



SCOUTING AMERICA™

ORDER OF THE ARROW

LEC Reminder Email Template

Introduction

The below template is a reminder email that can be sent to your LEC to remind them of an upcoming meeting and request reports on their chapter, committee, or officer responsibilities. It is recommended that the LEC is contacted and reminded of a meeting at least two weeks in advance. Many lodges choose to send reminders to their LEC around two weeks in advance, around one week in advance, and 1-3 days in advance.

Before sending this sample email, ensure that you have filled in all of the specific details, denoted by the brackets below.



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Brothers of [Lodge Name],

This is your [Number of days/weeks] **reminder** for the lodge executive committee meeting on [Date] at [Time] at [Location]. We will be discussing important topics like [Important Highlights In The Agenda].

All members of the LEC are expected to attend the LEC meeting. This includes lodge officers, chapter chiefs, and all duly appointed committee chairs and respective advisers. If you're receiving this email, you're expected to attend. If you are unable to, please contact our lodge chief, [Lodge Chief's Name] at [Chief Email] at least two days prior to the meeting so we can prepare for your absence. Please submit your chapter/committee report to [Secretary Name] at [Secretary Email] by [Submission Deadline].

We hope to see you on [Date]!

Yours In Brotherhood,

SCOUTING'S NATIONAL **HONOR** SOCIETY



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[Lodge Name] Lodge Leadership