

**Troop/Team Enhancement**: Lodge Troop Relationship

2015 National Order of the Arrow Conference

Session Length: 50-55 Minutes

**Through this session using the EDGE model, we will:**

* **Explain** what the OA Unit Representative program includes
* **Demonstrate** how to utilize the responsibilities of the OA Unit Rep for various situations
* **Guide** participants in resolving specific scenarios that the OA Unit Rep can help
* **Enable** participants identify potential OA Unit Rep resources and bring them back home

These three sessions within the Unit Enrichment Cell training will help your Lodge with *Journey to Excellence* Requirements #3 – #15.

The theme of NOAC 2015 is “It Starts With Us”. These sessions will relay this theme and through them you will:

* Be reminded of your duty to give service back to your unit first.
* Gain a better understanding of the history and purpose of the OA Unit Representative program.
* Become familiar with the resources available to you online and through local contacts within your chapter, lodge, and section.
* Recognize the value of the OA Unit Representative program.
* Understand and become comfortable with the requirements for the Journey to Excellence program.
* Learn how to better use the OA Unit Representative in your Unit, your Lodge, and your Chapter.

**TRAINER PREPARATION**

It is important that the trainer be not only knowledgeable about the OA Unit Representative resources and website available online, but also has knowledge of OA Unit Representative programs and best practices that are utilized by other lodges, chapters and unit. The trainer should also have an understanding of how the lodge *Journey to Excellence* program is involved with a year-round OA Unit Representative program. Educating oneself is essential; the more comprehensive knowledge the instructor can gain through research, the better understanding he/she will have in answering questions from Arrowmen.

This session is intended for both youth and adult Arrowmen who work in a unit, chapter, or lodge leadership capacity. The ideal trainer will be a person who has previously held a significant position of leadership, such as a Chapter, Lodge or Section Chief, or a Chapter, Lodge or Section Adviser, and has had some success in that role. A well-prepared trainer will come up with his own examples and anecdotes, based upon the intended audience, to illustrate the concepts described here.

When setting up your training area for this session, be sure to give yourself enough room for the projector so that you can display an adequate sized picture. Because you are using a projector, a room with a large amount of light may hinder the quality of the projection, so be sure to take that into account in choosing your training area. Place the laptop so that the screen is facing away from the audience so that it does not distract the participants.

It is important to have an internet connection during this session so you can show the participants how to find the resources you are discussing and so they can get a sense of how the new website works. If it is not possible to maintain quality internet connection (or you do not have access to internet), include additional screenshots of the OA Unit Representative website and resource areas within your PowerPoint presentation.

TRAINER TIP: When using your PowerPoint presentation, don’t let it control your presentation. You want to be out in front controlling your audience’s attention; the PowerPoint should be an enhancement, not a distraction. Using a remote presentation clicker will allow you to seamlessly advance through slides without looking back at the computer or projector. This is where it helps to familiarize yourself with the slides in the PowerPoint presentation so you know what to expect with each click of the button.

If you are training this session without the use of PowerPoint, you can use the template slides at the end of this syllabus to create flip chart pages instead.

**SESSION NARRATIVE**

INTRODUCTION: 5-7 MINUTES

Hello everyone, my name is [NAME] and I would like to welcome you to “Those Who Chose You Need You”. For the next 50 minutes, I will lead you through a discussion pertaining to the OA Unit Representative program. This session is the first in a series of three sessions within the “Unit Enrichment” training cell at NOAC. The success of these session depends on your involvement, so please don’t be afraid to add input and ask questions along the way. Our learning objectives for these sessions are as follows:

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|  | Advance PPT Slide “Learning Objectives” |

Through these sessions, you will:

* Be reminded of your duty to give service back to your unit first.
* Gain a better understanding of the history and purpose of the OA Unit Representative program.
* Become familiar with the resources available to you online and through local contacts within your chapter, lodge, and section.
* Recognize the value of the OA Unit Representative program.
* Understand and become comfortable with the requirements for the *Journey to Excellence* program.
* Learn how to better use the OA Unit Representative in your Unit, your Chapter, and your Lodge.

As we learn about the OA Unit Representative program, it is important that we come to the table with an open mind. A lot of us are fond of “the way things have always been done,” but the only thing constant is change, and the methods here are tried and tested. In fact, you may find that many of these concepts can be incorporated into your own approach without sacrificing your unique style of program and leadership.

Unit support is an important part of the lodge’s program and is even one of the objectives for the Order of the Arrow’s lodge *Journey to Excellence* program. Without an effective unit support system within your lodge program, you are at a disadvantage in the effective development of leaders of character.

Those who chose you need you. Scouting is most successful at its core when the local troop or team is successful. After your election into the OA, what can you do to continue showing that the “force” is strong with you. What can you give back to your unit so that other scouts have the opportunity to succeed? Your units OA Unit Representative Adviser suggests you become the OA Troop/Team Representative. We want to help you Enrich your Unit.

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|  | Roll Video # 1 Star Wars – Episode IV: “You’re Our Only Hope” Time: 0:05 |

The goal of this session is to provide you with knowledge on all the tools available to you to assist you, your unit, your chapter, and your lodge in implementing an effective OA Unit Representative program. This session will concentrate on going through the specific steps involved in utilizing all of your available resources.

TRAINER TIP: Because you will be asking for participant input for a discussion at the end of this session, it is good to include an informal introduction of the participants and ask them to tell you who they are, what lodge they are from, the size of their lodge, if they have experience with the OA Unit Representative program, and if their lodge provides any types of resources or trainings for the OA Unit Representative program.

The OA Unit Representative Program: 10 MINUTES

Before we get too excited, let’s get the boring stuff out of the way. Also, when we say “Troop Rep”, “OA Rep”, or “Unit Rep”, we are talking about the OA Troop / Team Representative positions within a unit. But what are the OA Troop and Team Representatives?

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|  | Advance PPT Slide “What are the OA Troop and Team Representatives?” |

The OA Unit Representative program began in 1999, and is a program of the Order of the Arrow that has been officially adopted by the Boy Scouts of America. The OA Troop and Team Representative are official leadership positions within the troop and team, and boys can earn time towards their leadership rank requirements, just as they can with Den Chief, Troop Scribe, or any of the other leadership positions. But what are the responsibilities of OA Unit Representatives?

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|  | Advance PPT Slide “What are the Responsibilities of the OA Unit Representative?” |

There are numerous possibilities for the job description of the OA Unit Representative. The beauty is that it is flexible enough to allow your unit to fine-tune the exact responsibilities. However, the most basic tasks of the OA Rep will be to coordinate service opportunities within the unit, to coordinate unit involvement with the Order of the Arrow, including Unit Elections, Camp Promotions, and Ceremonies, and to request lodge and chapter resources to help meet unit needs. The OA Rep should provide feedback to the Chapter/Lodge as to the success of their initiatives. But who can serve as an OA Unit Representative?

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|  | Advance PPT Slide “Who can serve as an OA Unit Representative?” |

Anyone in the unit who is under the age of 18 can serve as the OA Unit Representative for the unit, provided he is a dues-paid member of the Order of the Arrow. He should be appointed by the Senior Patrol Leader or Captain, and will be a member of the Patrol Leaders’ Council and invited to attend chapter and lodge meetings.

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|  | Advance PPT Slide “Will there be an Adviser for the OA Unit Representative?” |

As with all positions in the Order of the Arrow, the OA Unit Representative should have an adult as his Adviser. This adult will be over the age of 21, should be a dues-paid member of the Order of the Arrow, and be appointed by the Scoutmaster or Coach.

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|  | Advance PPT Slide “What if a unit does not appoint an OA Unit Representative?” |

What if a unit elects not to appoint an OA Unit Representative? The OA Unit Representative is a position of leadership and is therefore up to the unit to adopt and use the program. If the unit does not wish to appoint an OA Unit Rep, the chapter and lodge should encourage the units to utilize the program by pointing out the benefits to the troop or team.

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|  | Advance PPT Slide “What recognition is available for OA Unit Representatives?” |

For those youth who take on the responsibility of becoming their unit’s OA Unit Representative, there is a troop and team position patch available. Chapters and lodges are encouraged to develop recognition similar to what they use for other chapter and lodge officers and committee chairs. There is also a specific Assistant Scoutmaster and Assistant Coach patch available for the OA Unit Rep Adviser.

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|  | Advance PPT Slide “Should OA Unit Representatives meet as a group?” |

The chapter or lodge should run an OA Unit Representative Training Seminar at least twice a year. Additionally, the OA Representatives are expected to attend all Chapter and/or Lodge functions.

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|  | Advance PPT Slide “What are your duties?” |

Some of the responsibilities of the OA Unit Representative include, but are not limited to:

* Attends unit and chapter or lodge meetings regularly as a youth representative of the unit and Order of the Arrow.
* Serves as a two-way communication link between the unit and the chapter or lodge.
* Arranges with the chapter or lodge election team to conduct an annual Order of the Arrow election for the unit at a time approved by the Patrol Leaders’ Council.
* Arranges with the lodge or chapter for at least one camp promotion visit to the unit annually.
* Makes at least one high adventure presentation to the unit, to include the OA programs, annually.
* As requested by the SPL or Captain, participates in unit Courts of Honor by recognizing: high adventure participation of unit members, induction of new OA members, changes in OA honors of unit members, leadership of unit members, and other appropriate activities.
* Coordinates the Ordeal Induction process for newly elected candidates by: ensuring they know the time and location of the Ordeal, providing information of what to bring to the Ordeal, assisting (as needed) in arranging transportation to the Ordeal, and offering assistance (as needed) to the lodge in the Ordeal process.
* Assists current Ordeal members in the unit with sealing their membership by becoming Brotherhood members by: ensuring they know the time and location of Brotherhood opportunities, assisting (as needed) in arranging transportation to the Brotherhood opportunities, and offering assistance to the lodge (as needed) in the Brotherhood process. He may also, at the discretion of the PLC, offer periodic training and discussions of OA principles, symbolism, and the Legend as needed by and appropriate for the unit members of the Order.
* Leads at least one unit service project for the community or charter partner during the year. May also serve, at the discretion of the PLC, as the unit’s service chairman.
* Assists the unit (as appropriate) as a trainer of leadership and outdoor skills.
* In all cases, advocates environmental stewardship and Leave No Trace camping.
* Sets a good example by: wearing the Scout uniform correctly, showing Scout spirit, and living by the Scout Oath, the Scout law, and the OA Obligation.

TRAINER TIP: If you have internet connection, go to the OA Unit Representative website and search around for some of the resources available to them. Ask the participants if there are any resources they would like to look at in particular and take them through the process of downloading the files from the website.

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|  | Advance PPT Slide “How the information flows” |

The next question is: “How does the information flow between the units, the OA Unit Rep, the Chapter, and the Lodge?

* Chapter/Lodge to Unit:
  + Chapter/Lodge Calendars
  + Unit Elections visit
  + Camp Promotions visit
  + Community service project opportunities
  + Invitations to Ordeal members to obtain Brotherhood membership
  + Invitations to candidates to attend their Ordeal
  + Resource lists
  + OA Unit Representative Registration Forms
  + Encourages OA members to be active in their Chapter and Lodge
* Unit to Chapter/Lodge
  + Does the unit conduct monthly campouts?
  + Does the unit attend a long-term camp?
  + Do the unit's older Scouts participate in high adventure programs?
  + Does the unit need assistance with its outdoor program?
  + Does the unit need assistance with community service projects?
  + Does the unit need assistance with training?
  + Do the unit’s OA members participate in Chapter and Lodge functions?
  + Name of the new OA Unit Representative
  + Reaction of the unit members to the Chapter and Lodge program

Activity – How Can We Better Use the OA Unit Representative: 20 MINUTES

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|  | Roll Video # 2 Guardians of the Galaxy: “Star-Lord Stealing Orb” Time: 0:57 |

Next we are going to be doing an activity that well help you to better understand how to utilize the OA Unit Representative. This activity will also give you the opportunity to brainstorm ways to improve upon weak areas in your unit, chapter, or lodge and how the OA Unit Rep can be used to help. You will be split up into small groups and you will be given one of four scenarios. Each scenario has different issues that some units and chapters are commonly facing today. It will be your job to determine how the OA Unit Representative can be utilized to facilitate the resolution of these issues.

TRAINER TIP: When splitting the groups up, you can either cut the room into quarters, or you can have everyone stand and count them off by fours, which may be more useful for the groups to be more diverse. If the groups will have more than 5 or 6 people, you may have extra groups doing the same scenarios as another. However, if you have few people and some extra time, you can have your small group run through all of the scenarios and come up with ideas.

You will have 10 minutes to brainstorm ideas with your group. At the end you will choose one person from your group to give a brief description about what plans you have for the OA Unit Rep to help resolve the scenarios.

**Scenarios**

1. Unit does not participate at district camporee (opportunity for service at the unit level). Making sure the elected youths are present at Camporee, and taking part in the call out ceremony and other responsibilities the OA might have at your district camporee.
2. Chapter not meeting on a regular basis and when it does, attendance is poor. Discuss with chief and adviser, they need to know that you take your job seriously, you have responsibilities to the unit and chapter. What can you do to help the chapter? (Chapter needs to be functioning. Is the OA Rep really earning the leadership portion of his position?)
3. Unit and chapter are not able to schedule the elections on a timely basis and often end up doing them on the afternoon of call out at the district camporee. Work with the SPL or Captain, PLC and your adviser to create a countdown calendar to use throughout the year. Make sure the unit elections are scheduled.
4. The older Scout attendance at the unit meetings has been diminishing as of late and their attendance at camp outs has been nonexistent. Promote high adventure camping. Using your contacts at the chapter and lodge, discover their approach to the problem such as more high adventure, more leadership at the camp outs (take it away from the adults), have dual campouts, a younger scout portions and an older scout portion.

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|  | Advance PPT Slide “OA Rep Countdown” |

TRAINER TIP: If you are strapped for time, or you believe 10 minutes is too much time for your group to finish this, you can skip slides down by minutes. For instance, if you would like 6 minutes, just hit the next slide button until the timer is at 06:00 minutes and then click it one more time to start the timer. Once the timer reaches 00:00, advance to the next slide. At the end of the 10 minutes choose which group will go first and have them give their presentation. Be sure to have them stand up and speak loudly for everyone to hear.

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|  | Flip Chart to # 1 Unit at Camporee Stage Left Chart |
|  | Flip Chart to # 2 Chapter Meeting Attendance Stage Left Chart |
|  | Flip Chart to # 3 **Scheduling Unit Elections** Stage Left Chart |
|  | Flip Chart to # 4 **Targeting Older Scouts** Stage Left Chart |

TRAINER TIP: When debriefing each of the groups, use flip charts to write out the various ideas that each of the groups brainstorm. This way, the participants can take some ideas back with them if some of these issues hit close to home.

Available Resources: 5-7 MINUTES

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|  | Roll Video # 3 Star Wars – Episode VI: “Many Bothans Died” Time: 0:06 |

Now let’s talk about some of the resources available to you. Not only can you network with people at this conference and talk with members of your chapter, lodge, and section, there are many other resources that the BSA and Order of the Arrow have available that can help you to better utilize the OA Unit Representative.

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|  | Advance PPT Slide “Resources from the BSA” |

BSA Program:

* Boy Scout Handbook
* Scout Fieldbook
* Senior Patrol Leader guidebook
* Introduction to Leadership Skills for Troop and Teams
* Scoutmaster Fundamentals (for training advisers)
* Boys’ Life
* Scouting Magazine
* Boy Scout Troop Program Features, Vol. 1-3
* World Wide Web: www.scouting.org
* Merit Badge Books
* Passport to High Adventure
* Varsity Scout Leader Guidebook
* Your District Roundtable

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|  | Advance PPT Slide “Resources from the OA” |

OA Program:

* Order of the Arrow Handbook
* OA Guide for Officers and Advisers
* OA Field Operations Guide
* Newsletters (National Bulletin; Region, Section, Lodge newsletters)
* Lodge Planbooks
* Lodge Leadership Development (LLD) syllabus
* Membership rosters
* Journey to Brotherhood pamphlet
* World Wide Web: www.oa-bsa.org
* People (advisors you meet at lodge meetings)
* Your Chapter

Conclusion: 3-5 MINUTES

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|  | Advance PPT Slide “Learning Objectives” |

In review, when we began the Unit Enrichment – Those Who Chose You Need You session we hoped to accomplish six learning objectives. They were:

* Be reminded of your duty to give service back to your unit first.
* Gain a better understanding of the history and purpose of the OA Unit Representative program.
* Become familiar with the resources available to you online and through local contacts within your chapter, lodge, and section.
* Recognize the value of the OA Unit Representative program.
* Understand and become comfortable with the requirements for the *Journey to Excellence* program.
* Learn how to better use the OA Unit Representative in your Unit, your Chapter, and your Lodge.

Through our discussions, I believe that we have met these learning objectives, and we will continue to go more in-depth with some of these objectives in our next two session. The Order of the Arrow Troop / Team Representative is a great resource that your unit can use to provide a more viable program. You have the resources and the background.

In closing to this session, there are many events, programs, and trainings that are organized by the Order of the Arrow, some good and some not so good. As leaders who plan these functions, we must always keep in mind that the Order of the Arrow is an integral part of the Boy Scouts of America, and to remember that we are here to serve the unit first. Therefore, every function that the Order supports or plans should have a defined purpose that complements the Boy Scout program.

Think back to the best OA events that you have ever experienced. That feeling is what you should keep in mind whenever you are responsible for planning an event, a program for your unit, a training, or any part of one. The greatest gift you can give the Order, and the best way to build the fire of cheerfulness in your brothers, is to help them experience that feeling just like you did. With the tools you learn here, I hope you’ll be more prepared in the future to answer the call of service that is sure to come your way, and that you are more able to tackle the challenges and stresses of leadership.

Please take home with you the information gathered today to further improve your units, chapters, and lodges. Lastly, I will leave you with a quote that I use and have followed throughout my Scouting journey.

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|  | Advance PPT Slide “Vision and Action” |

“Vision without action is a dream. Action without vision is a nightmare. But action with vision is making a difference.”

If you have any more questions I’m available to answer them. Thank you for your attention and good luck in your Order of the Arrow endeavors.

Now you can take a 10 minute break and when we return, we are going to show you how to use your chapter to help the units in your district. See you in 10 minutes.

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|  | Play Song Guardians of the Galaxy: “Awesome Mix Vol. 1” Time: 50:01 |

TRAINER TIP: Be sure to pass out the training evaluation forms and that you give the participants enough time to fill them out. Make your email address available, or some other way for the participants to get ahold of you if they have any questions.

**APPENDIX: FREQUENTLY ASKED QUESTIONS**

Q1: (Questions will be gathered at the NOAC training sessions to be added later)

A1: (Answers will be gathered at the NOAC training sessions to be added later)

Q2: (Questions will be gathered at the NOAC training sessions to be added later)

A2: (Answers will be gathered at the NOAC training sessions to be added later)

**APPENDIX: RECOMMENDED FLIPCHARTS/SLIDES**

The following is a recommended list of flip chart pages that can be used for visual presentation.

**APPENDIX: SOURCE MATERIAL & RESOURCES**

Lodge Leadership Development Website

http://lld.oa-bsa.org/2012/

National OA Training Central Website

http://training.oa-bsa.org/

Official National Order of the Arrow Website

http://www.oa-bsa.org/

Unit, Chapter, and Lodge Support Resources

http://www.oa-bsa.org/resources/ucl.htm

2005 Lodge Leadership Development Planning Guide

http://www.oa-bsa.org/resources/pubs/LLD-Planning-Guide.pdf

2008 – 2012 Order of the Arrow Strategic Plan

http://www.oa-bsa.org/programs/splan/

2012 Chapter Operations Guide

http://www.oa-bsa.org/resources/pubs/cog-2012.pdf

2012 Conclave Training Initiative Classes

http://www.oa-bsa.org/resources/cti/#session10

2012 Field Operations Guide

http://www.oa-bsa.org/resources/pubs/FOG-2012.pdf

2012 Guide for Officers and Advisers

http://www.oa-bsa.org/resources/pubs/GOA-2012.pdf

2012 Lodge Journey to Excellence Program

http://www.oa-bsa.org/annc/g11/jte/

2012 NOAC Training Sessions

http://training.oa-bsa.org/?action=browse&dir=National%20OA%20Conference/2012/