



SCOUTING AMERICA®

ORDER OF THE ARROW

**2025**  
**Lodge Charter**  
**Renewal Kit**



SCOUTING AMERICA®

# ORDER OF THE ARROW

## MEMORANDUM

TO: Council Scout Executives and Lodge Advisers  
FROM: Cortland Bolles, National Director, Order of the Arrow  
DATE: 30 September 2024  
SUBJECT: 2025 LODGE CHARTER RENEWAL KIT

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The enclosed material contains all the necessary information to renew your lodge's charter for the coming calendar year. **Your 2025 charter renewal is due on or before December 31, 2024.** Councils will be billed for 2025 charter fees beginning in January 2025.

Looking ahead, we ask lodges to do their best to induct and retain as many members as possible. We believe that every lodge is doing all they can to schedule unit elections in every eligible unit in their council to extend the opportunity of the Order of the Arrow to more and more young people. We appreciate each lodge's dedication to this project.

This summer we have the National Conference of Chiefs at the Philmont Scout Ranch. We hope all section and lodge chiefs and advisors attend and bring what you learn and experience back to your local council, lodge, and section to help grow Scouting and the OA in your community!

Contents of this recharter kit include:

- Instructions to complete your 2025 Lodge Charter Renewal Application and Lodge Performance Measurement Program (PMP) Petition.
- Lodge Program Updates and Reminders.
- National OA training and program information.

**PLEASE FORWARD THIS MATERIAL TO YOUR  
LODGE ADVISER FOR PROMPT ACTION**



## Lodge Charter Renewal Process

Each lodge operates under a charter granted by the National Council. Each lodge must apply annually for renewal. The Lodge Charter Renewal process provides a systematic opportunity for the lodge officers and advisers to review the accomplishments of the lodge during the previous 12-month period and make plans for the coming year.

Lodge charters expire on December 31 each year. The charter is to be renewed on or before that date for the coming year. Orders for supplies, awards and literature will not be processed for a lodge whose charter has not been renewed.

It is important that the charter review provides an opportunity for officers and advisers to meet with the Scout Executive to establish plans and actions for the coming year. Proper use of the charter renewal process will produce positive results to benefit both the lodge and the council.

Steps to the Lodge Recharter Process	Due Date
1. <b>Appointments:</b> The Scout Executive makes a formal announcement of the annual appointment of the Lodge Adviser and Lodge Staff Adviser for the next lodge charter year (beginning 1 January).	Nov 1
2. <b>Renewal Application:</b> The lodge officers, Lodge Adviser, and Lodge Staff Adviser meet to complete the <b>Lodge Performance Management Program</b> submission and the <b>Lodge Charter Renewal Application</b> . <ul style="list-style-type: none"><li>◆ Both the Lodge Charter Renewal Application and Lodge Performance Measurement Program Petition are found on (and must be submitted through) OA LodgeMaster (<a href="http://lodgemaster.oa-bsa.org">lodgemaster.oa-bsa.org</a>).</li><li>◆ Instructions for completing those two documents are included in this kit.</li></ul>	Nov 30
3. <b>Scout Executive Review:</b> Lodge officer(s) and adviser(s) complete a review with the Scout Executive of the recharter application. <ol style="list-style-type: none"><li>1. In a scheduled meeting, review the current year accomplishments of the lodge, discuss the dynamics of its membership, detail the lodge's plans for the coming year, and gather any Scout Executive's requests for the lodge.</li><li>2. Secure the Scout Executive's formal approval of (i.e., the SE's signature on) the Lodge Charter Renewal Application.</li></ol>	Dec 10
4. <b>Application Submission:</b> Scan then email the signed and completed Lodge Charter Renewal Application to the national OA office via the email address: <a href="mailto:charter@oa-bsa.org">charter@oa-bsa.org</a> .	Dec 31
5. <b>Payment:</b> Do <u>not</u> submit any payments with your application. Your council will be billed by the National OA Office for your lodge's charter fees after receipt of your Lodge Recharter Application.	Jan 2025

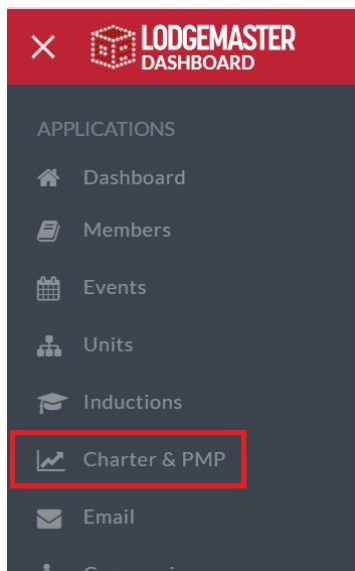


## Instructions for Lodge Charter Renewal and Lodge Performance Management Program (PMP)

This document describes how to use the OA LodgeMaster program to review and submit your lodge's annual charter and Lodge Performance Measurement Program (PMP) petition. Please know that while the two activities are linked, the PMP submission process is a *pre-cursor* to the Lodge Charter Renewal Application, in that a lodge will complete the PMP submission prior to completing the application for renewal of the lodge's charter. The 2023 OA Recharter webinar is also available: [click here to watch](#).

### Step #1: Log-in to LodgeMaster

After logging in to LodgeMaster ([lodgemaster.oe-bsa.org](http://lodgemaster.oe-bsa.org)), go to the Applications Menu (left side of the screen) and select **Charter & PMP**. This opens the Charter & Lodge Performance Management Program (PMP) module.



### Step #2: Review Current Lodge Status

The **Charter & PMP** module is the place to navigate to for all your lodge's PMP status information for the current year and prior years. The module contains two major components: the **Charter Renewal & PMP Wizard** and the **Submit to National** function.

The **Charter Renewal & PMP Wizard** serves as the primary tool that can be used at anytime to view and update a lodge's detailed PMP progress. The program also allows not only a detailed review of your lodge's PMP statistics for the current year, but also for previous years' PMP data which was submitted to the National Service Center.

- ◆ **Current year PMP:** For the current year, the total number points earned and PMP level earned so far by your lodge are shown. To review or edit the detailed PMP statistics, select the current year and open the **Charter Renewal & PMP Wizard** from the menu. The date PMP data was last modified by a user is displayed.



- ◆ **Previous year PMP:** Previous years' PMP petitions already submitted are marked as 'submitted' and the number of points earned and level achieved are shown. To review the detail for a previous year's PMP data, select the year of interest and click **PMP Petition** on the reports menu. No data can be changed for a year already submitted, but the petition can always be reviewed.

*The More You Know:* Your lodge's current year data is always available in LodgeMaster. You can review your lodge's current year PMP status at any time without completing the final national submission process. Use the Charter Renewal & PMP Wizard frequently to stay abreast of your lodge's PMP progress throughout the year.

The **Submit to National** function sends your lodge's completed Charter Renewal and PMP petition to the National Service Center. This function is designed to be used annually during the Lodge Charter Renewal process after all PMP data has been entered and double-checked.

### Step #3: Open the Charter Renewal and PMP Wizard Tool

Select the current year and click **Charter Renewal & PMP Wizard** to open the wizard.

Year	Date Modified	Date Submitted	Level	Points
2023			None	

Next, you will be asked if the Charter & PMP Wizard should reload all data. You are prompted to choose whether the program recalculates all statistics or only the membership count related statistics. For your initial reviews of your PMP data throughout the year, choose **Yes**. Once you approach the final submission process and some data has been changed manually by the override fields, choose **No**.

CHARTER & PMP WIZARD

When loading the Charter Renewal & PMP Wizard all statistical membership data is automatically reloaded. Optionally, all other data can also be requested, including event data, election counts, service hours, etc. Please note that this may override previously input numbers. Would you like to reload all data?

Yes No



### Step #4: Engage the Wizard to Review Status for Each Requirement

The **Charter Renewal & PMP Wizard** will guide you through a 13-page review of your lodge's PMP information for the current year. The wizard begins with a review of the lodge's general membership data from the previous and current year. Once complete with that, it proceeds through each of the PMP requirements (one page per requirement).

#### Membership Statistics Review (pages 1-3):

- ◆ The first three pages of the PMP Wizard reviews membership statistics from the current year and previous years.
- ◆ On some pages, the data cannot be modified (e.g., current year's Ordeal inductions).
- ◆ On other pages, though, the data shown can be modified. These pages will present the current data calculated from your lodge's PMP database, but you will be offered the opportunity to override the data with manually-entered data if necessary.
- ◆ Fields that cannot be modified are shown in **dark grey**, while fields that can be changed are shown in **bright green**.
- ◆ Navigate the pages by using the **Next** and **Back** buttons at the top right of each.
- ◆ Scroll up and down using the scroll bar if necessary to see the entire page.

#### PMP Wizard (pages 4-13):

- ◆ These pages display your lodge's progress on each objective in the Lodge Performance Management Program (PMP) petition.
- ◆ Review each of the 10 PMP objectives entering information as required.
  - *Several objectives require information not stored in OA LodgeMaster.*
  - *In these cases, simply check the appropriate boxes or enter the correct data.*
  - *Leave fields blank if the information is not yet available.*
  - *Most data entered in the override fields will be saved by OA LodgeMaster and displayed the next time you use the wizard.*
- ◆ On each page, you will see displayed on the right side of the page your lodge's current performance, the number of points earned toward that specific requirement, and the "Thriving / High Performing" level earned for that specific requirement.

#### Incomplete and / or Incorrect Data:

- ◆ If any data are found to be incomplete or incorrect, review the original data in OA LodgeMaster and correct the stored information.
  - *Example: if the number of Ordeal candidates is not correct, it may be that some candidate names were omitted from OA LodgeMaster and need to be entered.*
- ◆ If accurate information is not available in OA LodgeMaster, use the green override fields to manually enter the corrected statistics.

### Step #5: Perform a final review

Once your data is complete, the next step will be to submit it to the National OA Office for review. Prior to doing so, please double-check your submission to make sure everything is correctly entered and accurate. It is recommended that you:

1. Perform a final review of all of the pages of the **Charter Renewal & PMP Wizard**
2. Click **Reports** » **PMP Petition** and then print a copy of your PMP petition. Review each page for accuracy, and make any necessary changes.



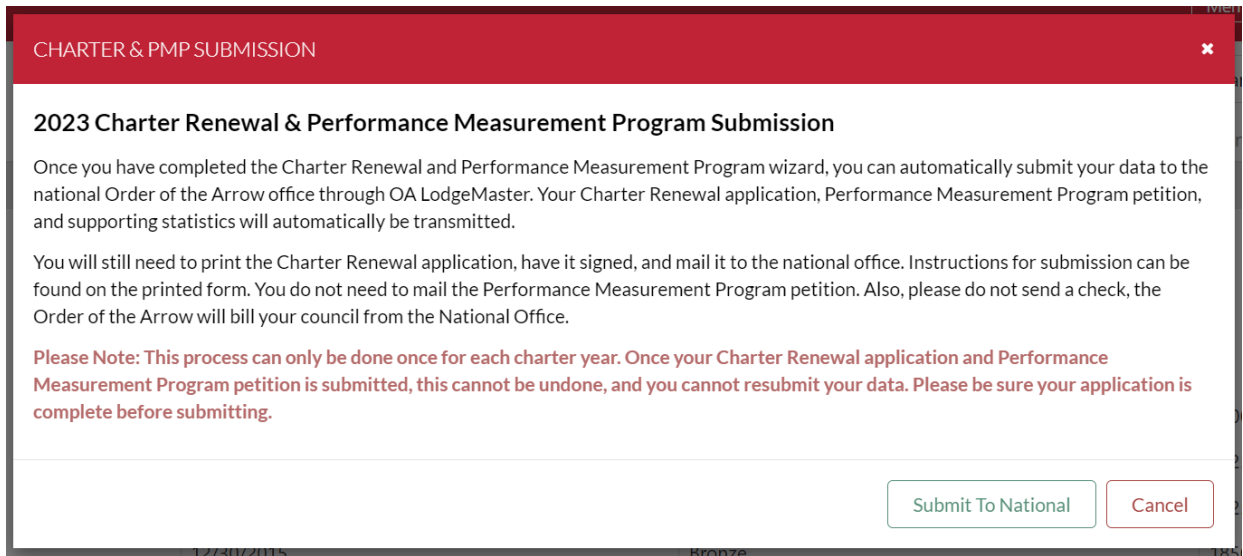
### Step #6: Submit to National

When ready to submit your Lodge PMP petition at the end of the year (along with your Lodge Charter Renewal Application) to the National Service Center, you will do so using the **Submit to National** button. This will electronically send your lodge’s charter renewal and PMP petition to the National Service Center.

- ◆ **Only take this step** when you are satisfied that all data is accurate and complete, for the process can only be done once for each year, and the PMP petition cannot be changed once it is submitted.

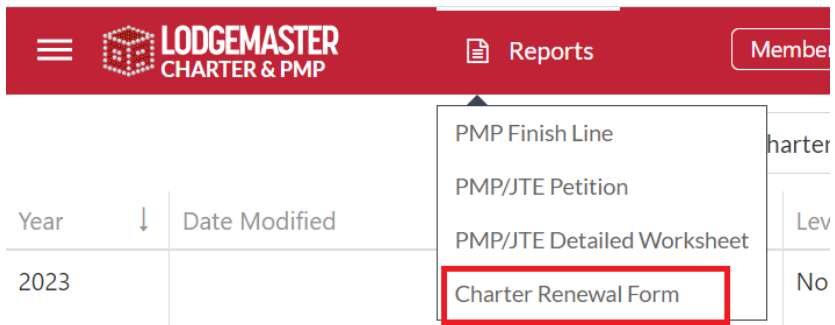
Open the wizard and – after confirming your submission is fully complete and accurate – click on the **Submit to National** button. A warning message will appear. After review the warning message, select **Submit to National** to send the petition to the National Service Center. This will electronically submit the document to the National Service Center.

- ◆ Note: the **Lodge Charter Renewal Form** is not available until after the submission of the PMP data to the National OA Office is complete.



### Step #7: Lodge Charter Renewal Form

Once submission of your PMP is complete, in the **Charter Renewal & PMP Wizard** click the **Reports** menu and then select **Charter Renewal Form**. The document will appear. Print a copy of your recharter form. Your lodge officers, lodge adviser, and lodge staff adviser will meet with the Scout Executive to review the application and obtain the needed signatures on the printed **Lodge Charter Renewal Application** form.



**Step #8: Submit Signed Application**

Once the necessary signatures are on the **Lodge Charter Renewal Application** form, please scan the document and then email the form to the National OA Office using [charter@oa-bsa.org](mailto:charter@oa-bsa.org). Do not send a check for the national fees; the Order of the Arrow will bill your council directly following review of your submitted materials. **Congratulations! Your lodge's PMP petition and Lodge Charter Renewal Application have now been successfully submitted!**

**Questions and Support**

If you have questions about OA LodgeMaster, please visit the support center <https://docs.oa-bsa.org/display/OALMLC> where you will find guides, documentation, frequently asked questions, and multiple training resources intended to support you in working with the tool. For LodgeMaster support email [support@lodgemaster.oa-bsa.org](mailto:support@lodgemaster.oa-bsa.org).

For more information on PMP review the PMP Petition with notes at <https://oa-bsa.org/resources/ucl-support/performance-measurement-program> or send email to the OA's Lodge Performance Management Program team at [pmp@oa-bsa.org](mailto:pmp@oa-bsa.org).

To watch the 2023 OA Recharter Webinar please visit <https://vimeo.com/910674225>.





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## 2025 Lodge Program Updates

### OA Merchandise

Visit <https://tradingpost.oa-bsa.org> to purchase OA merchandise and browse great deals on the “Clearance” page. Members of the Order can create an account in the store to receive updates on the latest promotions and new product launches.

### Lodge Leadership Development

As your new program year begins and the transition among leadership occurs, take advantage of the [Lodge Leadership Development \(LLD\) website](#) to assist you with your training needs. The LLD syllabi has undergone significant improvements in providing lodges the tools to help them be successful.

### Update LodgeMaster Records

OA [LodgeMaster](#) is the online system to help lodges track and manage membership. Also, [LodgeMaster](#) is the data source for contact information sent to lodge Key 3's for national updates. Please make sure to update any changes to the Key 3, including start date, during the year.

### Publications Updates

[OA publications](#) are being updated on a more dynamic bases. Please visit the website regularly to review and download updated publications as they are released. Lodge website links should be checked to verify they are linked to the most current versions of these publications.

### Vigil & Founder's Award Petitions

In 2023, the Vigil and Founder's Award Petitions were updated with a new email address for award correspondence. Please use [OAawards@scouting.org](mailto:OAawards@scouting.org) or [orderofthearrowawards@scouting.org](mailto:orderofthearrowawards@scouting.org) for all award petition submissions and inquiries. Updated petition forms are downloadable [here](#); please recycle old petition forms.

### Mission, Vision, and Purpose

In July the updated [mission, vision, and purpose](#) of the Order of the Arrow was announced. Our purpose defines who we are and the role we play in Scouting America. Our vision gives us a clear goal to strive towards in the coming decades. Our mission guides our leadership at all levels, on a daily basis, to achieve both of these things. To learn more about this update how the process unfolded, [click here](#).

## **Election Policy Update for Combined Troop Pilot Program**

Following the direction of the Scouts BSA division, units participating in the pilot should be operating as a single unit and using a single unit number. As such, those units should conduct only one unit election and all eligible members, girls and boys, should be presented on the voting ballot during the unit's OA election. However, for data entry purposes, individuals will need to be updated in separate units in Lodgmaster reflecting their units prior to the pilot.

## **Scouting America Youth Protection Updates & Resources**

Recently, Scouting America updated and clarified policies within [Youth Protection and Barriers to Abuse](#) addressing questions about sleeping accommodations with parents and the buddy system. These can be found in the "Additional Resources" section and follows the recent updates to 18-20 adult leader policies.

Additionally, [anonymous texting](#) to the Scouts First 24-hour helpline is now available. Anyone can now report concerns by [text to 844-SCOUTS1](#), by [call to 1-844-SCOUTS1](#), or by email to [ScoutsFirst@Scouting.org](mailto:ScoutsFirst@Scouting.org).

## **Invite and Officer to Your Lodge or Section Event**

Did you know that you could invite one of the national OA youth officers to your section or lodge events? The [request form](#) is also available on the OA website in the [Forms](#) portion along with other requests and helpful forms and information. Having a national officer visit your event is certain to be a highlight for event attendees as much as it is for the officer.

## **NCAP: How it Applies to the OA**

[Overnight OA events](#) are generally classified as short-term camps for the purposes of NCAP. As you prepare for upcoming events, remember to keep the National Camp Accreditation Program requirements in mind. Check the [2024 edition](#) of the NCAP National Camp Standards, as well as the latest NCAP Circular to ensure compliance. You can also find more resources for short term camps [here](#).

**Stay up to date with [OA news](#) to for more details on these changes and to keep up with all things OA!**

## 2025 OA High Adventure

Each summer, the Order of the Arrow offers several different High Adventure opportunities to meet your summer needs. Whether you are looking for hiking in the mountains at Philmont Scout Ranch, canoeing in the quiet solitude of Northern Tier, or seeking out a variety of different adventures at the Summit Bechtel

Reserve, the OA has a program for you! Participants at Philmont and Northern Tier must be at least 16 years of age by the day their program starts, but not yet 21 years of age by its conclusion. Participants at Summit Bechtel Reserve must be at least 14 years of age by the day their program starts, but not yet 18 years of age by its conclusion. Learn more about our programs and register to participate at <https://oa-bsa.org/high-adventure>.



### OA Canadian Odyssey & OA Wilderness Voyage at Northern Tier

- Session 1: June 4 – June 18, 2025 (Male Crews)
- Session 2: June 11 – June 25, 2025 (Male Crews)
- Session 3: June 18 – July 2, 2025 (Coed Crews)
- Session 4: June 25 – July 8, 2025 (Male Crews)
- Session 5: July 2 – July 16, 2025 (Male Crews)
- Session 6: July 9 – July 23, 2025 (Coed Crews)
- Session 7: July 16 – July 30, 2025 (Male Crews)
- Session 8: July 23 – August 6, 2025 (Male Crews)
- Session 9: July 30 – August 13, 2025 (Coed Crews)

### OA Trail Crew at Philmont Scout Ranch

- Session 1: June 8 – June 22, 2025 (Coed Crews)
- Session 2: June 15 – June 29, 2025 (Coed Crews)
- Session 3: June 22 – July 6, 2025 (Coed Crews)
- Session 4: June 29 – July 13, 2025 (Coed Crews)
- Session 5: July 6 – July 20, 2025 (Coed Crews)
- Session 6: July 13 – July 27, 2025 (Coed Crews)
- Session 7: July 20 – August 3, 2025 (Coed Crews)
- Session 8: July 27 – August 10, 2025 (Coed Crews)
- Session 9: August 3 – August 17, 2025 (Special USFS Valle Session, Coed Crew)





**OA Summit Experience  
at Summit Bechtel Reserve**

- Session 1: June 8 – June 14, 2025 (Male Crew)
- Session 2: June 15 – June 21, 2025 (Coed Crew)
- Session 3: June 22 – June 28, 2025 (Coed Crew)
- Session 4: June 29 – July 5, 2025 (Male Crew)
- Session 5: July 6 – July 12, 2025 (Coed Crew)
- Session 6: July 13 – July 19, 2025 (Coed Crew)
- Session 7: July 20 – July 26, 2025 (Male Crew)
- Session 8: July 27 – August 2, 2025 (Coed Crew)
- Session 9: August 3 – August 9, 2025 (Coed Crew)





## 2025 National Leadership Seminar & Developing Youth Leadership Conference Schedule

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**February 7-9: Mobile, AL**

**March 21-23: Minneapolis, MN**

**March 21-23: Indianapolis, IN**

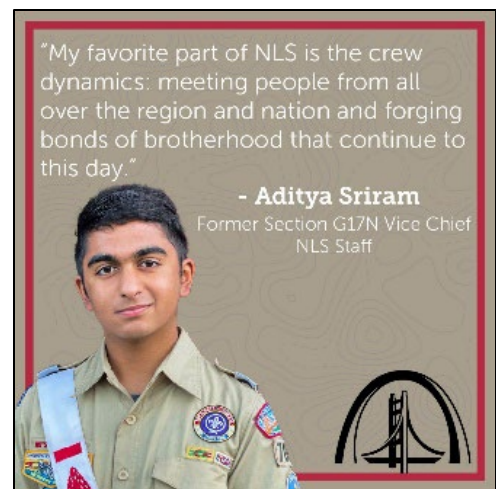
**March 28-30: Kansas City, MO**

**October 3-5: Rockville, RI**

**November 7-9: Fort Worth, TX**

**November 21-23: Southern CA**

**December 5-7: Greensboro, NC**



<https://oa-bsa.org/training>