AWD-6 - AWARDS PROCEDURE
Revised 03/01/2004

FIRST YEAR ARROWMAN AWARD

1. **PURPOSE** – This award recognizes Arrowmen who have participated actively in the Lodge in their first year as a member. It also helps to encourage Arrowmen to become active in the lodge and seal their membership. It will also help to develop future lodge leaders
2. **ELIGIBILITY** – This award may be earned by any Arrowman.
3. **AWARD YEAR** – The requirements must be completed in the first 12 months of an Arrowman's membership in the lodge.
4. **RECOGNITION** – Arrowmen who have earned this award shall be presented a certificate at the Annual Dinner following the completion of the requirements. All recipients of the award shall also be invited to a special Sunday breakfast with Lodge officers and Lodge Adviser and his associates, if any, at the Winter Fellowship.
5. **REQUIREMENTS** – All requirements must be met to earn the award within 12 months of the Arrowman's Ordeal:
 - A. Attend a minimum of 4 chapter meetings
 - B. Attend at least 3 lodge events
 - C. Participate in a lodge leadership development course
 - D. Participate in a Chapter or Lodge Service project
 - E. Participate in a Chapter or Lodge committee
 - F. Complete the requirements for Brotherhood Membership
 - G. Attend an Ordeal Ceremony as a member
 - H. Participate in a Brotherhood Ceremony
6. **VERIFICATION** – A form will be made available listing the requirements. This form may be signed by the Lodge Chief, Lodge Adviser, Chapter Chief or Chapter Adviser. This form must be filed with the lodge recognition Committee Chairman upon completion.

AWD-7 - AWARDS PROCEDURE
Revised 03/01/2004

EXTENDED ELANGOMAT AWARD

1. **PURPOSE** – This award recognizes Elangomats who have successfully helped members of their group fulfill the trail to brotherhood, as well as encouraged others to serve as Elangomats.
2. **ELGIBILITY** – This award may be earned by any Lodge member.
3. **AWARD TIME** – Elangomats will have fourteen (14) months from the date of the Ordeal in which they served to earn the Award. The Award is given for service rendered to one particular group (Clan) at one Ordeal.
4. **RECOGNITION** – All awards earned throughout the year shall be presented at the Annual Dinner.
5. **AWARD** – The award is a medal worn on the Scout Uniform. The medal features an eagle in a circle with the words '162 Extended Elangomat Award' written on the circle.
6. **REQUIREMENTS** – All of the requirements must be met in order to earn the Award:
 - A. Attend a Lodge level or a Chapter level (Lodge approved) training session.
 - B. Serve as an Elangomat at an Ordeal
 - C. Seventy-five percent (75%) of the Elangomats group (Clan) must become brotherhood members of Migisi Opawgan within 14 months.
 - D. Recruit another Elangomat
7. **VERIFICATION** – A form will be made available listing the requirements. This form may be signed by the Lodge or Chapter Adviser.

AWD-7a - AWARDS PROCEDURE **PROGRESSIVE ELANGOMAT RECOGNITION**
Revised 01/06/2010

1. **PURPOSE** – Progressive Elangomat Recognition awards Arrowmen who develop their skills and service record as Elangomats, in preparation for earning the Extended Elangomat Award. The recognition plan provides clear, tangible, progressive requirements for each level of recognition.
2. **ELGIBILITY** – This recognition may be earned by any Lodge member.
3. **AWARD TIME** – Four levels of recognition may be earned based on training received and service rendered as an Elangomat. There is no time limitation.
4. **RECOGNITION** – All recognition earned is awarded immediately upon qualification, except for the medal and wall certificate of the Extended Elangomat Award (see AWD-7).
5. **AWARD** – Primary recognition consists of a pocket certificate, signed and dated when issued by the Extended Elangomat Committee.
 - **Trained** – yellow card presented at completion of Lodge Elangomat Training
 - **Participating** – orange card presented at completion of 1st Ordeal as Elangomat
 - **Practicing** – blue card presented at completion of Brotherhood conversion, 2nd Ordeal as Elangomat, and Elangomat recruitment (with URL for Extended Elangomat Award form)
 - **Extended** – red card (permanent); medal and wall certificate presented at Lodge Dinner
6. **REQUIREMENTS – BY LEVEL**
 - Tatchen (Little One) – Trained Elangomat
 - Basic Training
 - Nitis (Companion) – Participating Elangomat
 - Basic Training
 - Be an Elangomat
 - Najundam (One Who Carries the Load) – Practicing Elangomat
 - Basic Training
 - Be an Elangomat (again)
 - Seal OA membership with Brotherhood Honor (may be pre-existing)
 - Recruit another Elangomat (must be Trained, not a previous Participating Elangomat)
 - Langoma (Kinsman) – Extended Elangomat
 - See AWD-7
7. **VERIFICATION** – The "Trained" pocket card will be given to each Arrowman completing a recognized Lodge or Chapter Elangomat training course (including on-line). At each subsequent recognition level, the next level card presented by the Extended Elangomat Committee. A database of trained Elangomats will be maintained by the Elangomat committee to provide back-up verification.

Trained: "Tatchen" yellow card presented at completion of Lodge Elangomat Training.

Participating: "Nitis" orange card presented at completion of 1st Ordeal as Elangomat.


Practicing: "Najundam" blue card presented at completion of Brotherhood conversion, 2nd Ordeal as Elangomat, and Elangomat recruitment


Extended: "Langoma" red card (permanent)


AWD-7a - AWARDS PROCEDURE
 Revised 01/06/2010


PROGRESSIVE ELANGOMAT RECOGNITION (continued)

PROGRESSIVE ELANGOMAT RECOGNITION – AWARD CARDS

<p style="text-align: center;"><u>Tatchen</u></p> <p>This signifies that</p> <hr/> <p style="text-align: center;">has completed Lodge-approved training and is qualified to serve as an ELANGOMAT at any Lodge Ordeal</p> <p>Great Lakes Council Migisi Opawgan Lodge 162</p>	 <p><u>Little One</u>, you have begun your journey as a friend and example to candidates of Scouting's Honor Society, the Order of the Arrow. Your next step is to participate as an Elangomat at a Lodge Ordeal.</p> <p>Signed this date: _____</p> <p>By: _____</p> <p>After your first Ordeal as an Elangomat, surrender this card to receive the orange Nitis (Companion) recognition.</p>
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<p style="text-align: center;"><u>Nitis</u></p> <p>This signifies that</p> <hr/> <p style="text-align: center;">has completed the first Ordeal as an Elangomat and has earned the right to called Companion.</p> <p>Great Lakes Council Migisi Opawgan Lodge 162</p>	 <p>By serving as an Elangomat, you are now the <u>Companion</u> of a clan who became Ordeal members under your guidance. Continue to support and encourage them to seal their membership in the Order of the Arrow.</p> <p>Signed this date: _____</p> <p>By: _____</p> <p>After you seal your membership with the Brotherhood, recruit a new trained Elangomat for an Ordeal, and serve as an Elangomat a second time, surrender this card to receive the blue Najundam (One Who Carries the Load) recognition.</p>
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<p style="text-align: center;"><u>Najundam</u></p> <p>This signifies that</p> <hr/> <p style="text-align: center;">has showed readiness to carry the load by sealing membership in the OA, recruiting a new Elangomat to Lodge service, and serving as an Elangomat for a second Ordeal.</p> <p>Great Lakes Council Migisi Opawgan Lodge 162</p>	 <p>You have shown your readiness to be <u>One Who Carries the Load</u> for our lodge by sealing your membership in the Order with the Brotherhood, and leading a second clan of candidates through their Ordeal. You have also multiplied your service by recruiting another trained Elangomat to service at a Lodge Ordeal.</p> <p>Signed this date: _____</p> <p>By: _____</p> <p>After you guide 75% of one of your clans to seal their OA membership, complete the Extended Elangomat Award application found at http://www.migisi.org/forms/extended_elangomat.pdf.</p>
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<p style="text-align: center;"><u>Langoma</u></p> <p>This signifies that</p> <hr/> <p style="text-align: center;">has completed the requirements for the Migisi Opawgan Extended Elangomat Award.</p> <p>Great Lakes Council Migisi Opawgan Lodge 162</p>	 <p>Brother, you are truly a <u>Kinsman</u>, having served as an Elangomat for our lodge and guided most or all of your clan to seal their membership in the Order of the Arrow. You have also multiplied your service by recruiting another brother as an Elangomat. We look forward to your continued brotherhood, and cheerful service.</p> <p>Signed this date: _____</p> <p>By: _____</p>
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AWD-8 - AWARDS PROCEDURE
Revised 03/01/2004

ENGRAVING OF AWARDS

1. **CERTIFICATION OF RESULTS** - The Lodge Recognitions Committee Chairman submits a list of all members receiving awards to the Lodge Staff Adviser at least three weeks prior to the Annual Meeting. This roster includes the correct spelling of the recipients' names.
2. **WORDING:**
 - A. **Russell Neynaber Honor Chapter Award, Robert Rutherford Service Awards, and the Extended Elangomat Award** - The following is engraved on the backs of these awards: The first initial and last name of the recipient, and the year.
 - B. **Oatley Service Award** - The first and last names of the recipients and the year is engraved on the award
 - C. **Founders Award** - The first and last names of the recipients and the year is engraved on the base plate of the award.

AWD-9 - AWARDS PROCEDURE
Revised 03/01/2004

ADOPTION OF NEW AWARDS

1. **PROPOSAL** – Awards may be proposed to the Lodge executive committee by a registered youth member of the lodge. When a new award is proposed, it should be accompanied with a suggested procedure for how to carry out the award.
2. **ADOPTION** – New awards may be adopted by the Lodge Executive Committee.
3. **PROCEDURE** – When a new award is adopted, the Lodge Leadership Committee adopts a procedure to clearly explain the award. This procedure should be modeled after procedure AWD.

BRO - BROTHERHOOD PROCEDURE
Revised 10/03/2010

BROTHERHOOD

1. **ELIGIBILITY NOTIFICATION** - The Lodge Brotherhood Chairman sends a letter of Brotherhood eligibility to all Ordeal members upon completion of ten months of service. This letter is similar to the one in the Order of the Arrow Handbook. This letter should contain the dates and places of all scheduled Lodge Brotherhood ceremonies. The Lodge Brotherhood Chairman and Extended Elangomat Chairman should work together to make sure that notification of brotherhood eligibility is conducted properly.
2. **PLANNING** – A Brotherhood ceremony shall be held at all Lodge events, excluding the Annual Dinner. The Brotherhood committee and the host chapter organize the ceremonies at Lodge events, under the supervision of the Ceremony and Dance Committee. Chapters may organize other Brotherhood ceremonies.

The Lodge Chief selects a Brotherhood Chairman for Lodge approval. The Lodge Adviser selects a Brotherhood Adviser.

3. **FEES** – The Lodge Leadership Committee sets the fees for Brotherhood, which includes the cost of sash and lodge flap patch.
4. **SUPPLIES** - The Brotherhood Adviser obtains the Brotherhood sashes and totems. On a stand-alone event, he secures the supplies using Lodge check-out procedures. On other events he reserves the supplies with the Trading Post.
5. **RESERVATIONS** - Reservations held at Lodge events follow normal Lodge reservation procedures.

Stand-Alone reservations are handled by the Brotherhood Chairman.
6. **NOTIFICATION OF RESULTS** - The Brotherhood Chairman submits a list of all new Brotherhood members, including their name, address, and Chapter to the Lodge Membership Committee by the first Lodge Executive Committee meeting after the ceremony.
7. **BROTHERHOOD LETTERS** - The Brotherhood Chairman collects the Brotherhood letters before the Brotherhood ceremony and submits them to the Lodge Secretary by the first Lodge Executive Committee meeting after the ceremony. The Lodge Secretary retains these as part of the permanent Lodge records.
8. **SUMMER CAMP** – Summer Camp Chiefs act in place of the Brotherhood Committee Chairman at Great Lakes Council summer camps, if Brotherhood conversions are scheduled.

BROTHERHOOD PROCEDURE – BRO
Revised 03/01/2006

BROTHERHOOD (continued)

PREPARATION FOR BROTHERHOOD INDUCTION

1. **COUNSELING** – The Lodge Brotherhood Committee Chairman appoints one or more senior Brotherhood or Vigil Honor members as Brotherhood counselors. Brotherhood candidates meet with one of the counselors prior to the ceremony.
2. **GROUP DISCUSSION** – The Brotherhood Committee Chairman plans and leads a group discussion for all Brotherhood candidates. This discussion is based upon the customs and traditions of the Ordeal and found in Order of the Arrow Handbook.
3. **THE HIKE** – The Brotherhood Chairman plans The Hike according to the guidelines in the Guide to Inductions.

4. **TYPICAL SCHEDULE**

A. FRIDAY	8.30 – 9.00	Counseling and group discussion
	9.00 – 9.30	The Hike
	9.30	Brotherhood Ceremony
B. SATURDAY	6.45 – 7.15	Counseling and group discussion
	7.15 – 8.00	The Hike
	8.00	Brotherhood ceremony
C. SUMMER CAMP*	9.00 – 9.30	Counseling and group discussion
	9.30 – 10.00	The Hike
	10.00	Brotherhood Ceremony

*If scheduled

CAM - CAMPERSHIP PROCEDURE
Revised 03/01/2006

CAMPERSHIP / SCHOLARSHIP

1. **PURPOSE** – Camperships and scholarships help pay for special activities.
2. **ELIGIBILITY** – Camperships and scholarships are available to registered youth members of the lodge.
2. Under certain circumstances, awards may also be given to adult members of the lodge. The majority of the funds allocated in any one year must be for youth members.
3. **ACTIVITIES** – Camperships and scholarship may be used to help pay for the National Order of the Arrow Conference (NOAC), any one of the Order of the Arrow Trail Crews at one of the national high adventure bases, or a National Leadership Seminar.
4. **AMOUNT** – The Lodge Leadership Committee sets the amount of the campership or scholarship, however, it is not to exceed \$100.
5. **FISCAL YEAR** – They must be applied for at least three months before payment for the event is due.
6. **FUNDING** - Funding for the camperships and scholarship comes from monies derived from the Lodge's revenue at the end of a fiscal year.
7. **NUMBER**
 - A. Before the January Lodge Executive Committee meeting, the Lodge Treasurer and Lodge Staff Adviser determine how many campership/scholarship dollars can be made available. Their decision is based on the previous year's actual revenue.
 - B. The dollar value available for camperships and scholarship is discussed at the January Lodge Executive Committee meeting.
 - C. The dollar value available is voted on at the February Lodge Executive Committee meeting.
 - D. The final value of camperships or scholarships can be no more than the value allotted by the Lodge Treasurer. If the final value approved for the year is less than the value allotted by the Lodge Treasurer, the excess money can not be used for camperships or scholarship the following year.
8. **APPLICATION**
 - A. A youth or adult member may only apply for one campership or scholarship per year.
 - B. To apply for a campership, the form LCA must be completed. This form is turned into the Lodge Adviser at least three months before payment is due for the event.
9. **SELECTION** – When the Lodge Treasurer receives an application, he brings it to the following Lodge Leadership Committee meeting. The Lodge Leadership Committee determines who will receive camperships and scholarship and informs the recipients of their status, either accepted or rejected.
10. **PAYMENT** – The Lodge Treasurer, under the supervision of the Staff Adviser or designate, prepares the appropriate transaction to account for the campership or scholarship dollars awarded.

COM-1 - COMMITTEES PROCEDURE
Revised 01/06/2010

LODGE COMMITTEES

1. **AWARDS** - Collects and processes all award nomination forms, administers the Robert Rutherford Service Award, Russell Neynaber Honor Award, Harold Oatley Arrowman of the Year Award, Founder's Award, and Chapter service awards. Also administers any other special awards or recognitions.
2. **BROTHERHOOD** - Arranges all Brotherhood ceremonies and fulfills any other obligations as deemed necessary (BRO). Interacts with Chapters to ensure in-town ceremonies are available across the lodge membership.
3. **CAMP PROMOTION** – Develops plans for promotion of Great Lakes Council camps in cooperation with the council camping committee and the chapter camping promotions committee.
 - A. Trains and develops chapter committees to perform camping promotions presentations to units.
 - B. Provides support for the council Campmaster program and trains Campmaster teams (CRP).
 - C. Provides promotion aids, including but not limited to slide shows, videos, and pamphlets.
 - D. Conducts special displays and presentations.
 - E. Is responsible for making presentations for the George R. DeCourcy Award, which is administered by the section.
 - F. Produces the Lodge's *Where to go Camping* documentation.
4. **CEREMONY AND DANCE** - Trains Chapter Ceremonial and Dance teams. Organizes the Lodge/Chapter dance team and conducts Ordeal, Brotherhood, Call-out, Eagle Scout, and Broken Arrow ceremonies.
5. **COMMUNICATIONS** – Collects, edits, and publishes articles for the “Eagle Pipe” and provides deadline dates as requested by the Lodge Leadership (LN-1). Is responsible for making sure the “Eagle Pipe” is copied and mailed out on time. Provides input to the Lodge webpage adviser and updates the New Member Handbook.
6. **EXTENDED ELANGOMAT** – Coordinates the Extended Elangomat program in the Lodge by working with chapter chairmen (EE).
7. **MEMBERSHIP** - Maintains membership rosters, provides copies of rosters to Lodge Executive Committee, and provides lists of those eligible for Brotherhood and Vigil. The Chair and his committee follow up with delinquent members from prior years. Create and distributes lodge dues invoices. Also the chair will generate member and candidate sign in sheets at conclaves.
8. **SERVICE** – Works with Camp Rangers to choose service projects for conclaves and service weekends. The committee also coordinates the Lodge One Day of Service event.
9. **UNIT SERVICES** - Oversees two sub-committees: OA Troop Representative and Unit Elections sub-committees.

COMMITTEES PROCEDURE – COM-1
Revised 01/06/2010

LODGE COMMITTEES (continued)

- A. **ELECTIONS** - Maintains all records of unit elections and makes sure each unit has the opportunity for an election (UE-1). Distributes and collects Unit Adult Candidate Nomination forms and sends them to the Lodge Adviser. Chapter is responsible for sending out letters to its candidates.
 - B. **TROOP REPRESENTATIVE** – Coordinates the Order of the Arrow Troop Representatives in the council according to procedure TR
10. **TRAINING** - Develops curriculum for the Lodge OA University program and coordinates it with the National Lodge Leadership Development (LLD) program. The committee delivers at least one annual lodge LLD training event for new lodge officers and the general membership.

SPECIAL COMMITTEES

- 1. **VIGIL HONOR** - Accepts Vigil Nomination forms and manages the Lodge Vigil Committee (VIG). Chairman must be a Vigil Honor member or not eligible for the Vigil Honor.

COM-2 - COMMITTEES PROCEDURE
Revised 03/01/2006

CHAPTER COMMITTEES

1. **BROTHERHOOD** – Contacts members of the chapter who are eligible for Brotherhood membership and encourages them to make the conversion.
2. **CAMP PROMOTION** – Develops and carries out plans for camping promotion in cooperation with the lodge and their district(s) camping promotion committees.
 - A. Works with the chapter chief to contact units to schedule visits.
 - B. The Committee should provide camping promotion presentations at district roundtables and may have displays or programs at camporees and other events.
 - C. Provides support to the council camp master program.
 - D. Should actively distribute camping literature. Promotes the lodge's *Where to go Camping* book to unit leaders.
 - E. Actively promotes and participates in lodge camp promotion events.
 - F. Performs other tasks required by the lodge camp promotions committee
3. **CEREMONY AND DANCE** – Organizes chapter ceremonies and ceremonial teams, which conduct Pre-Ordeal, Ordeal, Brotherhood, Call-out, Eagle Scout, and Broken Arrow ceremonies. Also, organizes chapter dance teams.
4. **UNIT ELECTIONS** – Works with the Chapter Chief to schedule Unit Elections. Organizes and equips unit elections teams. Makes sure all teams are properly trained. Also, sends out letters to its candidates.
5. **TROOP REPRESENTATIVE** – Carries out the duties listed for chapter chairman in procedure TR.
6. **VIGIL HONOR** - Is a voting member of the Lodge Vigil Committee (VIG). Chairman must be a Vigil Honor member or non-Vigil eligible. This committee nominates all worthy chapter members for the Vigil Honor in the designated time frame.
7. **EXTENDED ELANGOMAT** – Fulfills the duties described for chapter chairmen in procedure EE.

CPR-1 - CAMP PROMO PROCEDUR
Revised 04/01/2006

CAMPING PROMOTION PRESENTATIONS

1. CAMP PROMOTIONS PROGRAM

- A. **Responsibility** – The Lodge is challenged to assist the Council Camping Committee to carry out the program of camping promotion program. One of the chief methods used by the Lodge to meet this responsibility is to conduct presentations during unit, district and council activities to promote camping.
- B. **Chapters** – The primary responsibility for camping promotions presentations is delegated to the chapters. Each chapter should prepare teams of arrowmen to conduct these presentations.
- C. **Lodge Chairman** – These teams are trained by the Lodge Camping Promotions Chairman. The chairman also coordinates the efforts among chapters and supplies them with necessary equipment to make these presentations.
- D. **Focus** – The camp promotions presentation should focus on the camping opportunities at our council camps, which includes weekend and summer camps.

2. RESOURCES – The Lodge and council provide a number of resources that are available and should be used as a part of the camp promotions visit.

- A. **Audio-visual** – The Lodge should produce audio-visual presentations or videos that are available at the council service center. Chapters may produce duplicate versions of these presentations for their own use. It is not necessary for each chapter to produce its own presentation, since the goal of the program is to create one quality presentation that is shown to all units.
- B. **Where to Go Camping Guide** – The Lodge *Where to Go Camping* guide and several pamphlets prepared by the council should be made available for use in the presentations.

3. UNIT CONTACT AND VISIT

- A. **Contact** – Each Chapter should annually contact of all of the units in its' district(s) to schedule camp promotions presentations and unit elections.
- B. **Time of election** - It is recommended that promotions visits be done at the same time as the annual unit election if possible - with the approval of the unit leader.
- C. **Recording** – These contacts should be reported monthly to the Lodge Camp Promotions and Unit Elections Chairmen with the Unit Contact Form (UCF). The Lodge chairmen shall use the reports made by the chapters to maintain accurate records.

CPR-2 - CAMP PROMO PROCEDURE
Revised 04/01/2006

CAMPMASTER PROGRAM

1. **PURPOSE** - Due to the increased volume of troops, posts, and packs now using Scout camps and reservations year-round and the desire to maintain a high standard of camping, picnicking, etc; the Campmaster program plan is the extension of the Scouting Program.
2. **CHAPTER INVOLVEMENT** - A Chapter may organize and train teams to be a part of the Council Campmaster Program. At least one adult adviser must be present with the team (It is recommended that this adult completes the Council Campmaster Training). These teams must be approved by the Council Campmaster Adviser. It is suggested that the Chapter serve at least two weekends a year as a Campmaster.
3. **GENERAL DUTIES OF CAMPMASTERS** - These principles will serve to guide the work of Campmasters:
 - A. The Campmaster serves the entire camp for the weekend.
 - B. They render commissioner-type service to the troops in camp, working with and through troops leaders.
 - C. An annual or semi-annual schedule is made up with Campmasters assigned for each short-term (weekend) camp.
 - D. In case of conflict, the Campmaster arranges his own substitute among other corps members with approval of the Camp Coordinator.
 - E. Campmasters supply their own transportation, bedding, and food.
 - F. Campmasters are expected to serve two to four times a year.
 - G. The corps is a select group and may be limited to a fixed number.
 - H. These arrowmen must be trained in the Scout method of camping.
 - I. The arrowmen coordinate the work of any specialists or merit badge counselors present so troops receive maximum benefit from these skilled people.
 - J. Campmasters are responsible to the Director of Camping or other staff person designated by him. While at camp, he is responsible to the Camp Ranger and Weekend Camping Director. The Campmaster corps should not be an organization. They do not become members of the Camping Committee because of this service.
 - K. Campmasters must attend training and orientation sessions called Campmaster Training.
 - L. Set the example through proper wearing of the Scout field uniform.
4. **CAMPMASTER GUIDES** - A guide will be issued each year at the Lodge Training Seminar to all officers. The guide is a complete outline of the Campmaster duties and responsibilities. Extra copies can be obtained from the Lodge Camp Promotions Chairman or the Council Office.

EAG - "THE EAGLE" PROCEDURE
Revised 03/01/2006

"THE EAGLE"

1. **PURPOSE** – *The Eagle* is a short, formal flyer to tell the Lodge Executive Committee about the activities and plans discussed at each meeting thereof. *The Eagle* also serves as a reminder for upcoming meetings.
2. **PRODUCTION** - The Lodge Chief or his designee produces *The Eagle*.
3. **CIRCULAION** – *The Eagle* is mailed to all Lodge Officers, Committee Chairmen, and their Advisers, and Chapter Chiefs and their Advisers. It may be mailed by the postal service, or electronically.
4. **CONTENTS** – All copies should include the minutes of the prior Lodge Executive Committee meeting and an agenda for the upcoming Executive meeting. If any changes to Lodge Rules or Procedures are made *The Eagle* will be the means in which to send it.
5. **DEADLINE** – *The Eagle* must be sent to all the people listed in #3 at least one week before the upcoming Executive Committee meeting is held.

EE-1 - ELANGOMAT PROCEDURE
Revised 03/01/2004

EXTENDED ELANGOMAT

1. **PROGRAM** – The Lodge Extended Elangomat program is designed to help create a mentoring system for new Lodge members as they go from their Ordeal to Brotherhood membership and grow in knowledge of the customs and traditions of the Lodge.
2. **COMMITTEE** – The Lodge Extended Elangomat Committee consists of the Lodge chairman and a chairman from each chapter as well as their advisers.
3. **TRAINING** – The Extended Elangomat Committee organizes training for Elangomats. At least one training sessions is available before each Ordeal. All arrowmen are trained before they serve as an Elangomat.
4. **FEE FOR ORDEALS** – Trained Elangomats shall be eligible for a special discounted fee for the Ordeal. This fee is set by the Lodge Leadership Committee. The Extended Elangomat chairman determines a way to make this form available with the approval of the lodge leadership committee.
5. **DUTIES OF LODGE CHAIRMAN**
 - A. Coordinates meetings with Chapter chairman.
 - B. Provides training for all Elangomats.
 - C. Announces training dates at least one month in advance.
 - D. Encourages Elangomats to earn the Extended Elangomat Award.
6. **DUTIES OF CHAPTER CHAIRMEN**
 - A. Recruit their chapter's Elangomats,
 - B. Provide Elangomats with materials.
 - C. Inform Elangomats of the training.
 - D. Works with Elangomats at the Ordeals.
 - E. Represents the chapter on the lodge Extended Elangomat Committee.
7. **DUTIES OF ELANGOMATS**
 - A. Participates in the Ordeal with a group of candidates who will be members of their Chapters.
 - B. Attends Elangomat training.
 - C. Informs group of Lodge and Chapter events and meetings.
 - D. Participates in the Extended Elangomat Award program, if desires.
 - E. Strives to convert all members in his group to Brotherhood, using the material provided to him by the Chapter chairman.

EE-1 - ELANGOMAT PROCEDURE
Revised 03/01/2004

EXTENDED ELANGOMAT (continued)

8. DUTIES OF CHAPTER CHIEFS

- A. Work with the Chapter chairman to promote members to serve as Elangomats.
- B. Promotes Extended Elangomat Program.
- C. Appoints Chapter Extended Elangomat Chairmen.

EE-2 - ELANGOMAT PROCEDURE
Revised 03/01/2006

EXTENDED ELANGOMAT RESOURCES

1. **LETTERS** – In the extended Elangomat program, each Elangomat is responsible for sending five (5) letters to each member of their group or clan.
 - A. First letter – From Nutiket, mailed eight weeks after the Ordeal, it includes a Chapter calendar, map to Chapter meetings, Chapter leadership roster, and Chapter organization chart
 - B. Second letter – From Meteu, mailed 16 weeks after the Ordeal, it should include a Chapter calendar.
 - C. Third letter – From Allowat Sakima mailed 24 weeks after the Ordeal, it should include a Lodge calendar.
 - D. Fourth letter – From Kichkinet, mailed 32 weeks after the Ordeal should include a Brotherhood form, Brotherhood study tips, and directions to a Brotherhood ceremony.
 - E. Fifth letter - Personal encouragement letter, mailed 36 weeks after the Ordeal, includes any personal tips to help in memorizing the Obligation, OA song, and any other help.
2. **ENVELOPES** – If Elangomats wish to use Lodge envelopes, they may be obtained from the Council Service Center.
3. **RE-IMBURSEMENT** – Chapters are responsible for reimbursing Elangomats any money spent on the Extended Elangomat program.

FIN-1 - FINANCE PROCEDURE
Revised 03/01/2006

RECEIPTS AND VOUCHERS

1. RECEIPTS (FORM F-1A)

- A. **Completion** – Each item must be completed legibly.
- B. **Data Box** – The box in the lower left hand corner must also be filled in for ‘New Member’ or ‘Dues Payment.’

ZIP codes must be included with the address as well as email address.
- C. **Distribution** – The payee receives the white copy; the lodge treasurer keeps the yellow copy and attaches it to the Consolidated Statement; and, the pink copy is kept by the Chapter Treasurer.

2. CONSOLIDATED STATEMENTS (FORM 1-B)

- A. **Completion** – When dues and supplies are paid as one free as in a conclave fee, they must be broken down into the right codes. Example: if a candidate paid an ordeal fee, the consolidated statement should show an entry for dues, the conclave event, and salable supplies.
- B. **Deposits**
 - a) Money collected by Chapter Treasurers at an activity must be turned in to the Lodge Treasurer during that event, if he is available. The Lodge Treasurer should deposit all money collected during the activity. Camp Rangers accept the money at camp.
 - b) All money collected at Chapter meetings should be turned in at the next Lodge Executive Committee meeting. Money also may be turned in at the council office.
- C. **Distribution** – The white copy is for the council office; the yellow copy is for the Lodge Treasurer/Adviser; and, the pink copy is for the person preparing the statement.

3. PAYMENT VOUCHERS (FORM F-1C)

- A. **Requests for Payments** – All expenditure reimbursements must be requested on a Payment Voucher. No payments may be made without receipts or other appropriate documentation.
 - a) Chapter Funds – Payment from chapter funds must be approved by the Chapter Adviser.
 - b) Lodge Funds – Payment from the lodge account is approved by the Lodge or Staff Adviser.
- B. **Implementation** - The Lodge Treasurer will sign this form, record the transaction, and forward it to the Council office, usually through the Lodge Staff Adviser or Treasurer Adviser
- C. **Distribution**
 - White: Council Office
 - Yellow: Lodge Treasurer/Adviser
 - Pink: Originator
- D. **Transfer of Funds** - Transferring of funds between Lodge and other council accounts is done through a Council general journal entry form. The Council does not use Payment Vouchers (check request) for such transfers. The Lodge Adviser, Treasurer Adviser or Lodge Staff Adviser can complete a general journal entry for transfers.

FIN-2 - FINANCE PROCEDURE
Revised 03/01/2006

INDUCTION FEES

1. ORDEAL INDUCTION FEE

A. The induction fee is established by the Lodge Leadership Committee. For the fee, each new Ordeal Member receives:

- a) Ordeal sash
- b) Membership card
- c) Ordeal Lodge flap
- d) Order of the Arrow Handbook
- e) Lodge calendar of events

B. The induction fee is calculated as follows:

- a) **Spring and Summer Induction** - Cost of above plus the full annual dues, which covers the period ending December 31 of the current year rounded up to the nearest quarter (\$.25).
- b) **Fall Induction** - Cost of the above plus the full annual dues which covers the period ending December 31st of the following calendar year rounded up the nearest quarter (\$.25).

2. **BROTHERHOOD INDUCTION FEE** - The induction fee for Brotherhood candidates is the cost of the Brotherhood sash and lodge flap patch, rounded up to the nearest quarter.

3. **VIGIL HONOR INDUCTION FEE** – When a Brotherhood member of the lodge becomes a Vigil Honor member, the cost of his new sash, a new lodge flap patch, certificate and registration for the Vigil Honor are budgeted for expenditures charged against the lodge's "Administrative" account.

FIN-3 - FINANCE PROCEDURE
Revised 03/01/2006

CHAPTER FUNDS

1. **PURPOSE** – This fund reimburses Chapters for postage, ceremonial and dance materials, service project needs, and related administrative costs. It may also cover other costs as approved by vote of the Chapter.
2. **FUND RAISING** – Chapters can raise funds only through projects approved in advance by the Lodge Leadership Committee. A Chapter may not charge for services such as Indian dancing.
3. **DEPOSITS** – Funds raised by a Chapter must be deposited through the Lodge Treasurer by the next Lodge Executive Committee meeting whether the Chapter Treasurer is able to be present or not. Chapter bank accounts are not permitted.
4. **RECORDS** – The Lodge treasurer will maintain records of all transactions of each Chapter's account and will report the balances at each Lodge Executive Committee meeting.
5. **EXPENDITURES** – Funds may be drawn from the Chapter fund with a voucher (Form F-1c) approved by the Chapter Adviser if accompanied by receipts, invoice, or other appropriate documentation. Vouchers must be submitted to the Lodge Treasurer who will forward it to council, usually through the Lodge Staff Adviser or Lodge Adviser.

FIN-4 - FINANCE PROCEDURE
Revised 10/03/2010

TRADING POST ITEMS

1. **OBTAINING THE ITEMS** – The Trading Post adviser responsible for Trading Post goods shall prepare a list of needed inventory for sale at lodge events, including items required for conclaves - e.g. sashes and handbooks.

Once the list is prepared, the Trading Post adviser contacts the Lodge Adviser or Lodge Staff Adviser who prepares a Council Purchase Order (PO). Merchandise can only be order from the Scout Shop or other sources with an approved purchase order. The P.O. will detail the items ordered, quantity ordered, cost per item and extended value. If shipping is extra, it should be noted if know are so noted as "...If known and so...". The P.O. also identifies the lodge account to which the charge will be posted.

2. **INVENTORY** – The Trading Post adviser holds the supplies for the Lodge and keeps an accurate inventory. At the end of the year, the Trading Post adviser will prepare a year-end inventory report listing all inventory items, quantity on hand, and extended value. This report should include inventory held by other persons - e.g. Chapter Advisers - with specifics noted.
3. **PRICING ITEMS** – All retail prices are multiplies by 1.04 and rounded up to the next higher quarter (\$.25).
4. **CHANGE** – The Trading Post adviser responsible for Trading Post goods supplies sufficient starter change (quarters and singles).
5. **RECORD KEEPING** – The Trading Post adviser turns in all money collected after the sale of the items to the Lodge Adviser or Treasurer Advised and updates the inventory after each sale.

FIN-5 - FINANCE PROCEDURE
Revised 01/01/2010

LODGE FINANCIAL ACCOUNT NUMBERS

1. **INCOME** – Funds coming to the Order of the Arrow are deposited through the most appropriate of the following Sellwise accounts:
 - A. Sellwise 16201 - Lodge Dues
 - B. Sellwise 16202 - Chapter Income
 - C. Sellwise 16203 - D-A Events - Spring and Fall Conclaves, Fellowship, Lincoln Pilgrimage
 - D. Sellwise 16203 - Cole Canoe Base Events - Summer Conclave
 - E. Sellwise 16204 - Salable Supplies
 - F. Sellwise 16205 - Special Income – Fund Raisers
 - G. Sellwise 16206 - Annual Meeting
 - H. Sellwise 16207 - Other Local Activities - Vigil Breakfast, LLD
 - I. Sellwise 16208 - National, Sectional, Philmont Delegations
 - J. Sellwise 16209 - NOAC Custodial

2. **EXPENDITURES** – Funds leaving the Order of the Arrow are paid through the most appropriate of the following lodge custodial accounts:
 - A. 1-2371-961-00 - NOAC Custodial
 - B. 1-2371-962-00 - Other Activities - Vigil Breakfast, LLD
 - C. 1-2371-962-00 - Cole Canoe Base Events - Summer Conclave, if applicable
 - D. 1-2371-962-00 - D-A Events – Spring, Summer, Fall Conclaves, Fellowship, Lincoln Pilgrimage
 - E. 1-2371-962-00 - National and Sectional Conferences
 - F. 1-2371-963-00 - Administration
 - G. 1-2371-963-00 - Chapter Expenditures
 - H. 1-2371-963-00 - Postage - "Eagle Pipe"
 - I. 1-2371-963-00 - Printing In-House and Outside
 - J. 1-2371-964-00 - Salable Supplies
 - K. 1-2371-965-00 - Special Expenses - Fund raisers
 - L. 1-2371-966-00 - Annual Meeting

3. **LODGE SAVINGS** – The Lodge savings custodial account is 1-2371-960-00.

FIN-6 - FINANCE PROCEDURE
Revised 03/01/2006

LODGE FUND RAISERS

1. **PURPOSE** – Lodge fundraisers may be arranged to fund special service projects, NOAC contingents, or any other special need for money by the Lodge.
2. **PROPOSAL** – Ideas for fundraisers may be proposed by any registered youth member of the lodge to the Lodge Executive Committee.
3. **APPROVAL** – All fundraising ideas are approved by the Lodge Executive Committee. If the fundraiser involves a patch design, the Lodge Executive Committee approves that a patch will be made. The design for all fundraiser patches is made by the Lodge Leadership Committee.
4. After approval by the Lodge Executive Committee, all lodge fundraisers must be approved by the council.
5. **PRICES** – If the fundraiser is the selling of some item, the lodge leadership determines the price of the item sold.
6. **ACCOUNTING** - Special income and expense financial account numbers have been established to help measure the success of lodge fund raisers. Refer to FIN-5.

FOR - FORMS PROCEDURE
Revised 03/01/2006

FORMS

1. **CREATION** – All forms are made by the Communications committee.
2. **ADOPTION** – Forms are submitted to the Lodge Leadership Committee for approval.
3. **AVAILABILITY**
 - A. **Lodge Website** – Forms are made available on the lodge website.
 - B. ***The Eagle Pipe*** – Event forms and dues forms are included in *The Eagle Pipe*. Dues forms are in the year's first and last issues of *The Eagle Pipe*. Event forms for all events which take place before the next issue of *The Eagle Pipe* are included in each issue.
 - C. **Rules and Procedures** – All forms are included with the Lodge Rules and Operating Procedures whenever they are distributed.
4. **REVISION** – Event forms are revised annually without approval of the Lodge Leadership Committee, if only the dates and prices are updated. Revision of any other form, including a more than the mentioned revisions of event forms, must be approved by the Lodge Leadership Committee before they are made available to the Lodge. Form revision is done by the Communications committee.

If a form relates to a specific committee, that committee may also revise it and present it for approval to the Lodge Leadership Committee.

LN - THE EAGLE PIPE PROCEDURE
Revised 01/01/2010

"THE EAGLE PIPE"

1. **PURPOSE** – *The Eagle Pipe* is the official lodge newsletter. It reports on recent and upcoming activities of the lodge.
2. **FREQUENCY** – *The Eagle Pipe* is produced four times throughout the year. The dates are suggested by the Communications Committee and approved by the Lodge Leadership Committee.
3. **ADMINISTRATION** - The Communications Committee Chairman is the editor of *The Eagle Pipe*. He is responsible for the production and distribution of *The Eagle Pipe*.
4. **PRODUCTION**
 - A. **News Sources** - The Lodge Chief, each Chapter Chief, and each Lodge Committee Chairmen should submit an article by the deadline set by the editor. Any other arrowman may contribute to *The Eagle Pipe*.

Activities in the future are covered in detail: date, time, locations, fees, deadline dates, to whom fees should be paid, and program highlights are given.

Activities in the past are covered in detail: date, time, location, and program highlights are given.

Any new Brotherhood members since the last issue are listed in the current issue.

A calendar of events is printed for the current year and the next year in every issue. A roster of Lodge officers, Chapter Chiefs, and their advisers is also included.
 - B. **Editing and Printing** - The editor prepares the final copy.
 - a) The final version of each article is printed.
 - b) The final version should be reviewed by the Communications Adviser and Lodge Adviser.
 - c) After the final copy is proofread, approved, and readied for publication, it is delivered by the editor or his adviser for printing.
5. **DISTRIBUTION** - *The Eagle Pipe* goes to every registered member of the Lodge. This first issue of the year goes to all registered members from the previous year.
6. **FORMS** – Forms are included in *The Eagle Pipe* as required in Procedure FOR, part 3 B.
7. **ASSEMBLING** - The editor obtains printed address labels in ZIP Code sequence and makes sure *The Eagle Pipe* is labeled, and assembled into ZIP Code bundles as follows:
 - A. ZIP Codes beginning with 480xx and 483xxx = same postage rate and can be grouped together
 - B. ZIP Codes beginning with 481xx and 482xxx = same postage rate and can be grouped together
 - C. ZIP Codes beginning with 48xxxx other than above and out of state must be grouped by themselves for their rates

The Eagle Pipe is taken to the Council Service Center to be mailed using bulk rate postage.

MTG-1 - MEETING PROCEDURE
Revised 03/01/2006

LODGE EXECUTIVE COMMITTEE MEETINGS

1. **MEETING** – The Lodge Executive Committee shall meet on the third Wednesday of each month, excluding the month July.
2. **SPECIAL MEETINGS** – Special meetings of the Lodge Executive Committee may be called by the Lodge Chief with the approval of the Lodge Adviser if announced at least two weeks in advance. Lodge meeting dates may also be changed in the same manner.
3. **ARRANGEMENT** – At meetings, tables will be arranged in a square. The Lodge Leadership Committee will sit on one side. Youth members of the Executive Committee sit at the tables with their adviser(s) behind them.
4. **POWERS AND DUTIES** – - This Committee shall have all powers and duties necessary to the achievement of the objectives of the Lodge which are not specifically delegated to others by these rules or the OA Handbook. This shall specifically include the approving of appointments made by the Lodge Chief, the annual budget, and the calendar, and amending these Lodge Rules. Decisions made by the committee must be passed by a majority vote.
5. **REPORTS** – Each meeting shall include a report from each Lodge officer, Lodge committee chairman and Chapter Chief. Each member shall report on the activity of his office or committee. Chapter chiefs shall report on the activity of his chapter.
6. **MEETING AGENDA** – The Lodge Chief shall prepare an agenda for the meeting and include this agenda in the mailing of *The Eagle*. The agenda shall include the following sections:
 - A. **Opening** - This includes the obligation, roll call, and any necessary amendments to the agenda, and approval of the minutes from the previous meeting.
 - B. **Reports** - This includes officer, chairman and chapter reports. The Lodge committees shall be listed as points under the officer who is the ex-officio member of that committee. The committees under the Lodge Chief shall report first, followed by the Lodge Chief. The committees under the Executive Vice-Chief shall report, followed by the Executive Vice-Chief. The committees under the Vice-Chief of Activities shall report next, followed by the Vice-Chief of Activities. The committees under the Secretary shall report followed by the Secretary report. Last shall report any committees under the Treasurer, followed by the Lodge Treasurer.

Reports sent by absent chairman shall be given by the officer who is an ex-officio member of that committee during the officer's report. Chapters shall report in alphabetical order after Lodge officers and committee chairmen.
 - C. **Old Business** – This includes any business of the Executive Committee that has not been voted on, and any other business that must be discussed, but has been brought up at a previous meeting.
 - D. **New Business** – This includes any proposals to be made to the Executive Committee or any other items that must be discussed.

MTG-1 - MEETING PROCEDURE
Revised 03/01/2006

LODGE EXECUTIVE COMMITTEE MEETINGS (cont.)

E. Adviser's Five

F. For the good of the Arrow

7. **SPEAKER TIME LIMIT** – At the opening of new business, the Lodge Chief shall establish a speaker time limit to be enforced throughout all debate.
8. **PROPOSALS** - All Proposals must be brought before the Lodge Executive Committee in the same manner as amendments to these Rules, listed in Rule IX section A. The member who makes the proposal shall read it entirely, followed by any questions regarding the content of the proposals. Enough copies of the proposal must be brought so that each member of the executive board has a copy of the proposal.
9. **DEBATE** – After the proposal has been read and questions regarding clarity have been answered, the Lodge Chief shall make a speakers list, including any youth member of the Executive Committee who wishes to comment on the proposal. If an adviser wishes to speak, the adviser should ask the youth he advises to speak that point. He may also close the list once it is made at the beginning of debate.
10. **CLOSING DEBATE** – When everyone on the speaker's list has a chance to speak, the Lodge Chief shall look for a motion, which must be seconded, to close debate, if the proposal has been presented for the first time. If the proposal has been presented at a previous meeting or submitted by mail, the Lodge chief shall look for a motion to move into voting.
11. **VOTING** – When the Executive Committee moves into voting procedure, the Lodge Secretary shall call each office, committee and chapter as they are listed on the meeting agenda. Each Executive Committee member shall vote when his position is called. Members may vote for the proposal, against the proposal, or abstain. The Lodge secretary shall count the votes and announce the results of the vote.

Members holding more than one position on the Lodge Executive Committee may only vote once. If a chapter officer is also a Lodge Committee chairman, he votes on behalf of his committee and cannot be counted as a representative of his chapter.
12. **AMENDING OF LODGE RULES** – If a proposal to change the Lodge Rules is passed by the Executive Committee, updated versions of the Lodge Rules must be made available to all members of the Executive Committee following the change.

NMH - HANDBOOK PROCEDURE
Revised 03/01/2006

NEW MEMBER HANDBOOK

1. **PURPOSE** – The New Member Handbook is produced to introduce new members of the Lodge to the Lodge structure, programs, history, awards, and leadership opportunities. It is intended to compliment to *Order of the Arrow Handbook*.
2. **PRODUCTION** – The Lodge Communications Committee maintains the information in the handbook, excluding one page reserved for the Chapter.
3. **CONTENTS** – The handbook includes a letter from the Lodge Chief, information about the Chapter, a general Lodge calendar, descriptions of Lodge offices and committees, Lodge programs, the challenges of Brotherhood, a brief history of the Lodge, Lodge awards, the symbols of the Lodge, Lodge song and any other information deemed necessary by the Communications Committee. The Communications Committee writes the book, leaving one page blank for the chapter page.
4. **CUSTOMIZATION** – Each Chapter produces one page to be included in the rest of the book. Each Chapter will have a book that is unique because of this page. This page contains the following information: directory of officers and advisers, meeting time and locations, a map to meetings and Chapter programs
5. **DISRIBUTION** – Prior to Conclaves, Chapters produce copies equal to the number of new members they will get. These handbooks are presented to new members when they receive their *Order of the Arrow Handbook*.
6. **REVISIONS** – The Communications Committee ensures that all information is current and applicable before they are given to the Chapters for customization.

OFF-1 - OFFICERS PROCEDURE
Revised 03/01/2006

LODGE OFFICER DUTIES

1. LODGE CHIEF

- A. Coordinates work of the officers of the lodge and makes certain that assignments are accomplished.
- B. Presides over Lodge Leadership and Lodge Executive Committee Meetings, and all other Lodge activities.
- C. Calls special meetings with the approval of the Lodge Adviser.
- D. Serves as ex officio of the following committees: Awards, Training, and Vigil Honor. He is responsible for coordinating and expending the work of these groups.
- E. Appoints Operating and Special Committee Chairmen with the approval of the Lodge Leadership Committee.
- F. Appoints Summer Camp Chiefs and for D-A Scout Ranch, Cole Canoe Base, and other council camps with the approval of the Camp Directors.
- G. Appoints Chairmen for Section and National Conferences.
- H. Sets goals for Lodge during his term and works towards those goals after their approval by the Lodge Executive Committee.
- I. Initiates preparation of calendar of Lodge Activities.
- J. Writes for the Lodge newsletter.
- K. Attends all Lodge functions.
- L. Attends Section and National activities.
- M. Participates in unit, district, and council activities such as the Council Executive Board and the Council Camping Committee.
- N. Plans and implements the officer training and planning seminar held at the end of his term of office.
- O. Is in charge of production and distribution of *The Eagle Pipe*.

OFF-1 - OFFICERS PROCEDURE
Revised 03/01/2006

LODGE OFFICER DUTIES (continued)

2. LODGE EXECUIVE VICE CHIEF

- A. Assumes Lodge Chief's duties in his absence.
- B. Serves as an ex officio of the following committees: Brotherhood, Camp Promotions, and Unit Services. He is responsible for coordinating and expending the work of these groups.
- C. Ensures accuracy of Lodge Operating Procedures.
- D. Attends all Lodge functions.
- E. Other duties as assigned by the Lodge Chief.

3. LODGE VICE CHIEF OF ACTIVITIES

- A. Serves as an ex officio member of the following committees: Ceremonies and Dance, Service, and Extended Elangomat. He is responsible for coordinating and expending the work of these groups as well as Health and Safety.
- B. Serves as coordinator between the Lodge and Host Chapters for activities. He keeps an inventory of Lodge properties and supplies and checks supplies for conclaves.
- C. He responsible for the annual meeting banquet & it's programs.
- D. Attends all Lodge functions.
- E. Other duties as assigned by the Lodge Chief.

4. LODGE SECRETARY

- A. Is responsible for the production of *The Eagle Pipe*.
- B. Serves as an ex officio member of the following committees: Communications, History and Membership. He is responsible for coordinating and expending the work of these groups.
- C. Is responsible for maintaining officer and chairmen rosters.
- D. Writes lodge correspondence.
- E. Keeps and reads minutes at all Lodge meetings which includes the number present from each Chapter, and passes on all records to his successor.
- F. Writes columns for the Council newsletter.
- G. Attends all Lodge functions.
- H. Other duties as assigned by the lodge chief.

OFF-1 - OFFICERS PROCEDURE
Revised 03/01/2006

LODGE OFFICER DUTIES (continued)

5. LODGE TREASURER

- A. Collects fees at events, and deposits all funds with the Council Office.
- B. Disburses allotments and Chapter funds.
- C. Collects and issues Receipt forms.
- D. Reports on Lodge's financial standing at all Lodge Executive Committee Meetings.
- E. Helps prepare Lodge budget.
- F. Attends all Lodge functions.
- G. Other duties as assigned by the Lodge Chief.

OFF-2 - OFFICERS PROCEDURE
Revised 03/01/2006

CHAPTER OFFICER DUTIES

1. CHAPTER CHIEF

- A. Coordinates work of the Chapter officers and makes certain that assignments are accomplished.
- B. Presides at Chapter Meetings and all other Chapter Activities.
- C. Appoints Chapter Operating and Special Committee Chairmen with the approval of the Chapter Executive Committee.
- D. Serves as coordinator of Service responsibilities at Lodge events when his Chapter is the Host Chapter.
- E. Attends all Chapter and Lodge events.
- F. Contacts all unit leaders in corresponding district(s) to inform them of opportunities for unit elections, the troop representative program, and camp promotions presentations.
- G. Other duties as assigned by the Lodge Chief.
- H. Other duties as stated in the latest edition of the Order of the Arrow Handbook.

2. CHAPTER VICE CHIEF(S)

- A. Keeps Chapter Chief's duties in his absence.
- B. Attends all Chapter and Lodge events.
- C. Coordinates work of chapter committees as assigned by the Chapter Chief.
- D. Responsible for the maintenance of the Chapter Russell Neynaber Honor Award application.
- E. Other duties as assigned by the Chapter Chief.

3. CHAPTER SECRETARY

- A. Keeps minutes for all Chapter meetings and turns them over to his successor.
- B. Insures the accuracy of chapter Membership Records.
- C. Prepares news articles of Chapter activities for The Eagle Pipe.
- D. Makes sure Chapter meetings are listed in the District calendar in the Leader's Digest.
- E. Other duties as assigned by the Chapter Chief.

OFF-2 - OFFICERS PROCEDURE
Revised 03/01/2006

CHAPTER OFFICER DUTIES (continued)

4. CHAPTER TREASURER

- A. Collects fee at meetings and deposits all funds with the Council Office or Lodge Treasurer.
- B. Maintains receipt book on all funds collected.
- C. Attends all Chapter and appropriate Lodge events.
- D. Other duties as assigned by the Chapter Chief.

ORD-1 - CONCLAVES PROCEDURE
Revised 10/3/2010

ORDEALS

1. **DATE** – In January, the Lodge Executive Committee will set the dates for the Spring and Fall Conclaves for the following year as part of the Lodge calendar. Both conclaves will be held at D-A Scout Ranch.
2. **SUPPLIES** - At least two months prior to the conclave, the Lodge Treasurer will check the supply on hand of sashes, totems, handbooks, lodge rules, Spirit of the Arrow booklets, and other Trading Post items. The Lodge Staff Adviser will order additional items as necessary.
3. **ELECTIONS AND CANDIDATES NOTIFICATION** - Unit elections and candidate notification will be done as described in Lodge Procedure UE-1.
4. **FEES** - Fees will be determined by the Lodge Executive Committee in January.
5. **HOST CHAPTER** - The host Chapter may divide the responsibilities of the conclave among the participating Chapters: such as the kitchen, Trading Post items, preparing a printed schedule, etc. The prime responsibility for organizing and running the conclave remains with the host Chapter.
6. **WORK PROJECTS** - The host Chapter should consult with the camp ranger to establish work projects at least two months prior to the event. Any special equipment needs should be communicated to the participating Chapters.
7. **ORDEAL MASTERS** - The Chapter Chief or anyone he deems will serve as Ordeal Master.
8. **ELANGOMATS** – If not upon volunteering, Elangomats are appointed by the Chapter Chiefs and are responsible for the candidates in their group. Elangomats are responsible to the Ordeal Master.
9. **FOOD** - Council office will normally purchase food for Lodge activities. The host Chapter is responsible for coming up with a menu and getting a copy of it to the head cook at the camp kitchen. Should the kitchen crew decide to purchase the food for the event, the crew adviser must request an advance from the Lodge Staff Adviser at least two weeks in advance. The crew adviser will submit funds or receipts to cover the advance to the Lodge Treasurer at the end of the event.
10. **MONIES** - All money, accompanied by the proper forms, must be turned in by each Chapter to the Lodge Treasurer by Saturday morning. The Lodge
11. Treasurer will turn the money in to the camp ranger using the proper forms.
12. **CHECK OUT** - The host Chapter will make certain that each Chapter cleans any cabin or other facility used before vacating them.

ORD-2 - CONCLAVE PROCEDURE
Revised 10/3/2010

ORDEAL PREPARATION
(Backwards Calendar)

1. FOUR MONTHS PRIOR TO THE CONCLAVE

- A. Host chapter meets to discuss initial member plans for the conclave with Lodge Vice Chief of Activities.
- B. It is the responsibility of the host Chapter to make sure there is an acting "medic" who is a registered nurse, EMT, paramedic, or doctor present for the entire conclave. This "medic" will be given the Lodge first aid kit on Friday night as well as a camp radio, both of which will be respectively returned on Sunday morning.

2. THREE MONTHS PRIOR TO THE CONCLAVE

- A. Elangomat Training.
- B. Host Chapter decides who will do the Lodge Brotherhood Ceremony.

3. TWO MONTHS PRIOR TO THE CONCLAVE

- A. Lodge Service Chairman meets with Council Director of Camping to verify all work projects.
- B. The host Chapter assigns cabins or tent sites to the Chapters.

4. ONE MONTH PRIOR TO THE CONCLAVE

- A. Chapters reserve ceremony sites with Ordeal Master.
- B. Host Chapter obtains a member and candidate head count from each Chapter.
- C. Host Chapter obtains "Spirit of the Arrow" hand books and folds them.

5. FIVE DAYS PRIOR TO THE CONCLAVE

- A. The Trading Post Adviser obtains supplies for all of the candidates from the Council Service Center.
 - a. Ordeal sashes.
 - b. Order of the Arrow Handbooks.
 - c. Lodge flap patches (from Lodge Adviser).
 - d. Brotherhood sashes and Lodge flap patches.
- B. Trading Post Adviser also signs out supplies. The following are the suggested amounts. (These are in addition to the candidate supplies)

Ordeal sashes	25	Neckerchief slides	10
Brotherhood sashes	30	Bolo ties	25
Vigil Honor sashes	15	Universal pins	30
Ordeal flaps	100	Lapel pins	10
Brotherhood flaps	100	Neckerchiefs	10
Vigil Honor flaps	50	Back patches	50
Handbooks	10	Tie tacks	5
Key rings	10	Mugs	25

SCH-1 - SCHEDULE PROCEDURE
Revised 05/29/2010

CONCLAVE (ORDEAL) MEMBER SCHEDULE

MEMBER SCHEDULE

Friday

7:30-9:00 Registration
7:30-9:00 Candidate Gathering
7:45 Host Chapter, Ordeal Master, and Elangomat meeting
9:30 Pre-ordeal Ceremonies

VOW OF SILENCE IS ON

10:30 Cracker-barrel
11:30 Lights out

Saturday

7:45 Flag ceremony
8:00 Breakfast
8:45 Service projects start
12:00 Lunch
1:00 Service projects continue
3:15 Service projects end
Clean-up time
4:15 Ordeal ceremonies (**Start at/after 4:15 pm, but allow sufficient time to arrive for flag ceremony**)

VOW OF SILENCE IS OFF

5:50 Flag ceremony
6:00 Dinner (**Serve new members first, then BH ceremonialists and candidates**)
7:00 Brotherhood meeting
7:40 Brotherhood Walk
8:00 Brotherhood ceremony (Brotherhood and Vigil Honor members only)
7:15-9:30 Activities for Ordeal members (**Need hosts to support activities, meet/greet**)
10:00 Cracker-barrel and Lodge committee convention
12:00 Lights out

Sunday

8:00 Breakfast
8:30 Scout's Own Service
9:00 Lodge Meeting
9:15 Chapter meetings
9:45 Lodge 5 Panel (New Members)

Clean out cabins and go home

* Locations can be added accordingly

SCH-1 - SCHEDULE PROCEDURE
Revised 05/29/2010

CONCLAVE (ORDEAL) CANDIDATE SCHEDULE

CANDIDATE SCHEDULE

Friday

7:30-9:00 Registration
7:30-9:00 Candidate Gathering
9:30 Pre-ordeal Ceremony

VOW OF SILENCE IS ON

Saturday

6:45 Wake up candidates
7:00 Breakfast
7:30 Service projects start
12:00 Lunch
12:30 Service projects resume
3:15 Service projects end
Clean-up and reflection time
4:15 Ordeal ceremony (**Start at/after 4:15 pm, but allow sufficient time to arrive for flag ceremony**)

VOW OF SILENCE IS OFF

5:50 Flag ceremony
6:00 Dinner (**Serve new members first, then BH ceremonialists and candidates**)
7:15-9:30 Activities for Ordeal members
10:00 Cracker-barrel and Lodge committee convention
12:00 Lights out

Sunday

8:00 Breakfast
8:30 Scout's Own Service
9:00 Lodge Meeting
9:15 Chapter meetings
9:45 Lodge 5 Panel (New Members)

Clean out cabins and go home

* Locations can be added accordingly

SCH-1 - SCHEDULE PROCEDURE
Revised 05/29/2010

CONCLAVE (ORDEAL) ELANGOMAT SCHEDULE

ELANGOMAT SCHEDULE

Friday

7:30-9:00 Registration
7:30-9:00 Candidate Gathering
7:45 Host Chapter, Ordeal Master, and Elangomat meeting
8:45 Candidates receive Spirit Book #1 from Elangomats
9:30 Pre-ordeal Ceremony

VOW OF SILENCE IS ON

Saturday

6:45 Wake up Candidates
7:00 Breakfast
Candidates receive Spirit Book #2 from Elangomat
7:30 Service projects start
12:00 Lunch
Candidates receive Spirit Book #3 from Elangomat
12:30 Service projects resume
3:15 Service projects end
Clean-up and reflection time
Candidates receive Spirit Book #4 from Elangomat
4:15 Ordeal Ceremony (**Start at/after 4:15 pm, but allow sufficient time to arrive for flag ceremony**)

VOW OF SILENCE IS OFF

5:50 Flag ceremony
6:00 Dinner (**Serve new members first, then BH ceremonialists and candidates**)
7:15-9:00 Activities for Ordeal members
8:00 Brotherhood ceremony (Brotherhood and Vigil Honor members only)
(Note: Elangomats should be with their clan at activities for new Ordeal members unless they doing their own Brotherhood conversion.)
10:00 Cracker-barrel and Lodge committee convention
12:00 Lights out

Sunday

8:00 Breakfast
8:30 Scout's Own Service
9:00 Lodge Meeting
9:15 Chapter meetings
9:45 Lodge 5 Panel (New Members)

Clean out cabins and go home

* Locations can be added accordingly

SCH-2 - SCHEDULE PROCEDURE
Revised 09/11/2007

TIME SCHEDULE FOR CEREMONIES

Ordeal Ceremony

Candidates should be at the designated spot for the ceremony no later than the time designated in SCH-1

Brotherhood Ceremony

Ceremonies should start between 1 and 1½ hours after the Saturday evening meal; but no later than 8:00 pm to allow all eligible members to attend. See SCH-1 for the conclave (Ordeal) schedule.

Vigil Honor Ceremony

Ceremony should start no earlier than the time listed below (all listed times are AM):

January	7:00
February	6:30
March	6:00
April	5:30
May	6:00
June	5:30
July	6:00
August	6:30
September	7:00
October	7:30
November	7:00
December	7:30

SCH-3 - SCHEDULE PROCEDURE
Revised 10/03/2010

WINTER FELLOWSHIP

Friday

7.00	Host Chapter, Lodge Chief and Vice Chief of Activities Meeting
7.30-9.00	Registration
10.30	Cracker-barrel
11.30	Lights out

Saturday

7.45	Flag ceremony
8.00	Breakfast
	Final event assignments
9:50	Lincoln Pilgrimage opening ceremony
10.00	Lincoln Pilgrimage events start
12.00-1.30	Lunch/ Trading Post opens
1.30-3.00	Lincoln Pilgrimage events
3.00-5.00	Fellowship program – free time
4:30-5:45	Advisers meeting (optional)
5:50	Flag ceremony
6.00	Dinner
7.00	Fellowship program continues – Ordeal members
7.15	Brotherhood meeting
8.00	Brotherhood ceremony (Brotherhood and Vigil Honor members only)
10:00	Cracker-barrel and Trading Post open
11:30	Lights out

Sunday

8.00	Breakfast
	Trading Post opens
9.00	Trading closes
	Scout's Own Service
9:30	Limited edition event patch sale (optional)

Clean out cabins and go home

SCH-4 -SCHEDULE PROCEDURE
Revised 10/03/2010

FALL FELLOWSHIP

Friday

7.00	Host Chapter, Lodge Chief and Vice Chief of Activities Meeting
7.30-9.00	Registration
9:30	Cracker-barrel
11.30	Lights out

Saturday

7.45	Flag ceremony
8:30	Breakfast
9.30-11:30	Fellowship program
12.00	Lunch / Trading Post opens
1.00	Fellowship Program
4.00	Free-Time
4:30-5:45	Advisers meeting (optional)
5:50	Flag ceremony
6.00	Dinner
	Lodge officer elections
7.30	Fellowship program continues – Ordeal members
7.15	Brotherhood meeting
8.00	Brotherhood Ceremony (Brotherhood and Vigil Honor members only)
10.00	Cracker-barrel and Trading Post open
11:30	Lights out

Sunday

8.00	Breakfast
	Trading Post opens
9.00	Trading Post closes
	Scout's Own Service
9:30	Limited edition event patch sale (optional)

Clean out cabins and go home

SCH-5 - SCHEDULE PROCEDURE
Revised 04/01/2006

SERVICE WEEKEND

Saturday

8:00	Optional Breakfast
9.00	Meet outside Thomas D. Trainor Scout Museum (or main shop)
	Service projects begin
12.00	Service projects pause
	Lunch at Wyckoff Lodge
1.00	Service Projects Resume
5.00	Service projects stop

SCR - SCOUTREACH PROCEDURE
Revised 03/01/2006

SCOUTREACH

1. **PURPOSE** – ScoutReach is a national Order of the Arrow program that is designed to coordinate experienced scouts with new or struggling units in urban or rural areas.
2. **GOALS** – To increase advancement and camping opportunities for Scouts in urban and rural troops whose programs, leadership, and resources are limited and To create the opportunity for more urban and rural Scouts to become eligible for membership in the Order of the Arrow.
3. **AUTHORITY** – The Lodge Leadership Committee coordinates the lodge ScoutReach program.
4. **TEAMS** – ScoutReach teams are composed of 5 arrowmen, three youth and two adults.
5. **APPLICATION** – ScoutReach applications are filed by arrowmen interested in the ScoutReach mentoring program.
6. **TEAM COORDINATING** – The Lodge Leadership Committee creates ScoutReach mentoring teams from the applicants.
7. **UNIT COORDINATION** – The Lodge Leadership Committee works with districts to find units in urban and rural areas that are in need of the ScoutReach program. The ScoutReach team and the unit are given each other's contact information. The District typically initiates the request for assistance at a unit.
8. **PROGRAM** – The ScoutReach team and the unit work together with the district commissioner to create an action plan for the team's role in the unit. The team works with the unit to complete this plan.
9. **EVALUATION** – After the action plan is complete, the team meets with a unit leader and the District Commissioner to evaluate the mentoring process and discuss how the action plan was fulfilled.
10. **RECOGNITION**
 - A. **Filing the application** – When the ScoutReach action plan is completed, the Lodge Leadership Committee submits the mentors' applications to the Scout Executive, who files them with the national ScoutReach executive.
 - B. **Patch and Certificate** – The recognition for completion of the program is a series of three triangular patches and a certificate. Teams who successfully complete their first action plans and have received application approval are presented patches and certificates with a bronze border. Teams completing action plans for a second time, with application approval, are presented patches and certificates with a silver border. Mentors completing action plans and approved for a third time are presented patches and certificates with a gold border.
 - C. **Distribution** – Patches and certificates are sent to the Scout Executive.
 - D. **Limit** – ScoutReach teams may work with as many units as they wish. Each action plan is for a separate unit. After three action plans, they must start over with the bronze patch.

SEC - SECTION CONCLAVEPROCEDURE
Revised 01/06/2010

SECTION CONCLAVE HOSTING
(At D-bar-A Ranch)

To properly host a Section Conclave event, the lodge must beginning plans at least 12 months prior to the event date. During those 12 months, the host lodge is expected to reserve facilities, develop a plan, and collect requirements from the other Section lodges. Frequent updates and communication will help ensure a successful event.

NOTE: Specific information on the planning and operation of the Section Conclave can be found in the OA Section C2A Plan Book; which can be downloaded from the Section website.

Beyond the C2A Plan Book information, the following will help guide the lodge leadership through hosting this event at D-bar-A Scout Ranch.

1. FACILITIES AND EQUIPMENT

- A. **Reservations** – Facility reservations must be made with the Council during March of the prior year (14 months early) as part of the annual reservation process. Section Conclave is an added starter event for the lodge and the traditional D-bar-A event schedule. There is potential for an event conflict; but our staff adviser and the Council will help resolve it.
- B. **Cost** – The lodge needs to confirm through its Staff Adviser if there will be any fees charged for the use of reserved facilities, including the dining hall, pavilions, cabins, and tent sites. If portable toilets are required at any location or special equipment, a fee will likely be incurred for them. All fees must be reported to the Section for event budget planning.
- C. **Facilities** – The following facilities have been reserved in the past and may provide some guidance to what the lodge might want to consider as host.
 - a) Wyckoff Lodge (dining hall)
 - b) Friendship Center pavilion
 - c) Trout Lake Cabin (headquarters and medical)
 - d) Trout Lake pavilion
 - e) Trout Lake activity field (housing for Chickagami, Cuwe, and Manitous Lodges)
 - f) Migisi Fire Bowl (Trout Lake)
 - g) Draper cabin (due to proximity of activities; female housing if not tenting)
 - h) Nature Center next to Draper Cabin
 - i) Migisi Campsite (housing for Migisi Opawgan Lodge)
 - j) Hunter's Creek cabin field (housing for Chippewa Lodge; cabin may be secured)

Note: If cabins are desired by the lodges, then reservations must be made as noted in 1.A.

2. CAMP OPERATIONS

- A. **Weekend Camp Use** – D-bar-A is a year-round camp operation and will be open to Section Conclave participants as well as other guests that weekend. Plan accordingly and communicate this to the other lodges.
- B. **Conclave Operations** – The Section Conclave participants should restrict their activities to the designated event areas and respect others ranch guests and their events.
- C. **Arrivals & Departures** – All Conclave participants are required to check-in and check-out at event headquarters to ensure program leaders are aware of their location and plans.

SEC - SECTION CONCLAVE PROCEDURE **SECTION CONCLAVE HOSTING (continued)**
Revised 01/06/2010

3. SAMPLE AGENDA

Friday

6:00 p.m.	Registration and assignment to quarters
8:00 p.m.	F-5 (Fun, Food, Film, Fellowship, on Friday night)
10:00 p.m.	Trainer and ceremony team evaluator meetings
10:30 p.m.	Cracker barrel
11:00 p.m.	Council of Chiefs meeting (event final plans)
Midnight	Taps and lights out

Saturday

7:15 a.m.	Assembly / Flag raising
7:45 a.m.	Breakfast
9:00 a.m.	Training Session #1
10:00 a.m.	Training Session #2
11:00 a.m.	Training Session #3
Noon	Assembly
12:15 p.m.	Lunch
1:00 p.m.	Ceremony and Dance competition
1:45 p.m.	Sports competition
5:45 p.m.	Assembly / Flag lowering
6:00 p.m.	Dinner
7:30 p.m.	Religious service(s)
9:00 p.m.	Evening show
10:30 p.m.	Cracker barrel / patch trading and/or auction
Midnight	Taps and lights out

Sunday

8:00 a.m.	Assembly / Flag raising
8:15 a.m.	Breakfast
9:30 a.m.	Section business meeting
11:00 a.m.	Clean-up and check-out

4. EVENT LOCATIONS

- A. **F5 (Fun, Food, Film, Fellowship, on Friday night)** – Trout Lake field and Wyckoff Lodge are the options with Wyckoff being preferred because of the facility, rest rooms, movie screen and property for field games.
- B. **Evening Show(s)** – Migisi Fire Bowl at Trout Lake.
- C. **Flag ceremony** – Wyckoff Lodge or the central flag pole just west of Wyckoff Lodge.
- D. **Dining** – Wyckoff Lodge and outside dining flies. Prior conclaves have set up serving lanes in Wyckoff Lodge and guests eat outside at dining flies (also used for training).
- E. **Training** – Training should be centralized as best possible to facilitate easy participant transition from session to session. Dining flies outside of Wyckoff Lodge work well as do pavilions.

SEC - SECTION CONCLAVE PROCEDURE **SECTION CONCLAVE HOSTING (continued)**
Revised 01/06/2010

- F. **Indian Events** – There are a number of locations available for dance and ceremony reviews. If structural facilities are not used, the lodge needs to confirm in advance of Conclave the exact locations for each event. Remember, D-bar-A is continually doing timber improvement projects, so sites used at prior events may have physically changes – so confirm locations compatibility early.
 - G. **Meet the Man** – Most any location is fine. Moose Peterson Room is also a good option at Wyckoff Lodge.
 - H. **Afternoon Activities** – Trout Lake activity field and fields outside Wyckoff Lodge are good choices. The climbing tower, shooting ranges, and horses are may be available if other Lodges are interested; but they will require reservations like other ranch guests and may have fees.
 - I. **Saturday Evening Carnival** – If scheduled, Trout Lake activity field is a good choice as it is near the Migisi Fire Bowl for the evening show.
 - J. **Sunday Business Meeting** –Migisi Opawgan fire bowl weather permitting; otherwise Wyckoff Lodge.
5. **MOVING AROUND CAMP** – Our camp is a walking camp. Guest vehicles should be parked at locations where they overnight and not driven around camp for activities. If there is a special need for transportation, passes can be issued to allow exceptions for Conclave participants; or the lodge can make arrangements for transporting.
6. **SLEEPING** – This is a tent event and participants are expected to reside in tents unless part of the Council of Chiefs staff, special guests, or Migisi Opawgan Lodge leadership. The Section may incur charges if cabins are used. Lights out at midnight. Leaving the property requires checking out with a noted destination and return. Staying in a location other than the lodge assigned quarters is prohibited without the approval of Migisi Opawgan Lodge.
7. **COMMUNICATIONS**
- A. **Courier** – The section *Courier* newsletter is published for each meal. The section publications committee may use Trout Lake cabin for their office and the setting up of computers and printers. Duplication can be accommodated at the Martin Administration Building with prior approval. There may be a fee for duplicating copies of each edition. Consideration should be given to bringing their own paper.
 - B. **Name tags** – The lodge should determine from the Council of Chiefs if name tags are required for all conclave participants; or, just Council of Chiefs members and special guests. This needs to be part of the budget plan.
 - C. **Participant Program** – Designed by the Lodge Leadership Committee, it contains a roster of the Council of Chiefs; a camp map; a schedule for the weekend; and any other items deemed necessary by the Council of Chiefs.
8. **SECURITY** – The camp will be open to conclave participants and other program guests. Conclave guests are expected to follow BSA and Great Lakes Council rules and guidelines. This includes observing speed limits and arrival/departure check-in/out procedures. Participants are also expected to respect the property of other lodges and the Great Lakes Council.

SEC - SECTION CONCLAVE PROCEDURE **SECTION CONCLAVE HOSTING (continued)**
Revised 01/06/2010

9. **HEALTH AND SAFETY** – The health and safety committee should be centrally located at Trout Lake cabin with a secondary location at Wyckoff lodge.
10. **FOOD** – The Director of Food Services at D-bar-A will work with the lodge to developing a proposed menu and food budget for presentation to the Council of Chiefs. The lodge will work with the Director on providing kitchen service help; including facility set-up, serving, and clean-up.
11. **AUTHORITY** – The Lodge Leadership Committee divides all necessary work between Chapters or specific chairmen.
12. **PREPARATION** - Volunteers are encouraged to arrive Thursday to help ready the camp for Section Conclave. This includes picnic table relocation, dining flies, readying ceremony and dance sites; plus any other requirements.
13. **FAVORS** – (Optional) The Lodge leadership may arrange for a bag of items to be given to each participant.
14. **HOST LODGE FLAP PATCHES** – (Optional) Our Lodge Leadership Committee may create a commemorative Migisi Opawgan Lodge event pocket flap for the event. If this is done, the cost for the patch may be included in our participation fee.

SER - RECOGNITION PROCEDURE
Revised 04/01/2006

SERVICE RECOGNITION

1. ACTIVITIES FOR WHICH SERVICE FEATHERS WILL BE AWARDED

- A. **White Feather** - Indian dancing for any organization or group.
- B. **Green Feather** - Service, other than Indian Dancing, to a Scout unit during a court of honor, campfire, or other ceremony or meeting.
- C. **Red Feather** - Service, other than Indian Dancing, to the District or Council on camporees, hikes, or other programmed activity.
- D. **Yellow Feather** - Service, other than Indian Dancing, to a church, the community, or other local institution.
- E. **Blue Feather** - Work projects done at council camps other than those done on ordeals
- F. **Black Feather** - Any other project approved by the Lodge Awards Committee.

Multiple feathers may be awarded for the same activity if two distinctly different services were performed, (for example: helping to run stations at a District Camporee and then dancing at the campfire).

2. REQUIREMENTS

- A. Completion of an approved service project.
- B. A minimum of three active members participating.
- C. A completely filled out Service Project Report with the proper signatures.
- D. The report turned in to the Lodge Award Chairman within two months of the completion of the project. The report may be mailed to the Chairman if necessary.
- E. Multiple forms must be used when applying for multiple feathers for the same activity as outlined in section 1-G of this procedure.
- F. Feathers will not be awarded for service projects completed on Conclaves.

3. SERVICE PROJECTS AT COUNCIL CAMPS

- A. Service Project done by chapters at camp follows Procedure ACT-6.
- B. A service Project Report must be filled out in accordance with Section 2 of this procedure

4. COUP STICKS

- A. Only those feathers earned in the last two lodge years may be displayed.
- B. Coup sticks are to be as neat and authentic as possible. Under no circumstances may feathers of an endangered bird be used.
- C. Coup sticks should be at all Lodge functions.

SER - RECOGNITION PROCEDURE
Revised 04/01/2006

SERVICE RECOGNITION (continued)

5. PARTICIPATION ACHIEVEMENT FEATHERS

Participation achievement feathers will be awarded to those Chapters who fulfill one or more of the following requirements and have filled out the proper forms:

- A. National Standard Chapter (Russell Neynaber Honor Award)
- B. Chapter Chief, Vice Chief, and Adviser are in full uniform* and with Coup Stick at three Lodge Executive Committee Meetings in a row. (Lodge Secretary)
- C. All Officers and Advisers in full uniform* with Coup Stick at the entire Officer's Training Seminar. (Lodge Secretary)
- D. Winner of the centerpiece competition at the Annual Meeting. (Lodge Awards Chairman)
- E. Having an active membership on January 1 of at least 75% of the active membership as of the previous year. Use form A-1 (Lodge Membership Chairman)

Participation achievement feathers will be white with black dots. The black dots will correspond to the number of requirements (A-E, 1-5 dots) that were completed. The positions listed in parenthesis are the positions who can determine if this requirement has been successfully completed.

- 6. **RECORDS** - The Lodge Awards Chairman maintains records of all Service and Participation forms turned in by the Chapters. At the end of each Lodge year, he presents a written final report at the annual meeting, showing the past years achievements.
- 7. **FUNDS** - Each Lodge year, funds for purchasing the 'Recognition Feathers' will be budgeted into the Awards Committee's allotment. These feathers will be purchased as needed.

8. PRESENTATION OF FEATHERS

- A. **FORMS TURNED IN PRIOR TO A MEETING** – Feathers are presented at the executive committee following the filing of service report forms with the lodge Awards Committee. This presentation is done during the Awards Committee report.
- B. **FORMS TURNED IN AT A MEETING** – The Awards Chairman brings his feathers to the meetings so that any forms turned in at the beginning of the meeting can be recognized during his report.

SG – TRADING POST PROCEDURE TRADING POST - SALEABLE GOODS
Revised 10/03/2010

1. **LODGE FLAPS**
 - A. Sale – The Lodge controls the sale of all flaps. The Lodge Adviser or his designee keeps the flaps and may consign them to Chapter Advisers. Chapter Advisers reconcile their accounts quarterly.
 - B. Cost - Flaps are sold at current price, tax included, rounded to the nearest \$.25
2. **LODGE EVENT PATCHES** – Created by the host chapter of the event, approved and priced set by Lodge Leadership Committee.
3. **CHAPTER SALABLE GOODS** – Chapter salable goods are considered fund raisers. Chapters must follow Lodge and Council procedures in adopting and selling these items.
4. **OTHER ITEMS** – The Lodge Trading Post Adviser shall hold all of the lodge's salable goods, except those given to chapter advisers to sell. These goods should be sold at all lodge events and activities.
5. **ORDERING** - Refer to Procedure FIN-4 for ordering salable goods.
6. **YEAR-END INVENTORY** - Refer to Procedure FIN-4 on year-end inventory requirements.

SYM-1 - SYMBOLS PROCEDURE
Revised 12/01/2005

SYMBOLS OF THE LODGE

1. **TOTEM** – The totem of the Lodge is an eagle with a pipe.
2. **NECKERCHIEF** – The Lodge neckerchief is white with a blue border and an embroidered emblem affixed symbolizing the lodge.
3. **SASH** – The O-A sash is worn at all O-A functions, and at special functions, such as courts of honor, when members need to be identified for rendering special purposes.
4. **LODGE FLAP AND PATCHES** – The Lodge Flap and patches, available to all members, shall incorporate the guidelines outlined in SYM-2.
5. **SONG** – The official lodge song uses the music of the University of Michigan Varsity Fight Song and has the following words:

Mi-gisi O-pawgan,
We're for you,
We'll cheer for you,
We are the brothers of the finest Lodge.
Sing it loudly, oh yes!

Mi-gisi O-pawgan,
We're Detroit,
We'll show our might,
We proudly come to you,
Lodge One-Six-Two!

6. **CHEERS** – There is no official lodge cheer. The following may be used at appropriate occasions:

A. We're right on!
Migisi Opawgan!

B. We're for you,
Lodge 162!

C. We're great! It's true!
Lodge 162!

D. Take your cue,
In Lodge 162!

E. We know how to
In Lodge 162

F. Eins Zwie Drei Vier
Everyone Prepare to Cheer!
Eins Zwie Drei Vier
Migisi Opawgan!

G. Look out section here we come,
We've got spirit on the run,
When at work or having fun,
One-Six-Two is number one!

H. When the going gets rough,
The rough get going,
When the trail gets tough,
Who'll do the showing?
Migisi, Migisi, Rah! Rah! Rah!

I. We've got spirit
Yes we do!
We've got spirit
How about you?

J. Have you got the spirit,
Yea Man,
Let Migisi Hear it!
Go, Go, Go-Go-Go

SYM-2 -SYMBOLS PROCEDURE
Revised 10/03/2010

LODGE ISSUED PATCHES

1. REQUIRED INFORMATION ON PATCHES

- A. **Lodge Flap Patches** – All Lodge Flap patches must contain the following elements: lodge name, number or totem, council name or abbreviation, O-A logo or 'WWW' and the logo of the Boy Scouts of America or 'BSA.' Acceptable abbreviations for the council name are 'GLC' or 'Great Lakes'.
- B. **Event Patches** – Event patches must include all of the same elements as lodge flap patches, and the event name.

2. APPROVAL OF PATCHES

- A. **Lodge Flap Patches** – Designs for lodge flap patches may be made by any registered lodge member by presentation to the Lodge Leadership Committee (LLC). The Lodge Leadership Committee approves or amends all lodge flap patch designs that are proposed. If a design for a lodge flap patch is accepted, it must be presented at the next meeting of the Lodge Executive Committee (LEC).
- B. **Event Patches** – Patches for the Fall Fellowship and Lincoln Pilgrimage are adopted as stated in Procedure ACT.

3. **STANDARD ISSUE LODGE FLAP** – At any one time, the Lodge has only one standard issue lodge flap, to be issued to any member who is inducted as an Ordeal, Brotherhood, or Vigil Honor member. When a supply of these patches runs out, the Lodge Executive Committee shall decide to either order more or create a new design. The official lodge flap at any time is the standard issue patch with a white border.

4. **SPECIAL EVENT LODGE FLAP PATCHES** – Special event lodge flap patches must have the same information as regular lodge flap patches, and specify what event they are commemorating. Special event lodge flap patches shall be made available to any lodge member. Approval of National Order of the Arrow Conference patches shall be made by vote of the NOAC contingent. All other special event patches are approved by the Lodge Leadership Committee.

5. **LODGE FLAPS ISSUED AFTER INDUCTIONS** – Upon induction as an Ordeal, Brotherhood or Vigil Honor member, lodge members receive a commemorative lodge flap patch of the corresponding border color:

Ordeal	White
Brotherhood	Red
Vigil Honor	Blue

6. **SALE OF LODGE FLAP PATCHES** – Lodge flap patches are sold with all other lodge Trading Post items. Ordeal members may only purchase white bordered lodge flap patches. Brotherhood members may purchase red or white bordered commemorative lodge flap patches. Vigil Honor members may purchase blue, red or white bordered commemorative lodge flap patches.

TR - TROOP REP PROCEDURE
Revised 03/01/2006

TROOP REPRESENTATIVE

1. **PROGRAM** – The position of Order of the Arrow Troop Representative is a leadership position in a troop. The duties of Troop Representatives are defined in *Order of the Arrow Handbook*.
2. **COMMITTEE** – The Lodge Unit Services Committee has two sub-committees, one of which is Lodge Troop Representative. This sub-committee administers the troop representative program in the council and is made up of the sub-committee chairman and chapter chairmen.
3. **DUTIES OF LODGE CHAIRMAN**
 - A. Maintains a roster of the council Troop Representatives.
 - B. Makes Troop Representative Training available.
 - C. Notifies all representatives of their status of approval and provides any and all necessary documents and information needed by the representatives.
 - D. Works with Chapter Troop Representative Committee chairmen to help them fulfill their duties.
 - E. Is not a voting member of the Lodge Executive Committee, but does provide input to the Unit Service Committee chairman who is a voting member of the LEC.
 - F. Provides information to Chapter Troop Representative Chairmen to be given to Troop Representatives.
 - G. Accesses the effectiveness of the program and adjusts it accordingly.
 - H. Reports any problems or questions directly to his responsible Lodge officer.
4. **DUTIES OF CHAPTER CHAIRMAN**
 - A. Maintains a roster of the Troop Representatives in the chapter's district(s).
 - B. Makes sure all Troop Representatives in the chapter are trained.
 - C. Makes sure Representatives are fulfilling their duties.
 - D. Promotes the program within the district(s).
 - E. Aims to see every troop with a troop representative.
 - F. Attends roundtables for his prospective district(s) or is represented there.
 - G. Attends meetings called by the Lodge Troop Representative Chairman.
 - H. Takes part in Troop Representative Training.
 - I) Stays in contact with all troop representatives in his chapter and informs them of events and news that is to be reported to their troops.
 - J) Reports any problems directly to the Lodge Troop Representative Chairman.

TR - TROOP REP PROCEDURE
Revised 03/01/2006

TROOP REPRESENTATIVE (continued)

5. **TRAINING** – Troop Representative training is available on the Lodge Website. The Troop Representative Committee ensures the quality of this training. Training for Troop Representatives should also be made available and the annual Lodge Leadership Development Course.
6. **REGISTRATION** – Troop Representatives are able to register on the Lodge website or by completing the Troop Representative Registration form TRF.

UE-1 - UNIT ELECTIONS PROCEDURE
Revised 03/01/2006

HOLDING AND RECORDING UNIT ELECTIONS

1. **UNIT ELIGIBILITY** - Elections may be held in any unit which meets election qualifications as outlined in the Order of the Arrow Handbook any time during a calendar year.
2. **ELECTION TEAM** - All elections are conducted by a group of youth that have been trained by the Unit Election Chairman or Camp Chief at a council summer camp.
3. **ELECTION PROCEDURE** – The Election Team does the following:
 - A. Verifies with the unit leader that all eligible for election are approved and meet all of the requirements listed in the *Guide for Officers and Advisers*.
 - B. Conducts the election according to the procedures listed in the *Guide for Officers and Advisers*. Arrowmen may not conduct elections for their own units.
 - C. Completes the Youth Unit Election Report, which includes:
 - a) Legibly recording all information for those who were elected.
 - b) Ensuring all election team members sign the report.
 - c) Having the unit leader sign the report on the line below the ‘Unit Leader Certification’ statement.
 - D. Distributes the form copies as follows: Bottom (pink) copy to the unit; middle (yellow) copy to the lodge unit elections chairman; and, top (white) copy to the chapter unit election chairman.
4. **CALL OUT CEREMONY** - The Unit Election Team conducts a call out ceremony after the results of the election are known. The Unit Leader decides when the call out ceremony will be held. Guidelines for Call Out Ceremonies are found in the *Guide to Officers and Advisers*.
5. **SUMMER CAMP PROCEDURES** - These are described in Procedure UE-3.
6. **CANDIDATE LETTER** - Prior to each Ordeal, the chapters are responsible for mailing each of their candidates a letter inviting them to the conclave. The letter includes the following parts:
 - A. Letter to Candidate – This is a letter to the candidate from the lodge chief.
 - B. Parent’s Letter – This letter is from the lodge adviser and goes to the parents of the candidate if the candidate is a youth.
 - C. Registration Form - A conclave Registration Form is included for completion and mailing to the council service center.
 - D. ‘Purpose of the Order of the Arrow’ – This flyer is included with the invitation letter.
 - E. Availability - A copy of the candidate letter is included in the Lodge Rules and Procedures Manual.

UE-2 – UNIT ELECTIONS PROCEDURE
Revised 03/01/2006

ADULT NOMINATIONS

1. **ADULT ELIGIBILITY** - As outlined in the current Order of the Arrow Handbook and on cover page of the 'Unit Adult Candidate Nomination' form.
2. **UNIT ADULT CANDIDATE NOMINATION FORM** - Unit Election team may collect one 'Unit Adult Candidate Nomination' form at each unit election. Troops or teams having more than 50 registered, active youth members may nominate an additional adult for every 50 registered, active youth, or fraction thereof. (As an example, a troop having 51 to 100 registered, active youth may nominate two adults each year if at least one youth has been elected.) They must be filled out completely and legibly.
3. **PROCESSING FORM** - Completed forms must be sent to the Chapter Adviser for review and approval, who sends it to the lodge adviser. The Lodge Adviser contacts the adult candidate to interview them. If approval is given, the nomination form is then sent to the Supreme Chief of the Fire (Scout Executive) for approval. The Scout Executive returns the form to the Lodge Adviser, who then notifies the Chapter Adviser of the status of the nomination. The adult candidate should be contacted about the results either by phone or by letter.

Adult candidates cannot attend a conclave until all approvals have been received. Additionally, they should not participate in a call out ceremony until officially approved as a candidate.

4. **CANDIDATE LETTER** – Adults accepted for candidacy are sent candidate letters as described in procedure UE-1.

UE-3 – SUMMER CAMP PROCEDURE
Revised 03/01/2006

SUMMER CAMP CHIEFS

1. **PURPOSE** – The Summer Camp Chief assumes the roles of unit elections chairman, brotherhood chairman, and an ambassador of the Lodge at council summer camps.
2. **APPOINTEMENT** – The Lodge chief appoints summer camp chiefs with the approval of the camp director.
3. **WEEKLY DUTIES**
 - A. **Unit Elections** – The summer camp chief arranges elections with all eligible units desiring one. With the camp director, he arranges to address the opening night leader meeting in order to schedule elections. He will also give a 'Purpose of the Order of the Arrow' flyer to all present leaders.
 - a) **Restrictions** – Elections may not be held for any out of council unit or camp staff. Under no circumstances may an international scout or scouter be inducted.
 - b) **Youth Unit Election Report** – The summer camp chief must use the Lodge Unit Election form for all elections done at camp.
 - c) **Adult Nominations** – At the time of an election, one adult nomination may be accepted per 50 registered youth in a troop. This form is kept on file until the end of the week.
 - B. **Registration** – Throughout the week, the summer camp chief passes out annual dues forms to non registered lodge members and collects completed forms.
 - C. **Brotherhood Ceremony** – The summer camp chief shall conduct a weekly brotherhood ceremony for any eligible arrowmen if authorized by the LEC. The ceremony follows procedure BRO.
 - D. **Call Out Ceremony** – At the end of each week of summer camp, the summer camp chief is responsible for organizing and executing a call out ceremony, utilizing any available arrowmen.
 - E. **End of the Week Responsibilities**
 - a) Photo copy page the Adult Nomination form.
 - b) Complete the weekly report form.
 - c) Place all Unit Elections forms, brotherhood forms, and adult nomination forms, including copies, and money in an envelope.
 - d) Mail the envelope with the forms and money to a safe location to be turned in with the final report.

UE-3 – SUMMER CAMP PROCEDURE
Revised 03/01/2006

SUMMER CAMP CHIEFS (continued)

4. **SUPPLIES** – Each summer camp chief is issued a materials manual before Summer camp begins. This forms includes a current copy of the *Order of Arrow handbook, the Guide to Officers and Advisers*, Youth Unit Election Result forms, Adult Nominations forms, brotherhood forms, annual registration forms, weekly report forms, a final report form, a list all units in the council who have had elections, brotherhood sashes and lodge flap patches, and a complete set of Lodge Procedure UE. When summer camp is not in session, these manuals are kept with the lodge chief.

If the summer camp chief needs more supplies throughout the summer, he must contact the lodge chief or adviser to be get more supplies..

5. **FINAL REPORT** – The summer camp chief is responsible for compiling a summary of his activities during the summer. This report is given at the August Executive Committee Meeting. The report should include the following:

- A. Number of youths elected and how many elections were done
- B. Units that were contact
- C. Number of adult nomination forms received
- D. Number of registrations collected.
- E. Number of Brotherhood inductions.
- F. Amount of money collected
- G. Evaluation of the summer camp process as a whole

After the summer camp chief delivers his report, the all forms are given to the appropriate chairmen or chapter chiefs.

6. **WAGE** – The Lodge Leadership Committee decides the weekly wage of the summer camp chief.
7. **PAYMENT** – Payments will be handled through the council payroll system after the final report is given.

UNI – UNIFORM PROCEDURE
Revised 03/01/2008

UNIFORM

1. **DRESS AT EVENTS** – At all Lodge activities and meetings, excluding service a project, a full scout uniform is the proper dress.
2. **FULL UNIFORM** –A full uniform is defined as Scout pants or shorts with long or short sleeve field uniform shirt. Scout socks must be worn with Scout Shorts. A Scout or scouting related belt is worn.
3. **OPTIONAL ITEMS** – If worn, these items must be Boy Scout items. Optional uniform elements include a neckerchief or bolo, and a hat.
4. **ALTERNATIVE UNIFORMS** – Properly worn Venture, Sea Scout or Explorer uniforms are acceptable for Lodge events. These uniforms must be worn according to the national standard. At Order of the Arrow events outside of Lodge events, these uniforms are not acceptable.
5. **WEARING THE SASH** – The Order of the Arrow Sash may only be worn when it is positioned correctly on a Scout uniform. It may not be worn over a jacket covering a uniform, or over any other type of shirt. This rule does not apply to ceremonialists, who must wear sashes as part of their regalia.

The Supreme Chief of the Fire (Scout Executive) can authorized other times where the OA sash can be worn within his Council and properties. For example, he can authorize the wearing of the sash at troop meetings, District events including Roundtables and camporees, and Council events; but it should only be done while wearing a complete BSA field uniform. The purpose is to provide visibility to the Order of the Arrow and lodge, while also representing them.

VIG-1 – VIGIL HONOR PROCEDURE
Revised 12/01/2006

CHAIRMAN AND COMMITTEE DUTIES

1. **LODGE VIGIL COMMITTEE MEMBERSHIP-** The lodge vigil committee shall consist of:
 - A. Lodge Vigil Chairman, appointed by the Lodge Chief.
 - B. Chapter Vigil Chairman from each chapter appointed by the Chapter Chief.
 - C. Lodge Vigil Adviser, appointed by the Lodge Adviser.
 - D. Chapter Vigil Adviser from each chapter appointed by the Chapter Adviser.
 - E. The Lodge Chief and Lodge Adviser.
 - F. Any Vigil Honor member appointed by the Lodge Vigil Chairman with consultation of Lodge Vigil Adviser.

It is highly recommended that all members of this committee be Vigil Honor.

2. **DUTIES OF THE LODGE VIGIL CHAIRMAN**

- A. Studies and understands the vigil history and procedures in the Order of the Arrow Handbook.
- B. Provides and accepts Vigil nominations at all lodge events.
- C. Chairs the Vigil Selection meeting and assures that all selection procedures are followed. -(see selection meeting, VIG-B, section 3)
- D. Organizes and conducts the Lodge Vigil Call-Out ceremony held at the fall conclave.
- E. Organizes and leads all vigil members in completing the lodge vigil induction according to the national Order of the Arrow Vigil Pamphlet.
- F. Organizes a kitchen crew and appoints an M/C for the lodge vigil breakfast.
- G. Oversees all of the lodge's Vigil activities and attends all lodge executive meetings.

3. **DUTIES OF THE LODGE VIGIL ADVISER**

- A. Secures approval of the Scout Executive for all nominees before the selection meeting.
- B. Prepares a ballot with all approved nominees listed alphabetically and separated by youth and adult.
- C. Secures meeting place for the vigil selection meeting.
- D. Makes copies of each nomination form available to all voting members of the selection committee, separated by youth and adult.
- E. Prepares the National Vigil Petition forms for the lodge.
- F. Keeps file of Lodge Vigil Nomination forms and National Petition forms.
- G. Obtains all supplies (sashes, flaps, vigil certificates, etc.) needed for the vigil induction.
- H. Provides guidance and support to Vigil Chairman and Committee. Assures that all Vigil activities of the lodge are in accordance to the National Order of the Arrow guidelines.
- I. Ensures vigil petitions and payments are submitted to the National office with sufficient processing time to ensure vigil certificates can be framed for presentation.
- J. All other duties as assigned by the Lodge Adviser.

4. **DUTIES OF THE CHAPTER VIGIL CHAIRMAN**

- A. Studies and understands the vigil history and procedures in the Order of the Arrow Handbook.
- B. Reviews all eligible members with his chapter.
- C. Makes certain that those who are eligible and are worthy to receive the honor are nominated.
- D. Submits nomination forms to the Lodge Vigil Chairman on or before a date determined by the Lodge Vigil Chairman and Lodge Vigil Adviser.
- E. Represents his chapter at the lodge vigil selection meeting.

5. **DUTIES OF THE CHAPTER VIGIL ADVISER**

- A. Reviews all chapter nominations with chapter vigil chairman to assure eligibility and accuracy.
- B. Attends the lodge vigil selection meeting.
- C. Provides guidance and support to the chapter vigil chairman and committee. Assures that all chapter vigil activities are in accordance to the National Order of the Arrow guidelines.

VIG-2 – VIGIL HONOR PROCEDURE
Revised 12/01/2006

LODGE VIGIL SELECTION

1. **REQUIREMENTS** – Eligibility shall be determined by the criteria in the Order of the Arrow Handbook. It should be especially noted that this calls for selection by reason of exceptional service, personal effort, and unselfish interest, having made distinguished contributions beyond the immediate responsibilities of their position or office to one or more of the following: the lodge, the Order of the Arrow, Scouting, or their Scout camp.
2. **VIGIL NOMINATION FORMS** – The Lodge Vigil Chairman shall make available to all members the Vigil Nomination Form V-1. A copy of this form can be found in the Lodge Rules and Procedures manual or on the lodge website, www.migisi.org, under “forms.”

All nomination forms are to be kept on file with the Lodge Vigil Adviser for 1 year from the date of the selection meeting. Nominators may ask for the information on a previous year's candidate in order to re-nominate them for the following year's selection meeting. After the one year period has passed, all old forms will be destroyed by the Lodge Vigil Adviser. A new nomination form must be submitted to the selection committee each year in order for a candidate to be considered for the Vigil Honor.

3. **LODGE VIGIL SELECTION MEETING:**

- A. The Lodge Vigil Chairman calls a meeting of the Lodge Vigil Committee in June.
- B. The Lodge Vigil Chairman presents all the approved nomination forms at the meeting and holds a discussion on youth candidates. The discussion should center on the eligibility criteria in the Order of the Arrow Handbook. This portion of the meeting is open to all Vigil Honor members and all non-Vigil-eligible members.
- C. Once the open discussion on the youth candidates is completed, all but the voting members (see voting members, VIG-B, section 4), Lodge Vigil Adviser, and Lodge Adviser will be asked to leave. The Lodge Vigil Chairman will then lead a brief discussion on each nominee to recap. Each youth nominee will be considered individually without regard to quotas or adult/youth ratios. After all youth discussion is complete, the voting process begins.
- D. Voting will be by secret ballot. Ballots are prepared by the Lodge Vigil Adviser in advance of the selection meeting. Voting members will cast a vote for all nominees they feel are worthy of the Vigil Honor. After the voting is complete, the Lodge Vigil Chairman counts the ballots in the presence of the Lodge Vigil Adviser and Lodge Adviser. Nominees must have at least two-thirds of the possible votes to receive the Vigil Honor. If a tie exists, the Lodge Vigil Chairman's ballot will then be counted as the tie-breaker vote.
- E. The voting members of the Vigil committee shall then vote on the youth candidates following the procedure VIG B, section 3d.
- F. Once voting has been completed for youth candidates, all but the Lodge Vigil Chairman, Lodge Vigil Adviser, and Lodge Adviser shall be asked to leave the room. Ballots will then be counted by the Lodge Vigil Chairman and results verified by the Lodge Vigil Adviser and Lodge Adviser.
- G. Should there be more youth selected than allotted (because of the quota), the voting members of the Vigil Committee shall be asked to re-enter the room to vote a second time on those candidates who met the selection criteria in the first round. Voting members may only vote for no more than the lodge quota. This process shall continue until the number of selections is not greater than the allotted quota.
- H. Should there be fewer youth candidates selected than allotted, an open discussion shall be held on all adult candidates. This is open to all Vigil Honor members and all non-vigil-eligible members.
- I. The voting members of the Vigil committee shall then vote on the adult candidates following the procedure VIG B, section 3d.

VIG-2 – VIGIL HONOR PROCEDURE
Revised 12/01/2006

LODGE VIGIL SELECTION (continued)

- J. Once voting has been completed for adult candidates, all but the Lodge Vigil Chairman, lodge Vigil Adviser, and Lodge Adviser shall be asked to leave the room. Ballots will then be counted by the Lodge Vigil Chairman and results verified by the Lodge Vigil Adviser and Lodge Adviser.
 - K. Should there be more selected than allotted (because of the quota) or adults than allowed (because of 50-50 ratio), the voting members of the Vigil Committee shall be asked to re-enter the room to vote a second time on those adult candidates who met the selection criteria in the first round. Voting members may only vote for no more than allowed under the lodge quota or number of youth, whichever is least. This process shall continue until the number of selections is not greater than the allotted quota and meets ratio requirements.
 - L. Those candidates selected (up to the lodge quota and within the adult/youth ratio) shall be recommended to the National Order of the Arrow committee for elevation to the Vigil Honor.
- 4. VOTING MEMBERS:**
- A. CHAPTER VOTES – Each chapter in the lodge will receive one vote. The chapter may send one active youth member who is either Vigil Honor or non-Vigil eligible as a representative. This vote is usually cast by the chapter's Vigil chairman or his representative.
 - B. LODGE LEADERSHIP COMMITTEE – The Lodge Leadership Committee will receive one vote. The lodge leadership committee may send one active youth member who is either Vigil Honor or non-Vigil eligible as a representative. This vote is usually cast by the Lodge Chief or his representative.
 - C. LODGE VIGIL COMMITTEE – The Lodge Vigil Committee will receive one vote which will only be counted in the case of a tie. The Lodge Vigil Committee may be represented by the Lodge Vigil Chairman or his representative so long as he is an active youth who is either Vigil Honor or non-Vigil eligible.
- 5. SELECTING AN INDIAN NAME AND SPONSOR:**
- A. The Vigil Chairman and his adviser will select an Indian name for each approved candidate. No name previously given by the lodge may be used. Names should be exemplary and complementary. Indian names may be in the Lenni Lenape or the Chippewa Indian language.
 - B. The Vigil Chairman and his adviser will select one sponsor for each approved candidate. The Lodge Vigil Chairman will contact each sponsor one month before the scheduled Vigil Tap Out. If a sponsor is unable to fulfill his or her duties, a replacement sponsor will be selected by the chairman and his adviser and contacted as soon as possible. See VIGIL SPONSOR, VIG-C, section 4 for information about Vigil Sponsor responsibilities.
- 6. NATIONAL VIGIL PETITION:** The Lodge Vigil Adviser prepares the Vigil Honor petitions and has them signed by the appropriate persons. The Lodge Staff Adviser sends the petitions to the National Order of the Arrow Secretary at least 90 days prior to the lodge Vigil induction. A check drawn from the Lodge Vigil Committee account shall accompany the petitions to cover all processing fees. It is at this point in time that the National Order of the Arrow committee requires the person who is being recommended for the Vigil Honor to have been a brotherhood member for a minimum of two years.

VIG-3 – VIGIL HONOR PROCEDURE
Revised 12/01/2006

LODGE VIGIL INDUCTION

1. VIGIL HONOR CALL-OUT:

- A. The Lodge Vigil Chairman will appoint a ceremonies team of Vigil Honor members who will conduct a call-out of lodge Vigil Candidates. There is no official script for a Vigil Call-Out, however special emphasis should be placed on the honor itself and the candidates who have been selected. Traditionally, the eligibility requirements and definition of the Vigil Honor printed in the current version of the Order of the Arrow Handbook have been read at the beginning of the call-out ceremony.
- B. The Call-Out ceremony shall occur no less than one month prior to the scheduled Lodge Vigil Induction. It is encouraged that the call-out occur during a lodge event where many arrowmen are present, Vigil Honor and non-Vigil alike. Non-members, such as candidates, may also be present for this ceremony.
- C. Vigil Honor sponsors should ensure that their candidate be at this call-out. However, if, due to scheduling conflicts, a candidate is unable to attend the lodge call-out, another call-out may be performed at the soonest possible time for the candidate. If a sponsor is unable to attend the call-out, a temporary replacement may be selected for the call-out.
- D. The Lodge Vigil Chairman will prepare a packet of information to be handed to each candidate upon their announcement as a Vigil Honor candidate. Included in this packet should be a letter of congratulations, a list of materials to bring to the induction, and a totem signifying candidacy to be worn until the induction.

2. VIGIL HONOR INDUCTION:

- A. No less than one month following the Vigil Honor Call-Out there shall be a lodge Vigil Honor Induction for all candidates. If a candidate is unable to attend the lodge Vigil Honor Induction, another Vigil Honor Induction may be held at the soonest possible time for the candidate.
- B. The Lodge Vigil Chairman will appoint a ceremonies team of Vigil Honor members who will conduct all Vigil Honor Induction ceremonies. It is recommended that this team compete annually at the Section Conclave. This team is not necessarily the ceremonies team mentioned in VIG-C, section 1a.

3. LODGE VIGIL BREAKFAST:

- A. Following the Lodge Vigil Honor Induction, a Vigil Honor Breakfast will be held to celebrate and congratulate the induction of new Vigil Honor recipients.
- B. A letter shall be sent to all active Vigil Honor members asking them to attend this breakfast to congratulate the newest Vigil Honor members.
- C. The Lodge Vigil Chairman shall appoint a Vigil Honor active youth to be a master of ceremonies for the program and recognition held during the breakfast. This youth may be the Lodge Chief, committee member, or the Lodge Vigil Chairman himself.
- D. A program will be created by the Lodge Vigil Chairman to give recognition to the newest Vigil Honor members. The program should include a biography of each candidate.
- E. The Vigil Chairman shall appoint a "Breakfast Committee" whose job it is to prepare the breakfast for all members in attendance. This committee should receive the rest of the Vigil Honor Committee budget not reserved for other purposes, i.e. petition, copying costs, postage, Vigil certificate framing, etc.
- F. There is no set menu for the breakfast, but traditionally the following has been served:

Eggs	Milk
Bacon	Orange Juice
Sausage	Apple Juice
Pancakes	Biscuits and Gravy
Steaks	Toast
Hash Browns	

VIG-3 – VIGIL HONOR PROCEDURE
Revised 12/01/2006

LODGE VIGIL SELECTION (continued)

4. **RESPONSIBILITIES OF THE VIGIL HONOR SPONSOR:**
 - A. Ensure his or her candidate will be at the scheduled Lodge Vigil Call-Out or contact the Lodge Vigil Chairman to arrange for another call-out to be held.
 - B. Ensure his or her candidate is prepared for the induction.
 - C. Help to set up vigil sites.
 - D. Be on time for scheduled activities and help where needed.

WEB – WEBSITE PROCEDURE
Revised 04/01/2006

LODGE WEBSITE

1. **PURPOSE** - The Lodge website gives important information regarding Lodge activities.
2. **PRODUCTION** – The Lodge Website is maintained by the Communications committee. Chapter Chiefs and Lodge committee chairmen are responsible for providing the Communications committee correct information to be published.
3. **CONTENT** – The Lodge website contains a calendar of events, Lodge history, Lodge forms, news, links, and descriptions of committees, descriptions of Chapters, Officers, and any other info deemed necessary by the Lodge. The Communications committee may include other content on the website with the approval of the Lodge adviser. All information is kept as current as possible.
4. **ANNUAL UPDATES** – Each year, all the officers, advisers and chairmen should be updated, following the annual dinner.
5. **PERIODIC UPDATES** – The Lodge website should reflect changes in officers, advisers, and chairmen change throughout the year.
6. **AUTHORITY** – The website is under the control of the Lodge Adviser. He is responsible for all content on the site and must take responsibility for accuracy and appropriateness of all content. Content must be in accordance with the rules of the National OA Website Team as modified by the Council's decisions.