



2018 National Order of the Arrow Conference

Cell Name: Medium Sized Lodges
Session Name: Conducting Events

Session Length: 50 Minutes

Through this session, you will:

Explain: The importance of events in developing membership.

Demonstrate: How to design quality events.

Guide: Through the process of event planning.

Enable: To develop a yearly calendar of events.

Learning Outcomes:

- Introduce the OA Yearly Calendar.
- Develop how to plan an event using Back Dating Calendar.

Theme Connection:

The theme of NOAC 2018 is “Decide Your Destiny,” emphasizing the message that today’s decisions shape tomorrow’s reality. This session will relay this theme in the following ways:

- A Lodge that creates activity through events will engage their membership and create sustainability in the Lodge.
- A Lodge that fails to plan only plans to fail.

This session will help the Medium Sized Lodge with the **Journey to Excellence Requirement(s):** Membership, Finance, Program, Unit of Service, Council Support, Leadership and Governance.

Required Materials:

Tear Away, Sticky Back, Flip Chart Paper Permanent markers
Power Point White Board
Dry Erase Markers Dry Eraser
Easel Extension cord
Internet Access
Handouts: Sample OA Yearly Calendar and Blank Back Dating Calendar



TRAINER PREPARATION

Set up PowerPoint projector. Set up Screen/Presentation background. Set up and test computer. Arrange room in so all seats can see, preferably a semi-circle
The session will be conducted in discussion/participatory format accented with multi-media and/or hands-on exercises.

Trainer Tip: The General flow of the course should include identification of what lodges experience in their event planning – good and bad.

Welcome everyone to the session as they arrive and ask them to inter-mix as they sit down.

Session Narrative

Slide 1 – Course and Instructor

This slide is to be shown while participants enter the classroom and take a seat.

Slide 2 – Welcome and Introduction

Introduction

5 minutes

Instructor will open the session by self- introduction (Name, Lodge, Home State, OA Position(s)). Each participant will follow suit with a self-introduction. This will give the instructor a sense of their audience so as to guide the remainder of the session appropriately.

Slide 3 – The OA Yearly Calendar.



OA Yearly Calendar

10 minutes

- Instructor will pass out the Sample OA Yearly Calendar.
- The instructor will guide the class through the OA Yearly Calendar highlighting importance dates such as Ordeals, Charter Renewal, Unit Visits, etc.....
- The class will share appropriate experiences as prompted by the instructor.

Slide 4 – Planning an Event (Back Dating Calendar)

Back Dating

Calendar

30 minutes

The first 5 minutes

The instructor will introduce the Back Dating Calendar. Identify key issues of Time, Resources, Funds, and Communicating the Event.

Next 15 minutes

- The class will be broken up into smaller groups.
- Instructor will pass out the Blank Back Dating Calendar
- Each group will then, utilizing the OA Yearly Calendar, pick an event and complete a Back Dating Calendar for the Event.
- The instructor will guide the process of the exercise.

Final 10 minutes

- Each group will then present their plan to the class for feedback.
- Instructor will mediate and guide the discussion.

Slide 5 – Take Away Challenge

Takeaway

Challenge

5 minutes

Please take out your notebook and pen. For the final five minutes, think about the role that you will be playing next year in the OA, or the role you hope to play. Write down three key ideas related to this session that you could help improve the way your chapter or lodge works / budgets / plans programs. During your break time later today, share these with others in your chapter or lodge.

Slide 6 - References

Show this slide once participant's begin the Take Away Challenge.

Appendix: Resources and Source Material



- 2016 Guide to Unit Elections, available online at <http://www.oa-bsa.org/pages/content/guide-to-unit-elections>
- 2012 Guide for Officers and Advisers, available online at <http://www.oa-bsa.org/pages/content/publications#goa>
- 2008 Lodge Finance Manual, available online at <http://www.oa-bsa.org/pages/content/publications#lfm>
- Chapter Journey to Excellence Workbook, available online at <http://www.oa-bsa.org/pages/content/printable-forms>
- Order of the Arrow Handbook 2009
- Order of the Arrow National Website <http://www.oa-bsa.org/>