



2024 National Order of the Arrow Conference

Session: Lodge Officer Boot Camp

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Session Length: 45 minutes

Session Description

[Brief description of what your session will cover. Why should someone take this training? Your ACVC may have provided a brief starting point, feel free to edit and add to it.]

So, you want to be a Lodge Officer? This session will offer you a chance to speak with, and learn, from experienced lodge officers. In your home lodge, you will hear a lot about what you must do as an officer so this session will give you a chance to learn about the reasoning behind it and new ways to do it. We will also be discussing how to balance the transition from general member to becoming a lodge officer.

Learning Outcomes

[What should participants take away from your training? Your ACVC may have provided a brief starting point, feel free to build upon those as necessary or add additional outcomes]

Outcome 1: Defining what a lodge officer is and its obligations

Outcome 2: What you can bring to the table

Outcome 3: Making your way up to an officer position, and how to adjust to being a lodge officer

Theme Connection: Seek New Heights

This session will allow for participants to understand how they can reach new heights within the Order of the Arrow and cultivate the next generation of youth leadership.

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?*
(ie. can the material be engagingly taught via live stream)

Yes -
- Does this session need audio/video (AV) capabilities?* (ie. projector)

Yes- Will require projector with computer or that is capable of connecting to a personal device
- Are there any other specific facility needs for this session?* (ie. movable chairs, panel-style seating, etc.)

Would prefer a tradition classroom with a whiteboard to allow for participants to write down ideas for lodge officer descriptions.

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
Computer	1	Myself
Whiteboard Markers / Eraser		Myself

Session Preparation Steps

[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: List down personal experiences as a lodge officer to incorporate into the presentation (what went well, what may not have worked, etc...)

Step 2: Create and review questions for participants to help keep them engaged, and allow for the audience to help teach the trainer.

Step 3: Prepare examples from within their home lodge of LEC structure (org chart or equivalent)

Additional Staff Members

[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 #

Lesson Plan

[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]

ub-topics, key points, activities, and trainer actions for this section

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

2 minutes

Slides 1-3

- Introduction of topics
 - Defining what a lodge officer is and their duties
 - Becoming a lodge officer
 - Transitioning to your role

Topic I (Defining what a lodge officer is and their duties)

10 minutes

Slides 4-8

- Lodge officer organization and structure, taking examples of what officer positions are in different lodges (group discussion)
- Responsibilities of officers
- The OA is youth-run youth-led, so youth make the call, and advisors just oversee and give guidance.
- Making decisions for the good of your lodge

Topic 2 (Becoming a lodge officer)

10 minutes

Slides 9-15

- Reaching out to lodge leadership, and coming to events
- Becoming a committee chair to get a feel for what position you are interested in
- Learning from others (officers from your lodge and outside (NLS))
- Trust the process
- Keep pushing, it's okay to fail
- My experience

Topic 3 (Transitioning to your role / Ideas info)

10 minutes

Slides 16-21

- Event planning (teamwork makes the dream work)
- Communication with your lodge and fellow officers
- Servant leadership
- Q&A

Conclusion & Takeaway Challenge

3 minutes

Slide 20

[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 a few minutes to write down three key takeaways from this session that will enable you to Seek New Heights in your current and/or future roles. For example, how you can define the duties and responsibilities of a lodge officer. Later today, feel free to share these key ideas with others in your chapter or lodge, and encourage all other prospective officers to attend.

Appendix: Resources and Source Material

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

Lodge Officer Boot Camp | Training Syllabus

Resource	Link
Order of the Arrow, Mission & Purpose	Available online at: https://oa-bsa.org/about/mission-purpose
Order of the Arrow, Organization & Structure	https://oa-bsa.org/about/organization-structure
Lenape Lodge 8 Ex. Org Chart	No link
Order of the Arrow, National Leadership Seminar	https://oa-bsa.org/training/national-leadership-seminar-nls