

PA-HIN LODGE #27

NORTHERN LIGHTS COUNCIL

PLANBOOK

Revised December 1, 2017

ORDER OF THE ARROW - BOY SCOUTS OF AMERICA

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Order of the Arrow Structure

Members:

The beginning of our structure starts with the members, with which the basis of the Order of the Arrow is established. Non-members elect members because they provide leadership and reflect the values of the Scout Oath and the principles of the Order. The member is the working boy of the structure providing the direct link of support to the units.

Chapter Organization:

The second part of the structure, the chapter, is a geographical subdivision of the Lodge as determined by the Lodge Executive Board. The Chapter Officers are nominated and elected by the youth membership of the Chapter. A Chapter may elect a Chapter Chief, Chapter Vice Chief(s), and a Chapter Secretary. The Lodge Adviser appoints a Chapter Adviser and the local District Executive serves as the Staff Advisor. The Chapter Adviser becomes a member of the District Camping Committee. The Chapter Chief, Chapter Adviser, and Staff Advisor become members of the Lodge Executive Board with only the Chief having a vote. When the chapter operates effectively, more young men are given the opportunity to demonstrate leadership ability and to share in the responsibility of giving cheerful service to their units and districts.

Lodge Organization:

The Lodge receives an annual charter from the National Council of the Boy Scouts of America through the office of the National Executive Secretary of the Order of the Arrow. The Lodge Chief and other officers are to be under 21 during their entire term and are elected by the Lodge youth membership. The Scout Executive is the Supreme Chief of the Fire in the Lodge and is the final authority for the OA within the Council. It is his job to interpret local application of National policy. The Lodge Adviser is appointed by the Council Scout Executive in consultation with the Boy Scout Committee and the Lodge Chief. The Lodge Staff Adviser serves as the Deputy

Supreme Chief of the Fire whose duties are to assist the Scout Executive in guiding the operation of the Lodge program and serve as a member of the Council Camping Committee. The Scout Executive appoints a member of his staff to fill the role of Chief of the Fire and act for the Scout Executive in giving guidance.

Section Organization:

Lodges in the Region are divided into groups called Sections. The number of Lodge and Arrowmen registered in each Section is limited to the number that can be trained properly. Specifically, this pertains to the number of officers that can be provided a meaningful leadership and training experience at sectional meetings and training conclave. The Section is responsible for organizing and conducting the annual fellowship conclave, in which training is a major part.

The Section serves as a link between the regional Order of the Arrow Committee and the local Lodges of each section. The Section Officers are elected at the annual business meeting by the Lodge within the Sections. The Section Officers are the Chief, Vice Chief, and Secretary, which are to be under 21 during their entire term. Each Lodge Chief in the Section serves on the Council of Chiefs of the Section to plan and conduct the Conclave. The Section Adviser and Staff Adviser are appointed by the Area Director in consultation with the Area President.

Pa-Hin Lodge #27 is currently a member of Section C1-A. Other Lodges in our section include:

- Tetonwana Lodge #105 (Sioux Council – Sioux Falls, SD)
- Ka’Niss Ma’Ingan Lodge #196 (Voyageurs Area Council – Duluth, MN)
- Naguonabe Lodge #31 (Central Minnesota Council – Sartell, MN)
- Totanhan Nakaha Lodge #16 (Northern Star Council – St. Paul, MN)
- Wahpekute Lodge #53 (Twin Valley Council – Mankato, MN)

Regional Organization:

The Boy Scouts of America is organized into four geographical Regions. The Region Chief is the youth leader of the Region elected by the Section Chiefs from that Region during the National Planning Meeting. The Region Chief must be under 21 years of age during his first year of office and will serve until his successor is elected. The election is held following the National Chief and National Vice Chief elections. The volunteer leader is the Regional Order of the Arrow Chairman appointed by the Chairman of the regional Boy Scout Committee. The Staff Advisor at the Regional level is assigned to the position by the Regional Director.

Pa-Hin Lodge is a member of the Central Region.

National Organization:

The National Order of the Arrow Committee, a subcommittee of the National Boy Scout Committee, sets policy and directs the program of the Order of the Arrow. Each Region is represented on the committee, which meets from time to time to coordinate the program of the Order of the Arrow throughout the county. The volunteer leader is the chairman of the National Order of the Arrow Committee and is appointed by the chairman of the National Boy Scout Committee. The Staff Advisor is the National Executive Secretary of the Order of the Arrow Planning Conference. The national Chief and Vice Chief of the Order of the Arrow are elected by these Section chiefs attending the biennial planning conference meeting. At this meeting, the biennial National Order of the Arrow conference is planned. The National Chief and Vice Chief also serve on the National Order of the Arrow committee. The Order of the Arrow is fully integrated into the camping program of Scouting across the nation as the official honor camper's brotherhood of the Boy Scouts of America. The National Executive Secretary is a member of the boy Scout Division of the National BSA staff. He is responsible to the Director of the Boy Scout division, which is a part of the Program Group of the Boy Scouts of America.

Order of the Arrow Insignia and General Questions

Uniforms and Insignia:

The official insignia of the Order of the Arrow are some of the most colorful in Scouting. It is the responsibility of all Arrowmen to wear them proudly, correctly, and set the example of proper uniforming.

Only currently registered members of the Boy Scouts of America and official members of the Order of the Arrow are permitted to wear the Order of the Arrow insignia. Sashes are worn with the arrow pointing over the right shoulder. Sashes may not be altered in any way or form through the use of beads or other materials. Nothing is to be worn on the sash, including signatures, legends, etc. The only exceptions are the 50th, 60th, and centennial anniversary awards, which may be worn as an option, for those who have earned them, on the shoulder portion above the bar at the point of the arrow. The sash is worn at Order of the Arrow functions and special Scouting Activities including Courts of Honor. It is not to be worn at troop meetings nor is it to be worn draped or folded over the belt. It should only be worn on occasions when members need to be identified as rendering special services.

The **Universal Arrow Badge**, a silver arrow suspended from a red and white ribbon is worn hanging from the button of the right breast pocket of the uniform shirt. Vigil Honor members can wear an attached centered Vigil Honor pin.

The **Arrow Pins** are designed for non-uniform wear. This simple silver lapel pin may be worn by all members of the Order. Brotherhood members may wear a special totem pin with an arrow guard attached. Vigil Honor members may wear a totem pin with the Vigil Honor triangular insignia superimposed, with an arrow guard attached.

The **Lodge Pocket Flaps** are designed to fit the shape of the right pocket of the uniform shirt. You may wear any current issue flap of the Lodge in which you pay your dues.

Advisor's Badge of Office is available for Section, Lodge, and Chapter Advisors. It is to be worn on the left sleeve of the uniform shirt in the location prescribed for badge of office.

Patch collecting and trading is as old as Scouting; millions of Scouts have found patch trading a unique hobby. Principles of fair play must always dominate every patch trading experience. Money must never be exchanged as part of patch trading. No high-pressure tactics should ever be involved.

General Questions:

If you have a question about...	Talk to:
Lodge administration, Lodge Planbook, Lodge events, Lodge calendar, and Lodge rules	Lodge Chief
Lodge/Chapter Committee administration and committee relationships to Chapters	Lodge Vice Chief of Committees
Chapter organization and administration, Chapter Achievement Program, planning a Spring Conclave, and Lodge/Chapter relations	Lodge Vice Chief of Chapters
Lodge Executive Committee minutes, membership records, Brotherhood letters, and overall Lodge communication	Lodge Secretary
Lodge budget, dues, financial reports, merchandise, and conclave budgets	Lodge Treasurer
Activities, Ceremonies, Vigil Honor, Membership, Service, Publications, Trading Post, Patches, Awards and Recognitions	The appropriate Committee Chairman

Lodge Long Range Goals

PURPOSE OF THE ORDER

- To recognize those campers – Scouts and Scouters -- who best exemplify the Scout Oath and Law in their daily lives and by such recognition cause other campers to conduct themselves in such manner as to warrant recognition.
- To develop and maintain camping traditions and spirit.
- To promote Scout camping, which reaches its greatest effectiveness as a part of the unit's camping program, both year-round and in the summer camp, as directed by the camping committee of the council.
- To crystallize the Scout habit of cheerfulness into a life purpose of leadership in cheerful service to others.

COMMUNICATIONS

At present the greatest need in the Lodge is for increased communications. Publication of a timely and informative "Arrow" will solve a large portion of this need. The present goal of the Lodge is to print four editions of "The Arrow" per year. More as money permits. Lodge and Chapter activities would be encouraged and included. A comprehensive mailing list of members is to be maintained with new members added in a timely manner. Pa-Hin Lodge's official website is at <http://www.pa-hin.com>

LODGE EVENTS

The Lodge shall organize and conduct two annual events:

1. Fall Fellowship (Conclave)-Most likely held at a council camp after the conclusion of summer camping activities. This is the Annual Meeting of the Lodge where new members are received and officers elected. Promotion of this event is through summer camp activities and the "Arrow".
2. Winter Fellowship - At a convenient central location and time (early January - February) with communication through the "Arrow".
 - a. Other Chapter fellowship activities is encouraged providing this does not become alternative or disruptive to unit activities.

Lodge Planning Calendar

January:

- Winter Fellowship Occurs
 - Founders Award is given (if applicable)
 - Lodge Executive Committee Meeting

- Unit Elections and Camp Promotions visits begin
- Start planning of Spring Conclaves
- March Indian Winter Registration is available

February:

- The Arrow is published
 - Includes: Vigil Nomination Form, Indian Winter Information
- Approve Spring Chapter Conclave Budgets
- Council Annual Meeting
 - Lodge Executive Committee Meeting

March:

- Fall Conclave Budget is prepared and approved
- Spring Conclave Registration is available
 - Postcard?
- Unit Elections are completed
- March Mailings
 - Membership Recruitment
 - Conclave Registration
- March Indian Winter Occurs
 - In conjunction with other Lodges in the Section
 - Reminders sent out two weeks prior

April:

- The Arrow is published
 - Includes: Vigil Nomination Forms, Spring Conclave Registration
- Send out memo to Chapter Chiefs about conclave safety

May:

- Chapter Elections (New officers take office at Fall Conclave)
- Vigil Nominations are collected
- Vigil Committee meeting is scheduled
- Spring Conclaves occur
 - Eastern: Camp Wilderness
 - Western: Rotation between chapters
- Fall Conclave Registration materials are handed out

June:

- Vigil Committee Selection Meeting
 - Lodge Executive Committee Meeting

- Petitions sent to National
- Finish up details with the Fall Conclave
 - Duties, responsibilities, Ceremonies Team
- Letter to Ordeal and Brotherhood Candidates is mailed, encouraging attendance at Fall Conclave
- Fall Conclave Registration is available
 - Budget approved
- The Arrow is published
- OA Coordinator training takes place

July:

- Fall Conclave preparation

August:

- Fall Conclave occurs/Promotion
 - Lodge Annual Business Meeting
 - Officer Elections
 - Vigil Ceremony
 - December Indian Winter Budget
- Start getting ready for Section Conclave
- Prepare Lodge Calendar
- Lodge Leadership Retreat Registration is available
 - Budget approved
- The Arrow is published

September:

- Prepare Lodge-wide Plan Book
- Prepare the Lodge Budget
- Prepare the Fall Arrow
- Plan for Lodge Leadership Development (LLD) for new Officers
 - Start training for Unit Elections
- Section Conclave occurs

October:

- Lodge Leadership Development (LLD) for new Officers
 - Lodge Executive Committee Meeting
 - Budget for Winter Fellowship is approved
 - Event dates for the next 18 months should be set in place
 - Locations where possible
- The Arrow is published
- Founders Award Committee meets
- December Indian Winter Registration is available

- Budget approved

November:

- Send in Founders Award Nomination
- Complete program planning for Winter Fellowship
- Start training for Camp Promotions

December:

- Complete Lodge Charter and send into National
- Complete JTE Petition
- December Indian Winter occurs
- The Arrow is published

Lodge Bylaws

The Bylaws have been updated and revised to accommodate our expanding Lodge. The Bylaws were written using the Standard Local Council Lodge Rules. If any disagreement occurs between the Standard Local Council Rules and our Bylaws, the Standard Local Council Rules shall prevail.

Article I- Name and Affiliation of the Lodge

SECTION A: The name of this Lodge of the Order of the Arrow shall be Pa-Hin Lodge of the Northern Lights Council #429, W.W.W.

SECTION B: The Lodge shall be affiliated with the Northern Lights Council #429, Boy Scouts of America and shall be under the supervision of the Council Boy Scout Committee and the administrative authority of the Scout Executive and an adult Lodge Advisor appointed by the Scout Executive.

SECTION C: The Lodge shall be divided into appropriate number of chapters as deemed necessary by the Executive Committee of the Lodge. Each chapter shall come under the supervision of its related District Executive(s), District Boy Scout Committee(s), and Lodge Executive Committee. Each chapter shall have an adult Chapter Advisor appointed with the approval of the Lodge Advisor and the Scout Executive. Membership from each chapter shall be drawn from units in its related District(s).

Article II- Elections of Membership

SECTION A: The requirements for membership in the Lodge are as required by the National Committee on the Order of the Arrow as stated in the current Order of the Arrow Handbook.

SECTION B: Procedures for the Ordeal shall be as directed by the National Committee on Order of the Arrow as stated in the current Order of the Arrow Handbook and Manual for the Ordeal, and be in compliance with the policies of the Pa-Hin Lodge Cultural Respect Mandate.

SECTION C: All members of this Lodge shall be actively registered in the Northern Lights Council, Boy Scouts of America.

SECTION D: All elections shall be conducted by the Chapter Unit Election Team. The Call-Out Ceremony shall be supervised by the Lodge or Chapter ceremony teams.

SECTION E: Inductions and Ordeal ceremonies shall be conducted at Chapter Conclaves in the spring and the Lodge Conclave in the fall.

Article III- Brotherhood Membership

SECTION A: Completion of Brotherhood membership shall be in accordance with the requirements in the current printing of the Order of the Arrow Handbook.

SECTION B: The Brotherhood and Brotherhood ceremonies shall be conducted and/or supervised by the Lodge or Chapter ceremony teams in accordance with the current printing of the Ceremony for the Brotherhood, and be in compliance with the policies of the Pa-Hin Lodge Cultural Respect Mandate.

SECTION C: The Brotherhood and Brotherhood ceremonies shall be conducted only at the Chapter Spring Conclaves, Lodge Fall Conclave, Lodge Winter Fellowship and Boy Scout Summer Camp at Camp Wilderness.

Article IV- The Vigil Honor

SECTION A: Attainment of the Vigil Honor shall be in accordance with the requirements in the current printing of the Order of the Arrow Handbook.

SECTION B: The selection and induction of the Vigil Honor candidates shall be conducted by the Lodge Vigil Honor Committee.

SECTION C: The Vigil Honor shall be conducted at the Lodge Fall Conclave and/or a special vigil weekend in accordance with the current printing of the Ceremony for the Vigil Honor, and be in compliance with the policies of the Pa-Hin Lodge Cultural Respect Mandate.

SECTION D: The Vigil Honor make-up will be conducted by the Vigil Honor Committee members at a time and place convenient with approval of the Lodge Key Three within the year of selection.

Article V- Elections

SECTION A: The officers of this Lodge shall be the Lodge Chief, Vice Lodge Chief in Charge of Committee Administration, Vice Lodge Chief in Charge of Chapter Administration, Secretary, and Treasurer. These elected officers shall be under twenty-one (21) years of age during their entire term of office.

SECTION B: The Lodge Chief, Vice Lodge Chief in Charge of Committee Administration, Vice Lodge Chief in Charge of Chapter Administration, Secretary, and Treasurer shall be elected by vote at the Lodge Annual Business Meeting (Fall Conclave) according to Article VIII, Section C. In order to win an election, a candidate will receive a majority of the votes cast. In the event that no candidate receives a majority more than fifty (50) percent of the vote, the candidate with the lowest number of votes shall be dropped from the ballot and another vote shall be taken. This procedure shall be repeated until one candidate receives a majority. The term of office shall coincide with the calendar year. Officers elected will serve as Officer-elect for the time period following the Lodge Annual Business Meeting (Fall Conclave) through the end of the year and will hold office on January 1 through December 31.

SECTION C: In the event of a vacancy in the office of the Lodge Chief, the Vice Lodge Chief in Charge of Committee Administration shall succeed. Upon the event of the vacancy of any other Lodge Officers, or Lodge Operating Committee, the vacancy will be filled with the appointment of an Arrowman under twenty-one (21) years of age for the entire term by the Lodge Chief with a majority vote of the Executive Committee.

SECTION D: The Lodge Executive Committee shall be composed of the Lodge Officers, Lodge Operating Committee Chairmen, immediate Past Lodge Chief, Lodge Advisor, Council Boy Scout Committee member(s), Chapter Chiefs, Chapter Advisors, Chapter Staff Advisors (District Executives), and the Lodge Staff Advisor.

SECTION E: All business brought before the Lodge Executive Committee shall be voted on by the members of the Executive Committee who are under the age of twenty-one (21) years. A majority vote shall be required to enact a decision. The Council Scout Executive shall have the final authority in the Lodge.

SECTION F: Job descriptions for all Lodge Offices (elected) are contained in Annex A to the Rules titled "Job Descriptions Portfolio".

SECTION G: Each Lodge Officer shall have an adult advisor appointed by the Lodge Advisor subject to the approval by the Chief of the Fire. The Lodge Advisor shall be the advisor to the Lodge Chief.

Article VI- Appointments

SECTION A: The Operating Committees of this Lodge shall be Activities Committee, Service Committee, Publication Committee, Ceremonies Committee, Membership Committee, Awards and Recognitions Committee, Trading Post Committee, and Vigil Honor Committee. All committee chairmen shall be appointed by the Lodge Chief, with the approval of the Lodge Advisor, and the Lodge Staff Advisor. These appointed chairmen shall be under twenty-one (21) years of age during their entire term of office.

- 1) Each Operating Committee should have one or more adult committee Advisors who provide guidance to the committee members. It is the Advisor's job to provide training and coaching for the committee members.
- 2) The Advisors are appointed by the Lodge Advisor in consultation with the Lodge Chief and the Lodge Staff Advisor.

SECTION B: The advisors for the Lodge Operating Committee, Temporary Committees and the Lodge Officers shall be appointed by the Lodge Advisor, when deemed necessary by the Lodge Executive Committee. Term of appointments of said advisors shall be no longer than one year, after which time the advisors position shall be re-appointed or suspended.

SECTION C: Job descriptions for all Lodge Committee positions are contained in Annex A to the Rules titled "Job Descriptions Portfolio".

SECTION D: The Awards and Recognition Committee shall be composed of the Youth Chairman, Lodge Chief, the Lodge Adviser, the Lodge Staff Adviser, an Ordeal Member, a Brotherhood Member, and a Vigil Honor Member. This committee shall meet at least once per year.

Article VII- Chapter Offices

SECTION A: The officers of each Chapter shall be Chapter Chief, Vice Chapter Chief and Chapter Secretary. At the discretion of each chapter, each chapter may have the following officers:

Chapter Chief, Vice Chapter Chief of Conclaves, Vice Chapter Chief of Programs, and a Chapter Secretary and/or other Vice Chiefs as deemed

appropriate. These elected officers shall be under twenty-one (21) years of age during their entire term of office.

SECTION B: Each Chapter Chief, Vice Chapter Chief and Chapter Secretary shall be elected by his respective chapter by popular vote ideally at the Spring Conclaves. In order to win an election, a candidate will receive a majority of the votes cast. In the event that no candidate receives a majority more than fifty (50) percent of the vote, the candidate with the lowest number of votes shall be dropped from the ballot and another vote shall be taken. This procedure shall be repeated until one candidate receives a majority. The term of office for these officers shall be from Fall Conclave to Fall Conclave.

SECTION C: Each Chapter Chief shall appoint such operating chapter committee which correspond to the Lodge Operating Committees and such temporary committees as may be required. The Chapter Advisor shall appoint an adult Advisor to each committee subject to the approval by the Lodge Executive Committee or the Chapter Advisor. All committee chairmen shall be under twenty-one (21) years of age for their entire term of appointment.

Article VIII- Meetings

SECTION A: Each Chapter shall conduct a Spring Conclave. The conclave location, budget, and plans shall be presented by the chapters each year at a Lodge Executive Committee Meeting as determined by the Lodge Executive Committee.

SECTION B: The Lodge shall hold a conclave in the late summer/early fall of each year. The Lodge Annual Business Meeting and Lodge Officers Elections shall be held at this conclave. Change of Lodge Conclave meeting location shall be by vote of the Lodge Executive Committee. During the current year, the Lodge Executive Committee shall plan the dates and locations for Fall Conclaves two (2) years in advance.

SECTION C: Each chapter represented at the Lodge Annual Business Meeting shall have ten (10) votes in the voting for Lodge Officers. For all other business, each voting member shall receive one (1) vote.

SECTION D: The Lodge shall hold a Lodge Leadership Development Conference (LLD) for newly elected Chapter/Lodge Officers and Chairmen following their elections/appointments each year.

SECTION E: The Executive Committee of this Lodge shall hold at least four (4) meetings a year.

SECTION F: Special meetings of the Lodge Executive Committee may be called by the Lodge Chief with the approval of the Lodge Staff Advisor or Lodge Advisor.

SECTION G: Each meeting of the Lodge or Chapter shall be opened with the Obligation of the Order of the Arrow and closed with the Order of the Arrow Song.

SECTION H: Members of the Lodge twenty-one (21) years of age or older will have no vote in matters of the Lodge or Chapter.

SECTION I: A published agenda shall be the first order of business at all meetings.

SECTION J: Robert's Rules of Order Newly Revised (the most current edition) shall be the governing rules of all meetings.

SECTION K: In order to proceed with a Lodge Executive Committee Meeting, a quorum of at least fifty (50) percent of the Chapters must be present with at least one (1) voting member. If a quorum is not reached, no business may take place at the meeting.

SECTION L: Lodge business may be conducted by special meetings via conference calls as long as the Chapter Chief, or an appointee of the Lodge Chief, monitors to make certain Parliamentary Procedure is adhered to.

Article IX- Finance

SECTION A: All Order of the Arrow funds shall be handled through the Council office and be subject to all normal accounting procedures.

SECTION B: Requisitions:

- 1) All purchase requisitions shall be requested at Lodge Executive Committee Meetings, and approved by the Executive Committee or member of the Lodge Key 3. A purchase requisition shall have two signatures, one of which will be a Professional Scouter (Staff Advisor) and one of which will be the Lodge Advisor or the Lodge financial advisor.
- 2) All check requisitions shall be requested at Lodge Executive Committee Meetings, and approved by the Lodge Executive Committee or Lodge Key Three (3). A check requisition shall have two signatures, one of which will be a Professional Scouter (Staff Advisor) and one of which will be the Lodge Advisor or the Lodge Financial Advisor.

SECTION C: Dues shall be collected in a uniform amount throughout the Lodge. This amount shall be determined by the Lodge Executive Committee.

SECTION D: Dues shall be payable at any of the Council Service Centers, to the Lodge Secretary, to the Lodge Treasurer, at any Lodge Function, or at any Chapter function if so desired by the Chapter.

SECTION E: Dues collected during the year, prior to Fall Conclave, will be applied to the current calendar year (January 1 through December 31). Dues collected on or after Fall Conclave will be for the following calendar year. (January 1 through December 31). Dues for future calendar years may not be collected until Fall Conclave.

SECTION F: Ordeal Candidates must pay dues for the upcoming year once completing their ordeal ceremony.

SECTION G: Those Lodge members in the Armed Services of the United States shall be on record, without payment of dues through the calendar year in which their service status terminates, provided they remain a registered member of the Boy Scouts of America.

SECTION H: Inactive members may be restored to active status by paying one year's back dues and the current year's dues.

SECTION I: Members with the past year's dues paid shall be considered active and will be eligible for all activities and mailings.

SECTION J: All money earned by Chapters shall go into the Lodge fund.

Article X- Amendments to the Rules

SECTION A: These rules shall be subject to amendment at the Annual Business Meeting of the Lodge, provided such amendment proposal has been submitted in writing to the Lodge Membership at least thirty (30) days prior to such a Lodge meeting. A majority of the members present shall be required.

SECTION B: The rules of this Lodge must be in substantial agreement with the principals found in current editions of the Order of the Arrow Handbook and all current National Order of the Arrow printed materials. In the event that any conflict is discovered, suitable action to modify the existing rules of the Lodge shall be taken by the Lodge Executive Committee.

SECTION C: Annexes to these Rules are operating guidelines, which reflect statements of philosophy and/or procedures, and may be revised at any time by a simple majority of the Lodge Executive Committee.

SECTION D: Any changes or additions to the Rules or its Annexes must include the date changed.

Bylaws Revised 8/17/1985

Bylaws Revised 9/7/1986

Bylaws Revised 8/20/1987

Bylaws Revised 8/1999

Bylaws Revised 2/2001

Bylaws Revised 8/2004

Bylaws Revised 8/17/2008

Bylaws Revised 8/13/2017

Annex A - Job Descriptions Portfolio

Lodge Executive Committee:

For information of the composition and functions of the Lodge Executive Committee, see the Pa-Hin Lodge Rules; Article V, Section D & E, and Article VIII, Section E - L.

Lodge Officers:

Job descriptions for the Lodge Officers are listed below. For more information on the Lodge officers, see the Pa-Hin Lodge Rules; Article V, Section A- C.

Lodge Chief:

1. Schedules and presides over all general and executive meetings of the Lodge.
2. Appoints operating and temporary committee chairmen with the approval of the Lodge Advisor and the Lodge Staff Advisor.
3. Represents the Lodge in the Council and at the Council Executive Committee Meetings.
4. Represents the Lodge in the Sectional Council of Chiefs Meetings.

5. Prepares the yearly Lodge Calendar and sees that the operations of the Lodge remain on schedule.
6. Coordinates the activities of all Lodge officers.
7. Prepares agendas in advance of meetings and sends them to the Lodge Executive Committee with the meeting announcement.
 - a. Sends the final agenda to the Lodge Secretary a minimum of one day before the meeting.
8. Works to insure the Lodge's goals and programs are consistent with this program.
9. Oversees all the operations of the Lodge.
10. Attends the Lodge Leadership Development Seminar.
11. Attempts to attend the National Training Course that may be offered.
12. Strongly attempts to attend the National Order of the Arrow Conference.
13. Attends as many lodge events as possible.

Vice Lodge Chief of Committees:

1. Assists the Lodge Chief
2. Presides over all general and executive meetings of the Lodge in the absence of the Lodge Chief.
3. Maintains good communication with all Lodge Operating Committees and works to ensure that their goals and actions are consistent with the goals, philosophies, and policies of the Lodge.
4. Attends as many committee meetings as possible.
5. Assists in setting and accomplishing committee goals.
6. Attempts to attend the National Leadership Seminar.
7. Attends the Lodge Leadership Development Seminar.
8. Attends as many lodge events as possible.

Vice Lodge Chief of Chapters:

1. Assists the Lodge Chief
2. Presides over all general and executive meetings of the Lodge in the absence of the Lodge Chief and Lodge Vice Chief in charge of Committee Administration.
3. Maintains good communication with all the chapters of the Lodge and works to insure that their goals and actions are consistent with the goals, philosophies, and policies of the Lodge.
4. Assists in setting and accomplishing Chapter goals.
5. Works with the Chapter Officers in completing and interpreting the "Chapter Achievement Program".
6. Ensures that unit elections are done properly.
 - a. Ensures that Unit Elections Teams conduct Camping Promotions discussions, including promoting the council long-term camp, during the Unit Elections visit.

- b. Prepares information about adult nominations and assist the Lodge Executive Committee in making selections.
7. Attempts to attend the National Leadership Seminar.
8. Attends the Lodge Leadership Development Seminar.
9. Attends as many lodge events as possible.

Lodge Secretary:

1. Takes minutes at all Lodge Business Meetings and Executive Committee Meetings.
2. Distributes a copy of the minutes to all Executive Committee members and any other interested Arrowmen within fifteen (15) days of the actual meeting.
3. Handles Lodge correspondence when needed. This includes handling all questions received by the lodge that are not addressed to a specific person and completing other correspondence as directed by the Lodge Chief or the Lodge Executive Committee.
4. Works with the Lodge Treasurer and the Lodge Membership Committee in matters pertaining to the collection of dues.
5. Works with Membership Committee to send out a notice in November to all active members that do not have dues paid for the next year.
 - a. This notice will remind them that in January, they will lose their current year status if they do not pay.
6. Receives letters from Brotherhood Candidates and stores them.
7. Arranges for all mailing labels for Lodge publications.
8. Assures that the Lodge Mailing list is always updated and correct, with the assistance of the Membership Committee.
9. Attempts to attend the National Leadership Seminar.
10. Attends the Lodge Leadership Development Seminar.
11. Attends as many lodge events as possible.

Lodge Treasurer:

1. Issues quarterly financial reports to the Lodge Key 3 and at Lodge Executive Committee Meeting immediately following the end of that quarter and is prepared to answer questions about the current financial status of the Lodge.
2. Works with the Lodge Secretary in collecting dues.
3. Develop the annual Lodge budget for the approval of the Lodge Executive Committee. This task must be completed by the first Lodge Executive Committee meeting of the upcoming fiscal year.
4. Review and approve officer expenses.
5. Review all Chapter fundraising plans and make recommendations to the Lodge Executive Committee.
6. Maintains accurate records of all expenditures at any Lodge activity which requires a financial investment by the Lodge.
7. Handles all monies at Lodge events.

8. Attempts to attend the National Leadership Seminar.
9. Attends the Lodge Leadership Development Seminar.
10. Keeps track of all merchandise in the Lodge and maintains an adequate supply at each service center.
11. Notifies the Lodge Key 3 when purchases of supplies are necessary.
12. Attends as many lodge events as possible.

Lodge Operating Committees:

General Statements concerning all Lodge Operating Committees are listed below along with job descriptions for each of the various committees. For more information on Lodge Operating Committees, see the Pa-Hin Lodge Rules, Article VI.

General Statements for all Committees:

1. All committees should consist of a Lodge chairman, a Lodge Vice-Chairman (if desired by the Lodge Chairman), and other interested Arrowmen.
2. All committees must write a Committee report and at the request of Lodge Vice-Chief in Charge of Committee Administration.
3. All committees should have a representative at every Lodge Executive Committee Meeting.

Activities Committee:

1. Develop plans for events hosted by the Lodge and be responsible for carrying them out.
2. Events under the direction of this committee can include, but are not limited to, Fall Conclave and Winter Fellowship.
3. Assist in developing plans for events attended by the Lodge such as section conclaves, National Leadership Seminars, and other sectional, regional, and national events.
4. Assist the chapters and the Council with their events as needed.

Ceremonies Committee:

1. Promote chapters to develop ceremony teams and assist them if needed.
2. Provide instructions to members in Native-American dancing, Indian lore, and regalia making.
3. Maintain an up to date inventory of ceremony equipment.
4. See to the upkeep of ceremonial grounds and belongings.
5. Administer sign out and check in records of all Lodge owned ceremonial equipment.
6. Order and replace regalia and other ceremonial items as authorized.
7. Recruit Arrowmen to be Elangomats at the conclaves.
8. Inform all Elangomats what their responsibilities will be and make sure they understand the program.
9. Establish an Extended Elangomat Program in the Lodge and in the chapters.

10. Attempt to provide a training experience for Elangomats.

Membership Committee

1. Maintain a permanent record in LodgeMaster of each Lodge member, including:
Current name, street address, city, state, and Zip Code.
 - a. Current telephone number, district, and troop number.
 - b. Birth date.
 - c. Date and location of Ordeal, Brotherhood, and Vigil.
 - d. Which years dues have been paid.
 - e. Positions held in the Chapter and the Lodge.
 - f. Chapter, Lodge, section, and national events attended.
2. Check address changes and make appropriate adjustments in LodgeMaster
3. Work with the Lodge Treasurer and the Lodge Secretary in matters pertaining to the collection of dues.
4. Work with Lodge Secretary to keep lodge mailing list up to date.
5. Works with Lodge Officers to send out a notice in November to all active members that do not have dues paid for the next year.
 - a. This notice will remind them that in January, they will lose their current year status if they do not pay.

Publications Committee:

1. Makes sure "The Arrow" is published once every two months, starting in February.
2. Gain input from Arrowmen throughout the Lodge in finding articles for the Arrow.
3. Set deadlines and publish the Arrow ON TIME.
4. Assist the Lodge Chief in printing and mailing any publication he sees needed between publications of the Arrow.
5. Assists in publishing a Lodge Planbook upon the request of the Lodge Officers.
6. Develop promotional pamphlets such as a Where to go Camping Guide.

Service Committee:

1. Propose a yearly schedule of service and conservation projects (in consultation with the Council Properties Committee and Council Ranger(s) , obtain Council approval for these projects, and make complete plans for accomplishing them.
 - a. This schedule should include projects suitable for work weekends at the Council camps, projects for ordeal candidates and members at conclave, troops at camp, etc
2. Assist in the procurement and transportation of supplies and tools for OA sponsored service projects at the Council Camps.
3. Organize Arrowmen to provide services at the Council Service Centers and to provide services to district operations.
4. Work with the Ceremonies Committee to coordinate service projects.

Vigil Honor Committee

1. Membership may consist of Ordeal and Brotherhood members, in addition to Vigil members.
 - a. Brotherhood members eligible for nomination to Vigil should not serve, to preserve the sanctity of the ceremony.
2. Review all current dues paid Lodge members who meet the requirements for being a Vigil Honor member.
3. Publish nomination forms and procedures, including a deadline for nomination, to all members of the Lodge.
4. Receive Nominations and review to determine if the individual deserves the Vigil Honor.
5. Nominate well-deserving individuals if needed.
6. Complete all necessary petitions, including the selection of Vigil names for each Vigil Honor candidate.
7. Supervise the actual Vigil Ceremony at the Lodge Fall Conclave or a Vigil special weekend.

Awards and Recognitions Committee:

1. Membership must consist of at least one Ordeal, Brotherhood and Vigil Member.
2. The Key 3 or any Youth who has received the Founder's Award may serve if they choose
3. Review all current dues paid Lodge members to determine who, if any, should receive the Founders Award and Spirit of the Porcupine Award.
 - a. Youth Criteria: Service at the Section-level or higher, support of the OA National Program
 - b. Adult Criteria: Dedicated service above-and-beyond the call of a standard adult advisor responsibility.
4. Meets at least once annually.
5. Determine who should receive any other award or recognition instilled by the Lodge.

Trading Post Committee:

1. Create ideas for merchandise to supply in the Lodge's trading post. Solicit for ideas through internal committee brainstorming and the Lodge Executive Committee.
2. Choose a supplier to create the merchandise, order an appropriate quantity, and set the prices, with the approval of the Lodge Key 3.
3. Work with the Trading Post Adviser to coordinate transportation and ensure that the Lodge Trading Post is at all Lodge events (including Spring Conclaves), Summer Camp, and at Chapter Events as requested.
4. Provide staff to run the Trading Post at Lodge Events and Chapter Events as requested.

5. Oversee the collection of all payment brought in through operation of the Trading Post. Ensure that payment gets handed over to the Lodge Treasurer at the end of the event (Summer Camp Season sales go through the electronic till).
6. Work with the OA Camp Coordinator to ensure Lodge merchandise is properly priced and displayed to optimize sales during the Summer Camp Season.
7. Keep an inventory of Lodge merchandise and have it updated at the end of all Events. Work with the OA Camp Coordinator to update the inventory at the end of the Camp Season.

Ad Hoc Committees:

Temporary Committee (Ad Hoc Committee Committees appointed on a temporary basis to carry out specific assignments such as a committee to revise the Lodge rules or to supervise a single event (NOAC planning and logistics, conclave, banquet, fellowship. etc.) are examples of Temporary (Ad Hoc) Committees.

General Statements for Ad Hoc Committees:

1. This committee should consist of a Lodge Chairman, a Lodge the corresponding Chapter Committee Chairman (if any), and other interested Arrowmen.
2. Complete the committee's task as quickly and effectively as possible.
3. All committees must write a Committee report and at the request of Lodge Vice-Chief in Charge of Committee Administration.
4. Have a representative at every Executive Committee Meeting.

Chapter Officers:

The job descriptions of the various chapter officers are listed below. At the discretion of each chapter, each chapter may have a Chapter Secretary and/or other Vice Chiefs as deemed appropriate. For more information on Chapter Officers, see the Pa-Hin Lodge Rules Article VII, Section A - B.

Chapter Chief:

1. Schedules and presides over all meetings of the Chapter.
2. Encourage the chapter members to attend their corresponding Lodge Committee Meetings.
3. Represents the Chapter at all Lodge Executive Committee Meetings and maintains good chapter to Lodge relations.
4. Attends the Lodge Leadership Development Seminar.
5. Prepares agendas in advance of meetings and sends them to the Chapter members and the Lodge Vice-Chief of Chapters with the meeting announcement.
6. Support the activities of individual units and the district.
7. Attempt to have a booth or display at the District's Scout Show.
8. Set Chapter goals and discuss how to achieve them at Chapter meetings.

9. Oversee the operation of the Chapter and help insure that its actions are in accordance with Lodge policies, goals, and philosophies.

Chapter Vice-Chief

1. Assists the Chapter Chief.
2. Presides over all meetings of the Chapter in the absence of the Chapter Chief.
3. Assists the Chapter Chief (according to local chapter policies) with his duties.
4. Attempts to attend the Lodge Leadership Development Seminar.
5. Assist in setting and accomplishing Chapter goals.
6. Assists with chapter activities.

Chapter Secretary:

1. Handles all monies at Chapter events.
2. Maintains attendance records at all Chapter events and submits them to the Lodge Secretary when requested.
3. Works with the Chapter Chief to create the Chapter calendar.
4. Submits minutes of Chapter meetings to the Lodge Vice-Chief in charge of Chapter Administration within fifteen (15) days of the meeting.
5. Informs Chapter members of happenings on the Chapter, Lodge, Section, Region, and National levels.
6. Attempts to attend the Lodge Leadership Development Seminar.

Advisors:

Job Descriptions for the Past Lodge Chief, Lodge Advisor, and Lodge Staff Advisor follow. They obtain pertinent information for all Advisors. All Advisors should review the job descriptions below and review the notes following them.

Past Lodge Chief:

1. Attend the Lodge Executive Committee Meetings.
2. Attend the Lodge Leadership Development Seminar.
3. Assist the Lodge Chief with operations of the past year.
4. Assist the Lodge Chief in the preparation of the Lodge Achievement Program.
5. Assist the Lodge Chief with other special projects as requested.

Lodge Advisor:

1. Works closely with the Lodge Staff Advisor to assure successful administration of the Lodge in support of Council policies and programs.
2. Provides coaching and personal counseling to the elected officers of the Lodge, especially the Lodge Chief.
3. Serves as senior adult leader for all adult members of the Lodge to assure meaningful fulfillment of adult obligations to the Boy Scouts of America and the Northern Lights Council through the Lodge Program.
4. Serves as an active member of the Council Camping Sub-Committee.

5. Assures that Lodge operations successfully achieve a minimum growth of at least one youth Lodge member at each recharter period.
6. Serves as a member of the Lodge Executive Committee.
7. Attends all Lodge meetings, ceremonies, and activities.
8. Reviews and recommends approval of Lodge rules developed by the Lodge Executive Committee to assure compliance with National and local Council policies and guidelines.
9. Maintains harmony between all members of the Lodge through positive leadership.
10. Provides quality training for Lodge officers in a timely and effective manner to assure maximum youth leadership effectiveness.
11. Provides training and resources to assure high quality performance of all ceremonialists through personal evaluation and direction.
12. Promotes and achieve Lodge participation in section conclaves, national training opportunities, and national conferences using appropriate resources.
13. Prepares annual recharter detail information in November of each year to assure Lodge rechartering in December.

Lodge Financial Advisor:

1. Responsible to the Lodge Advisor.
2. Counsels and guides the Lodge Treasurer.
3. Should be adult with significant knowledge about finance or accounting.

Advisor to the Lodge Secretary:

1. Responsible to the Lodge Advisor.
2. Counsels and guides the Lodge Secretary.

Lodge Staff Advisor:

1. Counsels and gives direction to the Lodge Advisor, Lodge Chief, and Chapter Staff Advisors regarding National/local Council policies and programs which are impacted by Lodge/chapter operations.
2. Evaluates Lodge performance in support of achievement of Council aims and objectives in serving youth through the Boy Scout Program.
3. Assures that Lodge rules are not in conflict with National or local Council practices and policies.
4. Coordinates and provides Council office resources in accordance with guidelines established by the Council Executive.
5. Gives positive leadership to the development process for the Lodge budget and assure that accounting of all Lodge funds are in accordance with procedures set forth in the current edition of the local Council Accounting Manual.
6. Establishes and interprets Council guidelines for Lodge operations as an integral part of the Council program.

7. Serves as liaison with professional staff associates to provide regular communication regarding Order of the Arrow operation and program opportunities, at staff meetings and through written documents.
8. Submits the Lodge charter renewal application to the office of the National Executive Secretary prior to December 31 of the year preceding the date on which the renewal becomes effective.
9. Arranges and participate in a formal meeting with the Lodge Advisor and the Lodge Chief on a set schedule at least once every three months to evaluate Lodge progress toward planned objectives.
10. Assures adequate Lodge representation at National and Section functions.
11. Develops and implements Lodge officer training experiences in cooperation with the Lodge Advisor which will assure maximum effectiveness of youth/adult leadership development and performance.
12. Recommends appointment of a capable Lodge Advisor annually to the Council Executive.

Special Notes for all Advisors:

As one can see, the tasks of the Lodge Advisor and the Lodge Staff Advisor are quite varied. Although not all points apply to all Advisors, one should be able to glean the following general information for the descriptions above:

1. Advisors must keep the control of activities in the hands of the youth leaders (whether elected or appointed).
2. Advisors provide continuity from year to year.
3. Advisors provide active coaching and encouragement to all youth.
4. Advisors set the example for positive leadership and attendance of OA functions.
5. Advisors handle complicated administrative details -but not the everyday administration that is the responsibility of the youth.
6. Advisors help to prevent financial disaster.
7. Advisors help to coordinate resources youth do not have access to.
8. The specific details of an Advisor's position vary with the office or position he is advising.
9. A thorough knowledge of all the above job descriptions is necessary.

Annex B - Event Budgets

Budgets are an important tool to the event planning process because they allow us to assess the Lodge's or Chapter's ability to host an event both financially and logistically. Any event held by the Lodge or by the Chapter must have a completed Pre-Event Budget and a Post-Event Budget. Budgets must account for all the income for an event (registration, special fees, etc.) and all the expenses (food, supplies, program materials, etc.). All budgets must be approved by either the Key 3 or LEC.

Process

Pre-Event Budget

- Should be completed and submitted at least 3 months prior to the event.
- Should plan for all attendees paying online or with credit card.
- Must be approved ***prior*** to prices being published.

Post-Event Budget

- Must be completed and submitted with ***ALL RECEIPTS*** within 2 weeks of the event. Reimbursements will not be made until the budget and receipts are received.

Budget Submittal and Approval

- Preferred method of submittal: Yammer
- Alternative method of submittal:
Email to Lodge Key 3 and Lodge Treasurer
- Notification of approval or requests for resubmission will be made via the same method the budget was submitted.

Purchase Order Process

- Please email the Lodge Staff Adviser to find out the most up to date Purchase Order Process.

Tips

- Ask questions. The Treasurer and Advisers *want* to help you.
- When deciding food prices, consult with cook.
- Are there any facility rental fees?
- Will you need money for your programs and activities?
- Will adding/removing money from one area in the budget add/remove from the Arrowmen's experience at the event?
- Ask questions. The Treasurer and Advisers *want* to help you.

Budget Outline

Up to date information and budget forms can be acquired by contacting the Lodge Chief (Chief@pa-hin.com), Lodge Adviser (Adviser@pa-hin.com), or the Lodge Treasurer (Treasurer@pa-hin.com).

Chapter Funding

Below is the 2017 Chapter Funding Request Form. It includes an outline for two programs, Chapter Funding and the Unit of Excellence Program.

2017 CHAPTER FUNDING REQUEST FORM



Pa-Hin Lodge #27 Northern Lights Council BSA

Pa--Hin Lodge is able to provide up to \$200 for each Chapter to use for their program. This opportunity runs throughout the entire year of 2017. The chapter is granted \$100 upon approval of this form. The other \$100 can be earned through the **Unit of Excellence Award** program. *If 20% of the units in a chapter's respective district meet the requirements (listed on page 3), the other \$100 can be used to support a chapter recognition event (such as a lock-in, pizza party, bowling, etc).* Chapters have the whole year to achieve this. Reimbursement is given by check after each receipt is received and approved (receipts can be scanned or photographed and emailed). If a chapter wants funding in 2017, this form is due to the Lodge Key 3 no later than December 1, 2017. Any funding unused by the end of the year will be kept by the Lodge.

CHAPTER CONTACT INFORMATION:

Requested By: _____ Chapter #: _____
Contact Name: _____
E-mail Address: _____ Phone #: (____) _____ - _____
Mailing Address: _____
City, State: _____ Zip: _____

REQUIREMENTS:

- a) Please attach a projected budget for the time frame you plan on utilizing the funding. **You can use the attached budget form on page 2.** This is in place so that both parties have identified a need for funding.
- b) Requirements for approval of chapter funding (first \$100) from Pa-Hin Lodge include:
 - 1) The chapter must be 'active.' An active chapter is considered to be one that holds monthly meetings or activities 9 months out of the year. This requirement can be waived by the Key 3 for chapters just starting up.

- 2) Receipts must be sent to the Key 3 or the Lodge Treasurer in order to receive reimbursement. Evan Schroeder can be emailed at chief@pa-hin.com and Spencer Henning (Treasurer) can be emailed at treasurer@pa-hin.com.

APPROVAL:

Once Chapter approval has been acquired (with signatures and dates), the application form and Chapter Funding Budget outline are to be sent to the Lodge Chief for Lodge Approval. You will be notified once the application has been approved or if any concerns with the application arise.

Chapter Approval of Application and Budget

Lodge Approval of Application and Budget

Chapter Chief: _____ Date: __/__/2017 Lodge Chief: _____ Date: __/__/2017

Chapter Adviser: _____ Date: __/__/2017 Lodge Treasurer: _____ Date: __/__/2017

District Executive: _____ Date: __/__/2017 Lodge Adviser: _____ Date: __/__/2017

Staff Adviser: _____ Date: __/__/2017

CHAPTER FUNDING BUDGET OUTLINE:

Up to \$100 can be allocated towards program related item(s) excluding food. Example: Regalia, activities, due scholarships, or travel expenses to conclaves. Up to \$50 can be spent on food at meetings or events.

Item	Quantity	Individual Price	Total

UNIT OF EXCELLENCE AWARD PROGRAM REQUIREMENTS

ORDER OF THE ARROW:

(For the other \$100; an excerpt from oa-bsa.org)

THE UNIT COMPLETES THESE REQUIREMENTS

1. Leadership: Implement the Troop/Team OA Representative and Troop/Team OA Representative Adviser (Assistant Scoutmaster or Assistant Coach Designee) programs in your unit.

- Every six months, ensure that the senior patrol leader (Troop) or Team Captain (Team) appoints or reappoints one Scout or Team Member to serve as Troop/Team OA Representative and the Scoutmaster/Coach appoints one adult to serve as Troop/Team OA Representative Adviser.
- Feature an annual presentation at a Court of Honor by the Troop/Team OA Representative on the Order of the Arrow with a focus on the accomplishments of unit members.

2. Participation: Promote lodge events and provide transportation to all Arrowmen wishing to participate.

- At least 50% of unit OA members attend at least one lodge event in addition to their Ordeal.

3. Elections: Schedule a unit election with the chapter election team annually.

- Hold an election and have 70% of elected Scouts or Team Members complete their Ordeal.

4. Planning: Maintain an active planning process that prevents overlap between lodge and chapter events with unit events.

- Review the local OA calendar with the Patrol Leader’s Council or Team Leadership during annual troop/team program planning and schedule unit events so that 100% of troop/team programs do not overlap with any full-lodge events.

5. Conversion: Demonstrate the depth of your unit’s OA program through Brotherhood conversion.

- At least 30% of eligible troop/team members seal their membership in the Order by converting to Brotherhood.

IF 20% OF A DISTRICT’S UNITS HAVE MET THE REQUIREMENTS FOR THIS AWARD, HAVE DISTRICT EXECUTIVE CERTIFY BELOW:

District Executive: _____

Date: _____

Annex C - Unit Elections

Unit Elections Route of Operation

1. Chapter Unit Election Chair/Committee (UE) notifies Scoutmaster from each unit within their Chapter of upcoming Unit Elections for Order of the Arrow and asks to conduct an election at his/her troop.
 - a. The Scoutmaster sets an Election date in consultation with the UE Team.
2. Election Team contacts every unit within the Chapter.
3. UE Team completes a Unit Election Form for every Troop in the District whether or not an election was held.
 - a. If no election was held, state so on the form and give reasons.
4. An online form will be filled out
 - a. Copy emailed to the Unit Leader
 - b. Copy stays with the Chapter
 - c. Copy sent to adviser in charge of putting information into LodgeMaster
5. The Fargo Scout Office verifies Boy Scout Membership for all elected individuals and includes the BSA Scoutnet ID on the Election Form.
6. The Lodge Secretary, working with the Membership Committee & Advisor, requests a spreadsheet of all unit elections conducted in the spring.
7. The Lodge notifies all individuals elected of the upcoming Spring Conclave and sends a registration form.
8. Lodge Secretary, working with the Membership Committee/Advisor, creates mailing labels for Fall Conclave Announcements from LodgeMaster for those candidates not attending a Spring Conclave.
9. Lodge Secretary sends Fall Conclave Announcements to those candidates not attending a Spring Conclave.

10. LodgeMaster Admin deletes remaining Candidates from Membership List and updates the records of candidates completing the Ordeal.

Unit Election Report Form on next page...

Unit Election Report Form

UNIT ELECTION REPORT FOR YOUTH AND ADULT ORDER OF THE ARROW – PA-HIN LODGE, WWW27

(NOMINATION MAY BE REJECTED IF ANY ITEM IS LEFT BLANK)

UNIT NUMBER: DISTRICT NUMBER: UNIT ELECTION DATE:
 ADDRESS: EMAIL:
 CITY: STATE: ZIP:
 UNIT LEADER: PHONE: () -

1. Unit MUST have 50% of the active registered youth present at the time of the election.

Total active youth registered: Total present:

2. All eligible youth are placed on the ballot list with approval of the Scoutmaster.

Total eligible: Total placed on the ballot:

Entered in to LodgeMaster

Check here if there are **no** eligible candidates. Yes or No

3. Candidates **must have 50%** of votes of youth during election.

The Chapter can inform the candidates of the election results

Total elected and entered below: Yes or No

NAME	ADDRESS, CITY, STATE, ZIP, EMAIL	DOB	PHONE #s

I have read the purpose and requirements: therefore, it is my honor to approve the nomination of the above listed scouts for induction into the Order of the Arrow.

Unit Leader's Signature: <input type="text"/>	Date Signed: <input type="text"/>
Election Team Signatures: <input type="text"/>	Date Signed: <input type="text"/>
<input type="text"/>	Date Signed: <input type="text"/>

ADULT NOMINEE: (Must be **OVER 21 YEARS OF AGE**, have the **CAMPING REQUIREMENTS COMPLETED**, and have **TROOP COMMITTEE APPROVAL**)

NAME: ADDRESS:
 CITY, STATE & ZIP: EMAIL:
 DATE OF BIRTH: HOME PHONE: CELL PHONE: WORK PHONE:
 GENDER M / F

NAME: ADDRESS:
 CITY, STATE & ZIP: EMAIL:
 DATE OF BIRTH: HOME PHONE: CELL PHONE: WORK PHONE:
 GENDER M / F

Troop Committee Chairperson Signature: Date Signed:

Copies need to be sent to (Lodge Sec/Chief), (Fargo Office/Camp), (Chapter Copy) and (Unit) 4-14-14

Order of the Arrow Scouting's "National Honor Society"

Unit Election Procedure

1. The Lodge shall determine the time of year unit elections will be held (Between December 1 and March 31) and should inform unit leaders of this by mail well in advance. The Lodge, through the unit elections committee, should work with the unit leader in establishing the actual time and place to conduct the election.
2. Hold the election at the time and place determined by the unit leader, and have Boy Scouts, and Varsity Scouts assembled with their unit leader ready to elect candidates. The Order should be represented by a two- or three-member team from the Lodge or chapter unit elections committee.
3. Before the election, the OA team must secure from the unit leader verification that at least 50 percent of the registered active unit membership is present. If 50 percent is not present, an election cannot be held.
 - a. A "registered active" member of the unit, for purposes of elections, excludes those members who may have been registered during the last charter, but have dropped out of the unit and does not participate in the activities.
4. If the unit leader is an Arrowman, he/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 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 team.
5. The unit leader provides a list of all registered active members of his unit who he/she certifies meet all eligibility requirements, including attitude and participation. The names of these members are entered on the election ballot and a vote is taken.
 - a. Some Scoutmasters announce the youth's rank, 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 his name, grade, rank, number of merit badges, 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.
6. The election team leader explains the following to the unit leader:

- a. This is the current method of election approved by the national OA committee in use by the Lodge.
 - b. All eligible youth 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.
7. The election team conducts the election. The election should be sure to stress the following points:
- i. Select the candidates who, in your opinion, have set the best examples of brotherhood, cheerfulness, and service.
 - ii. Vote only for those you believe will continue in unselfish service to your troop.
 - iii. If you feel that no one is worthy, turn in a blank ballot. iv. 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.
 - v. Youth eligible for election also vote, and they may vote for themselves if they feel they are worthy.
8. When the voting is finished, the election team counts the number of ballots turned in, and enters the information on the unit election report.
9. The OA 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 report form (see sample).
10. The votes are counted in private by the election team and the unit leader to determine who has been elected. All votes count equally. If at least one has been elected, this result is final. 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 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 election is then held immediately, and if the unit still elects no one, this is the final result for the year's election. The OA team places a checkmark next to the names of those who have been elected.

Announcement of Results: As soon as the election is completed, the unit leader may choose to announce to the entire unit the names of members who have been elected. Names and addresses of the newly elected candidates must be forwarded to the Lodge. Candidates will be called out at the earliest possible time, either at a summer camp, a camporee, or a special ceremony.

Lodges can arrange to conduct a calling-out ceremony at the Explorer post meeting immediately after the election. The names and addresses (plus additional information the Lodge feels is necessary) are listed on the election report form. OA team members sign the form and mail it to the specified address.

Candidate status: After election, a Boy Scout, Varsity Scout, or adult remains a candidate until completion of the Ordeal and Ordeal Ceremony. If this period of candidacy exceeds 1 year, the candidate's name is dropped and he is longer is a candidate. To become a candidate again, he must be reelected. The executive committee of the Lodge may extend the 1-year limit between election and induction if a candidate is ill or there are other unusual circumstances.

Annex D – Membership Requirements

UNIT LEADER APPROVAL: To become eligible for election, a Boy Scout, or Varsity Scout must be registered to the Boy Scouts of America and have the approval

of their unit leader prior to the election. The unit leader must certify their Scouting Spirit, their adherence to the Scout Oath and Law, and participation in unit activities. The unit leader must also certify that the nominee meets all specified requirements at the time of this annual election.

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 the following requirements.

1. Have the approval of the Scoutmaster/Coach
2. Be a registered member of the Boy Scouts of America.
3. Hold the First Class rank of the Boy Scouts of America, as a minimum.
4. After registration with a troop, team, or post, have experienced 15 days and nights of camping, including 6 consecutive days/5 nights of resident camping, approved and under the auspices and standards of the Boy Scouts of America, within 2 years immediately prior to election to candidate status.

Candidates for youth membership shall be elected by other youth members in accordance with policies set forth by the national committee of the Order of the Arrow. Election of any person under 21 years of age as a candidate for membership shall be based on fulfillment of the youth membership requirements.

HANDICAPPED SCOUTS: The Order of the Arrow recognizes Scouting for handicapped, and elections should be held in handicapped units. Any handicapped Arrowman who is classified as a youth member of the unit shall be considered a youth (voting) member of the Order of the Arrow regardless of age. Handicapped Scouts must meet all other membership requirements. When inducting handicapped Scouts, as with any candidate, Lodges should make activities challenging within the individual's limitations and plan accordingly. Accessibility to ceremonial circles, sleeping sites, and appropriate work projects should be taken into consideration to assure a meaningful induction for the Scout.

ADULT MEMBERSHIP QUALIFICATIONS: All members of, or candidates for membership in, the Order of the Arrow who are 21 years of age or older, and who are registered members of the Boy Scouts of America, shall be considered adult members or candidates for adult membership. Individuals shall be selected as candidates based upon the following:

1. **Adult leaders in units.** Each year, upon holding a troop, team, or post-election for youth candidates, the unit committee may recommend to the Lodge executive committee one adult for consideration as a candidate for induction, provided the following conditions are fulfilled:

- a. Selection of the adult is based upon ability to perform the requisite functions, and not for recognition of service, including current or prior achievement and position.
 - b. The individual will be an asset to the Order due to demonstrated skills and abilities, which fulfill the purpose of the Order.
 - c. The camping requirements set forth for youth members are fulfilled (Requirement #3 for youth membership).
 - d. The adult leader's membership will provide a positive role model for the growth and development of the youth members of the Lodge.
2. **Adult leaders in council and district positions.** The district chairman, council president, Scout executive, or members of the professional staff may recommend to the Lodge executive committee adult leaders in council and district positions for consideration as candidates for induction. All requirements set forth for adult leaders in units must be fulfilled, with the exception of the camping requirements, which may be waived at the discretion of the Lodge executive committee.

Annex E - Official Call-Out Ceremony

LEGEND OF THE PORCUPINE



OFFICIAL CALLOUT CEREMONY
OF THE
PA-HIN LODGE
ORDER OF THE ARROW

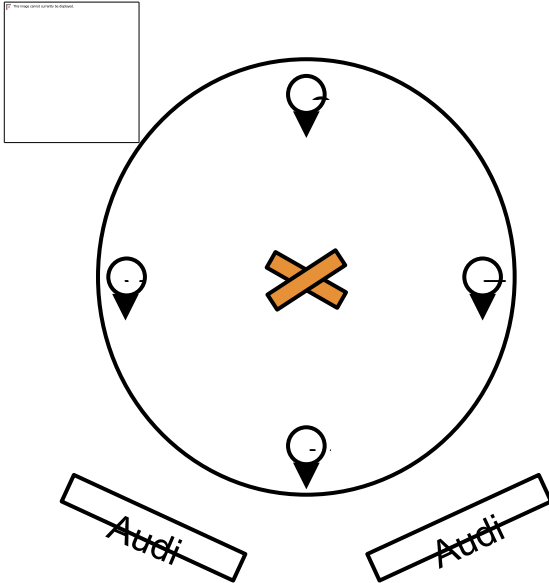
WA A YAZA PAHI - EVAN SCHROEDER

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Note: C = Chatoka, T = Thunderbird, M = Minniduta, W = Chan-O-Wapi.

Guide: We gather here this evening in this Call to Brotherhood to remind ourselves of the joy Scouting gives to us all. We also meet together to recognize those scouts in your units who were elected to candidacy in the Order of the Arrow. Tonight we will witness the history behind our mighty lodge, and in conjunction, recognize those who have exemplified the Scout Oath and Law in their daily lives.



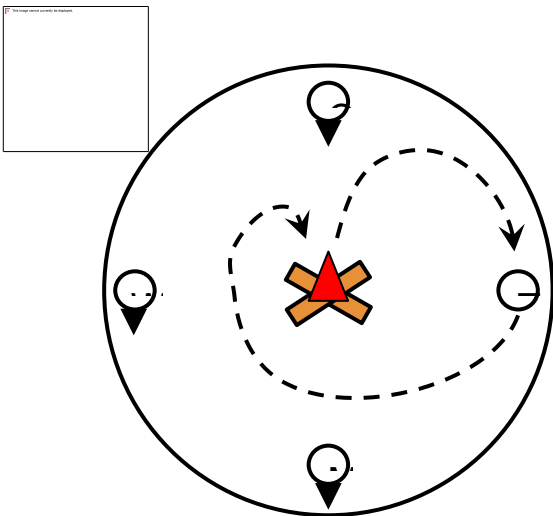
Minniduta: Many moons ago, but yet in vivid memory do I Minniduta recall last seeing you (gesturing to the audience). My heart is lightened in the thought that you've returned to the circle of our Lodge, even more so in the thought of seeing some of you for the first time. I'd like to welcome you, and these my brothers will teach you of the legend of our Lodge and reveal to you the true meaning of the porcupine.

Chatoka: Here we stand on equal footing, my three brothers walking with me, each of us of our own nations but together we united have become one mighty Lodge. It wasn't without immense sacrifice and perseverance and the guidance of our great

Chiefs, that we stand here now before you. As tradition now directs us, and as my solemn duty, I Chatoka call this meeting of our Lodge open for the further dispatch of business.

The Lodge may be opened with three raps of the gavel or three beats of the drum.

Chatoka: Brother will you see to your duty?



Thunderbird: With a gladness I Thunderbird will see it through Brother (Thunderbird ignites the Council Fire, and makes a blessing gesture over it). I declare this council ready let the ceremony begin! We have gathered here now, for a threefold purpose. To recall to you the legend of our lodge, to reveal to you the true meaning of the porcupine, and most importantly to recognize those who were set aside for something higher. To honor those who have been chosen for candidacy in the Order of the Arrow. Brother Chan-O-Wapi will you call upon the Creator in this our present undertaking.

Chan-O-Wapi: Call you now upon your Father, great Creator of all nations, to grant blessing on His children, from His high and holy station guiding us upon our journey! That his hand be stretched out to us as we ever help His people; As we lead the

wayward to Him that His love be ever with us as we love our fellow mortals. That His Spirit rest upon us to direct and rule and guide us, 'till at last he calls us Home. Here begins the Legend of the Lodge.

Minniduta: From the deep and looming forests,
From the great expanse of prairie,
From the waters vast and plenty,
And the groves of birch and pine.

Chatoka: Four great nations met in council,
To resolve their constant oppression.
From the Great Plains came the Chatoka,
Keepers of the herds of bison.

Chan-O-Wapi: From the Missouri Valley came the Chan-O-Wapi,
Builders of great earthen lodges.

Thunderbird: From the Lake Agassiz came the Thunderbird,
Bearing all the western powers of the Thunder Beings.

Minniduta: From the Red River Valley came the Minniduta,
Tribal homeland of great warchiefs.

Chatoka: Soon they too reached resolution,
All together they decided when united,
They were stronger than anyone alone.

Chan-O-Wapi: Soon they too became united,
Under the chiefly succession,
Happy was their tranquil country,
Untouched were the skillful trackers,
Took the deer and trapped the coyote,
Fished and caught the lakes and rivers,
Harvested the bountiful cornstalk,
All about the land was peaceful.

Thunderbird: Birthed from four great mother lodges,
To give help throughout the ages,
Stood the Pa-Hin Lodge untested,
They knew not the sting of arrows,
Peace and kinship was bountiful.

Minniduta: Slowly smoke curled through the treetops,

Broke the tranquil air of morning,
Gone was all the roving game,
Soon they knew what was to come.

Chatoka: All the warriors of the Nations,
Were sent out to ward off danger,
Sorrow filled for loss of peace,
War soon waged throughout their lands,
Marauders came, those warlike people,
For their hearts were filled with hatred,
For a people lived contently, they desired what they had.

Chan-O-Wapi: Many from all nations fell,
When we were at last surrounded,
All but one of us had fallen,
Twas our great and knowing Chieftain,
And our people remained safely shrouded by the groves and forests.

Thunderbird: “You there chieftain we desire all that makes your people happy,
We desire all your riches, give to us your finest beadwork,
Give to us your robes of bison, everything that you see valued.”

Minniduta: “We are but a modest people, to our poor we give our riches, as to that which
makes us happy, they are great and ultimate mysteries of the porcupine.”

Chatoka: “Give to us that mystic knowledge, that which lets you live contently, that which unifies
your nation's, sets you all on equal footing. Give it now or you shall befall a fate like that of your
brethren.”

Chan-O-Wapi: “That is something I can't give you, for even I cannot teach you something you
have to experience to understand. You can find it deep within the forests, through contemplation
and from learning the ways of the porcupine. You can find it deep within the heart and spirit.”

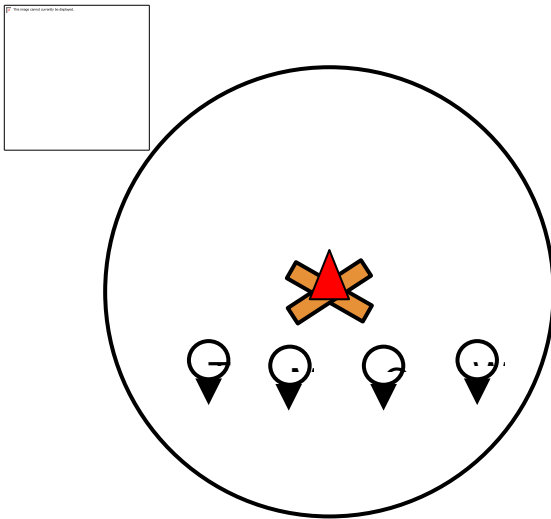
Thunderbird: Unsatisfied and without understanding,
The onslaught persisted until our foes felt they were victors,
Felt the hornet's sting of arrows,
Cast upon the ground the crimson.

Minniduta: They who spent their lives in service,
And moved on to the Grand Celestial Lodge.
Our people lived on and grew to prosper again,
Guided by the sacred knowledge that the porcupine bestowed upon them.

Chatoka: The great mysteries of the porcupine are meant to be shared with all, but can only be learned through experience. They are the very morals held dear by the Order of the Arrow. The true meaning is this: As She ascends the mighty pine, so too must we put ourselves beyond the lowly opinions and judgements of others to pursue a higher goal in life.

Chan-O-Wapi: The quills of the porcupine are used only in self defense, and to protect her young, so too must we learn to stand up for those who need us. We must go beyond our self interests in the service of others.

After this is said the principles move to the front and form a line (From the Left: Thunderbird, Minniduta, Chatoka, and Chan-O-Wapi).



Thunderbird: As your name is called, move to the center aisle and be recognized.

Thunderbird: (Reads Name of Candidate and Troop Number)

Minniduta: (Whispers in ear “My Brother you have been chosen”)

Chatoka: (Taps shoulder with arrow)

Chan-O-Wapi: (Gives scout handshake)

Thunderbird: Is there anyone that has been elected, and not called out? If so please rise and move to the center aisle.

Chan-O-Wapi: We are gathered here together in the midst of this great forest, underneath the stars above us, deep into your hearts and spirits, seek his help to guide you onward in this life of toil and struggle, in this life of love and sunshine. Be brave and strong and cheerful, as you undertake your Ordeal, and with guidance from your maker, seek his help upon your journey, as the smoke curls, winding upward, may our thoughts and actions rising, fill us all with acts of goodness, to direct, and rule, and guide us. Seek to serve your fellow man, thus, be ever true and faithful to the high ideals and purpose of the Order of the Arrow. This is your purpose and intent, mark with silence, reverent.

Pause for at least one minute.

Chatoka: These individuals have been elected to candidacy in the Order of the Arrow. They have lived the scout Oath and Law and are being recognized for something higher. Yet, to those who are not elected, I offer this challenge, continue to follow the scouting ideals, do service cheerfully, and help your fellow brother. If you do, soon your name will be called, and you will be

up here walking among us. But as you do, it will be others who reap the benefits of your actions and learn to respect and admire you.

Minniduta: To preserve the solemn nature of this ceremony, we ask, as you leave, to keep silence until you reach your campsites. We thank you all, and bid you goodnight. All Order of the Arrow members if you would like to stay and witness the remainder of this ceremony you are welcome to do so.

Main Guide: Follow me.

Motioning with his hand, other Guides/Torchbearers spread themselves amongst the Scout/ers and lead them back to their campsites.

Post Call-Out Ceremony

Minniduta: Remember Scouts all that you have seen and heard tonight. The purpose of this Ceremony was to honor your achievement. For even to be elected for eligibility for membership in the Order of the Arrow is considered an honor. Yet, so solemn and so serious is the purpose of our Brotherhood that is but right before we admit you to our circle, you should submit yourself freely to the Ordeal, by which a trial shall be made of your sincerity. More of our order you shall learn when you have passed the Ordeal. It is sufficient to tell you now that its foundation is Service and Cheerfulness. Let me also state that no harmful or dangerous actions shall fall before you.

Chatoka: The council ring is ready for your use. The fire, unlit is a symbol of you in perspective of our Order, being in the dark with little or no knowledge. The characters before you are more than just people; the spirit of our Order is within them. In a short time, you will pledge to yourself another solemn obligation. Your fellow Scouts elected you because they felt you would continue in your service. Do not let them down!

Thunderbird: We who wear the arrow proudly, honor those who've been elected. Stand beside and guide them forward on the next step of this journey, on a long and inner journey. And with guidance from our Maker, we with hearts and wills united pledge to serve his holy purpose; each of you have been elected to give help to those who need you. Listen to those voices calling; From the darkness, from the forest, calling you from selfish feelings, calling you to resolution Into leadership and service to a life of true devotion to the Order of the Arrow.

Chan-O-Wapi: You have been elected brothers not only into our Brotherhood but into our lives as Arrowmen, and we devote our lives to guide and serve you and to help you on your journey.

Minniduta: Listen now with all your heart; to the silence of the forest; to the wisdom of the lodges strewn across the star filled heavens; to the conscious deep within you showing you the

right decisions. Brethren it has been our honor and privilege to share in this experience with you.

Chatoka: With our work accomplished and the flap of our great lodge lowered with the westward sun, I declare the lodge closed and the ceremony complete.

The Lodge may be closed with three raps of the gavel or three beats of the drum.

Candidates are congratulated.

Annex F - Journey to Brotherhood

Every Arrowman begins an important journey along life's trail at the completion of the Ordeal experience and ceremony.

The strength of the Lodge is evidenced by the quality of opportunities provided to encourage involvement and motivation to every Ordeal member which will result in that individual to seal his membership in the Order through commitment in the Brotherhood ceremony.

Each Arrowman needs to be instructed during the Ordeal experience that he has taken an important first step in the Order and that he is expected to continue his involvement in his troop and the Lodge. And he is also expected to seal his membership in the future with the Brotherhood ceremony and recognition. Brotherhood is critical to an understanding of the meaning and appreciation of full membership in the Order of the Arrow.

This information is provided as a systematic plan and method to aid Lodges in strengthening their program to bring all Ordeal members into full membership and recognition.

Distribution of the *Spirit of the Arrow* Booklets

The *Spirit of the Arrow* booklets are to be distributed as follows:

- Booklet 1 ("Upon A Lofty Journey") is to be given out immediately after the callout.
- Booklet 2 ("Are You Prepared?") is given to the candidates shortly before the pre-ordeal.
- Booklet 3 ("Good Morning, My Friend") is given to the candidates when they are awakened in the morning.
- Booklet 4 ("What Am I?") is given to the candidates with their evening meal before the Ordeal ceremony.
- Booklet 5 ("A New Task Lies Before You") is given to the new members as soon after the completion of the Ordeal ceremony as possible.
- Booklet 6 ("Those Who Chose You, Need You") is mailed to the new members with a letter sent four months after the Ordeal.
- Booklet 7 ("The Ties of Brotherhood") is mailed to the Ordeal members with the letter of invitation to seal their membership.
- Booklet 8 ("Journey's End...") is given out immediately prior to the Brotherhood ceremony.

Each booklet should be distributed to the candidates by a different person so that the candidate will not mistakenly think that the spirit of the Order of the Arrow is a specific person. No one should ever comment about or attempt to interpret the booklets for the candidates. There is a place for the candidate to commit himself in writing on the back of Booklet 8. This commitment is a personal matter and should not be turned in or reviewed.

Sample Unit Service Encouragement Letter

Dear (Name of Ordeal Member):

Congratulations on completing your Ordeal! This is a huge accomplishment in your Scouting career! In the time that has passed since your Ordeal, I trust that you have grown in your understanding of the principles of the Order of the Arrow. I know that during the span of the weekend it was very difficult to appreciate the significance of all the things you saw. Even though you still may have questions about our organization, you have now gained a deeper understanding of its mysteries. This is not an easy task, but your unit and your brothers have always had faith in your ability to complete your journey. With any of your further questions, ask a fellow member of the Order of the Arrow, a Chapter Officer, or a Lodge Officer!

I trust that in the time since your Ordeal you have returned to service in your unit. Service to the unit is one of a true Arrowman's most important obligations. You will find that unit meetings and outings are some of the best places to see the meaning of the tests through which you have passed. The journey continues even there.

I have enclosed for your information the Spirit of the Arrow booklet #6 entitled "Those Who Chose You, Need You." You will find it helpful on your quest to become an active Arrowman.

In W.W.W.

(Lodge Chief Name) **-OR-** (Chapter Officer Name)
Pa-Hin Lodge Chief Chapter ____ Chief

Sample Brotherhood Eligibility Letter

Dear (Name of Ordeal Member):

I sincerely hope that you have enjoyed your time as an Ordeal member of the Pa-Hin Lodge! As a member of the Order of the Arrow, you are able to attend many different Conclaves, Training weekends, and Fellowship Weekends! You have been an active member for approximately 10 months, which means you will be eligible to become a Brotherhood Member of the Order of the Arrow! By completing the following requirements, you may strengthen your ties of brotherhood through the Brotherhood ceremony.

- Ten months' service as an Ordeal member.
- Registered active membership in Scouting.
- Registered active membership in the O.A.
- Memorized the Obligation, the Order of the Arrow Official Song, and the Admonition.

It is important that you not only meet the above requirements, but that you feel that you are prepared for the Brotherhood. Special programs will be held at each Spring Conclave and Fall Conclave in order to understand the Brotherhood and its requirements.

At your Ordeal you were sent to seek a vision of yourself and of your purpose. The challenge of Brotherhood membership is part of that vision. We hope you plan to seal your membership at the upcoming Brotherhood ceremony to be held (date) at (place).

Enclosed is the Spirit of the Arrow booklet #7 entitled "The Ties of Brotherhood", which you will find very meaningful. I look forward to seeing you at the Brotherhood Ceremony as you seal your membership in the Order! Congratulations on this opportunity!

Yours in Brotherhood,

(Lodge Chief Name)
Pa-Hin Lodge Chief

-OR-

(Chapter Officer Name)
Chapter ____ Chief

The Brotherhood Hike

The Brotherhood Hike is a tool which can be used to enhance the candidate's experience on the night of the Brotherhood ceremony. As it is neither a part of the ceremony itself nor the requirements for Brotherhood it should never be used by a Lodge as a prerequisite for Brotherhood membership. Where it is used, every candidate qualifying for Brotherhood should have the opportunity and be encouraged to participate in the hike.

PURPOSE: The purpose of the Brotherhood Hike is to enhance the final stage of the induction process by providing a vehicle for the candidate to meditate on the meaning of the induction through which they have passed and on the expectations, that will be placed on them as they complete the process.

RESOURCES: The resources needed to stage the Brotherhood Hike are:

- one hike leader (nimat) for every 6-8 hikers.
- Spirit of the Arrow (Booklet 8).
- each nimat should carry a flashlight, and a canteen.
- each participant should bring a canteen.

TIME: The hike should take place following supper and should lead directly up to the Brotherhood ceremony itself. Care should be taken to see that the gap between the end of the hike and the beginning of the ceremony be no more than 30 minutes.

ROUTE: The route should be carefully planned out and the three pausing points predetermined. There should be no more than 30 minutes walking time between pausing points. These places should be isolated, quiet, and if possible offer a special view. As this is not meant to be a test, the hike route should not be a strenuous one and, as always, accommodations should be made for Arrowmen who are not able to travel the hike route but still wish to experience the purpose of the hike. When more than one group is hiking, multiple routes may be necessary to preserve timing.

PROCESS: The hike is not the time or place for any "Brotherhood testing". The Lodge should make itself satisfied that each candidate has fulfilled the requirements for Brotherhood membership prior to extending an invitation to participate in the hike.

The hike will take place in silence after the nimat has introduced himself and briefly explained the purpose of the hike. Here, as always, the nimat should speak informally and in his own words. The hike is divided into three different segments; each consisting of the hike to and the time at each of three pausing points. During each segment the nimat will instruct the hikers to meditate upon a different topic.

Once at the pausing point the group will rest, the nimat will restate the topic of the particular segment, and anyone wishing to share particular thoughts or feelings on the

topic should be allowed to do so. Remember that the purpose of the hike is to allow for personal reflection and introspection. Since this is an experience designed for the individual, no person should be around

20 minutes and no more than 30 minutes. Hikers should be allowed to pause to drink from their canteen whenever necessary. The walking pace should be relaxed.

Questions should be taken whenever they arise.

SEGMENT 1 - LEADERS

At the beginning of this segment the nimat should give the following instructions:

As we walk I would like you to think about Scouting. Think of some of the best times you've had. Think of some of the people who have meant the most to you, and who have influenced you in Scouting. What is it about them that makes them so special to you?

Before leaving the first pausing point the nimat should lead the group in reciting the Obligation. The instructions for the second segment should be given immediately prior to leaving the first pausing point.

SEGMENT 2: THE ARROWMAN'S CALL

At the beginning of this segment the nimat should give the following instructions:

“Hiking again in silence, I would now like you to think about the part you have ped in your troop since you took the Ordeal as well as the Obligation we just recited.”

Before leaving the second pausing point the nimat should ask:

“What are the three principles of the Order of the Arrow?”
(brotherhood, cheerfulness, and service)

He should prompt the group to answer together. Instructions for the third segment should be given immediately prior to leaving the second pausing point.

SEGMENT 3: LEADERSHIP

At the beginning of this segment the nimat should give the following instructions:

"Hiking again in silence, think about those following you on the Scouting trail and your responsibility to them. Think about the new role you are beginning as you become a leader by example."

The third pausing point is the one set aside for personal meditation. After allowing for any discussion on the third topic, the nimat should set each hiker out individually about ten yards apart. Care should be taken to choose an area from which ceremonial preparations can be neither seen nor heard. As the nimat places each hiker he should ask, "What is the Admonition?"

If the candidate is unable to answer the nimat should prompt them. The candidate should then be asked to meditate on its meaning.

When the ceremony is ready, the nimats gather their patrols in silence, and lead them to a place near the southern end of the circle, where they are met by Kitchkinet.

Annex G – Vigil Honor Nomination Process

Process:

Refer to the Guide for Officers and Advisors for Vigil details on completing the National Vigil Honor Petition. The Vigil petition is available through an online form at oa-bsa.org.

- Lodge Nomination forms should be sent to members early in the year (Jan/Feb)
- Nominations are due into the Fargo Scout Office in May
- The Vigil Honor Committee should meet after Spring Conclaves are completed, but no later than 60 days from the planned ceremony.
- The National Vigil Petition should be turned into the National Office 60 days prior to the date of the Vigil Ceremony
 - National takes approximately 30 days to process nominations
 - Nominees may not be notified of their nomination until national has approved
 - The Vigil Honor Chair should notify the parents of the youth and/or the adult nominees of the selection to ensure attendance at the ceremony
 - The Vigil Honor Chair may notify the youth nominees if they see it appropriate; care should be made to preserve the ceremony
- The National Petition should include the certificate and the Vigil Honor Card
- Inexpensive frames should be purchased to protect the certificates from bends and spills

Vigil Honor Nomination Form on next page...

Vigil Nomination Form (2015 version):

Pa-Hin Lodge Vigil Nomination Form

Please Place _____ in Nomination for the Vigil Honor.

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Registered BSA Position _____ Chapter: _____

Ordeal Date: _____ Brotherhood Date: _____

LODGE RECORD OF DISTINGUISHED SERVICE

Service in Chapter/Lodge Office or Committees

Nominees Distinguished Service to the Order of the Arrow

Nominees Distinguished Service to Scouting and Scout Camps:

Please provide your thoughts on how the Nominee will serve the Order in the future:

Nominator may suggest a Vigil Name for the Nominee or provide characteristics that fit the nominee. The Vigil Name may be provided in both English and Native American languages. *For suggestions on Vigil names, the OA Handbook contains the Lenni Lenape language on pages 95 – 104 or for the Assiniboine language, visit <http://zia.aisri.indiana.edu/~dictsearch/>*

Contact Information of Nominator:

Name: _____ City, State: _____ Chapter: _____

Email: _____ Phone: _____

Signature: _____ Date: _____

Please attach a picture of the person nominated for the Vigil Honor, if possible

To be considered, return this form before **June 1, 2015:**

Pa-Hin Vigil Nominations, Northern Lights Council, 4200 19th Ave South, Fargo, ND 58103

Northern Lights Council #429

Office Use for Verification:

Annex H – Guide to Writing Good Emails

Before you hit send on that next email, perhaps you should run down this list:

1. Is it going to just one person? (If yes, jump to #8)
2. Since it's going to a group, have I thought about who is on my list?
3. Are they blind copied? If they're not Blind Copied (BCC field), is there going to be a HUGE list of people at the top of the email that no one really cares about?
4. Did every person on the list really and truly opt in? Not like sort of, but really ask for it?
5. That means that if I *didn't* send it to them, they'd complain about not getting it?
6. See #5. If they wouldn't complain, take them off!
7. Is the email from a real person? If it is, will hitting reply get a note back to that person? (if not, change it please).
8. Have I corresponded with this person before?
9. Am I angry? (If so, save as draft and come back to the note in one hour).
10. Could I do this note better with a phone call?
11. Is any portion of the email in all caps? (If so, consider changing it.)
12. Is it in black type at a normal size?
13. Do I have my contact info at the bottom? (If not, consider adding it).
14. Could this email be shorter?
15. Is there anyone copied on this email who could be left off the list?
16. Have I attached any files that are very big? (If so, google something like 'send big files' and consider your options.)
17. Have I attached any files that would work better in PDF format?
18. Are there any :-) or other emoticons involved? (If so, reconsider).
19. Am I forwarding someone else's mail? If so, will they be happy when they see?
20. Do I know what "reply all" is? Did I hit 'reply all'? If so, am I glad I did? Does every person on the list need to see it?
21. Am I quoting back the original text in a helpful way? (Sending an email that says, in its entirety, "yes," is not helpful).
22. Are there any little animated creatures in the footer of this email? Adorable kittens? Endangered species of any kind?
23. Bonus: Is there a long legal disclaimer at the bottom of my email? Why?
24. Bonus: Does the subject line make it easy to understand what's to come and likely it will get filed properly?
25. If I had to pay 42 cents to send this email, would I?

Credit: Seth Godin (with some edits)

http://sethgodin.typepad.com/seths_blog/2008/06/email-checklist.html

Annex I - Ordeal Bread Recipe

Recipe from Ashley Everson

Makes about 40 bars roughly 2x2 to 3x3 each.

Ingredients:

2 cups honey

1 cup molasses

2 cups nuts (Optional) (I don't do for ordeals)

2 cups

Brown

Sugar 2 tsp

baking

powder

1 quart of 5 grain cereal (I use special K or raisin bran)

2 cups dry milk

2 cups dry fruit (Optional)

6 eggs

2 cups vegetable oil

3 quarts flour

2 tsp salt

2 cups candy bar (Optional, used for special occasions) (I don't do for Ordeals)

Instructions:

Mix honey, molasses, eggs, and oil together. In 2nd bowl, mix the dry ingredients.

Combine wet and dry ingredients and mix thoroughly. Put in jelly roll pan or form into loaves. Bake at 250 degrees for 1 hour. If too dry, add milk to the mix before forming loaves (I skip this most of the time).

Annex J - Awards and Recognitions

For information on the Awards and Recognitions Committee, go to the Lodge Operating Committees section.

Founder's Award

Introduced at the 1981 National Order of the Arrow Conference, the Founder's Award recognizes Arrowmen who have given outstanding service to their lodge. The award is reserved for an Arrowman who demonstrates that he or she personifies the spirit of selfless service, as advocated by founder E. Urner Goodman and cofounder Carroll A. Edson.

The award is a handsome bronze medallion bearing the likenesses of E. Urner Goodman and Carroll A. Edson, with a wooden base and a brass plate suitable for engraving. Available for uniform wear is a gold-colored arrow suspended from a red ribbon.

Lodges may petition the national Order of the Arrow committee to present between two and four awards annually, depending on the number of members in the lodge. If the lodge presents more than one award, at least one must be awarded to a youth under the age of 21. This is voted on by the Awards and Recognitions Committee.

James E. West Fellowship Contribution

James E. West was appointed the first Chief Scout Executive of the Boy Scouts of America in 1911. Although orphaned and physically handicapped, he had the perseverance to graduate from law school and become a successful attorney. This same determination provided the impetus to help build Scouting into the largest and most effective youth organization in the world. When he retired in 1943, Dr. West was recognized throughout the country as the true architect of the Boy Scouts of America. Named to honor him, the James E. West Fellowship Award is presented to individuals based on a contribution of \$1,000 or more to the local Council's West Fellowship Fund. The money may be given by a group of Scouters or individual Scouter to honor a Scout or fellow Scouter, or as a memorial on the death of a Scout or Scouter, or to recognize an achievement. For example, a group of Scouters could put the money together to recognize the outstanding efforts of an individual who spent years doing publicity work for a local Council through newsletters, press releases, web pages, etc., for which there is no official recognition. The award can also be presented to an individual who makes a contribution on his/her own behalf. Only registered Scouters or youth members may receive and wear the award.

Pa-Hin Lodge annually puts up \$1,000 for one individual, which is voted on by the Awards and Recognitions Committee

Spirit of the Porcupine Award

To recognize those who go above and beyond in the service others, and further to honor those who have made great contributions to the Scouting Movement and the Pa-Hin Lodge.

*“Let us catch the higher vision, let us find the greater beauty, in this life of cheerful service”
~ Adapted Quote by Uncas, Legend of the Order of the Arrow.*

Requirements:

1. Be a member of the Pa-Hin Lodge in good standing (dues paid) for at least two consecutive years including the current year of selection.
2. Tenure in Scouting or the Order can in no way be used as a sole reason for bestowing the Award.
3. Campaigning and self nomination are grounds for not receiving the Award.
4. You must have rendered a notable service or contribution to the success of the program of the Lodge.
5. A maximum of 4 may be awarded annually. Up to 50% (or 2) of the recipients must be youth members under the age of 21. All may be youth if determined by the committee. If the Committee finds none worthy of the Award, they need not be bestowed.
6. Must be of Brotherhood Honor level or higher.
7. Be a volunteer or paid staff member of the Northern Lights Council totaling 2 points. Note points may only be counted if completed within the oversight Northern Lights Council or the Pa-Hin Lodge (in the case of Conclave Elangomat).
 - a. 0.5 point:
 - i. One session of NYLT Staff
 - ii. Wood Badge Staff
 - iii. Week Long Camp Volunteer (Chaplain, Commissioner, etc.)
 - iv. Conclave Elangomat.
 - b. 1.0 Point:
 - i. One session of Seasonal Camp Staff
 - ii. One year of Professional/Volunteer Council/District Staff
 - iii. District Committee (includes Chapter Chief and Adviser)
 - iv. One term as a Lodge Committee Chairman, Officer or Adviser

Insignia/Rights:

1. Neck Ribbon
2. Certificate
3. Being bestowed the Spirit of the Porcupine Award you are made a member of the Quill Society, and are charged with assisting the Awards and Recognitions Committee with the selection of the next recipient(s).

Annex K - Guide to Making Motions

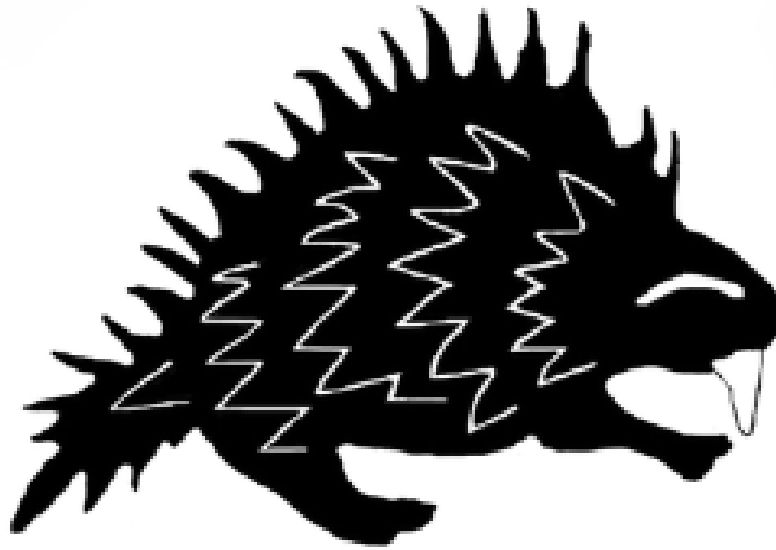
A Motion is a formal proposal brought to a legislature or committee. As stated in the Lodge Bylaws motions are made using the current edition of Robert's Rules of Order and Parliamentary Procedure.

Please note: Before a motion can be brought to the floor during a meeting of the Lodge Executive Committee, it must first be proposed to the Lodge Key 3 (Lodge Chief, Lodge Adviser, and Lodge Staff Adviser). The Lodge Key 3 must grant approval before it can be made during a Lodge Meeting (Including LECs and LABs). The Key 3 may offer their input on the proposed motion or suggest a possible committee to work with to better define the motion.

1. Address the Speaker of the House or Chairman (In the Case of Lodge Executive Committee Meetings this would be the Lodge Chief or his designee.) The person making the motion should wait to be recognized by the Chairman.
 - a. **Example:** “Mr. Speaker.”
2. Once recognized by the Chairman, you may proceed with making the motion.
 - a. **Example:** “I move to allocate \$1,000.00 as a donation to the Northern Lights Council on behalf of a member of our lodge chosen by the Awards and Recognitions Committee to be a recipient of the James E. West Fellowship Award.”
3. Once a motion has been made it must receive a “Second” by someone else. This person must be different than the person making the motion.
 - a. **Example:** “I second that motion.”
4. With the Motion made and seconded, it is now on the floor and open for discussion. The Chairman will call for any questions, comments, or concerns as they pertain to the motion. After discussion has ended the Chairman will call for discussion three more times before bring the motion to a vote. During discussion members have the opportunity to make Amendments to the motion. These Amendments have to go through the same process of being seconded, discussed, and voted on. Members can make Amendments to Amendments, but they cant go any further than that (Ex: an amendment to an amendment to an amendment).
 - a. Note: Discussion may only be on the motion, any other discussion is out of Order.
5. Once the final call for discussion has ended the Chairman will call for a vote. The outcome of the vote will determine if the motion on the floor passes or fails.

Annex L - Pa-Hin Lodge Cultural Respect Mandate

The Official Regalia guide for the Pa-Hin Lodge #27 of the Order of the Arrow W.W.W,
Northern Lights Council #429.



Introduction

The Pa-Hin Lodge recognizes that the true experts on Native American Culture are the Native Americans themselves. The Lodge in no way claims to completely understand the significance and meaning behind these articles of regalia. This Mandate will serve as a guide for Ceremony/Dance Teams so they can properly conduct themselves and not insult and disrespect the Native American nations we emulate. Arrowmen are encouraged to expand their knowledge by seeking out Native people to talk to.

Changing what we wear in Ceremonies is a difficult undertaking, it requires teaching and creating new mindsets. Many adult and youth brothers of the Lodge remember that feeling of awe and wonder when they were first inducted. Many attribute that feeling to the use of the bonnet on Allowat Sakima or the buffalo headdress on Meteu, and want to keep that tradition going. Even though something may be seen as tradition doesn't mean that those traditions are acceptable. During early printings of the Pre Ordeal Ceremony Meteu poured water upon the left breast of the candidate, to purify them. Candidates also were instructed to chew a root in the place of the modern day drawing of the bow. These practices are now seen by the Boy Scouts of America and many Arrowmen as unacceptable. We are a growing and evolving organization. We need to recognize that being respectful to other people will always outweigh wearing something that we don't fully understand.

The reason why many people continue to wear bonnets and societal headdresses is because they don't understand the meaning and significance of them to Native peoples. Our goal with this mandate is to help educate our fellow brothers, and those we interact with, to better respect the rich cultural heritage of our local Native peoples.

Feathered Bonnet

What's the Policy? The Pa-Hin Lodge hereby restricts the wearing of bonnets in any Ceremony and at any Scouting event by its members. They may however be displayed for educational purposes such as the Indian Lore Merit Badge and to help explain the Native American Culture. Bonnets may be worn if the member of the Lodge is acknowledged by a federally recognized tribal nation as having the right to be a bonnet carrier.



Why are we doing that? Order of the Arrow Lodges across the nation and world have been using feathered bonnets to portray the ceremonial principle Allowat Sakima the great and mighty chieftain. The National Order of the Arrow Committee has suggested that Lodges use regalia styles from the local tribes and nations that are within the geographical area of the Lodge. The feathered bonnet is used by many of the plains tribes in our area but that doesn't necessarily mean we should use them. Bonnets are heralded as objects of great significance in Native American culture by the indigenous peoples of the plains. Traditionally a male warrior had to earn the privilege of wearing a bonnet, someone could not just decide to wear one. If an individual completed a great deed in battle he would receive the right to wear a feather. Bonnets represent a lifetime of brave and selfless acts warriors and veterans have done for the benefit of others. Today people receive feathers for great acts of service to Native American communities or for serving in the United States Military. Feathers still have the same significance and are usually only seen being worn by elders who fought in battles. Wearing one perpetuates the common stereotype that all Native Americans

wore a feathered bonnet, and detracts from the great honor and significance of those who have legitimately earned the right of being a bonnet carrier.

Dog Soldier Headdress



Dog Soldier

What's the Policy? The Pa-Hin Lodge hereby restricts the use of the Dog Soldier Headdress in any Ceremony and at any Scouting event by its members. They may however be displayed for educational purposes such as the Indian Lore Merit Badge and to help explain the Native American Culture. The headdress may be worn if the member of the Lodge is acknowledged by a federally recognized tribal nation as being a member of the Dog Soldier Society.

Why are we doing that? Dog Soldiers were/are the elite military society in a tribal nation. Dog Soldiers often served as the last line of defence for the people. Also known as the Cheyenne

Hotamétaneo'o Dog Soldiers or Dog Men are outfitted with a woven

sash that trailed to the ground. They also carried a sacred arrow, staff, or pin that was used to tether themselves to the ground during an attack on their village. The pin when stuck in the ground meant the Dog Soldier would remain in that place until his people were safe or until his death. The Dog Soldier Society has specific articles of regalia that are only to be used by members of that society. Just as members of the Order of the Arrow wear the white sash with the embroidered red arrow of varying honor levels. Wearing the regalia of the Dog Soldier Society or any other warrior society would be equivalent to impersonating a member of the United States Armed Forces and would be seen as Stolen Valor.

Buffalo Headdress

What's the Policy? The Pa-Hin Lodge hereby restricts the wearing of Buffalo Headdresses in any Ceremony and at any Scouting event by its members. They may however be displayed for educational purposes such as the Indian Lore Merit Badge and to help explain the Native American Culture. The headdress may be worn if the member of the Lodge is acknowledged by a federally recognized tribal nation as having the right to be a carrier of a Buffalo headdress.

Why are we doing that? Order of the Arrow Lodges across the nation and world have been using Buffalo Headdresses to portray the ceremonial principle Meteu the shaman or medicine man. The buffalo headdress was reserved for the highest and most revered members of a warrior society. An individual had to be given the right to wear one by a Tribal leader. The Mandan Tribe which is a local tribe within the boundaries of the Pa-Hin Lodge, would perform religious ceremonies such as the buffalo dance. Many Tribal groups used the Buffalo Headdress

as Societal regalia some of these nations include the Assiniboine, Mandan, Arikara, Hidatsa, Sioux, Cheyenne, Blackfoot, Omaha and Osage.



Ronn Eagle

Feathers

What's the Policy? The Pa-Hin Lodge restricts the use of real Eagle Feathers as well as feathers of protected species on all articles of regalia. If a member of the Lodge is enrolled in a federally recognized tribe or has been given the right to wear real feathers they may do so. Imitation feathers may be used in regalia only if treated with respect.

Why are we doing that? The Eagle can fly the highest out of any bird, they are believed to carry the prayers of the people to the Creator. Eagle feathers represent the warriors and veterans they are also seen as a very sacred being. When used by members of the Lodge feathers should be securely fastened to the chosen article of regalia to prevent it from falling to the ground. In the case that a feather falls to the ground appropriate actions should be taken. The activity taking place should be stopped at once. Depending upon tradition used a Native American Elder would need to be called to retrieve the feather. According to the Mille Lacs Band of Ojibwe a veteran is to be called upon to retrieve the feather. The Ceremony/Dance Team Leader should have a plan in place if a feather should go down.

Cub Scouts

What's the Policy? The Pa-Hin Lodge permits the optional use of Native American regalia in Cub Scout Arrow of Light and Crossover Ceremonies. If regalia is used it must adhere to the Pa-Hin Lodge Cultural Respect Mandate in its entirety. Chapter Chiefs and Advisers are charged with ensuring the Chapter Ceremony Teams adhere to the Mandate. The Pa-Hin Lodge Ceremonies Committee, and Key 3 (Lodge Chief, Lodge Adviser, Lodge Staff Adviser) are charged with enforcing and carrying out violation procedure if the Mandate is not adhered to.

Adults in Regalia

What's the Policy? Arrowmen over the age of 21 may wear regalia during Wacipis and Powwows held by the Lodge and Section. They are entitled to participate in all recreational/competition dance activities except when specified by the Dance Team (example, youth only competitions). They may not wear regalia per National Policy during Induction Ceremonies, or Cub Scout Ceremonies. They may wear regalia at Scouting functions and Order of the Arrow events to teach youth about aspects of the Native American culture and to explain

the various articles of regalia during training sessions so long as it adheres to the Pa-Hin Lodge Cultural Respect Mandate.

Face Paint/Wigs/Skin Pigment

What's the Policy? The Pa-Hin Lodge hereby restricts the wearing of Face paint/Wigs/Skin Pigment in any Ceremony and at any Scouting event by its members.

Why are we doing that? According to the National Order of the Arrow *Guide to Inductions* a lodge must not use wigs and face paint only if Native American groups within the geographical area of the Lodge take offence to such action. National does however state that wigs and body/face paint will not be permitted for use at national events. Face paint is a very sacred thing to Native American people. One is given the right to wear paint from the creator or a supernatural being, through a vision. Many Native people do not wear paint in public but regard it as a strictly personal matter. In respect of the religion of Native American people, the Pa-Hin Lodge will not permit the use of face paint or body paint in any form. The Lodge also will not permit the use of wigs or skin pigment to make one's body appear more "Native".

Protected Species

What's the Policy? The Pa-Hin Lodge hereby in accordance with National Order of the Arrow policy restricts the usage of protected species in the making/composition of regalia.

Why are we doing that? Feathers, talons, or other parts from protected species of birds cannot be worn in Order of the Arrow dance competition, or utilized in demonstrations, displays, workshops, or ceremonies. Just about every species of bird is protected except resident state game birds and domestic fowl such as turkey and chicken. The same may be true regarding animal or reptile parts. If so, they are equally forbidden. Check with the U.S. Department of the Interior's Fish and Wildlife Service, and state conservation authorities for details. (Guide to Inductions 32)

American Flag

What's the Policy? The Pa-Hin Lodge agrees to act in accordance with the United States Code pertaining to the American Flag. No part of the American Flag will be permitted to be worn on regalia. American Flag Beadwork, Quillwork, Fabric (So long as it is not the flag itself) are permitted to be worn.

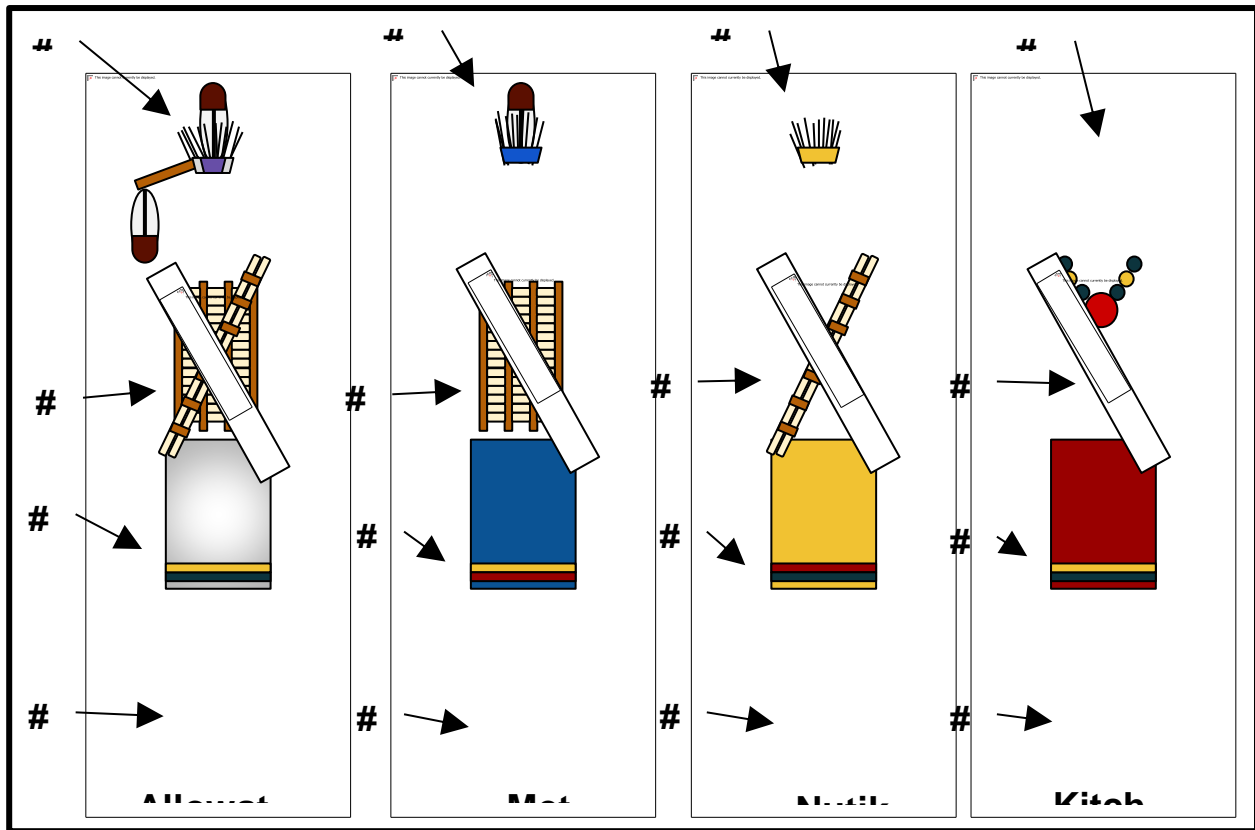
Violation Procedure

What's the Policy? The Ceremonies Committee and Lodge Key 3 (Lodge Chief, Lodge Adviser, Lodge Staff Adviser) reserve the right to carry out actions pertaining to violation of the

Pa-Hin Lodge Cultural Respect Mandate. Chapters found to violate the Mandate after being told once during the calendar year will be exempt from receiving funding from the Lodge. Articles being used that are found to be in violation of the Pa-Hin Lodge Cultural Respect Mandate may be confiscated by the Lodge. A Chapter who is aware of a Unit who is inappropriately utilizing native american regalia as described in this mandate is expected to report it to the Ceremonies Committee and Lodge Key 3. The Chapter will not be held responsible for an individual Unit misusing regalia.

What Should I do instead?

The Porcupine Hair roach is a fantastic alternative to wearing a bonnet or buffalo headdress. It is made from porcupine guard hair and hair from the tail of a whitetail deer. By the late 19th century the roach was commonly used at powwows and in the dance arena. The diagram below offers a suggestion on how ceremony teams can still establish a hierarchy system among the 4 principles without using inappropriate articles of regalia. It utilizes slightly different ways of wearing a roach, as well as different degrees of bonework and accessories to establish that.



1. Allowat Sakima

a. #1 Head

- i. A great option for headgear would be a porcupine hair roach, two upright feathers, and a roach stick.

b. #2 Torso

- i. Along with wearing a ribbon shirt or leather hide shirt, Allowat Sakima could be adorned with a breastplate and a bandolier. He should also wear a sash appropriate to the honor level of the Arrowmen.

c. #3 Legs

- i. Broadcloth, leather or other fabric material should be used to fashion an apron set as well as a set of leggings.

d. #4 Feet

- i. Allowat Sakima must wear footwear of some sort, preferably moccasins. Shoes are also acceptable.

2. Meteu

a. #1 Head

- i. A great option for headgear would be the porcupine hair roach, and a single upright feather.

- b. #2 Torso
 - i. Along with wearing a ribbon shirt or leather hide shirt Meteu could be adorned with a breastplate. He should also wear a sash appropriate to the honor level of the Arrowmen.
 - c. #3 Legs
 - i. Broadcloth, leather or other fabric material could be used to fashion an apron set as well as a a set of leggings.
 - d. #4 Feet
 - i. Meteu must wear footwear of some sort, preferably moccasins. Shoes are also acceptable.
3. Nutiket
- a. #1 Head
 - i. A great option for headgear would be a porcupine hair roach.
 - b. #2 Torso
 - i. Along with wearing a ribbon shirt Nutiket could be adorned with a bandolier, It would also be acceptable to use a breastplate to establish his place as the “guard”. He should also wear a sash appropriate to the honor level of the Arrowmen.
 - c. #3 Legs
 - i. Broadcloth, leather or other fabric material could be used to fashion an apron set as well as a a set of leggings.
 - d. #4 Feet
 - i. Meteu must wear footwear of some sort, preferably moccasins. Shoes are also acceptable.
4. Kitchkinet
- a. #1 Head
 - i. In the above graphic Kitchkinet is depicted without headgear, this is done to establish the hierarchy of principles.
 - ii. #2 Torso
 - 1. Along with wearing a ribbon shirt Kitchkinet could be adorned with various types of necklaces.
 - iii. #3 Legs
 - 1. Broadcloth, leather or other fabric material could be used to fashion an apron set as well as a a set of leggings.
 - iv. #4 Feet
 - 1. Kitchkinet must wear footwear of some sort, preferably moccasins. Shoes are also acceptable.



*Notice how some of these
roaches have feathers and a
roach stick.*

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History of the Order of the Arrow

THE "ORDER OF THE ARROW" -SCOUTING'S HONOR SOCIETY by Jim Howes

The Order of the Arrow is a recognized official program activity of the Boy Scouts of America, intended to recognize those scouts who best exemplify the scout virtues of cheerful service, camping, and leadership.

Founded in 1915, just seven years after the acclaimed English war hero Robert Baden-Powell started scouting in Great Britain, the Order of the Arrow is the uniquely American "honor society of scouting". The "OA's" origin and development are tightly intertwined, like a well-made square knot, with scouting itself in the United States. Its history is a remarkable saga of a good-hearted visionary's effect on many generations of youth.

The new scout movement was enjoying halcyon days in an America still at peace in 1915, while young men in Europe were dying by the thousands in a war more terrible than any before in history. Boys in the U.S. seemed to be donning scout uniforms everywhere as membership grew rapidly from coast to coast. Prominent businessmen, civic and religious groups, and politicians, including Congressmen and the President, vied to match the enthusiasm of boys surging into scout camps across the nation, eager to be part of the great wave of scouting, which had reached American shores in the years before World War I.

As E. Urner Goodman, then a 25-year-old scoutmaster, walked along Chestnut Street in downtown Philadelphia, PA, in May 1915, he heard newsboys hawking the Philadelphia "Inquirer's" headlines, blaring the sinking of the Cunard oceanliner "Lusitania" hit by a U-boat's torpedoes within view of the Irish coast. Urner was busy with plans that would also have far reaching effects, for he had agreed to take the job of Camp Director at the Philadelphia scout council's camp perched on idyllic Treasure Island in the Delaware River. What he had in mind was to leave a lasting imprint on thousands of American youth in the twentieth century.

Urner's thoughts in 1915 were focused on development of methods to teach the scouts attending summer camp that skill proficiency in Scoutcraft was not enough; rather, the principles embodied in the Scout Oath and Law should become realities in the lives of Scouts. As a means of accomplishing this without preaching and within a boy's interest and understanding, he decided to launch an innovative program that summer based on peer recognition and the appeal of Indian lore. Troops would choose, at the conclusion of camp, those boys from among their number best exemplifying these traits, who would be honored as members of an Indian "Lodge". Boys so acknowledged in the eyes of their fellow scouts would form a fraternal bond joined together in a richly symbolic brotherhood.

Assistant Camp Director Carroll A. Edson helped Urner research the lore and language of the

Delaware Indians who had inhabited Treasure Island, which they combined with characters from James Fenimore Cooper's "Last of the Mohicans", to develop dramatic induction ceremonies for the "Order of the Arrow", as the fledgling honor society was dubbed. Even today, these rites make a lasting impression on scouts who have been elected to the "Order of the Arrow".

By 1921, the idea had spread to a score of scout councils in the northeast and the first national meeting of the Order of the Arrow was held. Although the OA was initially viewed with suspicion by some scouters as a secret society, if not an affront to the egalitarian ideals of scouting, legendary Chief Scout Executive James E. West permitted those councils desiring Order of the Arrow Lodges to establish them as an "experimental" program under a "National Lodge". Not until 1948 was E. Urner Goodman's innovation fully integrated into the Scouting program.

Having observed its Diamond Anniversary in 1990, membership in the Order had grown to 160,000 of the one million eligible Boy Scouts in the U. S., organized into almost 400 Lodges nationwide. Rare indeed is the council today that does not have an Order of the Arrow Lodge with its own Indian name and "totem", or emblem.

It is evident that the Order of the Arrow has made a significant contribution to Scouting, as we know it today in the United States. The OA's motto, "Brotherhood of Cheerful Service", is more than just an empty slogan for many Arrowmen, who constitute a valuable council resource for camp promotion, improvement projects, and summer camp staff. The OA, at its best, continues to be a powerful teaching tool for Scouting ideals.

The OA helps in retaining older boys in Scouting, who otherwise often tend to lose interest upon reaching high school age. Notably, OA guidelines place great importance on preserving Lodge leadership in the hands of its youth members, headed by a Chief, Vice Chief(s), and an Executive Committee, all of whom must be under age 21, who plan and implement Lodge activities, service projects, ceremonies, publications, budgets, and conduct troop elections as arranged with Scoutmasters. In larger councils, Lodges are often sub-divided into "chapters", with youth chapter officers and committeemen running chapter events. At the Section, Regional, and National levels, Chiefs and Vice-Chiefs are typically young men of college age, since Arrowmen are considered youth members until age 21.

Adults are crucial to the OA's success as advisors and resources, such as transportation, service project skills, and the like. Many adult scouters find participation in the OA to be rewarding. as they help kindle anew the spirit of brotherhood in scouting's honor society.

To alleviate lingering concerns in some quarters regarding the ceremonial aspects of the Order of the Arrow, the BSA has officially stated:

"The induction is not a hazing or an initiation ceremony. The Order is not a secret Scout organization, and its ceremonies are open to any parent, Scout leader, or religious leader. There is an element of mystery in the ceremonies for the sake of its effect on the candidates. For this reason, ceremonies are not put on in public. The ceremonies...are not objectionable to any religious group."

Following 10 months as an "Ordeal" member, the Arrowman may participate in the "Brotherhood" ceremony, which signifies the sealing of his membership and an additional emphasis on OA ideals and purposes.

After an additional 2 years have elapsed, exceptional OA leaders may be recognized by conferring of the "Vigil Honor". Generally speaking, only two percent of the Lodge membership may be selected each year for this highest of Lodge honors. A special ceremony, devised by Dr. Goodman in 1915 and closely based on ancient Indian traditions, culminates this experience.

All Order of the Arrow members are reminded that their primary duty always remains to their own troop, which elected them in the first place as a result of their cheerful service to their fellow unit members. OA Lodge activities are intended to SUPPLEMENT, and not REPLACE, troop activities. Probably the single most often-heard complaint directed towards the OA program is that of Arrowmen who have forgotten this cardinal principle.

OA Lodges meet with other Lodges in their sections each year and attend a nationwide gathering held on the campus of a major university every 2 years. These National Conferences, as they are called, feature individual and Lodge competitions in ceremonies, Indian dancing and costumes, and sports, along with seminars and gala arena shows. More than 6,000 Arrowmen attend, which for many is an exciting highlight of the scouting experience on a par with a National Jamboree.

For over a half century after founding the Order of the Arrow, E. Urner Goodman continued to be a towering figure in American scouting, attaining a doctorate in education and becoming National Program Director of the BSA for many years, all the while steadfastly devoted to the OA. He enjoyed meeting Arrowmen at his Order of the Arrow "Iodge" home in Vermont and continued to attend events held by Unami Lodge #1 in Philadelphia for the rest of his life.

Dr. Goodman's keynote speeches were a traditional and inspiring highlight of OA National Conferences, until his final appearance in 1979 at Colorado State University, just six months before his death at 89. He was hailed by the 4000 Arrowmen present with a thunderous standing ovation. He spoke movingly of his creation of the OA as a "Thing of the Spirit" in that place ...so distant in time... on the misty shores of the Delaware River. He bade us farewell, there in the shadows of the snowcapped Rockies, with a memorable peroration to keep the OA's flame of fellowship glowing brightly in our hearts. Though a frail, elderly man stood before us, stooped with age, yet the spirit borne within would truly live on in our hearts. firm bound eternally in youthful brotherhood, wherever men strive to love and serve one another.

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