



NOTICE!

In an effort to better serve the units in the Twin Rivers Council, Boy Scouts of America, Kittan Lodge has made available on-line our Unit Elections Packet. As part of this initiative, the Unit Elections Form, Ordeal Candidate Roster and the Adult Nomination Form have been made available as fill-in forms that can be re-saved and distributed electronically via email. We ask that the following Unit Election Packet is printed out in its entirety and shared with the Unit.

We remind all parties involved in the Unit election process that they uphold the high ideals of scouting. These forms do not have the capability to accept a signature electronically however that does not mean that the approvals of the unit leader and the elections team are not required.

We thank you for your attention and hope that this effort is a beneficial resource to the very units we strive to serve through leadership and cheerful service.

KITTAN LODGE
ORDER OF THE ARROW – BOY SCOUTS OF AMERICA

Unit Elections Packet



Safeguard This Material

Election Procedures

Eligibility

A scout under the age of 21 is eligible for election if he is First Class or above, has Scoutmaster approval, and has 15 days and nights of camping including one but no more than one long term week of resident camping such as summer camp. A scout should be active in his troop and lives the scout oath and law in his daily life.

An adult member (age 21 and over) can be nominated by filling out the adult nomination form and being approved by the committee, they too must also have the camping requirements of 15 days and nights.

Conducting the Election

When you visit a troop to conduct an election you should first introduce yourself and then tell the troop about the Order of the Arrow. You should use the information on this page and the following pages, read the letter from the chief, and explain what the OA does. Then explain how a scout is eligible and how the election will be carried out.

Election Requirements

One-half of the registered unit must be present at the election in order for the election to take place. A scout is not required to turn in a ballot. All eligible youth who receive votes from at least 50% of those who turned in ballots are elected.

Important!

Do not inform scouts who was and who was not elected, that is up to their leader, and preferable not for them to know about until the "call-out". Make sure that elected scouts' information is clearly written on the attached candidate roster form, including their; Name, Address, Phone Number, and Date of Birth.

All members of the election team as well as the Scoutmaster need to sign the completed election form.

Number of scouts that can be voted for

Scouts can vote for as many eligible scouts as they wish to.

HISTORY OF THE ORDER OF THE ARROW

The Order of the Arrow (OA) was founded by Dr. E. Uner Goodman and Carroll A. Edson in 1915 at the Treasure Island Camp of the Philadelphia Council, Boy Scouts of America. It became an official program experiment in 1922 and was approved as a part of the scouting program in 1934. In 1948, the OA was recognized as BSA's national brotherhood of honor campers, became an official part of the Boy Scouts of America. Today, its service, activities, adventures, and training for youth and adults, are models of quality leadership development and programming that enrich, support, and help extend scouting to America's youth. The OA has over 180,000 members located in lodges affiliated with 310 local BSA councils.

ORDEAL MEMBERSHIP

The induction process, the Ordeal, is the first step toward full membership in the OA. During this period the member is expected to strengthen his involvement in the unit and encourage scout camping.

BROTHERHOOD MEMBERSHIP

After 10 months of service as an Ordeal member and after fulfilling certain requirements, a member may take part in the Brotherhood ceremony, which places further emphasis on the ideas of Scouting and the Order. Completion of this ceremony signifies full membership in the Order of the Arrow

VIGIL HONOR

After 2 years of service as a Brotherhood member, and with approval of the National Order of the Arrow Committee, a youth or adult Arrowman may be selected to be recognized with the Vigil Honor for outstanding service to scouting, their lodge, or the Order of the arrow. This honor is limited to not more than one Arrowman for every 50 members registered with the lodge each year.

LODGES

An Order of the Arrow lodge is granted a charter from the National council, BSA, upon annual application by the lodge's local council. The OA lodge helps the local council provide a quality scouting program through recognition of scouting spirit and performance, youth leadership development, adventurous programming, financial support, and enhanced membership tenure.

SECTIONS

An Order of the Arrow section consists of lodges within a geographic area of the region. Once each year, representatives of the lodges in the section come together for a conclave to share in fellowship, program ideas, training, and skills development. In addition, the section creates a monitoring/mentoring relationship with the lodges, provides leadership development opportunities, fosters understanding and adherence to national OA policies and procedures, and coordinates OA administrative and program functions. The section key three leadership consists of the section chief, section adviser, and section staff adviser.

REGIONS

The region consists of sections within a geographic area. There are 4 sections, Northeast, Southern, Western, and Central. Regions host National Training sessions and oversee the sections. The regions are youth lead by a region chief.

NATIONAL LEADERSHIP & EVENTS

The national chief and vice chief serve as the top youth leadership of the Order. Every 2 years there are NOAC's, National Order of the Arrow Conferences. These are great opportunities for fellowship and leadership, as well as a good time.



PURPOSE OF THE ORDER OF THE ARROW

- To recognize those campers – Scouts and Scouters – who best exemplify the Scout oath and law in their daily lives and by such recognition cause other campers to conduct themselves in such a manner as to warrant recognition.
- To develop and maintain camping traditions and 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 lodge camping committee of the council.
- To crystallize the Scout habit of helpfulness into a life purpose of leadership in cheerful service to others.

KITTAN LODGE INFORMATION

MEETINGS

Lodge Executive Committee Meetings (LECM) are where all major decisions are made, lodge events are planned and procedures are determined. The more people in attendance the better, it is an excellent opportunity for leadership, service, and fellowship.

For more information on meeting/event times and locations refer to the lodge web-site www.kittanlodge.org. All are invited and recommended to come.

EVENTS/WEEKENDS

Every fall our lodge hosts a ceremonial weekend for those Ordeal and Brotherhood candidates, as well as a fellowship weekend combined with our Lodge Leadership development Course. These are great opportunities and all are encouraged to attend.

DUES

Members of the lodge are assessed dues each year for the maintainment of lodge operating costs and news letters along with other mailings throughout the year. Dues are paid in January and are good for one year, at a low rate of only \$ 10.00 They can be mailed to the Council office along with your name, address, phone number, and any other applicable information. Checks may be payable to "Twin Rivers Council, BSA." Thank You.

Chapter Elections Chairman

Place Label of Current
Chairman Here with Current
contact Information

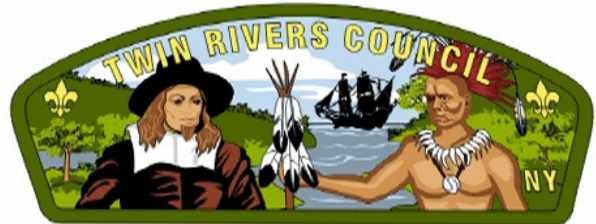
NEED INFORMATION?

If you need information contact your local chapter chief, or try out website www.kittanlodge.org

CHAPTERS

There are 7 chapters that make up the lodge, they hold their separate meetings and events, as well as taking part and making up lodge meetings and events. They share the same geographic area as the districts. The chapter, like the lodge, are run by an executive committee lead by a chief, vice-chief, and secretary.

CHAPTER	DISTRICT
Ktemaque	Fort Orange
Taghkanic	Mahikan
Sisilija	Schenectady
Ta-Oun-Ya-Wat-Ha	Saratoga
Thayendanegea	Sir William Johnson
Wakpominee	Wakpominee
Loon	Adirondack



Twin Rivers Council, BSA
Kittan Lodge is affiliated with Twin Rivers
Council No. 364 of the
Boy Scouts of America.

253 Washington Avenue Ext., Albany, NY 12205
1-800-734-2721

Lodge Elections Chairman

Place Label of Current
Chairman Here with Current
contact Information



KITTAN LODGE 364

TWIN RIVERS COUNCIL • 253 WASHINGTON AVENUE EXTENSION • ALBANY, NY 12205

LETTER FROM THE CHIEF

(To Election Team)

First off I'd like to thank you for conducting unit elections and serving others. It is important to keep in mind that while conducting unit elections you are representing the lodge as well as the Order of the Arrow. It is also important to be using proper uniforming while conducting an election. Be sure to be familiar with the information on the inside cover of the Unit Elections Packet. All the information you will need is in this packet. Also be sure to pass on the information and read it if need be, the information on the inside back cover as well as the back cover of the packet. This is vital information that will help promote a better understanding of the order to the unit, as well as vital information about the lodge to those members of units who are already lodge members. While visiting a unit, take the time to promote in council camping year round at our camps, as well as promoting lodge and lodge-sponsored events. This would also be a opportune time to promote proper uniforming such as the current lodge flap. Many lodge members often inquire about the newsletter. They will not receive a newsletter unless they are current dues paid members. To pay their dues, follow instructions on back cover of packet.

Be sure to leave the packet with the unit as a resource available to them, however it is your job as the election team member to collect the election forms as well as the ordeal candidate roster. These items should be sent directly to your chapter elections chairman when they are completed. It is your job to assure that these forms are completed properly. Your chairman's contact information is located on the back cover also for the use of the troop to mail in the adult form at a later date if needed. **IT IS IMPORTANT THAT THESE FORMS ARE RECEIVED BY THE CHAPTER ELECTIONS CHAIRMAN BY THE DEADLINE!**

On behalf of myself and the executive board of Kittan Lodge No. 364, I thank you for your service and ask that you read the bottom letter to the units before voting takes place.

(To Unit)

I would like to take this time to congratulate those who are eligible to be elected into the Order of the Arrow. This is a great honor and not to be taken lightly. Remember when voting to vote for those who best exemplify the scout oath and law in their daily lives, it is not a popularity contest. I would encourage those who are elected to take your ordeal and become active members. I would also like to encourage those scouts who are already lodge members to get involved and even take part in monthly chapter and/or lodge meetings; there are many great opportunities to take advantage of. A reminder to current members to pay their dues every year and read their newsletter for information on upcoming events. Good Luck.

Yours In Service,

Kittan Lodge
Chief

KITTAN LODGE No. 364 - ORDEAL CANDIDATE ROSTER
(This form must be filled out completely for those elected)

Troop _____ District _____ Date _____

Name _____ D.O.B. _____

Address _____ Phone _____

_____ BSA No.: _____

Name _____ D.O.B. _____

Address _____ Phone _____

_____ BSA No.: _____

Name _____ D.O.B. _____

Address _____ Phone _____

_____ BSA No.: _____

Name _____ D.O.B. _____

Address _____ Phone _____

_____ BSA No.: _____

Name _____ D.O.B. _____

Address _____ Phone _____

_____ BSA No.: _____

Name _____ D.O.B. _____

Address _____ Phone _____

_____ BSA No.: _____

Name _____ D.O.B. _____

Address _____ Phone _____

_____ BSA No.: _____



KITTAN LODGE

TWIN RIVERS COUNCIL #364

253 Washington Ave. Ext. © Albany © New York 12205

www.kittanlodge.org



Adult Candidate Unit Nomination Form

Selection and induction into the Order of an adult scouter should take place only when the adult's job in Boy Scouting will make Order of the Arrow membership more meaningful in the lives of the youth membership. It must not be for the purpose of adult recognition.

Requirements

Each year upon holding a Troop or Team election for youth candidates which results in at least one youth candidate being elected, the unit committee may nominate one adult to the Lodge selection committee. 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.

- **Camping Requirement:** Camped a minimum of 15 nights within the last 2 years, which must include six (6) days and five (5) nights of resident camping approved and under the auspices and standards of the Boy Scouts of America.
- **Positive Role Model:** The adult leader's membership will provide a positive role model for the growth and development of the youth members of the Lodge.
- **Asset to the Order:** The adult will be an asset to the Order because of demonstrated abilities that fulfill the purpose of the Order of the Arrow.
- **Valuable Abilities:** Selection of the adult is based upon ability to perform necessary functions to help the Order fulfill its purpose, and not for recognition of service, including current or prior achievement and position.

Explanation (Required) On the back of this form, provide a brief explanation of how the adult being nominated for selection into the OA meets and satisfies each of the above requirements.

Candidate Information

Name _____ Troop/Team _____ District _____
(FIRST, MIDDLE, LAST)

Address _____
(STREET) (CITY) STATE) (ZIP)

D.O.B. _____ Phone (H) () - _____ (M) () - _____
(MM/DD/YY)

Current Position _____ Vocation _____

Unit Approval

Unit leader and Committee Chairperson approvals are both required unless either is the nominated adult.

(SIGNATURE)

(UNIT LEADER)

(DATE)

(SIGNATURE)

(COMMITTEE CHAIR)

(DATE)

Lodge and Council Approval

Authorizing Signatures & Date

SELECTED:

(LODGE ADVISOR)

(DATE)

NOT SELECTED:

(LODGE STAFF ADVISOR)

(DATE)

(SCOUT EXECUTIVE)

(DATE)



OA TROOP/TEAM REPRESENTATIVE REGISTRATION FORM

This programmatic enrichment of the Order of the Arrow and BSA has enabled a Scout to act as a liaison between the OA and their troop or team by becoming a Representative, which additionally qualifies as a leadership position for rank advancement. In the unit, the Representative acts as a link for communication and program in service to other Arrowmen as well as those Scouts and Scouters who are presently not members of the OA. The Representative's goal is to strengthen the image of the OA as a program enhancement in service to his unit.

For more information contact your local Chapter or visit <http://www.oa-bsa.org/programs/ttr/index.php>

Troop # _____ or Team # _____

Name _____ Date _____

Address _____

City/Town _____ State _____ Zip _____

Phone No. _____ E-mail _____

OA Honor Level (*Please check one of the following*):

Ordeal Brotherhood Vigil

Chapter Affiliation [District in brackets] (*Please check one of the following*):

Ktemaque [Fort Orange] Taghkanic [Mahikan]
 Sisilija [Schenectady] Ta-Oun-Ya-Wat-Ha [Saratoga]
 Thayendanega [Sir William Johnson] Wakpominee [Wakpominee]
 Loon [Adirondack]

List below qualifications you feel may enhance your ability to fulfill the duty of the OA Troop/Team Representative.

Scouting Experience:

OA Experience:

Please return completed form to:



KITTAN LODGE 364

TWIN RIVERS COUNCIL • 253 WASHINGTON AVENUE EXTENSION • ALBANY, NY 12205

Committee Sign Up Sheet

Name _____

Address _____

(City)

(State)

(Zip Code)

Check One:

_____ Ordeal

_____ Brotherhood

_____ Vigil

Phone Number (518) - _____

Troop or Registration Status _____

(Troop Number, Venture Crew, Etc.)

Rank _____

(Example: Life)

Please indicate by placing a number 1, 2, 3, before your chapter committee service preference(s). Number 1 being your first choice, number 2 being your second choice, and number 3 being your third choice.

___ Camp Promotions

___ Publications

___ Elections

___ Ceremonies

___ Ordeal

___ Activities & Fellowship Weekends

___ Brotherhood

___ Vigil

___ Vigil

___ Native American Events/Drum Team

___ Service

___ NOAC

___ Web Site

___ Conclave

___ Membership

___ Elangomat

___ OA Troop/Team representative

E-mail _____

Chapter: _____