



SCOUTING AMERICA®

ORDER OF THE ARROW

2026
Lodge Charter
Renewal Kit



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MEMORANDUM

TO: Council Scout Executives and Lodge Advisers
FROM: Cortland Bolles, National Director, Order of the Arrow
DATE: 1 October 2025
SUBJECT: 2026 LODGE CHARTER RENEWAL KIT

Enclosed you'll find all the materials needed to renew your lodge's charter for the 2026 calendar year. Please note that your charter renewal is due **on or before December 31, 2025**. The **Order of the Arrow recharter fee remains unchanged at \$6.00 per member**. Councils will be billed through PeopleSoft beginning in **January 2026**.

Starting this year, lodges must affirm whether a **written agreement** exists between the council/lodge and a **federally or state-recognized tribe** regarding the use of Native American elements in programming. Beginning **January 1, 2026**, lodges **without such an agreement** should **not conduct American Indian Activities (AIA)** until one is in place.

The Order of the Arrow has recently adopted a **new Vision: "To be why Scouts want to stay in Scouting."** This new Vision, along with our updated Mission and Purpose, reinforces the OA's role as a powerful tool for **youth retention**. We encourage lodges to reach out to **all units for elections** in the coming year. By engaging more youth, we help **Scouting America grow** and positively impact more lives.

The OA is excited to serve at the upcoming **2026 National Jamboree!** Look for OA Service Corps staff in your favorite program areas. Featured OA programs will include:

- **OA Summit Circle**
- **Thematic Experience**
- **Exhibit & Activation Station**
- **OA Gathering** for all OA members

We're also seeking **adult volunteers** for **Operation Arrow**, supporting aerial sports and climbing in non-expert roles. Learn more at www.oa-scouting.org/jamboree.

Contents of this recharter kit include:

- Instructions to complete your 2026 Lodge Charter Renewal Application and Lodge Performance Measurement Program (PMP) Petition.
- Lodge Program Updates and Reminders.
- National OA training and program information.

Thank you for your continued leadership and service to the Order of the Arrow. If you have any questions about the recharter process, please don't hesitate to reach out.

**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. Appointments: 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. Renewal Application: The lodge officers, Lodge Adviser, and Lodge Staff Adviser meet to complete the Lodge Performance Management Program submission and the Lodge Charter Renewal Application . <ul style="list-style-type: none">◆ Both the Lodge Charter Renewal Application and Lodge Performance Measurement Program Petition are found on (and must be submitted through) OA LodgeMaster (lodgemaster.oa-scouting.org).◆ Instructions for completing those two documents are included in this kit.	Nov 30
3. Scout Executive Review: Lodge officer(s) and adviser(s) complete a review with the Scout Executive of the recharter application. <ol style="list-style-type: none">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.2. Secure the Scout Executive's formal approval of (i.e., the SE's signature on) the Lodge Charter Renewal Application.	Dec 10
4. Application Submission: Scan then email the signed and completed Lodge Charter Renewal Application to the national OA office via the email address: charter@oa-scouting.org .	Dec 31
5. Payment: 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 2026

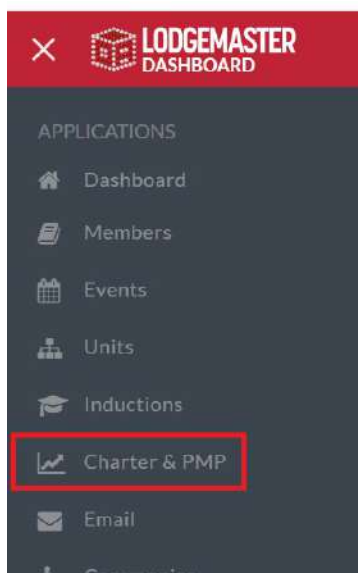


Instructions for Lodge Charter Renewal and Lodge Performance Management Program (PMP)

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 *precursor* 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.oa-scouting.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.

CHARTER & PMP SUBMISSION

2023 Charter Renewal & Performance Measurement Program Submission

Once you have completed the Charter Renewal and Performance Measurement Program wizard, you can automatically submit your data to the national Order of the Arrow office through OA LodgeMaster. Your Charter Renewal application, Performance Measurement Program petition, and supporting statistics will automatically be transmitted.

You will still need to print the Charter Renewal application, have it signed, and mail it to the national office. Instructions for submission can be found on the printed form. You do not need to mail the Performance Measurement Program petition. Also, please do not send a check, the Order of the Arrow will bill your council from the National Office.

Please Note: This process can only be done once for each charter year. Once your Charter Renewal application and Performance Measurement Program petition is submitted, this cannot be undone, and you cannot resubmit your data. Please be sure your application is complete before submitting.

Submit To National Cancel

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.

Lodgester CHARTER & PMP Reports Member

Year	Date Modified
2023	

- PMP Finish Line
- PMP/JTE Petition
- PMP/JTE Detailed Worksheet
- Charter Renewal Form



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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-scouting.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://confluence.oa-scouting.org/spaces/OALMLC/overview> 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-scouting.org.

For more information on PMP review the PMP Petition with notes at <https://oa-scouting.org/lodge-support/performance-measurement-program> or send email to the OA's Lodge Performance Management Program team at pmp@oa-scouting.org.

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



2026 Lodge Program Updates

OA Merchandise

Visit <https://tradingpost.oa-scouting.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 have 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, [OA 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.

Retired Awards

Over time, the Order of the Arrow has established several different awards. Some awards that have been established continue to be awarded today while others have been retired at points in the past. Recently, the OA website has been updated to include a page that includes retired awards of the Order of the Arrow. Visit <https://oa-scouting.org/program/awards/retired> to view this page. While the committee has endeavored to list all national awards on the active awards page or retired awards page, these pages may not be inclusive of all awards. If you believe something is missing or have questions about awards, please contact awards@oa-scouting.org.

Publications Updates

[OA publications](#) are being updated on a more dynamic basis. 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.



2026 PMP

Annually, the Order of the Arrow reviews the data submitted by each lodge through recharter at the end of each year to adjust goals, if necessary, for the following year's Performance Measurement Program (PMP). The timeliness of reviewing the data and adjusting goals is highly dependent on every lodge submitting their recharter on-time. Once all recharterers are submitted, our PMP team will review the data and make a recommendation to the national OA committee for PMP goals, generally during the late winter/early spring national OA committee meeting. Upon approval of the national OA committee, PMP standard will be published. The target date for publication is no later than March 31.

Scouting America Safeguarding Youth Updates & Resources

Recently, Scouting America launched a new training program called Safeguarding Youth Training which replaced Youth Protection Training. Safeguarding Youth Training can be reached [here](#) and must be taken annually. 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 an 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.

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



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October 1, 2025

Fellow Members,

Appreciation of American Indian culture has been a part of the Order of the Arrow for most of its history. The National OA Committee created a task force in 2021 to review policies and programs that incorporate American Indian traditions and iconography, and to recommend how to best continue the appreciation of American Indian culture in OA programs.

This task force conducted a detailed program review which included surveys, discussions with the BSA, focus groups and input from groups outside the Order of the Arrow. On December 28, 2022, the National OA Committee accepted the task force's recommendation:

Any program involving American Indian traditions—such as dancing, costuming, drumming, crafts, and pow-wows—must be done in conjunction with a state or federally recognized tribe.

Beginning on January 1, 2026, only lodges that have a formal relationship established with a state or federally recognized tribe in their area may engage in American Indian programming. We encourage you to work closely with your Council Scout Executive to help establish and nurture these tribal relationships.

An FAQ, timeline for this transition, and recorded webinars are available at <https://oa-scouting.org/resources/aia-policy>.

The task force concluded that the determination of how to best and appropriately incorporate American Indian culture belongs to a local tribe, not the Order of the Arrow. The intent of the National OA Committee in requiring this local partnership is to allow lodges to continue their long traditions of American Indian appreciation while assuring that the local tribe is involved in a collaborative manner.

By formalizing relationships with tribes, the National OA Committee believes that the quality of programming will increase and the educational opportunities for Arrowmen to learn about American Indian history and traditions in their area will expand. This will provide new program opportunities that support the Order of the Arrow's mission: "to achieve the mission of Scouting America through transformative fellowship that ignites limitless Scouting journeys."

The local nature of tribal governance has led the National OA Committee to determine that it is not appropriate to conduct American Indian programming beyond the lodge level. Competitions, training, and other American Indian programs



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at the section and national level will conclude in 2025; the issuance of American Indian Vigil Honor names concluded in 2024. Policy documents, ceremony scripts, and other materials are being updated over this same time period available at <https://oa-scouting.org/resources/aia-policy>.

Our new mission challenges us to keep the Order relevant and impactful for all young people in Scouting America. As we work towards our vision of being why Scouts want to stay in Scouting, we will continue to evolve our program—while our values remain steadfast.

Please send questions, feedback, or requested areas of clarification to aia@oa-bsa.org. Responses will be addressed in an updated FAQ or other future communications.

In Fellowship,

Chris Grove
National OA Chair

Cortland Bolles
National OA Director

2026 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, exploring the ocean at the Florida Sea Base, or seeking out a variety of different adventures at the Summit Bechtel Reserve, the OA has a program for you! Participants at Philmont, Northern Tier, and Sea Base 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-scouting.org/high-adventure>.



OA Canadian Odyssey & OA Wilderness Voyage at Northern Tier

- OAWV: Session 1: June 10 – June 24, 2026 (Male Crew)
- OAWV & OACO: Session 2: June 17 – July 1, 2026 (Male & Coed Crew)
- OAWV: Session 3: June 24 – July 8, 2026 (Coed Crew)
- OAWV: Session 4: July 1 – July 15, 2026 (Male Crew)
- OAWV & OACO: Session 5: July 8 – July 22, 2026 (Male & Coed Crew)
- OAWV: Session 6: July 15 – July 29, 2026 (Coed Crew)
- OAWV: Session 7: July 22 – Aug. 5, 2026 (Male Crew)
- OAWV & OACO: Session 8: July 29 – Aug. 12, 2026 (Male & Coed Crew)
- OAWV: Session 9: Aug. 5 – Aug. 19, 2026 (Coed Crews)

OA Trail Crew at Philmont Scout Ranch

- Session 1: June 8 – June 22, 2026 (Coed Crews)
- Session 2: June 15 – June 29, 2026 (Coed Crews)
- Session 3: June 22 – July 6, 2026 (Coed Crews)
- Session 4: June 29 – July 13, 2026 (Coed Crews)
- Session 5: July 6 – July 20, 2026 (Coed Crews)
- Session 6: July 13 – July 27, 2026 (Coed Crews)
- Session 7: July 20 – August 3, 2026 (Coed Crews)
- Session 8: July 27 – August 10, 2026 (Coed Crews)
- Session 9: Aug. 3 – Aug. 17, 2026 (Special Session, Coed Crew)





**OA Summit Experience
at Summit Bechtel Reserve**

Session 1: June 7 – June 13, 2026 (Coed Crew)

Session 2: June 14 – June 20, 2026 (Coed Crew)

Session 3: June 21 – June 27, 2026 (Coed Crew)

Session 4: June 28 – July 4, 2026 (Coed Crew)

Session 5: July 5 – July 11, 2026 (Coed Crew)

**OA Ocean Adventure
at Florida Sea Base**

Session 1: May 31 – June 6, 2026 (Coed Crew)

Session 2: June 18 – June 24, 2026 (Coed Crew)

Session 3: June 26 – July 2, 2026 (Coed Crew)

waitlist available

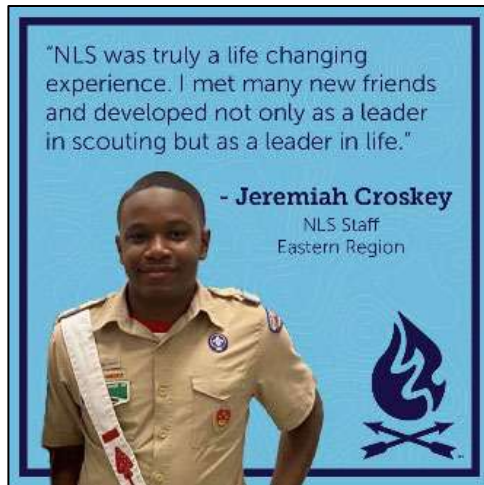




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2026 National Leadership Seminar & Developing Youth Leadership Conference Schedule



February 20-22: Fruitland, FL

February 20-22: Omaha, NE

March 6-8: Salem, WI

March 20-22: Schuylkill Haven, PA

March 27-29: Eatonville, WA

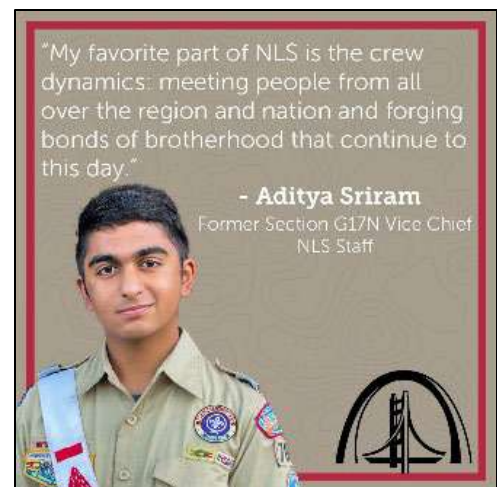
September 25-27: Houston, TX

October 2-4: Rockwood, TN

November 6-8: Haleiwa, HI

November 13-15: Alpine, NJ

November 20-22: Irvine, CA



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



2026 National Jamboree

July 22 - 31, Summit Bechtel Reserve



Operation Arrow is back at it returning to the 2026 National Jamboree - bigger and better than ever! Join 400+ Arrowmen from across the country and world as we power up the Jamboree with epic service, unforgettable memories, and major adventure. Ready to make history? Let's do this!



Find Out More & Apply Today

OA-SCOUTING.ORG/JAMBOREE





OPERATION ARROW

Operation Arrow continues the Order of the Arrow's rich legacy of providing cheerful service in support of the 2026 National Scout Jamboree at the Summit Bechtel Reserve. Over 400+ Arrowmen will serve as part of the **Service Corps**, the **OA Legacy Experience** and the **OA Summit Experience** teams. Additionally, the OA will host an **Order**

of the Arrow Rendezvous open to all OA members at jamboree (participants and staff). In addition, special teams of dedicated adult-only staff will support specific Jamboree program areas such as climbing and aerial sports. Join **Operation Arrow** and be a part of history at the 2026 jamboree!



Service Corps

A tradition dating to 1950, the Service Corps provides critical manpower support to the jamboree program. Staffers work to accomplish projects, big and small, and exemplify the OA's tradition of providing 'cheerful service'.



The OA Summit Circle Experience

The OA Summit Circle Experience will bring our national ceremony site to life for the benefit of Jamboree participants and staff. Learn about the OA's ceremonial history, find your lodge rock, all at the Summit Circle.



The OA Legacy Experience

The OA Legacy Experience at the Summit Center is not just an OA exhibition and activation station, but includes live multi-media events that will showcase our new permanent Order of the Arrow display at the Summit.

Special Opportunities for Adult Arrowmen!

In 2026, Operation Arrow will include an adult-only **Program Corps** team that will provide critical support to jamboree program. These staff members will participate fully in unique, Order of the Arrow specific-programming along with the rest of the Operation Arrow staff as they provide dedicated support to specific program teams including but not limited to Climbing and Aerial Sports. No previous certifications are required to participate.

OA Rendezvous

Bring your sash and join thousands of your fellow Arrowmen and other interested Scouts at the OA Rendezvous on Sunday evening of the jamboree! Meet the national officers of the Order of the Arrow, see old friends and make new ones as we gather to celebrate over 110 years of cheerful service!





The NOAC Contingent Leader

Please use this document as a reference guide in selecting your NOAC contingent leader. Until you have made that selection, NOAC will communicate with the Lodge Key 3. If you have any additional points of contact for the interim, please email their contact information to noac@oa-scouting.org.

National Order of the Arrow Conference (NOAC) | July 26-31, 2027 | Hosted at the University of Illinois Urbana-Champaign
Attending NOAC fosters leadership development, service, and fellowship across the thousands of members in attendance. The Contingent Leader is your council's responsible person for bringing your lodge to NOAC and the spirit of the event back home.

Who is a Contingent Leader? Position Overview

The adult contingent leader should be selected in consultation with the lodge adviser and staff adviser. Ultimately, their central working relationship will be with the youth contingent leader. This role is responsible for leading the lodge contingent through the logistical and operational processes of successfully taking a lodge contingent to NOAC, as well as advising the youth contingent leader on ideation, recruitment, motivation, and support for the lodge's contingent members throughout the planning process and during the conference itself. The position offers the opportunity to mentor youth and other adult leaders in advanced leadership skills, strengthen lodge spirit, and ensure a meaningful experience for all attendees of your lodge. The adult contingent leader should mentor the youth contingent leader throughout the process and remain strategically aligned with the lodge's NOAC priorities.

What do they do? Key responsibilities beginning through NOAC

- **Leadership:** Serve as the primary point of contact for lodge attending NOAC.
- **Planning:** Support the lodge's interest in pre-NOAC promotion, fundraising, and registration.
- **Coordination:** Manages all NOAC logistics, including travel, registration, and scheduling.
- **Communication:** Maintain clear and timely communication with contingent members, adult leaders, and Lodge Key 3.
- **Conference Engagement:** Encourage and support contingent members in actively participating in NOAC programs, training, and activities.
- **National Coordination:** Attend and actively participate in any contingent information meetings held by the national conference staff before NOAC to ensure the lodge is fully informed and prepared.

Who do I select? Skills & qualities to look for

When selecting a contingent leader, lodges should look for adult leaders who demonstrate:

- **Leadership Experience:** Previous service in lodge, chapter, or unit leadership roles. Prior attendance at NOAC is highly preferred.
- **Strong Communication:** Ability to speak clearly, listen actively, and share information effectively.
- **Organizational Ability:** Skilled at managing details, deadlines, and group coordination. Strong ability to develop, maintain, and adhere to approved event budget.
- **Dependability:** Responsible, reliable, and able to follow through on commitments. Able to delegate responsibilities when warranted.

What are their Conference Expectations? Duties as your lodge's NOAC representative

Responsibilities to NOAC Contingent & Staff Services, and NOAC Planning Operations:

The adult contingent leader should strive to maintain a solid working relationship with their Contingent Concierge, who will be assigned by the Contingent & Staff Services team. Understand deadlines, which will be





The NOAC Youth Contingent Leader

communicated in advance, and attend all virtual information meetings. When appropriate, share deadlines, milestones, and next steps contingent on ensuring the best possible outcome for all.

How do I select a youth contingent leader? Position Overview

The youth contingent leader should be selected in consultation with the lodge chief, adviser, and staff adviser. Ultimately, their central working relationship will be with the contingent leader. This role is designed to enable youth leadership in the NOAC planning & execution process for your lodge. This role is responsible for leading ideation, recruitment, motivation, and support of the lodge's contingent members throughout the planning process and during the conference itself. The position offers the opportunity to develop advanced leadership skills, strengthen lodge spirit, and ensure a meaningful experience for all attendees of your lodge. The contingent leader should mentor the youth contingent leader throughout the process and stay strategically aligned on NOAC priorities for your lodge.

What do they do? Key responsibilities beginning through NOAC

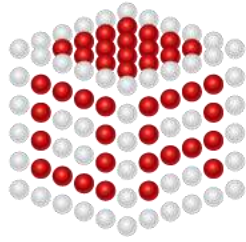
- **Leadership:** Serve as the primary point of contact for lodge members attending NOAC.
- **Planning & Coordination:** Collaborate with the youth contingent leader and lodge leadership to manage logistics, including travel, registration, and scheduling.
- **Team Building:** Foster a sense of unity, enthusiasm, and lodge pride within the contingent.
- **Communication:** Maintain clear and timely communication with contingent members, adult leaders, and the lodge adviser.
- **Conference Engagement:** Encourage and support contingent members in actively participating in NOAC programs, training, and activities.
- **National Coordination:** Attend and actively participate in any contingent information meetings held by the national conference staff before NOAC to ensure the lodge is fully informed and prepared.

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- **Organizational Ability:** Skilled at managing details, deadlines, and group coordination.
- **Dependability:** Responsible, reliable, and able to follow through on commitments.
- **Team Builder:** Capable of motivating peers and fostering group unity.
- **Maturity & Judgment:** Able to represent the lodge respectfully and handle challenges appropriately.

AUGUST 2025 UPDATES



ORDER OF THE ARROW

LODGE MASTER

PAY DUES ONLINE

ONLINE DUES PAYMENT

Since mid-August lodges can accept online dues payments directly in LodgeMaster from the OA Member Portal and OA Members mobile app. Payments processed securely through the Scouting America Payment platform eliminate any barriers to using the new dues payment feature. Lodge Administrators are advised to review the [payment integration documentation](#). Setup is required prior to using the online dues payment feature.

To use online dues payments, your Scout Executive must approve the lodge's use of the Scouting America payment platform. To start the process and request an approval link be sent to your Scout Executive, please submit a ticket to support@lodgemaster.oa-scouting.org.

OA MEMBERS MOBILE APP

The new OA Members Mobile App is now available! Download for [Android on Google Play](#) and from the [Apple App Store for iOS](#). Access your member profile, pay your dues, view upcoming events from your lodge, section, region and the national organization. Access resources including member journeys for new Ordeal and Brotherhood candidates. **Download the App for Android or Apple by scanning the QR code:**



Lodge Administrators can start adding app content to the app from within LodgeMaster. Go to the Mobile App module to add news, resources, and approve push messages. View the recording of our app announcement from the NCOC [here](#).

