

2016 JTE Requirements With Improvement Tips

FINANCE ITEM #1

Develop and successfully execute a lodge annual budget.

B - Follow LEC approved budget; S - End year with + balance; G - + balance as great as projected

- * Review past budgets and use them as a guide to create an annual budget.
- * Use the budget template provided in the Lodge Finance Manual.
- * Map out the average cost for standard lodge functions to include location, dining, flap/patch, and all other expenses related to the specific function.
- * Review specific committees and their expenses into the year and determine if there was enough money allocated or if more should be allowed to the committee for the year.
- * Consider holding a budget workshop for lodge members to explain how a budget works, and to give them the opportunity to decide how they want lodge funds spent.
- * Seek guidance from past lodge chiefs, the lodge adviser and staff adviser before presenting to the LEC.
- * Avoid creating a budget that is too complex.
- * Determine the success of past lodge fundraisers and consider the need to invest in any other fundraisers to generate more funds for the lodge.
- * Determine if fundraisers should be short term projects such as patch auctions and dinners, or if they should be long term, such as new lodge shirts, patches or other memorabilia.
- * Keep 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.
- * Do not hesitate to invest a portion of the lodge budget into service opportunities provided by your council, section, and region.
- * Consider the opportunities that you could enable by allocating a percentage of money into scholarships for NOAC, NLS, NLATS, and other training opportunities.

FINANCE ITEM #2

Contribute cash, materials, or both to the council.

B - \$4.50 per member; S - \$8.50 per member; G - \$24.00 per member

- * Study the lodge's annual budget to determine how much you are able to donate before stating the amount. Lodge's with lower annual revenue should not yet aspire to complete the Gold Level.
- * Find ways and specific projects the money can be donated to such as camporees, service events or other projects.
- * Use the contribution of money to build a stronger relationship between your lodge and the council, this will allow for both of you to have better opportunities in the future.
- * Many lodges award James E. West recognition to a member annually. The lodge generally makes a donation to a council endowment fund, or something equivalent, in their name. This is a great way to recognize a member of your lodge, and also help to fulfill the Journey to Excellence requirement.
- * A donation of supplies to the council for a service project at camp can be counted towards this requirement. Calculate the total cost of the supplies or estimate the fair market value. Add this value to the total contributions.
- * Ensure any large contributions made by the lodge are visible to the council leadership. For example, if the lodge makes a large, one-time contribution to the council capital campaign, organize a brief presentation ceremony in which the lodge chief presents an oversized check to the council president.

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MEMBERSHIP ITEM #3

Experience positive growth in membership over the previous year.

B - Grow by 1%; S - Grow by 1%; G - Grow by 9.5%

- * Publish the dues due dates through Lodge publications and social media.
- * Make direct contact to members through post-cards, e-mails, or social media. These could be sent directly to members.
- * Offer Early-Bird discounts.
- * Collect dues at chapter and lodge meetings/functions.
- * Promote the OA and collect dues at non-lodge sponsored council events.
- * Consider using the OA LodgeMaster system to distribute information.
- * Aspire to be creative and innovative in all functions of the lodge, especially program.

MEMBERSHIP ITEM #4

Improve the retention rate of lodge members.

B - 63%; S - 73%; G - 85%

- * Ensure that each event, including Ordeals, includes an element of fellowship and fun.
- * Bring more lodge members to the Conclave! Let the section help you promote the Order.
- * Help your chapter chiefs develop programs for meetings. Successful chapter meetings will promote themselves.
- * Create fun chapter activities in addition to the chapter meetings.
- * Use themes at events (survivor, pirates, cavemen, etc.) so that Arrowmen can get excited and prepare for events in advance.
- * Promote friendship outside of Scouting. Many Arrowmen will tell you they hang out with their best friends in the OA even outside of camp.
- * Schedule a cracker barrel, feast, or some fun activity directly after the Ordeal ceremony.
- * Introduce Arrowmen in the same school to one another. Some sections have "Section Supper Clubs" at each college for the Arrowmen which attend. While this might not work for a high school, you could help them connect via social media and then they can remind one another of meetings at school.

MEMBERSHIP ITEM #5

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

B - 37% of units; S - 64%; G - 100%

- * An opportunity to schedule unit elections is at the district roundtable meeting. Having the chapter or lodge chief (or other officers) speak to the unit leaders in attendance will show an eagerness to send an election team and provide them with more information regarding the Order.
- * Utilize your council newsletter and website to give contact information of who unit leaders should contact to schedule an election.
- * Contact the Arrowmen in the unit which is having an election. Ask them to remind their fellow Scouts that a meeting is coming up and they should be in attendance.
- * Different lodges and councils have different views on holding summer camp elections. If your lodge holds elections at camp, this is a great time to reach the desired percentage of unit elections. If this is something your lodge doesn't do but is interested in doing, remember that the very first OA elections were held during summer camp, back in 1915. However, camp elections require just as much attention and adherence to the rules and procedures of elections as any unit election held at the unit's meeting place – one major thing to check on prior to the election is that the unit must have at least 50% of its members in attendance. Also remember that no elections may be held for units that are from another council.

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MEMBERSHIP ITEM #6

Induct Ordeal candidates.

B - 65% rate; S - 78%; G - 100%

- * It's important to let candidates know when the Ordeals will be held. It's encouraged that candidates receive a personal letter from the lodge leadership with dates on which they can complete their Ordeal. These letters should be mailed about one month prior to the first inductions weekend.
- * Plan Ordeals in the lodge yearly calendar.
- * Conduct unit elections in a timely manner to ensure elected candidates have time to work the Ordeal into their schedules.
- * Avoid local area event conflicts when scheduling: sports, council events, etc.
- * Effectively track names and contact information for all elected candidates.
- * Conduct successful and inspiring "call out" ceremonies to encourage Scouts to attend the Ordeal.
- * Work throughout the year to establish a positive image of the OA throughout the council.
- * Dispel rumors and myths about the Ordeal that may discourage Ordeal attendance.
- * Encourage OA troop representatives to promote Ordeals at troop meetings.
- * Communicate effectively with all elected candidates using several communication channels.
- * Promote Ordeals at both council and district committee meetings.
- * Perform impressive Pre-Ordeal and Ordeal ceremonies with well-trained and well-practice teams.
- * Establish competent leadership to conduct registration, cook, and obtain service materials needed for Ordeals.
- *

Conclude Ordeals by promoting future events and encouraging members to become active within the lodge and their chapters.

PROGRAM ITEM #7

Improve lodge membership participation at full lodge events.

B - 7% rate; S - 10% rate; G - 18% rate

- * Start a promotions team whose job it is to promote lodge and section events to your membership.
- * Keep prices as low as possible.
- * Create innovative chapter competitive events.
- * Offer Brotherhood questionnaires and ceremonies at all full lodge events.
- * Look at your schedule – how can you fill the down time?
- * Do your participants like the food? If not, talk with your cook crew.
- * Offer relevant training sessions which are fun and hands-on.
- * Give opportunities for Arrowmen to get involved with ceremonies at lodge events.
- * Have a midnight capture the flag competition between chapters with glow sticks.
- * Have door prizes at each meal.
- * Raffle off a "free trip to Conclave" for everyone who registers for the lodge event in advance.
- * Make sure your lodge officers are interacting with the membership.
- * Which lodge in your section is your "rival"? What do you want to beat them at during next year's Conclave (ceremonies, competitions, etc.)? Rally your lodge together and practice at a lodge event – promotion is key!
- * Invite a section, region, or national officer to join a lodge meeting by Skype to promote national events.

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PROGRAM ITEM #8

Convert eligible Ordeal members to Brotherhood.

B - 25%; S - 32%; G - 50% conversion

- * One way to remind brothers of their opportunity for Brotherhood is to send personalized e-mails, postcards, social media messages, or phone calls. Lodge/chapter meetings and lodge publications are also an excellent way to accomplish this.
- * Certain lodges have found success with this goal by charging Scouts for both their Ordeal and Brotherhood at their Inductions Weekend. This stops the Scout from forgetting that they must sign up for Brotherhood, and gives them the incentive to come back to complete it.
- * You can also promote the importance of the Brotherhood by having a Brotherhood reception each week at summer camp. This event would give you the opportunity to recruit Arrowmen for the call-out later in the week and recognize Brotherhood members.
- * Get members involved in the chapter meetings and planning meetings, for example, host the meeting at a local park and play disc golf prior to meeting.
- * Use the "Extended Elangomat Program."

PROGRAM ITEM #9

Complete Scout Executive approved service project(s) on council property and in the community

B - 3.5 hours per member; S - 6 hours; G - 15 hours

- * Develop a program to coincide with projects. For example, if performing trail work for a local park, request permission to camp at the park and enjoy a weekend of outdoor adventure and service.
- * Promote the lodge's work through council and local news.
- * Offer an incentive program for Scouts who complete service hours.
- * Remember that you can conduct both council service projects and community service projects.
- * Don't forget to include service hours accomplished preparing for and at Ordeals.
- * Take advantage of the conclave for all lodges to contribute to the local community in a conclave-wide service project.
- * Share the success of your service projects in your annual report to the council.

PROGRAM ITEM #10

Attend section and national events

B - Set and achieve goal; S - exceed by 10%; G - Exceed by 20%

- * Consider the section, region, and national calendars to avoid scheduling conflicting lodge events.
- * It will likely be easier to pass your goals for section events than it will be to pass the goals for national events.
- * Some lodges give out a specified number of NLS "scholarships" each year. You may find that an Arrowman who doesn't get such a scholarship would be inclined to wait until the next year in hopes of getting a scholarship, rather than paying his own way for this year. Certain lodges have dealt with this issue by setting aside a specific amount of money to be evenly distributed between NLS participants, rather than awarding "full-rides" to a set number of Arrowmen.
- * Many sections, and even some lodges have recently discovered the benefits of having a promotions team or committee. This team would best be utilized by having a short presentation at every lodge gathering (maybe even every meal on a lodge weekend) to promote specific events. Promotions teams are also excellent groups to manage the lodge's Facebook and Twitter accounts, adding promotional content as needed.
- * You may be interested in raffling off a "Free trip to Conclave" at a lodge banquet or other lodge-wide event. It's suggested that only Arrowmen who sign up for Conclave at the event be entered in the drawing, to increase registration.
- * Lodges should always be on the lookout for ways to lower the cost of attending a section or national event.
- * Consider a fundraiser project to offset travel costs for a national event.
- * Invite a section, region, or national officer to join a lodge meeting by Skype to promote the event.
- * And of course, why would anyone want to sign up for an event if their lodge and chapter officers aren't signed up yet? Officers should be at the top of the registration list!

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UNIT SERVICE ITEM #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.

B - 31% of units; S - 60% of units; G - 100% of units

- * Combine this requirement with camp promotion visits or unit election visits.
- * Visit units during council or district events.
- * Establish a method to keep track of these unit visitations.
- * Be sure to visit units that have no Scouts eligible for the OA.

UNIT SERVICE ITEM #12

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

B - 10% of units; S - 25%; G - 50%

- * Distribute and promote Unit of Excellence Award information to Scoutmasters and Varsity Team Coaches. A sample letter to unit leaders can be found in the resources listed below.
- * Ensure OA Troop/Team Representatives are well-informed about the Unit of Excellence award.
- * Encourage OA Troop/Team Representatives to track the status of the award for their unit.
- * Develop a method on the chapter or lodge level to keep track of units that have earned the award.
- * Present ribbons, patches, and certificates annually at troop/team meetings or Courts of Honor.
- * List Troop/Team Numbers, Scoutmasters/Coaches, and Charter Partners in lodge and council publications, banquet programs, and on the OA and/or council website.
- * Invite all recognized Troop/Team Reps, Troop/Team Rep Advisers, and Scoutmasters/Coaches to an annual "thank-you" dinner, hosted by the lodge.
- * Create a special event at district or council camporees to recognize Units of Excellence.

COUNCIL SUPPORT ITEM #13

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

B - 1 project; S - 2 projects; G - 3 or more

- * The lodge is to make a minimum contribution of \$1,000 to the council endowment fund through the awarding of a James E. West Fellowship to a deserving member of the lodge.
- * The lodge is to publish or update a Where to Go Camping pamphlet, CD, or information published on the council or lodge website.
- * The lodge key 3 is to meet with the Scout executive at least quarterly to discuss progress in the lodge.
- * The lodge is to provide manpower, resources, and/or program assistance in support of the council Cub Scout outdoor program.
- * The lodge is to provide support to a minimum of ten Cub Scout crossover ceremonies.
- * At least one adult and two youth are to attend a National Lodge Adviser Training Seminar (NLATS) and a National Leadership Seminar (NLS) respectively.
- * The lodge is to create and activate an OA Mentoring Program within the council.
- * At least one lodge member is to attend an Order of the Arrow High Adventure program.
- * The lodge is to recruit a specified number of lodge members to serve as summer camp staff.

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COUNCIL SUPPORT ITEM #14

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

B - 2 events; S - 3 events; G - 5 events

- * Include multiple types of service opportunities:
 - Cub Scout day camps
 - Summer camps
 - District and council camporees
 - Resident camps
 - Fall festivals
 - Scout Fairs
 - Special needs events
- * Designate chapters to organize the service for particular events.
- * Consider setting up an Indian Village, or something of the equivalent, to promote the Order of the Arrow's programs and American Indian culture.
- * Establish contact with the volunteer district leadership of the events for which the OA will provide service.
- * Coordinate the activities or the campfire at a district event.

COUNCIL SUPPORT ITEM #15

Conduct camp promotion contacts to council troops and teams

B - 79% of units; S - 88%; G - 100%

- * Conduct camp promotions along with unit elections. This will give the troop an entire evening program giving the Scout leaders a "night off", allow for plenty of time for Q and A, and save time and travel costs for promotion teams.
- * Coordinate with the council to have Arrowmen present at a summer camp promotion night.
- * Offer to assist the council to create a publication for camp promotion.
- * Promote camping in new units and units that have no Scouts eligible for OA elections.

LEADERSHIP AND GOVERNANCE ITEM #16

Conduct at least one LLD during the year with qualified Instructors using current material.

B - 60% of LEC; S - 86%; G - 100%

- * Use the Lodge Leadership Planning Guide as you organize your lodge's LLDC (see resources).
- * Select training sessions from the LLD Website (see resources).
- * Choose qualified trainers and ensure they have access to LLD training material.
- * Consider inviting Arrowmen from other lodges that have more experience in a particular area to teach a specific session.
- * Make use of the LodgeMaster system to send out invitations in print and electronically to all invited members.
- * If your lodge's budget allows, consider making the LLD course free for participants.
- * A train the trainer meeting should be held for all trainers for your event.
- * Include current LEC members who staff the event in your calculations.

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LEADERSHIP AND GOVERNANCE ITEM #17

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

B - Written to SE; S - Written to Exec Board; G - Oral report to Board

- * Create a lodge plan book each year; this can serve as your “annual performance plan”.
- * Encourage your chapter chiefs and committee chairmen to develop their own goals for the year. Work with them to establish these goals, and include them in the plan book.
- * Identify how your goals can be set to improve your lodge’s performance on JTE.
- * Ensure your council executive receives a copy of your plan book.
- * Look at your lodge’s previous annual report and ask: how can we improve on last year’s accomplishments?
- * Ensure that plenty of information in the presentation is pertinent to the council executive board, and how you assisted the council in its annual operation.
- * Reach out to your lodge officers, chapter officers, and committee chairmen to receive input and suggestions for items to put into the report.
- * When presenting the report, be in full field uniform with a sash. The lodge chief is representing the Order of the Arrow to the council’s leadership. Make a good impression!
- * Use pictures, videos, and other creative items to make the report interesting and engaging.
- * Ensure other council committees, such as the Camping Committee, receive copies of the report.
- * Use last year’s report as a template and guide if one exists. If not, download and use the national template from the national OA website.