

# Kittan Lodge

Lodge Executive Committee Handbook

**Dear Brothers of Kittan Lodge:**

*We have experienced many changes that have not excluded us from the world in many ways. Our Lodge can retain and improve our prosperity if we adapt our traditions with these changing times, while being ever mindful of our traditions! With each calendar year, our committees work towards this strategic goal, but it requires the entire Lodge - youth and adult membership - to work together as unified committees to benefit the entire Lodge and Twin Rivers Council, who we all serve Cheerfully.*

*To achieve this strategic plan, the Lodge must do the following:*

- 1. Conduct Unit Elections that will find eligible, active, and responsible candidates, who will increase our manpower to serve the Council, and also the Lodge's obligation to the Order of the Arrow at the Section, Region, and National Levels.*
- 2. The Unit Elections and Camping Promotions Committee(s) will work closely with the Council Camping Committee to promote the history of the Order, and the camping traditions of our Council Camps. Our Lodge's Where to go Camping Book is available to the Unit Elections and Camping Promotions Committee(s) to increase the awareness to the units throughout the Council of the camping*

*opportunities that are easily found within the Council's service area.*

- 3. Our focus has been on our Regalia and Ceremonies Committee ability to produce a visually and empowering experience for all who are a part of the ceremonies; the four principles, the candidates, or as audience members.*
- 4. There is a need, always, to maintain the lines of communication between the Lodge and the Unit Leaders.*
- 5. If the preceding four parts of this plan are implemented, the active membership of the Lodge will increase substantially throughout each Chapter, the Lodge events, Section conclaves, and at Region and National sponsored events.*
- 6. All candidates will select a committee to work with, to create stronger ties of brotherhood and fellowship within our Lodge. If we all are more active and visible throughout the Council as Lodge members, we will have fun while working together to help our units.*

*This is a toilsome task, but our Lodge is very capable of reaching each of these lofty goals. But this is only possible if we all work together towards our common strategic plan goals of our Lodge and Council*

## **Purpose of the Order of the Arrow**

To recognize those campers; Scouts, Explorers, and Scouters, who best exemplify the Scout Oath and Law in their daily lives and by such recognition cause other campers to conduct themselves in such a manner as to warrant recognition.

To develop and maintain the camping traditions and a spirit.

To promote Scout camping, which reaches its greatest effectiveness as a part of the unit's camping program, both year-round and in the summer camp, as directed by the camping committee of the Council.

To crystallize the Scout habit of helpfulness into a life purpose of leadership in cheerful service to others.

## The History of the Order of the Arrow

The Order of the Arrow was founded during the summer of 1915 at Treasure Island Scout Camp of the Philadelphia Council by Dr. E. Urner Goodman and Carroll A. Edson, the Camp Director and Assistant. These two men worked with the staff of Treasure Island to found these ideals that became the basis for the National Brotherhood of Honored Campers of the Boy Scouts of America. This has been changed to reflect respectively our ideals as Scouting's Honor Society.

Treasure Island, located north of Trenton, New Jersey, on the Delaware River, which was an early camping ground and territory of the Lenni Lenape, who are also known as the Delaware Indians. Goodman and Edson wanted a distinct form of recognition for those scouts in their camp, who best exemplified the spirit of the Scout Oath and Law. Since the valley of the Delaware was rich in tradition and the site was an island used in the past as a camping ground of the Indians, it seemed only natural to base this brotherhood of honored campers on the legends and traditions of the Delaware. As a result, they prepared a simple, yet effective ceremony that in turn led to the organization of what was later to be known as the Order of the Arrow. It was from this beginning that the procedures and programs of the organization were to be based on the ideals of democracy. Thus, a unique custom was established, to have members elected by non-members. There has been no change in this ruling principle since. The original name, *Wimachtendienk, Wingolauchsik, Witahemui* was recommended by Horace W. Raltson, a Scouter of Philadelphia, PA.

The original ceremony was quite different than the ones that were later developed. Yet, three lessons remained from the first to be taught.

In the first year, 25 members were inducted into the brotherhood. Members wore a black sash

with a white arrow on it. The black sash was used, since it offered an excellent contrast to the white arrow. In the original plan, there were two degrees: the first, was like a combined Ordeal and Brotherhood induction, and the second, was an early version of the Vigil Honor.

From 1915 to 1921, the Order grew slowly. In 1921, the first steps were taken to make the Order a national program. As of 1922, the Order of the Arrow became an official experimental program within the BSA. On June 2, 1934, at the National Council Annual Meeting in Buffalo, NY, the Order of the Arrow as a program of the BSA was approved by the National Council. During May of 1948, the National Executive Board, upon recommendation of the Committee for Camping, officially integrated the Order of the Arrow into the Scouting movement. In the 1974 re-organization of the BSA, the Order of the Arrow Committee became a sub-committee of the National Boy Scout Committee.

The Order of the Arrow has grown throughout the years from a non-aggressive promotional plan. Growth increased as Councils had believed in the Scouting ideals and principles that the Order of the Arrow expressed, soon the voluntarily formation of Lodges were requested by the Councils. A single and sound society of a honored campers brotherhood was formed to serve Councils. Over one million Boy Scouts, Explorers, and Scouters have been inducted into the Order over a period of more than eighty years. There are now over 210,000 active members.

***"In a great and honored Order, into which can be admitted only those who unselfishly desire to serve others, there must be a lofty purpose. You were selected for membership in the Order because your fellow Scouts saw your sincerity and acceptance of the high ideals and purpose of the Scout Oath and Law."***

## Order of the Arrow Fact Sheet

### **Purpose:**

The purpose of the Order of the Arrow is fourfold:

1. *To recognize those Scout campers who exemplify the Scout Oath and Law in their daily lives.*
2. *to develop and maintain camping traditions and spirit.*
3. *To promote Scout camping*
4. *To crystallize the Scouting habit of helpfulness into a purpose of leadership in cheerful service to others.*

### **History:**

The Order of the Arrow (OA) was founded by Dr. E. Urner Goodman and Carroll A. Edson in 1915 at Treasure Island Scout Camp of the Philadelphia Council, BSA. It became an official experimental program in 1922 and was approved as part of the Boy Scout Program in 1934. In 1948, the OA was recognized as the BSA's national brother-hood society of honored campers. It officially became part of the national camping program of the Boy Scouts of America.

### **Membership:**

The OA has more than 210,000 members in Lodges, who are affiliated with more than 300 local councils of the BSA.

### **Eligibility:**

To become a member, a scout must be a registered Boy Scout or Explorer, who has 15 days and nights of camping that include a consecutive 6 day and 5 night camp-out being long-term camping or summer resident camp. A youth must have reached First Class rank before the OA Unit Elections as well.

### **Induction:**

The induction ceremony, called the Ordeal, is the first step towards full membership. During the Ordeal, candidates maintain complete silence, receive small amounts of food, work on camp improvement projects, and are required to sleep alone apart from other campers.

### **Brotherhood Membership:**

After 10 months of service to the council and lodge, an Ordeal member may take part in the Brotherhood ceremony, which places further emphasis

on the ideals of Scouting and the Order. Completion of the ceremony signifies full membership in the OA.

### **Vigil Membership:**

After 2 years as a Brotherhood member, and with the approval of the National Order of the Arrow Committee, a Scout may be recognized with the Vigil Honor for outstanding service to Scouting, his unit, community, and Lodge.

### **Lodges:**

Each OA Lodge is granted a charter from the National Council, BSA, which is applied for by the local council. By fulfilling its purpose, the OA lodge helps the local council provide a high quality BSA program.

### **Sections:**

An OA Section consists of 6 to 12 lodges. Once every year, representatives of the lodges from throughout the section come together for a conclave. At this conclave, an election is held to elect a Section Chief, Vice-Chief, and Secretary. Additionally, each year all the elected Section Chiefs meet a conference to form committees to run the National Order of the Arrow Conference (NOAC), which is held every two years.

### **Region Chiefs:**

Region Chiefs are youth leaders of the region elected by the section chiefs for a 1-year term. The election is held in conjunction with the annual meeting of section chiefs to elect the national chief and vice-chief, as well as planning the NOAC's.

### **National Chief and Vice-Chief:**

There Arrowmen are selected by the section chiefs to serve a 1-year term of office for the National Order of the Arrow Conference Committee. They serve on the National OA Committee and provide youth opinion on National OA policy. They also serve as presiding officers of the NOAC.

### **National OA Committee Chairman:**

This person is appointed by the chairman of the National Boy Scout Committee. The professional advisor is the national director of the OA, and a member of the National Boy Scout Division Staff.

## Lodge Officer and Committee Responsibilities

**Lodge Chief:** Serves as the Chairman of the Lodge Executive Committee. Represents the Lodge at necessary functions and is responsible for adhering to the program and policies of the Lodge. He appoints each committee chairman of the operating committees of the Lodge. He also delegates duties to fellow lodge officers and committee chairmen. He works out with the Lodge Staff Advisor, Lodge Advisor, and Lodge Executive Board a plan book for each year a cooperative strategic plan between the Lodge and Council Camping Committee and other officials.

**Vice-Chief of Program:** Coordinates for the Lodge Chief the activities of all the lodge committees. Ensures the Chairmen are present at all the LECs and if they are not he makes sure they submit a report to the lodge thru him.

**Vice-Chief of Administration:** Coordinates for the Lodge Chief the participation and support of the Chapters to the Lodge for functions and meetings. Over sees the Quality Chapter Program. Reports for the Chapters in their absence.

**Treasurer:** Pays the bills from the Lodge account through the council office service center. He maintains the lodge's financial records, collects the money at Lodge functions, and gives the treasurer's report at all LEC Meetings.

**Secretary:** Maintains all membership records, issues membership cards upon the payment of lodge dues to the treasurer or at the council office service center. He records the attendance and minutes of all LEC and Lodge meetings. Chairs the Communication Committee which is responsible for all Lodge correspondence and the Lodge website.

*The Lodge Chief can authorized additional Committees and Chairman based on needs of the Lodge.  
These Committees can include but are not limited to:*

**Activities:** is responsible for planning, promoting, and executing the following Lodge Activities: The Banquet, Fellowship, Fall Ceremonial Weekend, and Lodge Trainings.

**Ceremonies:** is responsible for furnishing ceremonial teams for the Fall Ceremonial Weekend. Provides training and support to all Chapter Ceremonial teams.

**Unit Elections:** is responsible for coordinating the Lodge Unit Elections Program.

**Vigil:** is responsible for coordinating the entire Vigil process for the lodge including the selection process, vigil breakfast, vigil ceremony, and all the aspects of those events.

**National Events:** Varies year to year. Responsible for coordinating Lodge contingent to National functions when appropriate.

**Section Conclave:** is responsible for coordinating and fulfilling Lodge responsibilities for the Conclave.

**O.A. Troop Representative:** is responsible for maintaining and improving effectiveness of the program.

**Camp Promotions:** is responsible for maintaining and improving the Lodge's effectiveness of our support in the council camps.

**Service:** is responsible for implementing and improving the Lodge Service Grants program. Also responsible for making sure that all Service hours are accounted for in the Lodge.

**Finance:** is responsible for creating and maintaining the Lodge Budget and fundraisers. Is Chaired by the Lodge Treasurer.

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## Uniform and Insignia

### **Wearing the Uniform and Insignia:**

Each Arrowman is to exemplify the Scouting principles by wearing, correctly and proudly, the Scout Uniform, to properly set an example for other Scouts. The Official Insignia of the Order of the Arrow has set the rule that all sashes are worn with the arrow pointing over the right shoulder as an obligation to lead in cheerful service. The sash is not to be altered for wearing other badges or pins on the front or the back, except for the 50<sup>th</sup> Anniversary Award and the 60<sup>th</sup> Anniversary Bicentennial Award. The sash is to be worn at all OA functions and special Scouting Events, such as courts of honor. It is not to be worn at Troop meetings, other than Unit Elections.

The Order of the Arrow has adopted the official jacket that members may wear with the 6-inch National OA patch centered on the back. The large NESA, Jamboree, and international participation emblems are approved to be worn on the back of the jacket, only one may be worn at a time.

### **The Lodge Pocket Patch (Flap):**

This insignia is authorized by the BSA to be worn only by Order of the Arrow lodge members on the right pocket flap. It serves a similar purpose as the Council Shoulder Patch that identifies if a Scout or Scouter is an active member of a particular lodge. As with Council Shoulder Patches, there are no restrictions to a lodge's Arrowman. The Lodge, if it decides to have a pocket flap (patch), designs, approves one patch that is made available for all lodge members to wear. It is against the purpose of the Order of the Arrow to use a pocket flap to distinguish different levels of membership or officers. It is the policy of the National Committee that the pocket flap be designed no larger than the pocket flap or has a portion of the design that hangs below the bottom of the pocket flap. Lodges are advised that the National Order of the Arrow Committee recommends that no restrictions be placed on lodge emblems.

## **The Adults in the Order of the Arrow**

*The adults in the Order,  
At whatever level they operate,  
Holds membership in some local  
Lodge, for that is where the boy comes in.*

*They go through the ceremonies  
As boys do, for that gives them  
A taste of the boy's experience.*

*They wear the appropriate  
Regalia and costumes in lodge activities,  
For that shows respect for the things that  
The boy members cherish.*

*They seek to give the boy every  
Opportunity for the responsibility  
In the operation of lodge affairs,  
For that is their right.*

*But above all the adult in the OA,  
At whatever level they operate, looks  
Upon their membership not so much from  
The standpoint of what it may do for them,  
As from the standpoint of what it may  
Contribute to the character building and  
Citizenship training for the boys in a life of  
Cheerful service.*

By E. Urner Goodman

## **Lodge By-Laws**

Kittan Lodge , Order of the Arrow W.W.W., Twin Rivers Council, Inc. #364,  
Boy Scouts of America, 253 Washington Avenue Ext., Albany, NY 12205-5553.

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### **Article I – The Official Name of the Lodge**

- Section 1. The name of the lodge of the Order of the Arrow shall be Kittan Lodge, taking this name from the three rivers contained in the Lodge's area.
- Section 2. The lodge shall be affiliated with the Twin Rivers Council #364, Boy Scouts of America, and shall be under the administrative authority of the Council Scout Executive, or their designee.
- Section 3. The totem, and the call of the lodge, shall be that of a Porcupine.
- Section 4. There shall be seven chapters in Kittan Lodge. Ktemaque Chapter shall cover the same territory as the Fort Orange District, Loon Chapter shall cover the same territory as the Adirondack District, Sisilija Chapter shall cover the same territory as the Schenectady District, Taghkanic Chapter shall cover the same territory as the Mahikan District, Taounyawatha Chapter shall cover the same territory as the Saratoga District, Thayendanegea Chapter shall cover the same territory as the Sir Williams Johnson District, and Wakpominee Chapter shall cover the same territory as the Wakpominee District.

### **Article II – The Objectives of Kittan Lodge**

The objectives of this Lodge are those specified in the current printing of the official Order of the Arrow Handbook.

### **Article III – The rules for membership in Kittan Lodge**

- Section 1. The requirements for membership in this lodge are those specified in the current printing of the Order of the Arrow Handbook.
- Section 2. The active members shall be those who are currently registered with the Boy Scouts of America, and have paid their dues for the current charter year.
- Section 3. There shall be no Honorary Membership in Kittan Lodge in accordance with the Order of the Arrow Handbook.
- Section 4. Active members shall receive notices of all regular, special meetings, and activities of the lodge.

- Section 5. A member who has not paid the required dues shall receive a notice from the Lodge Treasurer to the effect that his/her membership is inactive, together with a form by which the member may request reactivation. Lack of a reply will indicate no further interest in renewing their membership, and this member will be considered inactive.
- Section 6. An inactive member may be restored to the active status by paying that year's current dues. Proof of membership must be provided by the inactive member if the lodge records do not reflect being registered prior to the reactivation.
- Section 7. Ordeal membership shall be granted to duly elected candidates in accordance with the procedures in a current publishing of the Order of the Arrow Handbook and the current printing of the Ordeal Ceremony Pamphlet.
- Section 8. Brotherhood membership shall be granted to the active Ordeal membership according to the current publishing of the Order of the Arrow Handbook and the current printing of the Brotherhood Ceremony Pamphlet.
- Section 9. Vigil Honor membership shall be granted in accordance to the current printing of the Order of the Arrow Handbook and the Vigil Honor Ceremony Handbook.
- Section 10. Adult Scouters age twenty-one or over do not have a vote in matters of Lodge Business.

#### **Article IV – The Election of Lodge Officers**

- Section 1. The officers of the lodge shall be a Lodge Chief, a Vice-Chief of Administration, a Vice-Chief of Program, a Lodge Secretary, and a Lodge Treasurer. These elected officers must be under twenty-one years of age for the entire term of their office.
- Section 2. All candidates interested in running for a Lodge Office shall submit a letter of intent to run and be recommended by their Chapter Advisor. This letter should be submitted to the Lodge Advisor prior to the Annual Business Meeting when elections are to be held. Lodge Officers running for re-election do not need to submit the letter of recommendation, but must still submit a letter of intent.
- Section 3. Lodge Officers shall be elected by a majority vote of all members, under the age of 21, present at the Annual Business meeting.
- Section 4. The officers of the chapters shall be a Chapter Chief, Vice-Chief, and a Secretary. These elected officers shall be under twenty-one (21) years of age for the entire term of office. Chapter Chiefs and Chapter Vice-Chiefs shall be elected at the chapter meetings to be held at the determination of the Chapter Key III. Nominations shall be taken from the floor for the office of Chapter Chief and Chapter Vice-Chief. At the close of nominations for the office for each office the Chapter Chief shall conduct a secret ballot for each office. A simple majority of valid ballots is needed to win office.

- Section 5. Defeated candidates from any office may be re-nominated from the floor for another office.
- Section 6. The term of office for Lodge and Chapter Officer shall be one year.
- Section 7. In the event that a Lodge Officer or Chapter Officer fails to fulfill the duties of his office, the Lodge Advisor, Lodge Chief, and Council Scout Executive shall consider the facts and determine the corrective action.
- Section 8. When a vacancy occurs in any office, for any reason, the Lodge Chief shall appoint a replacement until the next Lodge Executive Committee Meeting where a replacement will be voted on. Candidates must still have a letter of intent and recommendation from their Chapter Advisor for them to be considered by the LEC. If the vacancy is with the Lodge Chief's position, the Vice Chief of Administration will serve until the next LEC meeting.

#### **Article V – Lodge Meetings and Events**

- Section 1. The Lodge calendar shall include:
- a. Fall Ceremonial Weekend
  - b. Fall Fellowship Weekend
  - c. Vigil Breakfast
  - d. Vigil Ceremony
  - e. Section Conclave
  - f. National Events
- Section 2. Each meeting of the lodge shall be opened with the Obligation of the Order of the Arrow.
- Section 3. The Lodge Chief, upon request of the Lodge Executive Committee, shall be obliged to hold a special meeting of the lodge within forty-five days.
- Section 4. The Lodge will conduct the Annual Business Meeting at the Fall Fellowship where the following must be address:
- a. Election of Lodge Officers
  - b. Lodge Budget for next year
  - c. Lodge Calendar for next year

#### **Article VI – The Executive Committee**

- Section 1. The Lodge Executive Committee shall be composed of the five (5) elected Lodge Officers, a representative from each of the seven (7) Chapters and the Lodge Committee Chairman. The Lodge Chief will be the chairman of the committee.

- Section 2. Each member of the Executive Committee, except the Lodge Chief, will have one vote on the committee. The Lodge Chief will only be allowed a vote in tie breaking situations.
- Section 3. The Executive Committee of this lodge shall hold at least nine scheduled business meetings per year.
- Section 4. Special Meetings of the Executive Board may be called by the Lodge Chief, Lodge Advisor, or the Council Scout Executive.

**Article VII – Committees**

The Lodge Chief shall appoint such operation committees as may be required from time to time with the approval of the Lodge Executive Board. All operating committee chairman shall be under the age of twenty-one (21). Advisors to each operating committee shall be appointed by the Lodge Advisor.

**Article VIII – Finances**

- Section 1. All Order of the Arrow funds shall be handled through the Council Scout Service Center in Albany, NY, and go through all normal accounting procedures used by the Council.
- Section 2. Dues shall be paid to Kittan Lodge and a current membership card shall be issued by the Lodge Secretary and distributed immediately to all paid and registered members.
- Section 3. The annual budget is submitted by the Lodge Treasurer and approved by the Lodge at the Annual Business Meeting. In the development of the annual budget, funds shall be made available for the mailings, activities and annual expenses of the Lodge.
- Section 4. The registration and induction fees for all Lodge events will be determined by the Lodge in the annual budget as well as the annual dues rate.
- Section 5. All other financial policies are stated in the Lodge Financial Policy approved by the Lodge Executive Committee and maintained as a separate document from the By-Laws.

**Article IX – Lodge Rules of Procedure**

Lodge Rules of Order and Procedure shall govern this Lodge in all cases in which they are applicable, and they are not to be inconsistent with these rules or special rules that the lodge adapts in compliance with those of the Order of the Arrow. As well any rules that the Order of the Arrow implements, the lodge must comply with or amend any rules that are inconsistent.

**Article X – Amending the Rules**

- Section 1. The Rules shall be subject to amendment at any regular, or special meeting of this lodge provided such an amendment has been submitted in writing to the Lodge Executive Board within one (1) month prior to such a meeting, and that due notice has been sent to all active members at least two (2) weeks minimum or thirty (30) days prior to such a meeting.
- Section 2. The Lodge Secretary shall acknowledge that he has received a proposal amendment promptly after the Lodge Executive Board has received the said amendment.
- Section 3. A quorum of one-half (1/2) the active voting members in attendance must be present in order to put an amendment of these Rules to a vote.
- Section 4. A two-thirds (2/3) affirmative vote shall be required to amend these Rules.

## Lodge Administrative Policies

### Lodge Advisors

In addition to the Lodge Advisor, the Lodge will have a minimum of three Associate Lodge Advisors.

The Associate Lodge Advisors will have assigned committees and chapters to be determined by the Lodge Advisor.

The current status is as follows:

- Lodge Advisor- Drew Chesney
  - Committee Responsibilities
    - Vigil
    - Founder's Award
  - Lodge Officer's
- Lodge Associate Advisor- Patrick Andrews
  - Chapter Responsibilities
    - Loon
    - Wakpominee
  - Committee Responsibilities
    - National Events
    - Ceremonies
    - Camp Promotions
- Lodge Associate Advisor- Harrison Francett
  - Chapter Responsibilities
    - Sisilija
    - Thayendanega
    - Ta-Oun-Ya-Wat-Ha
  - Committee Responsibilities
    - Service
    - Elections
    - Communications
- Lodge Associate Advisor- Anthony Richard
  - Chapter Responsibilities
    - Ktemaque
    - Tagkanic
  - Committee Responsibilities
    - Membership
    - Conclave
- Lodge Associate Advsior- Mike Shaver
  - Finance
  - Fundraising
  - Lodge Trading Post

## Training

### *National Leadership Seminar and National Lodge Advisors Training Seminar*

- The Lodge recognizes the importance of high level training for all Advisors in the lodge. As responsible adults we must make our own knowledge and understanding of the Order, its policies, and its program our top priority.
- Once an adult makes a commitment to serve as a Lodge Advisor, Associate Lodge Advisor, or Chapter Advisor they have one full calendar year to attend NLS or NLATS at the expense of the Lodge, per the lodge budget.
- If the adult does not attend NLS or NLATS they will be responsible for reimbursing the youth of the total fee paid. The only exception would be illness, injury, or death in the family.
- Other adults may attend the Regional training at their own expense if they wish.
- The Lodge in its yearly budget will determine how many youth may attend the Regional training from each chapter.
- All Lodge officers will have the opportunity to attend the training if they choose.

### *Lodge Advisors Development Seminar*

Each calendar year the Lodge Advisor will run a development course for all Advisors on the Chapter and Lodge level.

### *Lodge Leadership Development Course*

Each calendar year the Lodge Officers will host a development course for all youth officers on the chapter and Lodge level.

## Service Grants

- Each year funding amounts will be determined by the Lodge Executive Committee in the yearly fiscal budget.
- The Lodge will provide two types of grants. One type will be the Annual Service Grant and the other type is the Annual Rotating Service Grant.
- Each camp will be able to receive the Annual Service Grant once, each fiscal year.
- The Annual Service Grant will have no timeline, meaning it can be awarded at anytime.
- The Annual Service Grant must be submitted by a Chapter to the Lodge for consideration.
- The Annual Rotating Grant will be due at the April Lodge Meeting.
- The Annual Service Grant must be submitted by a Chapter or Lodge Officer for consideration

## Health and Safety

- There shall be a Health and Safety Officer at every Lodge Service Day, Ceremonial Weekend, or overnight event.
- That person must be a minimum of an Emergency Medical Technician.
- Lodge Incident reports will be filled out for all incidents at any and all events, including meetings.
- For all under 18 year old participants, the legal guardians will be called immediately.

## Lodgemaster

The following OA LodgeMaster policies will be part of the Kittan Lodge – Advisor’s Administration Manual.

OA LodgeMaster will be the only software used by Kittan Lodge to track membership information. Excel spreadsheets will no longer be used or maintained.

All Users have undergone youth protection training

All Users be approved by Lodge OALM admin and Lodge Adviser

All Users read and sign national policy about protecting youth information online

Currently no youth will have access to LodgeMaster, but will contact their Chapter Adviser if any information or report is requested

### *Assignment of User name / passwords*

Each chapter will have one adult adviser who will be granted access to chapter records. User names will be linked in LodgeMaster to the User’s membership record. The User will be responsible for maintaining the privacy/security of their login information, and the User will not give their login information to other members. If a Chapter Adviser wishes to designate an additional adviser as an user, that user must first be approved as explained above, and they will be given their own login information linked to their membership record.

Chapter Advisers – and/or their designee – will have access to chapter records only. They will be able to view, edit, and add records. They will not be able to delete members, or have any access to records outside their chapters. They will also be able view and manage chapter/lodge events, and enter service hours.

Only OALM Admins will have full access to all the functions and features of OA LodgeMaster.

On a case by case basis, certain users will be granted temporary ‘edit’ access to chapter and lodge records when multi-chapter events (such as ordeal weekends) take place. That user will be responsible for updating records of all participants at that event, regardless of chapter affiliation.

### *Responsibilities of Users*

Chapter Advisers – or their approved designee – will be responsible for updating, maintaining, and verifying the membership records of their chapter members. More specifically, the User will be responsible for entering registration info, dues payments received, changes in honor levels, service hours completed, and updating contact info (or filling in missing info) at chapter events. If current dues are owed by members registering for events, the User will enforce current Lodge policy regarding participation at Chapter and Lodge events.

Chapter Advisers will also be responsible for printing and distributing Membership Cards at chapter events.

Users will be responsible for entering the information from Unit Elections in their Chapters. Once completed unit election reports have been turned in, the User will enter the information for each new candidate elected.

### Finance Policy

The following distribution must be used for all financial documents including but not limited to Check Requests, Event Budgets and Transmittal Records:

- Lodge Treasurer
- Lodge Chief
- Lodge Advisor
- Assoc. Lodge Advisor – Finance

This can be done via email, regular mail or hand delivery.

The most current printing of financial forms provided by the Lodge must be used. These include the Transmittal Record, Event Budget, Check Request, Inventory, Inventory Transfer and Service Grant forms. Current copies of all forms are available on the lodge website [www.kittanlodge.org](http://www.kittanlodge.org), the Yahoo Groups site, from the Lodge Treasurer or from any Lodge Advisor.

Lodge Funds not identified in the annual budget will require approval by the Lodge Executive Committee (LEC) using regular meeting and voting procedures.

Lodge Funds identified in the budget, or approved through normal voting, will require a check request be submitted to the Lodge Treasurer. The check request will then proceed to the Council.

Chapter funds can be used at the discretion of the Chapter provided the Chapter submit the appropriate paperwork to the Lodge: Chapters must submit a check request to the Lodge Treasurer. If the check request is for an event, it must be submitted with an event budget form prior to the event. Chapter funds will be tracked by the Lodge Treasurer and verified by the Assoc. Lodge Advisor – Finance

- If the Chapter has sufficient funds the check request will proceed to the Council.

- If the Chapter has insufficient funds then the check request must be approved by the LEC before proceeding to the Council.
- Check requests will only be granted to Chapters if budget forms, transmittal record and applicable funds from all prior events are not outstanding.

Checks are written or "cut" from the Council office on the 1st and 15th of the month. Please plan accordingly, allowing the council support staff sufficient time to accommodate the check request.

Council checks can only be made payable to Businesses, Chapter Advisors or Lodge Advisors.

Upon cutting a check, the council support staff will copy the check on the provided space of the check request and provide the Assoc. Lodge Advisor – Finance a copy. He will then distribute this completed form to the Lodge Treasurer, Lodge Advisor and the requester so funds can be accounted for.

Event Follow-up - Funds and completed Transmittal Record must be submitted to the Council Office within 10 Business days of an event by the Lodge/Chapter Advisor. This can be done through the mail, hand delivered, or through a Lodge Advisor. Copies of the Transmittal Record, completed Event Budget form (with actual figures and a youth signature), and copies of all receipts must be supplied to the Assoc. Lodge Advisor – Finance. The Lodge Treasurer shall perform this function for all Lodge events; the Chapter Chief or his designee shall perform this function for all Chapter events. The Assoc. Lodge Advisor – Finance will inform the Lodge Treasurer and the Lodge Advisor.

All funds submitted to Council must include a properly completed Transmittal Record. The Transmittal Record will include details of the event and proper account codes. The Transmittal Record will allow the Council office to properly credit the Lodge and/or Chapter with funding.

Individuals paying for events by check should make checks payable to: "*Twin Rivers Council - OA*"

The Assoc. Lodge Advisor – Finance, receives monthly feedback from the council; this feedback will be provided to the Lodge Treasurer. Combined with the Transmittal Records the Lodge Treasurer prepares a Treasure's report for the Lodge Executive Committee Meeting (LECM) including but not limited to Chapter and Lodge balances.

Lodge memorabilia, flaps and national supply items are maintained in chapter inventories as required. This inventory is tracked by the Lodge Treasurer through the use of Inventory Forms and Transfer of Inventory Forms. These forms are to be submitted along with a Transmittal Record with the submission of trading post funds. Chapters will not be charged for inventory that is accounted for.

In the event you cannot visit the Council Office with cash from your OA Event the Lodge would recommend that you obtain a bank check. Cash can be turned into a bank in exchange for a single bank check made out to "*Twin Rivers Council - OA*". Most banks will provide this service for the Boy Scouts free of charge. You can then submit the bank check with the personal checks and your completed Transmittal Record to the Council.