# Unit Elections Handbook

This handbook provides information on Order of the Arrow unit elections to both members and non-members.

All content in this handbook is taken from the *Inductions Handbook.*

SCOUTING AMERICA™
ORDER OF THE ARROW

## Scouting's Barriers to Abuse

Two-deep leadership for all OA activities must meet the requirements of Scouting's Barriers to Abuse, found at *www.scouting.org/Training/YouthProtection.aspx*. The relevant portion of this policy is quoted below:

> ***Two registered adult leaders 21 years of age or over are required at all Scouting activities, including meetings. There must be a registered female adult leader over 21 in every unit serving females. A registered female adult leader over 21 must be present for any activity involving female youth. Notwithstanding the minimum leader requirements, age and program appropriate supervision must always be provided.***

## Adult Supervision/Coed Activities

Two registered adult leaders 21 years of age or over are required at all Scouting activities, including meetings and those including parent and child. A registered female adult leader age 21 or over must be present for any activity including female youth. Notwithstanding the minimum leader requirement, age and program appropriate supervision must always be provided.

## Feedback

You are encouraged to submit your comments, suggestions, and questions about this handbook to the national Order of the Arrow committee by sending an email to *inductions@oa-scouting.org*.

# Contents

**Scouts and their parents expect all Scouting America activities to be conducted safely. To ensure the safety of participants, Scouting America expects leaders to use the four points of SAFE when delivering the Scouting program.**

# SUPERVISION
**Youth are supervised by qualified and trustworthy adults who set the example for safety.**

- Accepting responsibility for the well-being and safety of youth under their care.
- Ensuring that adults are adequately trained, experienced, and skilled to lead the activity, including the ability to prevent and respond to likely problems and potential emergencies.
- Knowing and delivering the program of Scouting America with integrity.
- Using qualified instructors, guides, or safety personnel as needed to provide additional guidance.
- Maintaining engagement with participants during activities to ensure compliance with established rules and procedures.

# ASSESSMENT
**Activities are assessed for risks during planning. Leaders have reviewed applicable program guidance or standards and have verified the activity is not prohibited. Risk avoidance or mitigation is incorporated into the activity.**

- Predetermining what guidance and standards are typically applied to the activity, including those specific to the Scouting America program.
- Planning for safe travel to and from the activity site.
- Validating the activity is age appropriate for the Scouting America program level.
- Determining whether the unit has sufficient training, resources, and experience to meet the identified standards, and if not, modifying the activity accordingly.
- Developing contingency plans for changes in weather and environment and arranging for communication with participants, parents, and emergency services.
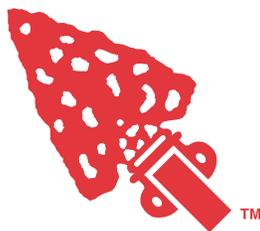
# FITNESS AND SKILL
**Participants' Annual Health and Medical Records are reviewed, and leaders have confirmed that prerequisite fitness and skill levels exist for participants to take part safely.**

- Confirming the activity is right for the age, maturity, and physical abilities of participants.
- Considering as risk factors temporary or chronic health conditions of participants.
- Validating minimum skill requirements identified during planning and ensuring participants stay within the limits of their abilities.
- Providing training to participants with limited skills and assessing their skills before they attempt more advanced skills.

# EQUIPMENT AND ENVIRONMENT
**Safe and appropriately sized equipment, courses, camps, campsites, trails, or playing fields are used properly. Leaders periodically check gear use and the environment for changing conditions that could affect safety.**

- Confirming participants' clothing is appropriate for expected temperatures, sun exposure, weather events, and terrain.
- Providing equipment that is appropriately sized for participants, is in good repair, and is used properly.
- Ensuring personal and group safety equipment is available, properly fitted, and used consistently and in accordance with training.
- Reviewing the activity area for suitability during planning and immediately before use, and monitoring the area during the activity through supervision.
- Adjusting the activity for changing conditions or ending it if safety cannot be maintained.

# Chapter 1: **Managing Unit Elections**

The lodge is responsible for conducting unit elections in every troop, crew and ship in the council. All unit members, including non-OA members, elect those Scouts who best exemplify the Scout Oath and Law in their daily lives to become OA members. In this way, membership is controlled by the youth in their own units and not by those who are already Arrowmen.

## The Unit Elections Committee

The unit elections committee sends out information to all Scouts BSA Scoutmasters, Venturing Advisors, and Sea Scout Skippers regarding membership in the OA and the election procedures. It trains unit elections teams, schedules visits of elections teams to units, ensures that the teams conducting the elections are well-trained and in proper uniform when conducting the elections, and records the results of the elections.

The lodge chief appoints a youth Arrowman to be the unit elections committee chair. The unit elections chair must have an adviser who is appointed by the lodge adviser. If the lodge uses chapters, the lodge chief, vice chief, or unit elections chair works with the chapters to ensure that each chapter also elects or appoints a youth Arrowman to manage unit elections at the chapter level. The chapter unit elections chair must have an adult adviser who is appointed by the chapter adviser. Chapter unit elections chairs form the core of the lodge unit elections committee.

The unit elections committee works closely with the lodge officers responsible for membership records, OA unit representatives, call-outs, and Ordeals. The unit elections committee performs these functions:

- Reviews the previous unit elections committee's evaluation and decides how to make improvements.

- Sets a time period for elections, beginning with determining the time of the year when unit elections will be held. The dates must be set well in advance of the start of the election period so that units and lodge/chapter committees can properly plan. Factors to be considered when setting the time period include theV dates of Ordeals and other chapter, lodge, district, and council Scouting events, the school calendar, and holidays. A long election period requires maintaining teams over several months which some chapters and lodges may find difficult. However, a short election period requires the elections teams to do more elections in a shorter period thus increasing the burden on the teams and requiring more teams.

- Informs units well in advance of the election period by sending an email/letter announcing unit elections to the unit adult leader with a copy to the unit's OA unit representative and adviser. (Refer to the "Sample Letter Announcing Elections" resource (page 7).) The email/letter should set out the time of the year when elections will be held and that only one election can be held per year[1], describe the purpose of the elections, provide the elections rules and procedures, and outline the member-

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1. For questions about election errors, refer to "Election Errors" (page 11).

ship requirements for youth and adults. The letter should advise unit leaders how they can schedule an election and include an Adult Candidate Nomination Form (page 35). It may be useful to speak to unit leaders at a district roundtable, reminding them of the email/letter. Commonly, there will be some unit leaders who fail to respond to election scheduling requests. This may be caused by an incorrect address, forgetfulness, or the inherent limitations of email. A follow-up email or phone call may be necessary to receive a response from the unit leader. Unit leaders who are resistant to holding a unit election should be contacted by the chapter or lodge adviser, who should explain the benefits of the Order of the Arrow to the unit and its members.

- Organizes and trains unit elections teams through recruitment, training, and motivation. Serving on a unit elections team is an excellent way to give a young Arrowman the opportunity to assume a position of responsibility and leadership. The unit elections committee should pay special attention to the Order of the Arrow members who are participating in unit elections for the first time and ensure that the training is well-organized and fun. Training sessions cover the elections process, rules and guidelines and help ensure consistency between elections teams. The Unit Elections Script (page 29) helps ensure consistency. The best elections teams can deliver an accurate, professional, and meaningful election ceremony and keep the attention of the unit, allowing for effective communication. The training sessions can be conducted at chapter meetings, in conjunction with lodge executive committee meetings or a Lodge Leadership Development Conference (LLDC), or at a separate training event. Food or refreshments could be provided and a game could be played during training sessions. (Refer to two resources: the Unit Elections Script (page 29) and Unit Elections Team Training (page 21).) Supplemental practice can help make sure each speaking part is fully memorized, and this will lead to well-informed, meaningful elections.

- Recruits and trains extra team members so that enough team members will be available to handle the elections when the units request them. Each unit election typically requires two or three members. At any given election, some of the team members may be unable to participate because of other activities.

- Offers team members the opportunity to provide feedback to the unit elections committee on the quality of support they received and uses this information to improve unit elections the following year.

- Sets up a system to contact every Scouts BSA Scoutmaster, Venturing crew Advisor, and Sea Scout Skipper in the council and schedule a unit election for all such units. If a unit has eligible Scouts but does not desire to have an election, the chapter or lodge adviser should contact the unit leader and attempt to discover how the OA can better serve this unit. If the unit leader receives better service and support from the OA in the future, the unit leader may be more receptive to having unit elections.

- Contacts the various elections teams well in advance to schedule elections. Works hard to avoid situations where an Arrowman is called to help with an election at the last minute and limits the number of elections each team member is expected to conduct.

- Conducts all unit elections at troop, crew or ship meetings. The reason for this is participation: more Scouts attend meetings than summer camp and not all units go to council summer camps. This means more Scouts have the opportunity to vote and there is a greater chance that all those eligible will be present.

- Prepares a handout about upcoming Ordeal weekends that the unit elections teams can leave with unit leaders, OA unit representatives and advisers, and newly elected candidates (after they have been called out). This handout should give the dates, times, locations, and contact information for all upcoming Ordeals.

- Sets up a system for quickly and reliably transmitting the unit elections results which are recorded on the [Unit Election Report (page 33)](#) to the appropriate lodge/chapter officers. Many chapters/lodges use email and then mail a backup copy to ensure that the information is received. Information on candidates should be entered in the lodge records as soon as possible after the election with "Candidate" entered where the membership level is recorded.

- Sets up a system to transmit adult nominations to the lodge adult selection committee and communicates the committee's decisions back to the lodge/chapter and units. Adults may not be called out until the lodge adult selection committee approves them. It is important to maintain the confidentiality of adult nominations to avoid embarrassment if a nominated adult is not recommended by the lodge adult selection committee or is not approved by the Scout executive.

- Provides information on youth and adult candidates to:

    - The call-out teams. The names of adults to be called out should be received from the lodge adult selection committee.

    - The lodge chief, chapter chiefs, lodge/chapter secretaries, and their advisers. A list of the candidates' names, unit numbers, email addresses, home addresses, and telephone numbers so that they can encourage candidates' attendance at the Ordeal.

    - The Ordeal committee

    - The OA unit representatives and advisers

- Prepares a written elections evaluation report after the completion of all unit elections.

## Lodge Adult Selection Committee

The lodge adviser, the chair of the council committee on which the lodge adviser serves, and the lodge staff adviser serve as the lodge adult selection committee. The committee reviews the nominations for adult membership received from the unit committees and for adults serving in council and district positions. Those nominated adults that meet the membership requirements for adult unit leaders and council and district adult leaders may be recommended to the Scout executive by the lodge adult selection committee. With the approval of the Scout executive, who serves as Supreme Chief of the Fire, those adults will become candidates for induction.

To ensure that the committee has time to act, the lodge adviser may set a minimum period by which all elections must be held before each call-out or Ordeal. Those deadlines should be emphasized in the materials that are provided to chapters and units. Some lodge adult selection committees may want chapter advisers to review nominations before the committee acts. Adults should not be entered into the lodge records as candidates until after the lodge adult selection committee nominates and the Scout executive approves them. Call-out teams need to be provided with the names of approved adults so that they do not call out adults whose nominations were not approved by the committee or Scout executive.

## OA Unit Representative Committee

The OA unit representative committee should play an important part in the unit elections process. The committee is an excellent source of manpower to help conduct unit elections. The committee should provide OA unit representatives' and advisers' contact information to the unit elections committee. The use of email is an excellent way to communicate with the OA unit representatives and advisers. The committee should also provide the following support:

- Contact each OA unit representative and adviser at the start of the unit elections season and ask them to encourage their unit leader to schedule an election and to review the elections procedures, which they should provide.

- Follow up with the OA unit representatives and advisers from units that have not yet scheduled an election.

- Send the OA unit representatives and advisers information on the date, time, and location of all upcoming call-out and Ordeal weekends. Have them promote and encourage the newly elected candidates and OA members in their unit to attend.

## The OA Unit Representative

The unit election is an excellent way to strengthen the role of the OA unit representative. To be successful in this position, a Scout needs to establish a robust link with the lodge/chapter so that information and resources will flow both ways. The unit elections team should coordinate much of the election effort with the OA unit representative providing them the opportunity for leadership as well as offering all the assistance they require. The OA unit representative, with the support of their adviser, should:

- Ensure that their unit schedules a unit election.

- Talk to all youth members about the purpose of the Order of the Arrow and the criteria their fellow Scouts should use in voting for those who best exemplify the Scout Oath and Law.

- Help maintain excitement among eligible Scouts before the election.

- Contact the members of their unit a few days before the unit election to ensure that the maximum number of Scouts will participate.

- Contact the OA members in their unit, both youth and adult, a few days before the unit election and remind them to attend the election in full uniform with sash.

- Assist in conducting the election if needed.

- Help complete the Unit Election Evaluation Form (page 37) and send it to the lodge/chapter if requested by the unit elections team.

## Unit Elections Team

The unit elections team needs to be prepared and do an excellent job when it visits a unit. Most of the members of the unit will never become members of the OA. Their experience with the OA during the unit elections may be their only exposure to the OA. The performance of the unit elections team can create a very positive image of the OA with both the youth and adult members of the unit. The team must ensure that elections are meaningful experiences for the Scouts and leaders, for Arrowmen in the unit who are conducting the election, and for the new candidates being elected.

Recruit the team members well in advance of the election and practice the election presentation until all the members of the team know their roles. The OA should be represented by a two- or three-member team from the lodge or chapter unit elections committee. All elections team members must be trained and in proper uniform during the election.

Three important resources that should be used by all unit elections teams are included in this handbook: the Unit Elections Team Checklist (page 25) (things the unit elections team should do before, during, and after each unit election), the Unit Elections Rules and Procedures (page 9), and the Unit Elections Frequently Asked Questions (page 13).

Immediately after the election the Unit Election Report (page 33) is completed and signed by the elections team members to certify the results.

The Unit Elections Script (page 29) that the unit elections team is strongly encouraged to use is found in the resources. This script provides a standard presentation for all unit elections teams to implement. It addresses all of the eli-

gibility requirements and procedures for unit elections.

Videos for use by the unit elections team are available on the national OA website at *www.oa-scouting.org*. These videos can be used as part of the unit elections to provide information about the Order of the Arrow and explain the unit elections process.

## Evaluation

The feedback received during the unit election process allows the lodge and chapter to learn, not only about the quality of their own unit elections but also about the regard in which the Order of the Arrow is held among the units it serves.

After each unit election, the OA unit representative for the unit, with input from their adviser and unit leader (or designee), should fill out the Unit Election Evaluation Form (page 37) and return it directly to the unit elections committee chair. The form should be provided with a self-addressed, stamped envelope or a website or email address where the evaluation can be submitted.

After the election season the unit elections committee should examine all available information with the goal of improving the quality of the presentations the next year and the overall election process. The committee should prepare a written report that includes the feedback received from the elections teams, unit leaders, the OA unit representative committee and the lodge adult selection committee. It should include an evaluation and critique of the elections process as well as specific recommendations for the next year. By implementing the recommendations from the evaluation process the lodge will realize continuous improvement from year to year.

# Sample Letter Announcing Elections

To:         Troop, Crew and Ship Leaders

From:       Order of the Arrow W.W.W., _____ Lodge

Subject:    Annual Unit Elections

The Order of the Arrow is Scouting's National Honor Society. It recognizes those who best exemplify the Scout Oath and Law in their daily lives and, through that recognition, cause others to conduct themselvesact in such the same way that warrants similar recognition, to reinforce a life purpose of leadership in cheerful service to otherspromote camping, to developcreate and deliver peer-led, adult-guided, advanced leadership experiences for Scouts and Scouters that positively impact their unit, community, and ultimately our nation, and to be an integral part of Scouting America and encourage participation in all it offers through units, outdoor adventures, and national events to further the Scouting experiencecrystallize the Scout habit of helpfulness into a life purpose of leadership in cheerful service to others.

Each Scouts BSA troop, Venturing crew and Sea Scout ship with qualified Scouts is urged to hold an election not later than _____, to select candidates for an Ordeal to be held at _____ on _____. The date and place of the election are selected by you, as unit leader.

Youth Membership Qualifications

All members of, or candidates for membership in, the Order of the Arrow who are under 21 years of age shall be considered youth members or candidates for youth membership, subject to meeting these requirements:

1.  Be a registered member of the Scouting America.

2.  At the time of their election, youth must be under the age of 21, and hold one of the following ranks corresponding to the type of unit in which they are being considered for election: Scouts BSA First Class rank, Venturing Discovery Award, or Sea Scout Ordinary rank, or higher, and following approval by the Scouts BSA Scoutmaster, Venturing Crew Advisor or Sea Scout Skipper, be elected by the youth members of their unit.

3.  Have experienced 15 days and nights of camping while registered with a troop, crew, or ship within the two years immediately prior to the election. The 15 days and nights must include one, but no more than one, long-term camp consisting of at least five consecutive nights of overnight camping, approved and under the auspices and standards of the Scouting America. Only five nights of the long-term camp may be credited toward the 15-night camping requirement; the balance of the camping (10 nights) must be overnight, weekend, or other short-term camps of, at most, three nights each. Ship nights may be counted as camping for Sea Scouts.

Voting for youth candidates will be based on their spirit of brotherhood, cheerfulness (no matter how tiresome their duties), and a willingness to give unselfish and wholehearted service to others at all times.

Adult Membership Qualifications

Each year, upon holding a unit election for youth candidates that results in at least one youth candidate being elected, the unit committee may nominate registered unit adults, 21 years of age or

older, to the lodge adult selection committee. The number of adults nominated can be no more than two-thirds of the number of youth candidates elected, rounded up where the number of youth candidates is not a multiple of three. In addition to the two-thirds limit, the unit committee may nominate the currently serving unit leader (but not assistant leaders), as long as he or she has served as unit leader for at least the previous 12 months. Recommendations of the adult selection committee, with the approval of the Scout executive, will be candidates for induction, provided the following conditions are fulfilled:

1. Selection of the adult is based on the ability to perform the necessary functions to help the OA fulfill its purpose and is not for recognition of service, including current and prior achievements and positions.

2. The individual will be an asset to the OA because of demonstrated abilities that fulfill the purpose of the Order.

3. The camping requirements set forth for youth members are fulfilled.

4. The adult leader's membership will provide a positive example for the growth and development of the youth members of the lodge.

Please [use the enclosed postcard/email _____/use the web form at _____] to notify the [lodge/ chapter] of the date and place set aside for the election of candidates. It should be held at a regularly scheduled unit meeting or camping experience. Every effort should be made to have 100 percent attendance of both youth and adults at this meeting. An election team from the Order of the Arrow will be on hand to conduct the election. (Under no circumstances may a unit conduct their own unit election.)

Respectfully yours,


Lodge Chief                                        Lodge Adviser

# Unit Elections Rules and Procedures

The definitive rules and procedures for unit elections are contained in the *Handbook for Officers and Advisers*. In case of any conflict or ambiguity between items contained in the *Inductions Handbook* or the *Unit Elections Handbook* and items in the *Handbook for Officers and Advisers*, always refer to the *Handbook for Officers and Advisers* as the definitive document.

In Scouts BSA troops, Venturing crews, and Sea Scout ships, every registered active member of the unit under age 21 at the time of election is eligible to vote in an Order of the Arrow unit election; this includes Scouts BSA assistant Scoutmasters who are 18, 19 or 20 years old.

A Scout who carries a current national membership card and participates in at least some unit activities during the year is considered to be a registered active member of the unit. For example, an assistant Scoutmaster or Venturing crew or Sea Scout ship member away at college who participate in some unit activities when home, such as campouts, camporees, or occasional unit meetings, should be considered a registered active member.

A youth who moves away or drops out of a unit because of other interests would not be counted in the registered active membership figure.

Elections may be held only in Scouts BSA troops, Venturing crews, and Sea Scout ships, but not in Cub Scout packs.

Lodges are encouraged to complete all unit elections before their units go to summer camp. This ensures that the maximum number of unit members can be present to vote in the election.

All elections must be conducted by the OA lodge of the council in which the unit is chartered. No unit may visit outside its council and hold an OA unit election under the auspices of the OA lodge of another council.

Call-outs should be conducted by the OA lodge of the council in which the unit is chartered. It is possible for a visiting unit to have their elected candidates called out at an out-of-council summer camp if the lodge serving the camp is willing to conduct the call-out. The unit leader must present a letter from the home lodge chief and lodge adviser requesting the call-out and identifying the members to be called out. A signed copy of the home lodge's unit election report must accompany this request. Following the unit's return, the home lodge chief and lodge adviser must receive confirmation of the call-out.

Newly elected candidates for membership in the Order of the Arrow must complete the Ordeal and be inducted into the OA by the lodge that serves the council in which the unit is chartered. This allows the candidates to bond with their contemporaries as they go through the Ordeal and creates a positive leadership environment in which they can progress. Out-of-council Ordeals are not permitted except when religious custom and observance precludes attendance at the Ordeals of a Scout's home lodge (*e.g.,* Sabbath-observant Jewish Scouts). In this special case, the region Order of the Arrow chair may be petitioned for an exception to permit the Scout to be inducted by another lodge.

## Unit Election Rules

1.  The lodge will determine the time of the year unit elections will be held and should inform unit leaders of this by mail well in advance. As stated above, lodges are encouraged to complete all unit elections prior to their units going to summer camp. This insures that the maximum number of unit members can be present to vote in the election. For this reason and to avoid improper out-of-council unit requests, elections should not be conducted at summer camp.

2.  The lodge, through the unit elections committee, should work with the Scouts BSA Scoutmaster, Venturing crew Advisor, or Sea Scout Skipper in establishing the actual

time and place to conduct the election. The Order of the Arrow should be represented by a two- or three-member team from the lodge or chapter unit elections committee. All OA elections team members must be trained and in proper uniform during the election.

3. Only one election can be held in a unit each year.[1] Before the election, the unit leader (or designee) must verify to the OA unit elections team that at least 50 percent of the registered active unit membership is present.[2] If at least 50 percent is not present, an election cannot be held and the election should be rescheduled. The number of registered active members and the number present are entered in the spaces provided on the Unit Election Report (page 33). If the unit leader is a member of the Order, he or she may explain to the group the purpose of the Order of the Arrow and the basis upon which candidates should be selected, and describe the method of election. If the unit leader is not a member of the Order, a member of the OA unit elections team should make this presentation with the unit leader's consent, demonstrating that election leadership is a cooperative effort of the unit leader and the OA unit elections team.

4. The unit leader provides a list of registered active members of the unit who meet all eligibility requirements, including attitude and participation. The names of these members are entered on the report form and the unit leader (or designee) signs the certification. It is important that the list be complete, as only one election can be held in a unit each year.[1]

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1. It is possible to request a second election to correct certain election process errors, as detailed on page 11 under "Election Errors".
2. For unit election purposes, "registered active unit membership" includes Scouts BSA youth members and assistant scoutmasters under age 21, Sea Scouts, and Venturers.

5. The elections team leader explains the following to the unit leader (or designee):

- This is the current method of election approved by the national OA committee in use by the lodge.

- All eligible youth members who receive votes from at least 50 percent of those who turn in ballots are elected. If no one is elected, a second vote may be held immediately, and the result of this vote will be final.

6. A voter may list on their ballot any combination of names, including all eligible candidates they believe are worthy to become members of the Order of the Arrow.

7. The OA unit elections team conducts the election. A unit election ceremony is contained in the resource section of the OA website available at *oa-scouting.org/resources/ucl-support/lodge-program-resource-videos*. Stress these points:

- Select the candidates who, in your opinion, have set the best examples of brotherhood, cheerfulness, and service.

- Vote only for those you believe will continue in unselfish service to your unit.

- If you feel that no one is worthy, turn in a blank ballot.

- If you are new in the unit and do not know the candidates well enough to vote wisely, you may abstain by not turning in a ballot at all; this will not affect the final result.

- Youth members eligible for election also vote, and they may vote for themselves if they feel they are worthy.

8. When the voting is finished, the OA unit elections team counts the number of ballots turned in and enters the numbers on the Unit Election Report.

9. The OA unit elections team determines the minimum number of votes one must receive to be elected, as follows: If the

number of ballots turned in was even (2, 4, 6, 8, etc.), divide this number by two. If the number was odd (1, 3, 5, 7, etc.), add one and then divide by two. The number of votes a youth must receive to be elected is entered on the Unit Election Report.

10. The elections team and the unit leader (or designee) count the votes in private. All votes count equally. If at least one has been elected, the election result is final. The OA team places a check mark next to the names of those who have been elected.

11. If no one is elected, the OA team announces this fact and states that the unit will now be given the opportunity to vote again. Time is allowed for further explanation of the purpose of the Order of the Arrow and the election procedures, and for any questions. No information about the votes received by candidates is to be revealed at any time. The second ballot is then held immediately, and if the unit still elects no one, this is the final result for this year's election.

**Announcement of results.** As soon as the election is completed, the unit leader (or designee) are strongly encouraged to announce to the entire unit the names of members who have been elected. Notification immediately following the election provides the candidate and their family ample time to plan and prepare for upcoming lodge Ordeals or candidate activation events.

Names, genders, postal and email addresses, mobile and a parent's phone numbers, Scouting America ID numbers and birth dates of the newly elected candidates must be forwarded to the lodge membership committee immediately. Candidates will be called out at the earliest possible time, either at a resident camp, a camporee, or a special ceremony.

**Candidate status.** After election, Scouts and adults remain candidates until completion of the Ordeal and Ordeal ceremony. If this period of candidacy exceeds eighteen months, the candidate's name will be dropped. To become candidates again, they must be re-elected.

The executive committee of the lodge may extend the eighteen-month limit between election and induction if a candidate is ill or there are other unusual circumstances.

If a candidate permanently relocates to a new Scouting America council prior to completing the Ordeal, the candidate should immediately join a unit in the new council. A copy of the election report must be presented to the new unit leader to arrange induction in the new lodge. The candidacy period is not restarted or extended.

**Adult recommendations.** Each year, upon holding a unit election for youth candidates that results in at least one youth candidate being elected, the unit committee may nominate registered unit adults, 21 years of age or older, to the lodge adult selection committee for approval to be candidates for induction. The number of adults nominated can be no more than two-thirds of the number of youth candidates elected, rounded up where the number of youth candidates is not a multiple of three. In addition to the two-thirds limit, the unit committee may nominate the currently-serving unit leader (but not assistant leaders), as long as they have served as unit leader for at least the previous 12 months. The lodge should set up a system to transmit adult nominations to the lodge adult selection committee and the committee's decisions back to the lodge, chapter, and units. Adults may not be called out until the lodge adult selection committee recommends and the Scout executive approves them. Maintain the confidentiality of adult recommendations to avoid embarrassment if a nominated adult is not recommended by the lodge adult selection committee or is not approved by the Scout executive.

**Election Errors.** If an error in the election process is identified after conducting an original election, the unit leader may submit a request to the lodge executive committee for a second election to be held on behalf of only the affected individual(s) in the unit. Approval of an additional election is solely at the discretion of the lodge executive committee.

**Membership requirements.** Consult the *Handbook for Officers and Advisers* for youth, adult and professional membership qualifications.

**Honorary and life membership.** Honorary or life membership in the OA are not allowed. See the *Handbook for Officers and Advisers*.

# Unit Elections Frequently Asked Questions

The definitive rules and procedures for unit elections are contained in the _Handbook for Officers and Advisers_. In case of any conflict or ambiguity between the _Inductions Handbook_ or the _Unit Elections Handbook_ and the _Handbook for Officers and Advisers_, always refer to the _Handbook for Officers and Advisers_ as the definitive document.

1. **When does a Scout have to earn their Scouts BSA First Class rank, to become eligible for election?**

A. The _Handbook for Officers and Advisers_ says:

> At the time of their election, youth must be under the age of 21, and hold one of the following ranks corresponding to the type of unit in which they are being considered for election: Scouts BSA First Class Rank, Venturing Discovery Award, or Sea Scout Ordinary Rank or higher …

To ensure that the Scout will be able to handle the challenges of the Ordeal weekend and to uphold the OA's standing as Scouting's national honor society, each candidate must have passed a board or bridge of review for the First Class rank, Venturing Discovery Award, or the Sea Scout Ordinary rank before the election is held. Any Scout who has passed their board or bridge of review meets this requirement, even if the award has not been formally presented, such as at a court of honor.

2. **Can a Scout use the same camping nights towards the requirements of Camping merit badge and for the OA camping requirement?**

A. Yes. While the Scouts BSA advancement program often prohibits one action or event from counting towards two different requirements, camping nights can be counted towards both Scouts BSA advancement and the OA camping requirement.

3. **A Scout who recently joined my unit camped a lot in their previous unit. Should that camping be counted when deciding if they can be listed on the election ballot for my unit's election?**

A. Yes. All Scouting America camping done by a Scout in the program area for which they are being considered for election (see question 4 for exception) counts towards the camping portion of the membership qualifications, as long as the camping was within the last two years.

4. **A Scout in my Scouts BSA troop is also registered in a Venturing crew or Sea Scout Ship. Can camping trips with the crew or ship count towards the camping requirement?**

It is preferred that camping requirements be met as part of the unit in which the youth is being considered for election (_i.e.,_ troop, crew, or ship); however, extenuating circumstances may exist (_e.g.,_ in cases where a youth did not have an opportunity to meet the requirement with the unit), that make it appropriate for unit leaders to consider other Scouting America camping experiences (_e.g.,_ a Venturer counting camping nights completed with a troop or camping nights completed while serving as a staff member at a council camp or national high adventure base). In each case, the unit leader must satisfy themselves the spirit and intent of the requirement was met (_i.e.,_ it was indeed qualifying outdoor camping).

5. **If a Scout goes to summer camp and a jamboree in the same summer, how do these count towards the camping requirement?**

A. The _Handbook for Officers and Advisers_ says:

> Have experienced 15 nights of camping while registered with a troop, crew or ship within the two years immediately prior to the

election. **The 15 nights must include one, but no more than one, long-term camp consisting of at least five consecutive nights of overnight camping**, approved and under the auspices and standards of Scouting America. **Only five nights of the long-term camp may be credited toward the 15-night camping requirement**; the balance of the camping (10 nights) must be overnight, weekend, or other short-term camps of, at most, three nights each. Ship nights may be counted as camping for Sea Scouts. *[emphasis added]*

Only one long term camp can be used towards the camping requirement. For a Scout who attends summer camp and a jamboree in the same year, five nights of the time at summer camp or at the jamboree (but not both) can be used towards the camping requirement. Ten more nights of short-term camp would also be required to meet the camping requirement in order to reach the 15 nights requirement.

6. **Does the long term camp have to be at my council's camp?**

A. Camping at a council's own camp(s) is not part of the national requirements for eligibility for election to the Order of the Arrow. Any "long-term camp … approved and under the auspices and standards of Scouting America" meets this portion of the camping requirement.

   Councils and lodges should conduct elections in any unit that requests one, without regard to where the unit attends summer camp.

7. **Does the camping have to be with a Scout's unit?**

A. Camping does not have to be with a Scout's unit. For example, participation in a seven-day, six-night National Youth Leadership Training course should be considered a "long-term camp" as would attendance at summer camp with another troop. (However only five nights of the long-term camp count towards the fifteen nights of camping requirement.)

8. **My unit attends summer camp for five days and four nights. Can that count towards the camping requirement?**

A. The camping requirement for long-term camps is a minimum of five nights, so three nights of this could be counted as a short-term camp.

9. **What does "… under the auspices of Scouting America" mean in the camping requirement?**

A. It means: Camping conducted within the requirements of Scouting America, amongst other things, to conduct the program in accordance with the *Guide to Safe Scouting* and all Safeguarding Youth requirements, and, if water sports are conducted, using Safe Swim Defense and the buddy system, and all other policies in force not specifically listed here. Ultimately, the local council is the final arbiter of whether an encampment is in compliance and therefore under the auspices of Scouting America.

10. **I went on several camping trips when I was registered as a Webelos den leader and before I registered as an assistant Scoutmaster. Can those trips count towards the OA camping requirement?**

A. The Order of the Arrow's membership eligibility requirements focus on youth registered in Scouts BSA, Venturing, or Sea Scouts, and the camping requirement must be fulfilled through camping done while a Scout in one of those three programs. Because of this, time spent camping as a Cub Scout does not count towards OA eligibility. This makes sense when we consider another requirement, which is that election candidates hold the Scouts BSA First Class rank, the Venturing Discovery Award, or the Sea Scout Ordinary rank or higher, and work towards these rank or award requirements cannot begin until becoming a member of a Scouts BSA troop, Venturing crew, or Sea Scout ship.

Similarly, camping done by unit adults only counts towards OA membership when the adults are registered as Scouts BSA, Venturing, or Sea Scout leaders. Thus, camping done while registered as a Cub Scout Webelos den leader does not count towards OA eligibility (unless the adult is also registered in a troop, crew or ship at the time).

11. **We have an adult assistant Scoutmaster who is two nights shy of the camping requirement. Youth elections are next week. Most likely two Scouts will be elected (one of them the assistant Scoutmaster's son). Five days after the youth election the assistant Scoutmaster will have met the camping requirement. Can the troop committee nominate the assistant Scoutmaster several days after the youth election?**

A. The *Handbook for Officers and Advisers* says:

> "Each year, upon holding a unit election for youth candidates that results in at least one youth candidate being elected, the unit committee may nominate registered unit adults, 21 years of age or older, for membership in the OA to the lodge adult selection committee..."

In many units, the unit committee meets once or twice a month, so adult nominations may follow the youth election by as much as a few weeks. Adults must meet the eligibility requirements when the unit committee makes its decision on whom to nominate, not at the time of the youth election.

12. **Do youths have to be present for an election, or can they participate by phone or video-conference or vote through an absentee ballot?**

A. All youths must be physically present to vote in a unit election. Voting by phone, video-conference, absentee ballot, etc. is not permitted in unit elections, unless otherwise expressly authorized by the national OA committee.

13. **Do youths have to be present to be placed on the election ballot and be elected?**

A. No. All Scouts who meet the eligibility requirements should be included on the election ballot, even if some of these Scouts are not present when the election is being held.

14. **As a unit leader, how do I determine which youths are active and thus count for purposes of determining if a quorum is present for an election?**

A. The *Handbook for Officers and Advisers* says:

> **Registered active member**. In Scouts BSA, Venturing, or Sea Scout units, every registered active member of the unit under age 21 at the time of election is eligible to vote.
>
> A Scout who carries a current national membership card and participates in at least some unit activities during the year is considered to be a registered active member of the unit. For example, a youth away at college who participates in some unit activities when home, such as a campout, camporee, or occasional unit meeting, should be considered a registered active member.
>
> A youth who moves away or drops out of the unit because of other interests would not be counted in the registered active membership figure.

As an example, a Scout who hasn't participated in unit activities in several months and who cannot be reached to confirm that they have dropped out of the unit should not be counted as a member of the unit when deciding if at least 50 percent of the registered active unit membership is present.

**15. Can a unit conduct its own election?**

A. The *Handbook for Officers and Advisers* says:

> **Unit Elections**
>
> Under no circumstances may a unit conduct their own unit election.
>
> **Induction: Election to Ordeal**
>
> 2. The lodge, through the unit elections committee, should work with the unit leader in establishing the actual time and place to conduct the election. The Order of the Arrow should be represented by a two- or three-member team from the lodge or chapter unit elections committee. All elections team members must be trained and in proper uniform during the election.

The lodge is responsible for making sure that elections teams are properly trained, so it's important that units not conduct their own elections.

**16. What's the status in the OA of assistant Scoutmasters who are under age 21?**

A. Young adults ages 18 through 20 are considered youth members of the Order of the Arrow. Because of this, assistant Scoutmasters who are 18, 19 or 20 years old and who meet the youth eligibility requirements should be included on election ballots whenever an election is held in a troop, and these young adults should be allowed to participate in the election in the same manner as youth members under age 18. Once inducted, these young adults may participate fully in the Order of the Arrow as youth members, until their 21st birthday. Similarly, Sea Scouts and Venturing crew members ages 18 through 20 are considered youth members for the purposes of OA elections,

**17. Can a unit use pre-printed ballots in an election?**

A. Yes. However, care must be taken to ensure that all candidates' names appear on the ballot. Excluding a candidate's name and having it "written in" during the election is inappropriate since this may prevent a fair opportunity for this candidate to be elected. If it is discovered that an eligible candidate's name is missing from a pre-printed ballot, blank ballots should be used instead.

**18. Can "All of the above" be included as a choice on a pre-printed ballot?**

A. Yes. A voter may list on their ballot any combination of names, including all eligible candidates who they believe are worthy to become members of the Order of the Arrow so having an "all of the above" box on a preprinted ballot is appropriate and recommended. Here is a sample:

> Please place a check next to the name of each candidate who you believe is worthy to become a member of the Order of the Arrow.
>
> _____ Jeff Scout
>
> _____ José Star
>
> _____ Dhairya Eagle
>
> _____ All of the above
>
> If you feel that no one is worthy, turn in an unmarked ballot.
>
> If you do not know the candidates well enough to vote wisely you may abstain by not turning in a ballot at all. This will not affect the final result.

**19. Can a unit leader or council add requirements to the national OA requirements for election?**

A. No, a Scouts BSA Scoutmaster, Venturing crew Advisor, or Sea Scout Skipper (or unit committee, district, council, chapter or lodge) has no authority to change the requirements for election to the Order of the Arrow, just as they have no authority to change the Eagle Scout or other rank

requirements. However, a unit leader (or designee) does have the responsibility to certify that the unit's Scouts have met the national eligibility requirements before submitting their names for the ballot for the unit's election.

20. **What is the unit leader's role in a unit election?**

A.The *Handbook for Officers and Advisers* says:

> **Membership Requirements**
>
> **Unit leader approval**. To become eligible for election, a Scout must be registered with Scouting America and have the approval of their unit leader prior to the election. The unit leader must certify their Scout spirit (*i.e.,* their adherence to the Scout Oath and Law and active participation in unit activities). The unit leader must also certify that the nominee meets all specified requirements at the time of this annual election.
>
> **Induction: Election to Ordeal**
>
> 4.  The unit leader provides a list of all registered active members of the unit who meet all eligibility requirements, including attitude and participation.

The unit leader holds the responsibility of certifying a Scout's eligibility before placement on an Order of the Arrow election ballot. The unit leader's certification is as of the date of the election, and any Scout who meets the camping and other requirements as of that date should be listed on the election ballot. This approval is not one of preferential treatment or specific selection for membership rooted in the unit leader's own vision, but one of qualifying a candidate for eligibility. By including a Scout's name on the list of those whose names should appear on an election ballot, the unit leader (or designee) certifies that:

• The Scout is a currently registered active member of the unit (troop, crew, or ship)

• The Scout exhibits Scout spirit by living in accordance with the Scout Oath and Law

• The Scout fulfills all other Order of the Arrow membership requirements

Clearly, the unit leader's approval is earned through merit in Scouting. The unit leader has two roles with the OA: an administrative certification that the objective requirements are met and a more judgment-oriented one with the Scout spirit requirement that the Scout, in their opinion, has been a "good Scout" and lives up to the obligations taken in the Scout Oath and Scout Law. This requirement helps to uphold the high standard that OA membership warrants.

21. **Can a unit leader adjust the results of the youth election results before the results are announced?**

A.  After the youths have voted, the unit leader cannot adjust the results of the election. The *Handbook for Officers and Advisers* says that lodge rules must include this standard rule:

> **Rule III.A**. The requirements for membership in this lodge are as stated in the current edition of the *Order of the Arrow Handbook* and the *Order of the Arrow Handbook for Officers and Advisers*.

The "Induction: Election to Ordeal" section of the *Handbook for Officers and Advisers*, details the procedure to be used for elections. Voting by unit leaders or adjusting the results of the youth votes is not part of the procedure and therefore is not allowed.

22. **How do you keep the elections from being a popularity contest? Some Scouts who meet the requirements and definitely have the qualities of a true Scout are not elected. They meet the qualifications year**

after year. Even the other Scouts are surprised certain Scouts are never elected.

A. The unit elections chair from the local lodge or chapter might be invited to come and talk to the Scouts about the Order of the Arrow, rather than relying solely on the OA Elections video. Nationally, many of our most successful chapters and lodges have noticed that this practice, especially when the unit leader is also invited to comment, makes those in the unit recognize the founding ideals of the OA and helps to take away consideration of other factors.

Electing candidates from medium to large size units can be a challenge. The basic problem is that many Scouts, especially the older ones, don't really know the younger Scouts and are reluctant to vote for them. This can be a significant problem especially with youths who are quiet and introverted.

Noticing their low election results, certain unit leaders have developed a procedure to directly address this situation. It has produced significant improvements in the election results in these units. Some unit leaders announce the youth's rank/award, number of nights of camping, and service hours as the names are read. Others include similar information on the ballot of names. Another technique is to print the individual Scouting record of each candidate, listing their name, school grade, rank/award, number of merit badges (if applicable), summer camp years, camping nights, leadership positions held, and special awards or events attended. Regardless of the procedure used, the purpose of this is to help the unit members know something about the candidates before they vote. It works and produces much better election results.

The Scouts BSA Scoutmaster, Venturing crew Advisor, or Sea Scout Skipper still decides the names to appear on the ballot, listing only those who have demonstrated Scout spirit and who meet the OA eligibility requirements. A Scout whose name is being withheld because of Scout spirit needs to be told why in advance. Also,

some Scouts may not be interested in becoming OA members. The unit leader should have a conversation with those youth who are not interested in becoming an OA member to understand the reasoning behind that decision. The unit leader should offer the eligible candidates the opportunity to "opt out" of being on the annual ballot prior to its printing.

This procedure has been tried and tested. It produces 50% to 100% better election results and is worthy of your consideration.

23. **Can you help me better understand the number of unit adults who can be nominated when a unit conducts an election?**

A. The *Handbook for Officers and Advisers* says:

> Each year, upon holding a unit election for youth candidates that results in at least one youth candidate being elected, the unit committee may nominate registered unit adults, 21 years of age or older, for membership in the OA to the lodge adult selection committee, composed of the lodge adviser, the chair of the council committee on which the lodge adviser serves, and the lodge staff adviser. The number of adults nominated can be no more than two-thirds of the number of youth candidates elected, rounded up where the number of youth candidates is not a multiple of three. In addition to the two-thirds limit, the unit committee may nominate the currently serving unit leader (but not assistant leaders), as long as he or she has served as unit leader for at least the previous 12 months.

So, as long as the adults meet the camping and other requirements, this chart can be used:

| No. of Youths Elected | Maximum No. of Adults That Can be Nominated |
|---|---|
| 0 | 0 |
| 1 | 1 + unit leader |
| 2 | 2 + unit leader |
| 3 | 2 + unit leader |
| 4 | 3 + unit leader |
| 5 | 4 + unit leader |
| 6 | 4 + unit leader |
| 7 | 5 + unit leader |
| 8 | 6 + unit leader |
| 9 | 6 + unit leader |
| 10 | 7 + unit leader |
| 11 | 8 + unit leader |
| 12 | 8 + unit leader |
| And so forth ||

24. What is the role of the unit leader (Scouts BSA Scoutmaster, Venturing crew Advisor, or Sea Scout Skipper) and the unit committee chair in signing the adult nomination form? Do they decide which adults get nominated or does the unit committee make the decision?

A. The *Handbook for Officers and Advisers* says:

> Each year, upon holding a unit election for youth candidates that results in at least one youth candidate being elected, the unit committee may nominate registered unit adults, 21 years of age or older, for membership in the OA to the lodge adult selection committee, composed of the lodge adviser, the chair of the council committee on which the lodge adviser serves, and the lodge staff adviser.

The unit committee decides which adults are nominated, and the unit leader and unit committee chair sign on behalf of the committee and its decision.

25. What should our lodge do if a unit leader mistakenly certifies a Scout as eligible for election when they are not eligible and that Scout is subsequently called out?

A. If a Scout was incorrectly elected, but not called out, do not add them to the list of those to be called out. Have the unit leader counsel the Scout and explain to them that a mistake was made. Encourage the Scout to remain involved and committed so that they may appear on next year's ballot.

If a Scout was incorrectly called out but not inducted, do not induct them, and, again, have that unit leader conference.

If a Scout was incorrectly inducted, the Scout should be allowed to retain membership in the Order of the Arrow. The Scout should be counseled about the circumstances with guidance from their unit leader and the chapter or lodge adviser so that they can help the Scout mature, participate, and be successful in the Order of the Arrow.

26. I'm a chapter adviser. A chapter elections team recently conducted an election for a unit in my chapter and three Scouts were elected. The day after the election, the unit leader contacted me to ask for a supplemental election because he accidentally left some Scouts off the list of those eligible for election. Can the chapter arrange for another election?

A. It is possible to request a second election to correct certain election process errors, as detailed on page 11 under "Election Errors".

# Unit Elections Team Training

**Session Length:** 50 Minutes

**Learning Objectives:**

- Know the rules and regulations of unit elections

- Be able to effectively run a unit election

**Required Materials:**

- Chalkboard/white board/flip chart/projector with screen

- Copies of handouts

    - Sample Letter Announcing Elections

    - Unit Elections Rules and Procedures

    - Unit Elections Frequently Asked Questions

    - Unit Elections Team Checklist

    - Unit Elections Script

    - Unit Election Report

    - Unit Election Evaluation Form

    - Adult Candidate Nomination Form

- Copies of all the relevant unit elections documents

- *Inductions Handbook* and *Unit Elections Handbook*

- Contact information for the lodge/chapter unit elections chair and adviser

## Trainer preparation

> **Trainer Tip:** The material presented below was written to start in a lecture format. The rules and regulations are best presented in a straightforward manner since there can be no real deviation or debate. The Performance section, however, should be a class driven experience.

Before participants arrive, display on the chalk-board, white board, flip chart, or PowerPoint:

- The name of the session,

- Your name,

- Contact information,

- Learning objectives,

- Review materials needed.

Depending on the resources available in your training venue you may also opt to use the "Conducting a Quality Unit Election" and "Electing New Members Unit Elections" videos. Adjust the session activities and length depending on your choices. These videos are available at oa-scouting.org/resources/ucl-support/lodge-program-resource-videos.

## Session Narrative

Introduction:                    5 Minutes

[Introduce yourself and, depending on group size, ask participants to introduce themselves giving their name, chapter, where they are from. Review the learning objectives.]

Welcome. The purpose of this session is to prepare all of you to be effective unit elections team members. We are working under the assumption that your chapter chief and unit elections chair have scheduled unit elections and now they need a prepared unit elections team to go out and perform the election.

That team is you. With all the units in our lodge and chapter requesting elections at any given moment, each one of you needs to be prepared to make the election happen. So, let's dive right into this.

The Rules:                    10 minutes

[If you want handouts for this section please refer to the materials provided in the resources section of the *Inductions Handbook*.]

In terms of rules it needs to be made clear to the unit leader from the beginning that (1) these are the rules that we will be following and (2) nobody present has the authority to circumvent these rules. Come prepared with the rules in hand in case there should be any question or dispute.

In terms of rules for you as the team: these are inflexible. They must be followed to the letter. These rules do not necessarily have to be memorized but you must be familiar enough with them to (1) know when to refer back to the written rules and (2) be able to run the election smoothly.

Let's review the rules right now.

[Using the information in the "Unit Elections Rules and Procedures" in the resources section of the *Induction Handbook*, discuss each rule. Reading each rule word for word is not necessary, but they need to be covered in detail.]

## The Process: 10 minutes

[If you want handouts for this section please refer to the materials provided in the "Unit Elections Team Checklist" and the "Unit Elections Script" in the resources section of the *Inductions Handbook*.]

Unlike the rules, this is one area where you have the ability to deviate, but it is not recommended. Following the process is just as important as the rules since the process will serve to set the tone. [Focus on the "At the Election" section.]

[Using the information in the "Unit Elections Rules and Procedures" in the resources section of the *Inductions Handbook*, run through each step. Reading each step word for word is not necessary, but cover the steps in detail.]

It is important to follow the script. Arrive early and plan who is doing each part. Remember, a Scout is prepared.

## The Performance: 20 minutes

What we are going to do now is go through an entire unit election from meeting with the unit leader to finalizing the paperwork.

| Scenario: | Situation: | Players: |
|---|---|---|
| Initial meeting between unit leader and unit elections team leader | This is the unit leader's first unit election and they are not entirely sure about the protocol. As a result, it is important for the unit elections team leader to explain the process to the unit leader and provide the required information. The unit leader should be asking a lot of questions and the unit elections team leader needs to answer them (there is no shame in referring to the written rules or procedures as detailed in the *Unit Elections Handbook*). | Unit leader Unit elections team leader |
| Conducting the elections | The unit elections team conducts the election as written in the unit elections script. Distribute ballots and collect them. | Unit elections team Candidates Troop, Crew or Ship |
| Counting the ballots | Count the ballots twice to ensure accuracy. | Unit elections team Unit leader |
| Unhappy unit leader | The unit leader is unhappy that one Scout was elected and wants their name removed. | Unit elections team Unit leader |
| Announcing the results/ finalizing paperwork | Announce the results and finalize the paperwork. | Unit elections team Unit leader Candidates Troop, Crew or Ship |

[It is very important at this point to complete a reflection on the role-playing exercise. Be mindful of your comments during the process because the questions or situations you point out will be situational. Below is a list of potential questions.]

- So, what went right with our election?

- What went wrong? What can we do to solve this problem?

- What should we continue doing in the future?

- What other ways could we have handled the unit leader's problem?

- Could we have been more upfront about the rules at the beginning and would have had it prevented the problem?

## Conclusion: 5 Minutes

I hope you all learned a lot today about the process of unit elections. The best way to get better at this is to be prepared. Know the rules, know your role, and know how to handle situations. A unit election is a Scout's first contact with the Order of the Arrow and it is critical that we present the Order of the Arrow in a positive manner.

I will now field any questions or concerns.

# Appendix: Source Material and Resources

To learn more about managing and conducting unit elections:

> *Order of the Arrow Inductions Handbook*
>
> *oa-scouting.org/resources/ inductions* for OA members

> *Order of the Arrow Unit Elections Handbook*
>
> *oa-scouting.org/resources/ inductions* for both members and non-members

For the official unit elections procedures and eligibility requirements:

> *Order of the Arrow Handbook for Officers and Advisers*
>
> *oa-scouting.org/resources/ publications#hoa*

# Unit Elections Team Checklist

## Before the Election

Before the election, the unit elections chair, with any necessary help from the unit elections team members, will need to:

❏ **Get information about the unit**. Get the name and phone number of the unit leader and OA unit representative and adviser, the location where the unit meets, and the date and time of the election from the chapter or lodge unit elections chair.

❏ **Contact the unit leader**. Confirm the date, time, and location of the unit election. Advise unit leaders that they, not the lodge or chapter, have the prerogative to determine whether the names of those elected are to be announced to the unit after the election or whether the announcement is to be postponed until a later time. Unit leaders should be strongly encouraged to announce the results immediately after the election to provide the candidate and their family ample time to plan and prepare for upcoming lodge Ordeals or candidate activation events. The unit leader should also be offered the opportunity to tell the unit the purposes of the Order of the Arrow as it relates to the unit.

❏ **List the eligible candidates**. Review with the unit leader the eligibility requirements that were contained in the Letter Announcing Elections so that the unit leader can have a list of eligible members ready for the election.

❏ **Remember recommendation of adults**. Advise the unit leader of the unit committee's option to recommend adults to become candidates in the Order of the Arrow. The unit leader should be provided the Adult Candidate Nomination Form at the unit election along with information on the adult candidate nomination process (found in the *Inductions Handbook* and in the *Unit Elections Handbook*) and the address to return the completed form to.

❏ **Arrange for Video Equipment**. Arrange with the unit leader to have a TV or projector with laptop or other appropriate device available to show the unit elections video.

❏ **Prepare ballots**. If your lodge uses pre-printed ballots, send a sample ballot, in advance, to the unit leader so that the leader can enter the name of eligible Scouts and make a copy for each voter.

❏ **Send information**. If the unit leader does not have a copy of the Letter Announcing Elections (page 7) and the Adult Candidate Nomination Form (page 35), send them a copy.

❏ **Contact the OA unit representative**. Review the elections procedure with the OA unit representative and their adviser several weeks before the election. If an Arrowman from the unit is to take a speaking part, they need to be provided a copy of the script in advance, so that they can be well-prepared. Ask the OA unit representative to announce the election at the unit's preceding meeting and contact all the members to ensure a good turnout for the election. The OA unit representative should remind all Arrowmen, both youth and adult, to be in full uniform with sash.

❏ **Confirm that the elections team is available**. The elections team leader should check with team members to make sure that they can participate and have no conflicts. If needed, recruit or call alternates and make sure that they are prepared and have all needed resources. A majority of team members should be from outside the unit in which the election is being held. Confirm a time and meeting place for departure.

❏ **Reconfirm with the unit**. Contact the unit leader and OA unit representative and their adviser three to four days before the meeting to reconfirm the election time, date, and location.

❏ **Reconfirm with the unit elections team**. Contact the unit elections team three to four days before the meeting to reconfirm the election time, date, and location. Remind the team members to wear their complete uniform with sash.

❏ **Get supplies ready**. Ensure that the unit elections team has enough ballots, pens or pencils, the youth and adult forms, the elections video, the Unit Elections Script (*Inductions Handbook* resources section) and handouts with information about the upcoming Ordeals.

❏ **Deal with scheduling conflicts**. If a conflict should develop that prevents the unit elections team from conducting the unit election as scheduled, contact the unit leader as far ahead of time as possible so that the cancellation will have as little negative effect on the unit program as possible and so a new date for the election can be set.

## At the Election

At the election, the unit elections team will need to:

❏ **Be in proper uniform**. The unit elections team needs to set a good example by being in complete, correct Scout uniform with OA sashes.

❏ **Bring supplies**. Bring a supply of pencils, paper, or preprinted ballots sufficient for the expected number of voters.

❏ **Bring forms and handouts**. Bring copies of the Sample Letter Announcing Elections, Unit Election Report, Adult Candidate Nomination Form, Unit Election Evaluation Form, and handouts with information about the upcoming Ordeals and contact information for questions.

❏ **Bring the unit elections video**.

❏ **Bring the video equipment** unless it is being provided by the unit or is not being used in the unit election.

❏ **Bring elections scripts**.

❏ Arrive a few minutes before the meeting starts so that the team can set up and talk with the unit leader before the meeting.

❏ **Determine who is eligible**. Meet with the unit leader and confirm who is eligible to be elected. The unit leader (or designee) should sign the Unit Election Report (page 33) at this time.

❏ **Get contact information of those eligible**. Record the names, genders, postal and email addresses, mobile and a parent's phone numbers, Scouting America ID numbers, and birth dates of all those eligible to be elected before the meeting.

❏ **Determine active membership**. To hold an election, the unit must have at least half of the unit's active membership present. No absentee votes are permitted. It is up to the unit leader to determine which Scouts are active members. If at least half the active members are not present, the election must be rescheduled.

❏ **Assign duties**. Talk with the OA unit representative, their adviser, and any other OA members in the unit who want to help with the election. Give out assignments to these brothers.

❏ **Consider adult recommendations**. If the unit committee wishes to recommend one or more adults for membership in the Order of the Arrow, ask the unit committee to complete and sign the Adult Candidate Nomination Form. Advise the unit committee of when and how they will be notified of the lodge adult selection committee's action. If no youth are elected from the unit, no adult recommendation may be accepted from the unit that year.

❏ **Results of the election should be announced immediately following the election** to provide the candidate and their family ample time to plan and prepare for upcoming lodge Ordeals or candidate activation events. Confirm with the unit leader that the election results will be announced at the meeting. Unit leaders who want to wait for a court of honor or other future event, should be counseled as to the bene-

fits of immediate candidate notification, and strongly encouraged to inform the candidates once the election is completed.

❏ **Conduct the election**. Use the unit elections video and the approved script to conduct the election. The votes are taken by written secret ballot.

❏ **Count the ballots**. After voting is completed, the elections team and the unit leader (or designee) carefully count the ballots at least twice.

❏ **Remember, there is no quota!** A Scout is elected if they receive the votes of at least half the voters turning in ballots, rounding the required number of votes up if the number of voters is odd.

❏ **If no one is elected,** inform the unit, answer any additional questions, and conduct one more vote. If no one is elected on the second vote, the result is final. That unit will not elect any youth or adult candidates that year.

❏ **Complete the Unit Election Report**. Immediately after the unit election, the Unit Election Report is completed and signed by the unit leader (or designee) and the elections team members.

❏ **Announce the results**. If the unit leader agrees to have the results announced immediately after the election, the unit elections script includes a paragraph for this purpose. It also contains a paragraph to charge the new candidates, a paragraph to reassure and encourage those who were eligible, but not elected, and a paragraph to challenge all OA members in that unit.

❏ **Hold the call-out ceremony**. If a unit desires to have a call-out ceremony immediately after the election, the unit elections team should be prepared to present a ceremony that includes all the key elements.

❏ **Distribute the Ordeal handout**. If the results have been announced at the meeting, inform the new candidates of the details of the Ordeals and any candidate activation events that they may attend.

Provide each candidate with a written handout with information about the Ordeals and these events. If the results were not announced, inform the unit leader and OA unit representative of the date, time, and place when the next call-out ceremony will be held and alternate call-outs. Also, provide the unit leader and the OA unit representative the handout containing the information about the upcoming Ordeals and candidate activation events.

❏ **Identify potential elections team members and elangomats**. Find out if any of the Arrowmen in the unit might be interested in helping with unit elections in other units in the area, in serving as elangomats, or in any other lodge activities. Record the names and contact information of those who are interested.

❏ **Complete the evaluation**. Give the OA unit representative and their adviser the Unit Election Evaluation Form and a self-addressed, stamped envelope or website address where the evaluation can be submitted. Have them, with input from their unit leader, fill out the form in private and return it directly to the unit elections committee chair.

❏ **Thank** the unit leader, the OA unit representative and their adviser, and any Arrowmen who assisted in the election. Make them feel proud of the work they did.

## After the Election

After the election, the unit elections chair, with any necessary help from the team members, will need to:

❏ **Report on the election**. Provide feedback and an evaluation of the election to the unit elections committee. Discuss any problems that may have occurred, and report if the unit needs a special call-out ceremony performed.

❏ **Turn in forms**. Turn in the Unit Election Report to the unit elections committee.

❏ **Turn in adult recommendations**. Turn in adult recommendations to the lodge adult selection committee.

❏ **Recruit unit elections volunteers**. Inform the unit elections committee of any OA members who have volunteered to help conduct other unit elections.

❏ **Recruit elangomats**. Inform other committee chairs of any OA members who wish to be contacted about serving as elangomats or on other lodge committees.

❏ **Reschedule a missed election**. If the election had to be rescheduled, postponed or could not be held because 50 percent of the active members of the unit were not present, inform the unit elections committee immediately so that the election can be rescheduled as soon as possible.

# Unit Elections Script

[This script must be rehearsed in advance and read verbatim. It should not be memorized.

If recorded, a video montage may begin the presentation with images and video clips showcasing the Order of the Arrow, such as NOACs, conclaves, local service projects, and other events.]

## OA Member A:

Fellow Scouts, we are here to help you elect candidates for membership in the Order of the Arrow. Our purpose is to support Scouting units by honoring the example of those who best live up to the Scout Oath and Law. The OA provides those you elect with an adventure experience to deepen their understanding of these principles and inspire them to greater service.

As Scouting's National Honor Society, the Order of the Arrow offers a taste of the very best scouting has to offer. There are limitless opportunities to expand your Scouting experience by having fun, making friends, and learning skills that you can take with you for the rest of your life. You will be able to enhance your leadership abilities, and open yourself up to new leadership opportunities.

Election into the OA is an opportunity to join other Scouts who are making a difference in their units, and communities. Our chapter *[and/or lodge]* has a lot of exciting things going on! *[The Unit Election Team can take this opportunity to mention past or upcoming chapter and lodge events to use as examples.]* Members can also take advantage of large-scale programs and events offered only to them. These include section conclaves, National Order of the Arrow Conferences, and OA High Adventure programs.

The only way a Scout can become a member of the Order of the Arrow is to be elected for this honor by the members of their unit. To be eligible, a youth must fulfill the requirement of at least 15 nights of camping, including one long-term camp consisting of at least 5 con-secutive nights, and hold one of the following ranks *[select one from the list below]* or higher.

- Scouts BSA First Class rank

- Venturing Discovery Award

- Sea Scout Ordinary rank

If you are elected, you become a candidate for membership. As a candidate, you are asked to undertake four challenges in a day-long Ordeal. If you meet these challenges success-fully, you will become an Ordeal member in _____ lodge. While our lodge has its own activities and projects, your unit will remain the focus of your service.

During the 6 months after becoming an Ordeal member, you will begin to see the true value of the Ordeal experience. At the end of that time, if you are ready, you can complete your induc-tion experience, and seal your membership by choosing to become a Brotherhood member. Brotherhood membership opens up new hori-zons in Scouting.

## OA Member B:

An Order of the Arrow election is not a popu-larity contest. We ask you not to vote for a Scout just because they are your friend, or because they are a good athlete, or because they are older. We ask you to vote for those you believe are best at following the Scout Oath and Law.

Campaigning in an Order of the Arrow election is not permitted. You must think for yourself, and not let others influence your decision. The election is by secret ballot and no discussion is permitted, so no one will know who you are voting for. This important decision about your fellow Scouts is entirely up to you.

All registered active members of this *[troop / crew / ship],* except those 21 or older, are enti-tled to vote. To be elected, a Scout must receive votes on at least half of the ballots sub-mitted. If an eligible Scout is absent, they

should still be included on the ballot, and may be elected in absentia.

Before we announce the names of those eligible and begin the election, are there any questions?

*[Answer any questions about the nature and purpose of the Order of the Arrow and the election procedure.]*

The following members of this unit have met the camping and advancement requirements and are eligible for election, as certified by your unit leader. Please stand and form a line as your names are called.

*[Point out a place to line up and read the list slowly. Arrange the eligible Scouts in a line facing the voters at the place indicated; the line can be semicircular if the eligible group is large. Write each name on a board or flip chart or display on screen, as applicable.]*

You may vote for all of these eligible Scouts, or only some of them, or none. But listen to the following questions. Your answers will help you choose who should receive your votes.

## OA Member C:

*[Read slowly.]*

Who in this group is a friend to all? Who is pleasant and easy to get along with? Are they kind and helpful? If you were a new Scout, would you like to hike and camp with them?

Who is cheerful, even when they have tiresome jobs to do? Who smiles whenever they can? Who follows directions promptly and cheerfully? Do they control their temper? If you were at camp with them for several weeks, do you think you would enjoy it?

Who is always ready to give wholehearted service to others? Who, in serving others, can forget their own desires and interests? Who has served your unit all year round, faithfully attending your meetings and helping with your service projects? Do you think they will continue their service in the future? If you were their leader, could you depend on them?

Ask yourselves: who in this group, by living up to the Scout Oath and Law, serves your fellow Scouts with such an example of brotherhood and cheerfulness that you look up to them with respect and admiration?

## OA Member B:

*[To the eligible Scouts:]*

You may be seated.

*[Wait for them to be seated before continuing.]*

On the ballot you will be given, print the first and last names of those on the list you think have set the best examples of brotherhood, cheerfulness, and service.

If you are new in the unit and do not know these Scouts well enough to vote wisely, you may abstain by not turning in a ballot at all, and this will not affect the final result. However, turning in a blank ballot will count as voting against all the members on the ballot for membership, so should only be done if you feel that no one is worthy. Those eligible for election also vote, and may vote for themselves if they feel worthy.

When you are finished, fold the ballot once in half and give it to any member of the election team.

*[Distribute election ballots and pencils at the start of voting, and collect them at the end. Count the votes in private with the unit leader (or designee) and determine those who received votes on at least half of the ballots turned in. If a Scout or Scouts were elected, the election team then conducts the following Candidate Recognition before leaving the unit meeting. This recognition fulfills the requirement that candidates receive public recognition prior to the Ordeal, but the lodge/chapter may also conduct a call-out if desired.]*

## Candidate Recognition

### OA Member A:

Before we read the names of the Scouts you have elected, look around you. Look at the faces of your friends, your fellow Scouts. *[Pause.]*

At some point in your lives, each of you will experience the feeling that others are following your lead, and that you were setting the example. You may feel uncomfortable the first time you realize your behavior is influencing the behavior of others. You may not feel ready for the responsibility. You might begin to look inward to examine yourself, and consider whether you are truly being the kind of person that you would want to follow.

However, when you receive the regard of others, it can also be uplifting, It is a "vote of confidence" in you.

This is the meaning of an Order of the Arrow election. You have given those chosen, a "vote of confidence." You have also challenged them to undertake a journey, a quest to discover within themselves, that which inspires us to be the best we can be.

### OA Member B:

*[Speaking to eligible Scouts, but so that all can hear.]*

If you are eligible but have not been elected this time, do not be discouraged. Instead, between now and the next election, dedicate yourself by continuing to live by the Scout Oath and Scout Law. Accept the challenge and resolve to show that you are indeed worthy of this honor!

*[Speaking to all.]*

Scouts, you have selected the following as candidates for membership in the Order of the Arrow. When I call your name, please come forward and stand facing your fellow Scouts:

*[Read the names, giving each time to come to the front before calling the next.]*

## Optional

### OA Member B:

We will now present *[each of]* you with a white ribbon that signifies you are *[a candidate / candidates]* for OA membership. Your candidacy is valid for 18 months from the date of this election. The ribbon represents the OA sash before the Arrow is revealed. You may wear it while you are a candidate on the right pocket of your uniform shirt until you complete the Ordeal.

*[All members of the election team and any other OA members may present the ribbons. Presenter(s) will attach the ribbon, congratulate the candidate, and give them the Scout Handclasp.*

*The white ribbon serves a very temporary purpose and is not intended as official uniform wear. It reminds elected Scouts that they are invited to an Ordeal, and reminds Scouts in their unit of the election, and that they marked that individual as worthy of the honor.*

*Each lodge makes their own ribbons from 7/8" wide plain white satin, polyester, cotton or gros-grain ribbon cut in 5" lengths. The ribbon may be attached with a safety pin to the right shirt pocket flap or, with a lengthwise slit near one end, buttoned onto the pocket button so that it hangs vertically.]*

### OA Member C:

*[Speaking to the candidates, but so that all can hear.]*

Friends, for you the journey begins here.

You may have thought no one was paying attention when you did the right thing, but you now know that others have noticed your friendliness, your cheerfulness, your readiness to serve—and they respect your example.

In honoring you, your friends have opened the way for you to undertake a personal adventure unlike anything you have experienced. From here, the path to membership leads first

through the day of the Ordeal, continues through 6 months during which you will practice what you learn, and then to the firelight at the very heart of Brotherhood. It is a high adventure of the spirit. The Order of the Arrow has offered this adventure experience to every candidate for over a hundred years. It is now our privilege to offer it to you.

Accepting this journey is up to you. Remember that your companions have given you "a vote of confidence." They believe in you. They know you can succeed.

Let's give these new candidates for OA membership a round of applause!

*[OA members lead the applause.]*

## OA Member A:

*[To all the Scouts:]*

Scouts, thank you for hosting us, and for participating in this significant event. We look forward to seeing more of you earn this honor in years to come. For those of you who are already members of the Order of the Arrow, take this time to rededicate yourself to service. You serve as a role model for these newly elected candidates on what they should strive to be. This concludes the election. Thank you again, and good night *[day]*.

*[Elected candidates are taken into a separate room where the election team again congratulates them, records necessary data, gives them a packet of information[1], and instructs them as to the dates, times, and location(s) of upcoming opportunities to participate in a call-out, candidate action event, and/or Ordeal.*

*The unit election team:*

- *provides a visitation survey to the unit*

- *submits the results of the election to the appropriate lodge/chapter committee as promptly as possible.]*

---

1. The candidate's information packet may include:
   a. The fourfold purpose of the Order of the Arrow
   b. A short history of the Order of the Arrow within Scouting
   c. A short history of the local lodge
   d. A letter of recognition and welcome from the Lodge Chief
   e. *Spirit of the Arrow* booklet #1
   f. Pertinent information about upcoming candidate activation events and Ordeals.

# Unit Election Report

Lodge and Council _____

Unit type _____ Unit No. _____ District _____

No. of registered
active youth _____ No. of youth
present _____ Date of
election _____

NOTE: At least half of the registered active unit members must be present to hold an election.

(Fill in names and ranks of eligible youth members before election.)

| Name | Rank/Award | Check if Elected | Name | Rank/Award | Check if Elected |
|---|---|---|---|---|---|
| | | ❏ | | | ❏ |
| | | ❏ | | | ❏ |
| | | ❏ | | | ❏ |
| | | ❏ | | | ❏ |
| | | ❏ | | | ❏ |
| | | ❏ | | | ❏ |
| | | ❏ | | | ❏ |
| | | ❏ | | | ❏ |
| | | ❏ | | | ❏ |
| | | ❏ | | | ❏ |

I certify that the above youth members are eligible and approve them as nominees for election. I also understand that the election results will be final for the year.

_____
Unit leader's signature

Number of members eligible _____ Number of ballots turned in _____

Number of votes required to be elected _____ Number elected _____

**Mail or email election report to**

_____

_____

_____

**Election team members' signatures:**

_____

_____

_____

**List names, genders, postal and email addresses, mobile and a parent's phone numbers,
birth dates, and Scouting America ID numbers of those elected on the back of this form. Write clearly!**

# Information on Youth Members Who Were Elected

| Name<br>Email<br>Scouting America ID # | Address<br>City, State & ZIP Code<br>Birth Date (MM/DD/YY) | Mobile Phone<br>Parent's Phone<br>Gender |
|---|---|---|
|  |  |  |
|  |  |  |
|  |  | ❏ Male    ❏ Female |
|  |  |  |
|  |  |  |
|  |  | ❏ Male    ❏ Female |
|  |  |  |
|  |  |  |
|  |  | ❏ Male    ❏ Female |
|  |  |  |
|  |  |  |
|  |  | ❏ Male    ❏ Female |
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|  |  |  |
|  |  | ❏ Male    ❏ Female |
|  |  |  |
|  |  |  |
|  |  | ❏ Male    ❏ Female |
|  |  |  |
|  |  |  |
|  |  | ❏ Male    ❏ Female |
|  |  |  |
|  |  |  |
|  |  | ❏ Male    ❏ Female |

**Use additional page(s) if more than eight youth members were elected.**

**Notes**

# Adult Candidate Nomination Form

Each year, upon holding a unit election for youth candidates that results in at least one youth candidate being elected, the unit committee may nominate registered unit adults (age 21 or over) to the lodge adult selection committee. The number of adults nominated can be no more than two-thirds of the number of youth candidates elected, rounded up where the number of youth candidates is not a multiple of three. In addition to the two-thirds limit, the unit committee may nominate the currently-serving unit leader (but not assistant leaders), as long as they have served as unit leader for at least the previous 12 months. Recommendations of the lodge adult selection committee, with the approval of the Scout executive, will be candidates for induction, provided all conditions are fulfilled. Consult the *Handbook for Officers and Advisers* for procedures for district and council Scouters.

*Please print clearly and complete all of the information requested*

Lodge & Council: _____

District: _____ Unit Type: _____ Unit #: _____ Position: _____

First Name: _____ Middle Initial: _____ Last Name: _____

Address: _____ Apt.: _____

City: _____ State: _____ Zip Code: _____ Gender: ❏ M  ❏ F

Birth Date: _____ Years as Adult: _____ Evening Phone: _____

Email Address(es): _____

Scout as Youth / Rank: _____ Scouting America ID#: _____

Training Completed: _____

Scouting Positions Held: _____

Community Activities: _____

Employment / Trade: _____

Camping Requirement*: _____

\* The camping requirement for youth candidates must be fulfilled by adults for them to be considered. To be eligible, the adult must have completed 15 nights of Scout camping during the two years immediately prior to nomination. The 15 nights must include one, but no more than one, long-term camp consisting of five consecutive nights of overnight camping, approved and under the auspices and standards of Scouting America. Only five nights of the long-term camp may be credited toward the 15-night camping requirement; the balance must be overnight, weekend, or other short-term camps of, at most, three nights each. Ship nights may be counted as camping for Sea Scouts. Include above the dates and location of the long-term camping experience.

*Please also make a brief statement regarding the individual for each item on the back of this page.*

**Nomination for Unit Scouters**: The adult leader, who fulfills the above requirements, is nominated for membership consideration in the Order of the Arrow.

Date: _____

Unit Leader:

_____          _____
Print Name                                        Signature

Committee Chair:

_____          _____
Print Name                                        Signature

**Nomination for District/Council Scouters**: The adult leader, who fulfills the above requirements, is nominated for membership consideration in the Order of the Arrow.

Date: _____

Nominator:

_____          _____
Print Name & Position                            Signature

# Adult Candidate Nomination Form

1. Selection of the adult is based upon the ability to perform the necessary functions and not for recognition of service, including current or prior achievement and position. The individual's abilities include:

  _____

  _____

  _____

  _____

- As Scouting's National Honor Society, the purpose of the Order of the Arrow is to:

  - Recognize those who exemplify the Scout Oath and Law in their daily lives and, through that recognition, cause others to act in the same way.

  - Reinforce a life purpose of leadership in cheerful service to others.

  - Create and deliver peer-led, adult-guided, advanced leadership experiences for Scouts and Scouters that positively impact their unit, community, and ultimately our nation.

  - Be an integral part of Scouting America and encourage participation in all it offers through units, outdoor adventures, and national events to further the Scouting experience.

  This adult will be an asset to the Order of the Arrow due to demonstrated skills and abilities, which fulfill the purpose of the Order of the Arrow, in the following manner:

  _____

  _____

  _____

  _____

2. This adult leader's membership will provide a positive role model for the growth and development of the youth members of the lodge because:

  _____

  _____

  _____

  _____

# Unit Election Evaluation Form

Unit Type: _____ Unit No.: _____ District: _____

Location: _____ Date of Unit Election: _____

Unit Leader: _____ Phone No. _____

Order of the Arrow Unit Representative: _____

Order of the Arrow Unit Adviser: _____

| Yes | No | Item |
|-----|-----|------|
| ❏ | ❏ | Did the unit elections team arrive on time? |
| ❏ | ❏ | Was the unit elections team in proper uniform? |
| ❏ | ❏ | Was the team courteous to leaders and Scouts? |
| ❏ | ❏ | Was the team knowledgeable of election procedures? |
| ❏ | ❏ | Did the team have the correct forms? |
| ❏ | ❏ | Was the unit leader advised of the election procedures? |
| ❏ | ❏ | Was the unit leader advised in advance of the choices available for call-outs? |
| ❏ | ❏ | Was the election conducted in accordance with Order of the Arrow and Scouting America rules, policies, and procedures? |
| ❏ | ❏ | Were any other presentations, such as camp promotion, well-presented? |
| ❏ | ❏ | Did the election offer a clear statement of criteria on which Scouts should base their vote? |
| ❏ | ❏ | If the unit leader decided to have the newly elected candidates called out, was the call-out impressive? |
| ❏ | ❏ | Did the unit's Order of the Arrow unit representative help conduct the unit election? |

What was your overall impression of the unit election? _____

How could it have been improved? _____

What can the Order of the Arrow do to better serve your unit? _____

_____        _____
Signed (Unit Leader)                                    Signed (Order of the Arrow Unit Representative)

                                                        _____
                                                        Signed (Order of the Arrow Unit Adviser)

Return this form to the Order of the Arrow unit elections chair: _____

Address: _____ Email: _____

# Sample Letter to Parents of Candidates

To the parents of _____ Date _____

Congratulations! Your child has been elected as a candidate for the Order of the Arrow, the National Honor Society of Scouting America. Organized in 1915 to recognize honor campers, the purpose of the Order of the Arrow is to recognize those who exemplify the Scout Oath and Law in their daily lives and, through that recognition, cause others to act in the same way, to reinforce a life purpose of leadership in cheerful service to others, to create and deliver peer-led, adult-guided, advanced leadership experiences for Scouts and Scouters that positively impact their unit, community, and ultimately our nation, and to be an integral part of Scouting America and encourage participation in all it offers through units, outdoor adventures, and national events to further the Scouting experience.

Candidates for the Order of the Arrow are chosen not only for what they have done, but also for what they are expected to do in serving the welfare of others. Because your child was selected for candidacy by the unique method of being elected by their peers, we are sure that they are well worthy of this honor.

On _____ at _____, your child will become a member of our Order of the Arrow lodge, _____, during our Ordeal. This will offer a unique opportunity for them to reflect on their personal commitment to the principles and purpose of the Order of the Arrow. The Ordeal is undertaken by every new candidate and is a meaningful and inspiring experience that will not soon be forgotten.

Induction in the Order of the Arrow will open many new doors for your child. Our lodge participates in many events every year. *(Optional: Insert the date and description of an upcoming event here, for example, NOAC, conclave, etc.)* In addition, the Order of the Arrow provides some of the most valuable youth leadership training and opportunities available. These opportunities will build upon the knowledge they already have received during their Scouting experience. This is truly an exciting time for you and your child. Your encouragement will be appreciated.

Please feel free to contact me at _____ if you have any questions concerning the Order of the Arrow. Thank you for your support of your child and of Scouting.

Yours in Scouting,


Lodge Adviser and/or Chapter Adviser
Lodge Name