

**MOSWETUSET LODGE #52**

Boston Minuteman Council



MOSWETUSET LODGE #52

**ELECTION TEAM WORKSHEET**

OA Unit Election Team Packet – 2012

*This form is used to share information between the Election Committee and the Election Team performing the election.*

<b>IN THIS DOCUMENT</b>
TEAM WORKSHEET
TEAM CHECKLIST
ELIGIBILITY REQUIREMENTS
ELIGIBILITY FORM
TEAM RESULTS FORM
PRESENTATION SCRIPT
CONTACT INFO FORM
ADULT NOMINATION FORM

**YOUR ELECTION TEAM ROSTER**

**Team Member 1** \_\_\_\_\_

**Team Member 2** \_\_\_\_\_

**Team Member 3** \_\_\_\_\_

**Team Member 4** \_\_\_\_\_

*The following information is collected from each Unit. Please fill any empty space not completed.*

Troop Number and Community: \_\_\_\_\_

OA Troop Rep: \_\_\_\_\_

Troop Rep Phone Number: \_\_\_\_\_

Troop Rep E-mail: \_\_\_\_\_

Scoutmaster: \_\_\_\_\_

Scoutmaster Phone Number: \_\_\_\_\_

Scoutmaster E-mail: \_\_\_\_\_

Desired Date / Time: (1<sup>st</sup> pref) \_\_\_\_\_

Desired Date / Time: (2<sup>nd</sup> pref) \_\_\_\_\_

Desired Date / Time: (3<sup>rd</sup> pref) \_\_\_\_\_

Location: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Request For: \_\_\_\_\_ Election

\_\_\_\_\_ Camp Promotion

Summer Camp / General (Specific One Promotion)

\_\_\_\_\_ Both

*The OA Unit Election Team Packet contains all the necessary forms to complete ONE election. A fresh document packet should be used for each Unit election.*

## ELECTION TEAM CHECKLIST AND PROCEDURES

OA Unit Election Team Packet – 2012

### Things to do before the election:

1. Call the Scoutmaster and confirm that you will be coming and answer any questions. Tell the SM that they need at least half of the troop there. Also, ask him to tell members that they can wear their sash during the election.
2. Print or get all necessary forms, sheets, etc.
3. Call your team and remind them of the election date
4. Get directions beforehand and arrive ON TIME or early if possible.

### Things to do during an election:

1. Talk to Scoutmaster and get a list of scouts eligible (show him the eligibility requirements). You should mention the list during the call before the election.
2. Make sure that enough scouts are present to perform an election (ask the SM for the total number of scouts, then count those who are there – use the worksheet).
3. Introduce yourself and your team to the scouts and talk to them about the OA and the Lodge – Give ‘the speech.’
4. Tell the scouts about the election procedure. Emphasize that they can vote for any amount of eligible scouts that they want and that all, none or some of them can be elected.
5. Perform the election (secret ballot) and count the votes (if necessary have the troop revote), consult the SM and make sure he wants the election results given and if he does give them. (Some SMs prefer to tell the scouts later)
6. Get the Names, Addresses, Phone Numbers, and Email addresses of all the elected candidates. Make sure they write clearly – having them right in all capital letters is a good solution.
7. If the Scoutmaster wishes to nominate an adult, have him fill out the nomination form for adults (if the troop chairperson is not there give the form to the SM ask them to mail it back to the Unit Relations Chairman or the VC.

### Things to do after the election:

1. Meet with all current members of the Lodge and try and get them interested.
2. Pass out forms and flyers for upcoming events.
3. This is the “less serious” portion of the election, *have some fun* or at least let them have fun

# ELIGIBILITY REQUIREMENTS & ELECTION PROCEDURES

## OA Unit Election Team Packet – 2012

The Order of the Arrow is Scouting's National Honor Society, and exists to promote camping and the spirit of cheerful service throughout the Scouting Community. Each year, Scout Troops may elect some of their members into this Order. Both youth and adult leaders can become Order of the Arrow members.

### Youth Eligibility Requirements:

1. Must be a registered member of the Boston Minuteman Council, Boy Scouts of America; and
2. Must be under 21 years of age at time of election  
(this includes Assistant Scoutmasters aged 18-20); and
3. Hold at least first class rank in the Boy Scouts of America; and
4. Have experienced 15 days and nights of camping under the auspices of the Boy Scouts of America, after joining a troop, and within the past two years. The 15 days and nights must include one, but no more than one, long-term camp consisting of six consecutive days and five nights of resident camping, approved and under the auspices and standards of the Boy Scouts of America. The balance of the camping must be overnight, weekend, or other short-term camps; and
5. Have the endorsement of Scoutmaster BEFORE the election is held.

Your troop must schedule an election with the Moswetuset Lodge Unit Relations Committee, preferably through your Troop Representative. To be considered valid, an official Moswetuset Lodge Elections Team must conduct the election and the results submitted on an Election Report form. No troop election may be conducted independently by the troop or by OA members in the troop. In order to prepare for the election, please have a list of all youth in your troop who meet the above eligibility requirements, including rank, addresses, and phone numbers. At least half (50%) of your registered, active membership must be present in order to conduct a valid election. All youth members and leaders (under 21 years) are eligible to vote in the election.

### Adult Eligibility Requirements:

1. Must be a registered member of the Boston Minuteman Council, Boy Scouts of America; and
2. Must be at least 21 years of age at time of nomination; and
3. Have experienced 15 days and nights of camping under the auspices of the Boy Scouts of America, after joining a troop, and within the past two years. The 15 days and nights must include one, but no more than one, long-term camp consisting of six consecutive days and five nights of resident camping, approved and under the auspices and standards of the Boy Scouts of America. The balance of the camping must be overnight, weekend, or other short-term camps.

Your Troop Committee may nominate for consideration one adult for every 50 youth (under 21) members of your troop (for example, a unit with 50 members or less could nominate one adult, 51-100 two adults, and so on) only AFTER at least one youth member has been elected. Adult members may be male or female. Please note that OA membership for adults is not intended as a form of recognition for service. An adult should be considered only when the person's position in the Scouting Program would make OA membership more meaningful in the lives of youth.

The Troop Committee Chairman should complete the Adult Nomination form in full to ensure all requirements are met. After the youth election, this form will be made available to the Unit Leader to forward to the Unit Chairman. **All adult nominations must be submitted no later than May 1, 2012.**

Nomination forms are reviewed by members of the Lodge's Adult Selection Committee (including the Lodge Adviser, Lodge Staff Adviser, and Council Camping Chairman). If the committee approves a nominee, his/her name is then forwarded to the Scout Executive for selection, per National policies. **Your Unit Chairman's endorsement of an adult for OA membership does NOT ensure approval by the selection committee.**

# OA ELECTION ELIGIBILITY FORM

OA Unit Election Team Packet – 2012

*This form is used to identify those Scouts who meet the membership eligibility requirements (including the Scoutmaster's approval) before the election team performs the election, and recording the results of the election.  
(Attach additional copies in the case of Units with more than 15 eligible Scouts)*

<b>YOUTH ELIGIBILITY REQUIREMENTS</b>
UNDER 21-YEARS OLD
FIRST CLASS RANK
15 DAYS/NIGHTS CAMPING
SM ENDORSEMENT

SCOUTS NAME (PLEASE PRINT)	AGE	RANK	ELECTED? (Y/N)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

I certify the above youth members are eligible and I approve them as nominees for election:

\_\_\_\_\_  
SCOUTMASTERS NAME (PRINTED)

\_\_\_\_\_  
SCOUTMASTERS SIGNATURE

DATE OF ELECTION:

\_\_\_\_\_

# OF BALLOTS TURNED IN / COUNTED:

\_\_\_\_\_

NUMBER OF VOTES REQUIRED:  
(# BALLOTS / 2) + 1

\_\_\_\_\_

NUMBER OF ELECTED CANDIDATES:

\_\_\_\_\_

# TEAM COPY - ELECTION RESULTS

## OA Unit Election Team Packet – 2012

*This form should be kept by the Election Team leader and hand delivered to Unit Relations Chairman or Adviser if requested (in the case of a lost packet or other problem). This information will be used to recreate the elections results information.*

Troop Number and Community:

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Scoutmaster:

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Date of Election:

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Election Team Leader:

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**CANDIDATES NAME (PLEASE PRINT)**

**CANDIDATES NAME (PLEASE PRINT)**

1.
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3.
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29.
30.

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# OA ELECTION TEAM – TROOP PRESENTATION SCRIPT

OA Unit Election Team Packet – 2012

**Complete the Election Paperwork with Scoutmaster's Signature before proceeding.**

## **What is the OA? (Ask if anyone knows)**

- *It is the Boy Scouts of America's national honor society for experienced campers, based on American Indian traditions, and dedicated to the ideal of cheerful service.*

## **How to Recognize OA Members (Can be asked as a question, "How do we...")**

- *Sash - Arrowmen are identified by a white sash bearing a red arrow that is worn over their right shoulder.*
- *Pocket Flap - Arrowmen indicate lodge affiliation by wearing a patch on the right pocket flap of the uniform, known as a Lodge Flap. All Lodges have different Lodge Flaps to distinguish one lodge from another.*

## **Purpose of the Order of the Arrow**

*As Scouting's National Honor Society, our purpose is to:*

- *Recognize those who best exemplify the Scout Oath and Law in their daily lives and through that recognition cause others to conduct themselves in a way that warrants similar recognition.*
- *Promote camping, responsible outdoor adventure, and environmental stewardship as essential components of every Scout's experience, in the unit, year-round, and in summer camp.*
- *Develop leaders with the willingness, character, spirit and ability to advance the activities of their units, our Brotherhood, Scouting, and ultimately our nation.*
- *To crystallize the Scout habit of helpfulness into a life purpose of leadership in cheerful service to others*

## **Mission of the Lodge**

*The mission of the lodge is to achieve the purpose of the Order of the Arrow as an integral part of the Boy Scouts of America in the council through positive youth leadership under the guidance of selected capable adults.*

## **Youth Eligibility Requirements**

- *Must be a registered member of the Boston Minuteman Council, BSA.*
- *Must be under 21 years of age at time of election (this includes Assistant Scoutmasters aged 18-20)*
- *Must hold at least first class rank in the Boy Scouts of America*
- *Have experienced 15 days and nights of camping with the Boy Scouts of America, after joining a troop, within the past two years. The 15 days and nights must include one, but no more than one, long-term camp consisting of six consecutive days and five nights of resident camping, approved and under the auspices and standards of the BSA. The balance of the camping must be overnight, weekend, or other short-term camps.*
- *Must have endorsement of Scoutmaster BEFORE the election is held.*

## **Adult Eligibility Requirements**

- *Must be a registered member of the Boston Minuteman Council, BSA.*
- *Must be at least 21 years of age at time of nomination*
- *Same camping requirement as youth.*
- *Must be nominated by Troop committee.*
- *Nomination must be approved by Lodge Adult Selection Committee*

# OA ELECTION TEAM – TROOP PRESENTATION SCRIPT

OA Unit Election Team Packet – 2012

*Continued*

## **Eligible Scouts**

- *Read the list provided by Scoutmaster and pass out the paper ballots.*

## **Questions to Ask Yourself**

- *Who in this group is a friend to all and a brother to every other Scout?*
- *Who is pleasant and easy to get along with? Is he kind and helpful?*
- *Who is cheerful, even when he has many tiresome jobs to do?  
Who smiles whenever he can?*

## **More Questions**

- *Who is always ready to give unselfish and wholehearted service to others?  
Who, in serving others, can forget his 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 he will continue his service in the future?*

## **Election Procedure**

- *You can vote for any amount of candidates that you see fit.*
- *You can vote for more than one.*
- *You can write "all."*
- *You can write "none," if you decide no one is fit. ("None" votes count in totaling of ballots)*
- *You can take the ballot and put it into your pocket, or turn it in blank, if you don't feel like you can make the decision. (Blank votes do not count in the totaling of ballots)*

## **Collect the Ballots, Count them in Private**

## **Results**

- **Do not reveal the actual number of votes any candidates received.**
- **Give results to the Scoutmaster, Ask if he wants results reported**
  - *At this meeting (most popular option)*
  - *Wait for unit's Court-of-honor or a Call-out ceremony\**  
*(if late in season, there may not be enough reasonable time to notify Candidate to attend Spring Ordeal)*  
*\*Call-outs must be scheduled with Ceremonies or through a coordinator if during a Camporee weekend.*
  - *or With only a Candidate letter from Lodge (Letter is sent to all candidates)*
- **(Explain how long until next Ordeal/when letters will be mailed to help determine which reporting choice is preferred.)**
- **Give the Scoutmaster the opportunity to report the results, or Report the results yourself, as he desires.**

**Report the Election Results to the Elections Chairman and Secretary without delay.**



## ELECTED SCOUT CONTACT INFORMATION

OA Unit Election Team Packet – 2012

Troop Number and Community: \_\_\_\_\_

Date of Election: \_\_\_\_\_

*This form is used to collect contact information for all elected Scouts; have them or their Scoutmaster complete this form in full. (Attach additional copies in the case of Units with more than 5 elected Scouts)*

NAME (PLEASE PRINT CLEARLY)	EMAIL ADDRESS
STREET ADDRESS)	PHONE NUMBER
TOWN, STATE AND ZIPCODE	DATE OF BIRTH

NAME (PLEASE PRINT CLEARLY)	EMAIL ADDRESS
STREET ADDRESS)	PHONE NUMBER
TOWN, STATE AND ZIPCODE	DATE OF BIRTH

NAME (PLEASE PRINT CLEARLY)	EMAIL ADDRESS
STREET ADDRESS)	PHONE NUMBER
TOWN, STATE AND ZIPCODE	DATE OF BIRTH

NAME (PLEASE PRINT CLEARLY)	EMAIL ADDRESS
STREET ADDRESS)	PHONE NUMBER
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## ELECTED SCOUT CONTACT INFORMATION

OA Unit Election Team Packet – 2012

Troop Number and Community: \_\_\_\_\_

Date of Election: \_\_\_\_\_

*This form is used to collect contact information for all elected Scouts; have them or their Scoutmaster complete this form in full. (Attach additional copies in the case of Units with more than 5 elected Scouts)*

NAME (PLEASE PRINT CLEARLY)	EMAIL ADDRESS
STREET ADDRESS)	PHONE NUMBER
TOWN, STATE AND ZIPCODE	DATE OF BIRTH

NAME (PLEASE PRINT CLEARLY)	EMAIL ADDRESS
STREET ADDRESS)	PHONE NUMBER
TOWN, STATE AND ZIPCODE	DATE OF BIRTH

NAME (PLEASE PRINT CLEARLY)	EMAIL ADDRESS
STREET ADDRESS)	PHONE NUMBER
TOWN, STATE AND ZIPCODE	DATE OF BIRTH

NAME (PLEASE PRINT CLEARLY)	EMAIL ADDRESS
STREET ADDRESS)	PHONE NUMBER
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STREET ADDRESS)	PHONE NUMBER
TOWN, STATE AND ZIPCODE	DATE OF BIRTH

**MOSWETUSET LODGE #52**

Boston Minuteman Council



**OA ADULT NOMINATION FORM**

**OA Unit Election Team Packet – 2012**

MOSWETUSET LODGE #52

*This form is provided to nominate for consideration one adult member of the Troop for candidacy in the Order of the Arrow by the Troop Committee Chairman.*

***This form must be submitted no later than May 1, 2012.***

THE ORDER OF THE ARROW IS SCOUTING'S NATIONAL HONOR SOCIETY, AND EXISTS TO PROMOTE THE SPIRIT OF CHEERFUL SERVICE THROUGHOUT THE SCOUTING COMMUNITY. YOUR TROOP COMMITTEE MAY NOMINATE ONE ADULT MEMBER FOR EACH FIFTY REGISTERED YOUTH IN YOUR UNIT FOR CONSIDERATION FOR OA MEMBERSHIP. THIS MAY OCCUR ONLY **AFTER** AT LEAST ONE YOUTH MEMBER HAS BEEN ELECTED. *PLEASE NOTE THAT OA MEMBERSHIP IS NOT INTENDED AS A FORM OF RECOGNITION FOR SERVICE.* AN ADULT SHOULD ONLY BE CONSIDERED WHEN THE PERSON'S POSITION IN THE SCOUTING PROGRAM WOULD MAKE OA MEMBERSHIP MORE MEANINGFUL IN THE LIVES OF THE YOUTH MEMBERSHIP. THIS NOMINATION FORM WILL BE REVIEWED BY MEMBERS OF THE LODGE'S ADULT SELECTION COMMITTEE (LODGE ADVISER, LODGE STAFF ADVISER, AND COUNCIL CAMPING CHAIRMAN). IF THEY APPROVE THE NOMINATION, IT WILL BE FORWARDED TO THE SCOUT EXECUTIVE FOR SELECTION. *KEEP IN MIND THAT TROOP COMMITTEE ENDORSEMENT OF AN ADULT DOES NOT ENSURE THE APPROVAL BY THE SELECTION COMMITTEE.*

**Adult Eligibility Requirements:**

- Must be a registered member of the Boston Minuteman Council, BSA; and
- Must be at least 21 years of age at time of nomination; and
- Have experienced 15 days and nights of camping under the auspices of the Boy Scouts of America, after joining a troop and within the past 2 years. The 15 days and nights must include one, but no more than one, long-term camp consisting of six consecutive days and five nights of resident camping, approved and under the auspices and standards of the Boy Scouts of America. The balance of the camping must be overnight, weekend, or other short-term camps.

_____ NAME OF NOMINEE (PLEASE PRINT CLEARLY)	_____ EMAIL ADDRESS
_____ STREET ADDRESS)	_____ PHONE NUMBER
_____ TOWN, STATE AND ZIPCODE	_____ DATE OF BIRTH
_____ LONG TERM CAMPING (WHERE, YEAR?)	_____ TROOP NUMBER AND COMMUNITY
_____ HOW DOES THIS INDIVIDUAL IMPROVE YOUR UNIT'S CAMPING PROGRAM? (USE BACK / ATTACH ADDITIONAL PAGES IF NECESSARY)	
_____	
_____	
_____	

We do hereby nominate the above individual for membership in the Order of the Arrow:

_____ TROOP CHAIRPERSONS NAME (PRINTED)	_____ TROOP CHAIRPERSONS SIGNATURE
DATE OF NOMINATION:	_____
CHAIRPERSON'S HOME PHONE:	_____
CHAIRPERSON'S EMAIL ADDRESS:	_____