



## 2024 National Order of the Arrow Conference

### **Session:** Knowing & Effectively Using Resources

**Lead Trainer Name:** Harry Bubeck

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**Contact Phone:** 469-235-1257

**Session Length:** 45 minutes

## Session Description

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.In this interactive, engaging experience, youth attendees will have the opportunity to share what's worked well in their lodge, ask questions, and hear best practices from other youth around the country! Discussion will be facilitated by a staff member. We will explore online resources from OA Unit Reps, Chapter and Lodge Offices, Section Offices for meetings and events. Notes will be made available after the event

## Learning Outcomes

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**Outcome 1:** General members will gain knowledge with online leadership resources and communications through a variety of social media platforms.

**Outcome 2:** Chapter officers and advisers will learn the resources to improve their skills in organizing meetings and events, training their general members, access to lodge/section/national knowledge-based website, newsletters, and social media.

**Outcome 3:** Section / Region / National event staff will understand the access they have in performing their duties to lead meetings, events, training. Subscriptions to newsletters, LLDC, National OA website and resources and more

## Theme Connection: Seek New Heights

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The resources presented will allow all our members to reach new heights in learning, training, communicating per their specific position and in general. Knowing where the knowledge is will prepare our young people, and not so young people, for a fantastic experience.

## Facility and Material Needs

[Please put all material and facility needs in this section. We recommend completing this portion last after the rest of the lesson plan is completed. **The more specific you are with your material and facility requests, the better we can accommodate!**]

### Facility Needs

*Is this session remote delegate-compatible?* Yes  
(ie. can the material be engagingly taught via live stream)

*Does this session need audio/video (AV) capabilities?* (ie. projector) Yes – projector, Wi-Fi access for staff and attendees

*Are there any other specific facility needs for this session?* (ie. movable chairs, panel-style seating, etc.) No

### Material Needs

[Please put “NOAC Training Committee” under “Source” if you need a material and cannot source it yourself - we will try to source it for you. Please note that we would strongly prefer training materials to be in a digital format and would advise against flipcharts and other physical materials. If you need microphones, extension cords, etc., please also specify those needs here.]

Material	Quantity	Source
Projector	1	University

## Session Preparation Steps

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[Please list all steps you or another trainer would need to take to be prepared to teach this session. For example, if the trainer needs to add personal experiences, print handouts, or prepare items for a game, those should be listed here. **The goal is for someone to be able to read this syllabus and understand how to teach your session in the future!**]

**Step 1:** Outline listed/prepared

**Step 2:** Content determined through research at each level of support

**Step 3:** Assign staff for each segment – General – Officer/Adviser – Section + Members

## Additional Staff Members

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[If you are having additional trainers assist you with your session, please fill out their contact information below. Please note that due to the conference sell-out, we are limited in our ability to register additional staff members on the training committee. We recommend that your additional trainers come from contingents or other staff members that can break from their duties to facilitate the session.]

Trainer Name	Email	Phone #
Christopher Lobmeyer	Christopher.lobmeyer04@gmail.com	214-435-3251
Dean Hakes	Deanh0629@gmail.com	214-336-0966

# Lesson Plan

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[The main body of your presentation should be here. Remember to adjust the timing for each session as you add/edit topics. **Remember, be as specific as possible - the goal is for someone to be able to read this syllabus and understand how to facilitate your session in the future!**]

## Helpful Templates:

### Activity

Copy and paste this box wherever you have an activity in this session!

**Materials Needed:** [materials]

**Length of Activity:** # [min]

**Activity Description:** [description]

### Trainer Action

If at any point the trainer needs to complete an action (play a video clip, prompt questions, etc.) copy paste this box and edit this text to specify what!

## Introduction

Slides [2]-[2]

**2  
minutes**

*As the trainers give the introduction and topics covered in the session they will have access and opened each of the resources listed on the internet. <https://oa-bsa.org/resources>*

In this interactive, engaging experience, youth attendees will have the opportunity to share what's worked well in their lodge, ask questions, and hear best practices from other youth around the country! Discussion will be facilitated by a staff member. We will explore online resources from OA Unit Reps, Chapter and Lodge Offices, Section Offices for meetings and events. Notes will be made available after the event

- Unit OA Representative
  - Chapter Officers
  - Lodge Officers
  - Section Officers

- OA Inductions Portal for new members
- Event Planning – where to find information on meetings and activities for chapters and lodges

## **Unit Elections**

**10 minutes**

*Slides [3 -4]*

You were elected by members of your unit, many of whom are not members of the Order of the Arrow. Recognizing honored campers is at the foundation of our Order. Now it is your turn to lead an election for a unit.

[Unit Elections Handbook](#)

## **OA Offices**

**10 minutes**

*Slides [5-6]*

- Congratulations on your election as a Chapter or Lodge Officer. Now what do you do? Since you were elected everyone will assume you know what to do. Where can you go for help on your duties, expectations, goals?

[Guide to OA Officers and Advisers](#)

[Chapter Meeting Ideas](#)

## **Event Planning**

**10 minutes**

*Slides [7-8]*

- It's a pretty well-known fact: If events aren't fun, attendance is going to struggle. That's why Mikanakawa Lodge plans fun for each event. At a recent fall fellowship, for example, the lodge had a "America thru the Ages" theme. This permitted the lodge to promote the event by announcing different games and activities in the months leading up to the event. The event itself included activities such as a triathlon and disk golf. During a summer Ordeal, the lodge opened up the camp's pool for a pool party after the conclusion of the Ordeal, which was a huge success.

## **Questions/Answers**

**10 minutes**

*Slides [9]*

## **Conclusion & Takeaway Challenge**

**3 minutes**

*Slides [##]-[##]*

[Each session should end with a challenge for every participant to write down key points to take with them and encourage them to reflect upon the session. The wording of the takeaway challenge will depend upon the session. For example:]

Please take out your notebook and pen. For the final three minutes, think about your current and future roles in the OA, in Scouting, and in life. Write down three key takeaways from this session that will enable you to Seek New Heights in those current and/or future roles. For example, [something relevant to your session]. Later today, feel free to share these key ideas with others in your chapter or lodge.

## Appendix: Resources and Source Material

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[Please add all referenced sources or handouts that would be useful to share with session attendees.]

Resource	Link
Order of the Arrow, Mission & Purpose	Available online at: <a href="https://oa-bsa.org/about/mission-purpose">https://oa-bsa.org/about/mission-purpose</a>