

**Key 3/LEC Needs Assessment**

1-Never 2-Seldom 3-Sometimes 4-Often 5-Always

← JTE Criteria

Our Lodge...

1	2	3	4	5
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#1 Develop and successfully execute a lodge annual budget.

Reviews past budgets and use them as a guide to create an annual budget.					
Uses the budget template provided in the Lodge Finance Manual.					
Has a budget that is approved by LEC					
Keeps the lodge executive committee up-to-date on the status of the budget. For example, the lodge treasurer could provide regular updates at LEC meetings.					
has a financial plan					
has a financial committee					

#2 Contribute cash, materials, or both to the council.

Contributes cash and/or materials to the council					
Awards a James E. West to a member					
Finds ways and specific projects for money to be donated (camporees, service events or other projects)					
our lodge contributed \$4.50 or more per member in cash or materials to the council					

#3 Experience positive growth in membership over the previous year.

our lodge had a positive membership growth					
leadership uses every opportunity to recognize the OA as "Scoutings National Honor Society"					
Collects dues at chapter and lodge meetings/functions.					
Uses the OA LodgeMaster system to distribute information.					
Offers Early-Bird discounts.					
Makes direct contact to members through post-cards or e-mails.					
uses the Extended Elangomat system					

#4 Improve the retention rate of lodge members.

identifies and recruits new youth leaders on a regular basis					
works to retain at least 63% its members					
supports and encourages Chapter activities					
continually monitors attendance at events and works to increase attendance					
Ensures that each event, including Ordeals, includes an element of fellowship and fun.					
Creates fun chapter activities in addition to the chapter meetings.					
Promotes friendship outside of Scouting					
Schedules a cracker barrel, feast, or some fun activity directly after the Ordeal ceremony.					

#5 Conduct unit elections in all troops and teams within the council.

holds elections in at least 37% or more eligible units					
has trained unit election teams					
Utilizes the Troop/Team Rep program					
has a representative in each troop/team					
Promotes unit elections at district roundtable meetings					
Uses the Council newsletter/website to give unit leaders contact info to schedule election					

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**#6 Induct Ordeal candidates.**

follows the 10 induction principles					
manages the induction process with dignity					
utilizes "Jumpstart" during new member orientation					
conducts induction training sessions					
makes sure that every new member knows what it means to be an Arrowman					
conducts a sufficient number of Ordeal ceremonies to maintain an atmosphere of excitement and revelation					
Inducts at least 65% of those that were elected					
Sends a personal letter with Ordeal dates and locations to every candidate					
Plans Ordeals in the lodge yearly calendar.					
Encourages OA troop representatives to promote Ordeals at troop meetings.					
Communicates effectively with all elected candidates using several communication channels					
teams					

**#7 Improve lodge membership participation at full lodge events.**

is consistent and effective in event planning					
Has a promotions team whose job it is to promote lodge and section events to your membership					
Keeps event prices as low as possible.					
Has great meals at events					
Has door prizes at each event meal.					
Has at least an average of 7% of lodge membership at all events					
Has fun activities built in to each event					
Uses lodge officers as servant leaders at the event					
has at least 4 lodge events throughout the year					

**#8 Convert eligible Ordeal members to Brotherhood.**

Uses the Extended Elangomat program					
Converts at least 25% of eligible Ordeal members					
Uses all media methods to remind brothers of Brotherhood opportunity					
Makes personal contacts with all eligible Ordeal members about Brotherhood opportunities					

**#9 Complete Scout executive approved service project(s) on council property and in the community**

has completed an approved council service project					
Offers an incentive program for Scouts who complete service hours.					
has a service program which is publicized in the council and the community where applicable					
Promotes the lodge's work through council and local news.					
is recognized as a service organization in the communities we serve					
provides at least an average of 3.5 hours of service per lodge member					

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**#10 Attend section and national events**

has sent a contingent to the last National Order of the Arrow Conference (NOAC)					
sends members to the National Leadership Seminar (NLS) and Developing Youth Leadership Conference (DYLC)					
participates in Council of Chiefs (COC) meetings and the Section Conclave					
has all lodge leadership attend conclave					

**#11 Conduct an in-person visit to every troop or team in the council. Visits must happen at a unit meeting or event, and be conducted by trained Arrowmen from other units.**

has an effective camping promotion plan					
has a method to keep track of unit visitations					
Visits at least 31% of the units					
Visits units that have no Scouts eligible for the OA					

**#12 Assist troops and teams in the council to earn the OA Unit of Excellence Award.**

Distributes and promotes Unit of Excellence Award information to Scoutmasters and Varsity Team Coaches					
Ensures OA Troop/Team Representatives are well-informed about the Unit of Excellence award.					
Encourages OA Troop/Team Representatives to track the status of the award for their unit.					
Presents ribbons, patches, and certificates annually at troop/team meetings or Courts of Honor.					
Creates a special event at district or council camporees to recognize Units of Excellence.					

**#13 Key 3 meets with Scout executive and lodge completes agreed upon projects**

The lodge key 3 meets with the Scout executive at least quarterly to discuss progress in the lodge					
Completes at least one approved project per year					

**#14 Provide OA member staff support for council and district program events.**

Provides service to Cub Scout day camps					
Recruits lodge members to serve as summer camp staff.					
Recruits lodge members to serve as camporee staff					
Communicates with volunteer district leadership of events where OA can serve					
provides service to at least 2 events					

**#15 Conduct camp promotion contacts to council troops and teams**

publishes a current Where-To-Go-Camping guide that is made available to every council unit (TROOP/TEAM/PACK) either printed or electronic					
Assists council to create a camp promotions publication					
Promotes camping in new units and units that have no Scouts eligible for OA elections.					
supports the Cub Camping Program					
Contacts at least 79% of the units					

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**#16 Conduct at least one LLD during the year with qualified instructors using current material.**

is an effective team that shares leadership					
executive committee knows the structure of the organization of the OA					
executive committee has the skills to build an effective team					
develops goals that are attainable and evaluated each year					
Executive Committee, Chapter officers and Unit Representatives know and understand their roles					
conducts year round training					
provides each officer and committee with an adviser					
leaders have been trained in how to work with others					
leaders set the example					
trains its leaders in interpersonal skills (Instruction, Organization, Facilitation, and Communication)					
leaders are aware of the various leadership styles					
leaders have all been provided with training opportunities					
leaders know how to run a meeting					
is effective in the use of its policies and procedures, both written and traditional					
uses brainstorming and other participatory techniques					
uses the LLD Planning Guide					
Has at least 60% of the lodge leadership attend					
has a planning calendar at least a year in advance that is coordinated with the council calendar					

**#17 Submit a written performance plan and annual report of accomplishments to the Scout executive and council executive board.**

has a plan to improve JTE performance					
Has a lodge plan book					
gets input for report from all lodge and chapter leadership					
ensures a written report is completed					
gets a copy of the report to Council Camping Committee					
uses the national template for the report					
publishes a newsletter, at least quarterly					
has an updated Web site					
uses telephone trees and E-mail for communication					
has developed a working relationship with our council/districts					

Yes                      No

has good youth/adult working relationships				
our lodge has applied for the National Service Award				
our lodge has applied for the E. Urner Goodman Camping Award				
our lodge has applied for a National Service Grant				
our lodge has applied for an Innovation Award				
our lodge has qualified for the Bronze or better JTE performance				