KTEMAQUE LODGE #15

Order of the Arrow

UNIT ELECTION TRAINING
Welcome

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Associate Lodge Adviser

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Unit Election Overview

• Eligibility Requirements
  Scouts (Youth under 21)
  Scouters (Adults 21 or older)

• Units, District, Council

• Youth Election vs Adult Nomination

• Election / Nomination Schedule
  January 1st through March 31st
Youth Eligibility Requirements

• Unit leader approval.

• To become eligible for election, a Boy Scout or Varsity Scout must be registered with the Boy Scouts of America and have the approval of his unit leader prior to the election.

• The unit leader must certify his Scout spirit (i.e., his adherence to the Scout Oath and Law and active 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 Eligibility Requirements

- **Youth membership qualifications.**
- All members of, or candidates for membership in, the OA who are under 21 years of age shall be considered youth members or candidates for youth membership, subject to meeting the following requirements:
  - Be a registered member of the BSA.
  - Hold the First Class rank of the BSA, as a minimum.
  - After registration with a troop or team, have experienced 15 days and nights of Boy Scout camping during the two-year period prior to the election. The 15 days and nights must include one, but no more than one, long-term camp consisting of six consecutive days and five nights of resident camping, approved and under the auspices and standards of the BSA of America.
  - The balance of the camping must be overnight, weekend, or other short-term camps.
Youth Eligibility Requirements

- **Youth membership qualifications.**
- Candidates for youth membership shall be *elected by* other *youth members* in accordance with policies set forth by the National Order of the Arrow Committee.
Youth Eligibility Requirements

• Scouts with special needs.

• The OA is committed to including Scouts and Scouterers who have special needs because of a disability. In the case of special-needs units, elections should follow the same procedures, keeping in mind that any Scout who is classified as a youth member of an unit, regardless of age, will be considered a youth (voting) member. All other membership requirements remain the same.

• When inducting a Scout or Scouterer with a special need, as with any candidate, the OA will make the activities challenging within the individual’s limitations, and plan accordingly. Accessibility to the ceremonies, sleeping sites, and appropriate work projects will be taken into consideration to ensure a meaningful induction.
Adult Eligibility Requirements

- **Adult membership qualifications.**

- All members of, or candidates for membership in, the OA who are **21 years of age or older** and who are **registered** members of the BSA shall be considered adult members or candidates for adult membership. Individuals shall be selected as candidates based on the following:

- Each year, upon holding an unit election for youth candidates that results in at least one youth candidate being elected, the **unit committee** may **nominate** adults to the Lodge Adult Selection Committee.
Adult Eligibility Requirements

1. Adult leaders in units:

- The number of adults nominated can be no more than one-third of the number of youth candidates elected, rounded up where the number of youth candidates is not a multiple of three.

- In addition to the one-third limit, the unit committee may nominate the currently serving unit leader (but not assistant leaders), as long as they have served as unit leader for at least the previous 12 months. Recommendations of the Adult Selection Committee, with the approval of the Scout Executive, serving as Supreme Chief of the Fire, will be candidates for induction, provided the following conditions are fulfilled:
Adult Eligibility Requirements

• 1. Adult leaders in units (continued):
  • Selection of the adult is based on the ability to perform the necessary functions to help the Order fulfill its purpose, and not for recognition of service, including current or prior achievement and positions.

  • The individual will be an asset to the Order because of demonstrated abilities that fulfill the purpose of the Order.

  • The camping requirements set forth for youth members are fulfilled.

  • The adult leader’s membership will provide a positive example for the growth and development of the youth members of the lodge.
Adult Eligibility Requirements

• 2. Adult leaders in council and district positions:

• The Lodge Adviser, District Chairmen, Council President, or members of the professional staff may nominate adults to the Lodge Adult Selection Committee. 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 Adviser and Scout Executive.

• Recommendations of the Adult Selection Committee, with the approval of the Scout Executive, will become candidates for induction.
Adult Eligibility Requirements

- 2. Adult leaders in council / district positions:
  - Adults may be nominated for membership only one time per year as either a unit, district or council Scouter, but only once. How they are nominated depends on where they maintain their primary registration.
  - Because the OA is principally a youth organization, unit, district, and council Scouters are not selected for membership as a recognition. Selection should take place only when the adult’s position in Boy Scouting or Varsity Scouting will make OA membership more meaningful in the lives of the youth membership.
Adult Eligibility Requirements

• **Camp staff** members (paid but not considered members of the professional service) shall be elected only by members of their own unit if they are under age 21 and meet the youth membership requirements.

• Staff members over age 21 must meet the adult membership requirements and be selected as either unit Scouters or district / council Scouters.

• **Honorary membership** in the OA is not authorized and shall not be given. Membership in the Order shall be gained only through fulfillment of membership requirements as stated in the official literature of the OA, BSA.

• Visiting Scouts or leaders cannot be given honorary memberships in the Order.
Unit Election Procedures

• To become a member of the OA, a Boy Scout or Varsity Scout is chosen by vote of the youths in his unit.

• This is a unique feature of the Order since the majority of those who select their candidates for this honor are not members of the lodge.

• However, lodge members in the unit have a vote as well as nonmembers. In this way membership is controlled by the youths in their own units and not by those who are already Arrowmen.

• It is important that the members of the unit have the membership requirements properly explained to them.
Unit Election Procedures

• **Registered active member.**

  • In Boy Scout troops and Varsity Scout teams, every registered active member of the unit under age 21 at the time of election is eligible to vote.

  • A Boy Scout or Varsity Scout who carries a current national membership card and participates in at least some unit activities during the year is considered to be a registered active member of the unit.

  • For example, a youth away at college who participates in some unit activities when home, such as a campout, camporee, or occasional unit meeting, should be considered a registered active member.

  • A youth who moves away or drops out of the unit because of other interests would not be counted in the registered active membership figure.
Unit Election Procedures

• **Elections outside the registered council.**

• All elections must be conducted by the Order of the Arrow lodge of the council in which the unit is chartered.

• *No unit may visit outside its own council and hold an OA election under the auspices of an OA lodge of another council.*

• **Elections are held only in troops or teams.**
Unit Election Procedures

- Ktemaque Lodge conducts unit elections from January 1st to March 31st each year.

- Unit leaders are notified of this by mail well in advance with specific instructions and lodge contact information for scheduling assistance.

- Units are encouraged to complete all unit elections prior to April 1st. This ensures that the election results are available to be used at public and scouting recognition events, and allows the lodge to mail induction opportunity information to those selected.

- Elections are not held in Venturing crews or Cub Scout packs.
Suggested Pre Election Planning

- Schedule OA Unit Election date during unit calendar planning session.
- Assign the Troop OA Representative and Troop OA Adviser the task of planning, co-ordination of the actual OA unit election.
- Obtain OA election video and ceremony script.
- Send letters to eligible scouts explaining what the OA is all about and request their biography information.
- Send letters to scouts and their parents explaining what the OA is all about and how important the upcoming unit OA election is.
- Collect biography and data from Troop Master.
- Print copies of biographies, Election ballots and tally sheets to be used for the actual election.
Sample Letter to Unit Scouts, Parents

TO: Scouts and Families of Troop ###

SUBJECT: February Order of the Arrow Election

Dear Scouts and Parents:

On (Date) Scout Troop ### will hold its annual election to select boys for membership in the Order of the Arrow. Because the troop is so large, it is important that we give you advanced information so that all the Scouts will understand the importance of this election and what their role is. (SM) has asked me to send out this letter of explanation. PLEASE READ THIS LETTER CAREFULLY AND ENSURE YOUR SON UNDERSTANDS WHAT WILL BE HAPPENING AND WHY. We need everyone’s participation to make this important recognition happen in the fairest way possible.

• WHAT IS THE OA? The Order of the Arrow is Scouting’s National Honor Society of Scout Campers, a cross between an honor society and a service organization. It was founded in Philadelphia in 1915 and now exists in OA “lodges” throughout the United States. Its purpose is to recognize those Scouts who are good campers and trying to live up to the Scout Oath and Law and, further, through activities, to encourage Scouts to be always willing to help others.

• WHO IS ELIGIBLE? Scouts who are at least First Class Rank and have completed 15 days and nights of Scout camping (at least part of which has been one week at summer camp) in the last two years are eligible. Our Scoutmaster must certify to the OA election team that all of the boys on the list provided to them do meet the Scout Spirit, Participation and these two criteria AND that he considers them worthy of the OA in terms of trying to live up to the Scout Oath and Law.
Sample Letter to Unit Scouts, Parents

• HOW IS THE ELECTION HELD? The OA is unique in that non-members—the Scouts themselves who have camped with the candidates—choose its members. Once the election team receives the list from the Scoutmaster on (Date), they will explain the election process and the boys will be allowed to vote on a written, secret ballot. The Scouts will be allowed to vote for every candidate who they believe is worthy. To be selected, a Scout must receive at least 50 percent of the vote. Conceivably, ALL candidates may be selected if they receive 50% of the votes.

• HOW ARE THE RESULTS ANNOUNCED? We usually announce who has been elected at the end of the election meeting.

• WHAT HAPPENS AFTER ELECTION? Those elected will be mailed a letter by the local OA “lodge” and told when the weekend “Ordeal” will be held for them to go through their initiation into the Order. This weekend includes the candidates doing service work, eating scant food for one day, keeping silent for 24 hours and sleeping under the stars one night alone. None of these requirements is difficult or threatening or dangerous and virtually all candidates who attend an Ordeal complete it and become full members of the OA unless they choose themselves to withdraw.

• HOW CAN SCOUTS PREPARE FOR THE ELECTION? There are several things they can do to get ready:

• If they are fairly new to the troop but have reached First Class already and think they have 15 days and nights of Scout camping, they should see their names below. If they think they are eligible and are not on the eligible list in this letter, they should talk to the Scoutmaster
Sample Letter to Unit Scouts, Parents

• They should be sure to attend the troop meetings on ### and ###. The meeting before the election we will spend time explaining the election and discussing the Scouting record of this year’s candidates.

• If a Scout is eligible this year, he should look to get a bio form from me soon to fill out--listing his Scout record. This will be compiled and used at the election to describe as completely as possible the record of each Scout who is a candidate. Like any other election, this gives the Scouts the best information on which to base their votes.

• If a Scout is already a member of the OA, he should be available to answer questions about the Order and encourage all Scouts to attend and participate in the election. We have many members of the OA in our troop and they are all eligible to vote, as well.

• IS THERE ANY GUIDANCE REGARDING HOW SCOUTS SHOULD VOTE?: No. The election team from the lodge will explain that boys should vote for those they consider good Scouts and people they would like to go camping with.

• However, it may be helpful to remember three things:

• All candidates have been certified as qualified by the Scoutmaster, who probably knows the most about the entire record of each Scout. Therefore those voting should probably be sure they have a good reason NOT to vote for a Scout. **If you don’t vote for someone just because you don’t know them, you are probably penalizing them for your lack of information.**

• The OA itself says that members are elected “not so much for what they have done, as for what they are expected to do” in the future. In other words, the impact of the OA really comes after election, so holding a very high standard of past performance is less important than considering a candidate’s potential.
Sample Letter to Unit Scouts, Parents

• All Scouts who receive at least 50% of the vote will be elected, so voting or not voting for someone does not help anyone else get elected.

• CAN YOUNGER SCOUTS EXPECT EARLY ELECTION? That does not usually happen, so boys who just joined the troop should not get their expectations too high. However, all eligible could be elected, so anything is possible.

• OA CANDIDATES IN TROOP ###
  These Scouts appear at this time to be the ones who will be eligible for election:
  • Michael Armstrong
  • Robbie Baker
  • Daniel Collins
  • Erhan Door
  • Jason Enstein
  • John Frank
  • Garrett Gant
  • Michael Hand
  • Patrick Irving

• SUMMARY—Finally, please remember these things to help us have a successful election:
  • Be sure your Scout reads and understands this letter
  • Be sure your Scout comes to the meetings on ### to get preliminary information and then participate in the election.
  • If you have any questions about any of this, please feel free to call me.

Yours in Scouting,

Assistant Scoutmaster
Troop OA Adviser
Sample Letter to Eligible Scouts

• TO: (Eligible Scouts)
• Dear Scout:
• You are one of the members of Troop ### who I have determined is eligible for election into the Order of the Arrow (OA) this year. As you should be aware by now, the election will be held on (Date). There will be an important discussion about the OA and the election process at the meeting on (Date). It is important that you be present at both meetings.
• Because our troop is so large, we think it is possible that all Scouts may not have had a chance to get to know all the candidates. We are going to try to increase the knowledge of those voting about you and your Scout record so they will have better information to base their vote on this year. We will do that in two ways. At both the (Date) and (Date) meetings you will be asked to stand up before the troop, along with the other candidates, so everyone will have a chance to see who you are.
• The second thing we want to do is compile a list of the Scouting record of each candidate and give that to the troop before the election. To do that we need to get certain parts of that information from you. Please fill out the enclosed form and return it to me NO LATER THAN (Date). If you have trouble getting it done by then, call or talk to me about when you can get it done. If you prefer, you could even call me on the phone and tell me the answers to the various questions on the form. But if I don’t get it by (Date) and you have not talked to me about it, I will have to compile your form based on the best information I can gather from troop records, and that might leave something out.
• If you have any questions about this or the election, please feel free to call me. My home phone is ### >. My Email address is: daviskenjared@aol.com.
• I hope this approach will make this year’s election the fairest one possible. Please help me by providing this information as soon as you can, but no later than (Date)
• Thank you for your help on this project.

Yours in Scouting,
Assistant Scoutmaster
Troop OA Adviser
Info Form for Eligible Scouts

- INFORMATION FOR THE TROOP ### ORDER OF THE ARROW ELECTION

- To troop members eligible for election to the Order of the Arrow—fill out this form as completely as possible. It will allow the troop leaders to be sure all Scouts in the troop know about your Scouting record prior to the election. Return the form as soon as possible to (Assistant Scoutmaster, Troop OA Adviser, but NO LATER THAN (Date). (It can be mailed or delivered to (ADDRESS; brought to a troop meeting, or Emailed to daviskenjared@aol.com.)

- Name___________________________Grade and School_________________________

- Scout Rank_________________________Number of merit badges____________

- Number of times at summer camp_________________________

- Approximate number of days and nights of camping____________

- Leadership positions held in the troop, including Den Chief jobs with Cub Packs

- Other Awards earned (Religious, Den Chief, Conservation, etc.)

- Other special Scout events attended or served on staff for (Jamboree, Jr. Leader Training, High Adventure, Den Chief Conference, etc.)
Record of Eligible Scouts

- **BOY SCOUT TROOP ###**
- **ORDER OF THE ARROW ELECTIONS**
- **Scouting Record of the Candidates**

**MICHAEL ALLEN**—**Grade**: 7th; **School**: Copper Beach Middle School; **Rank**: Star; **Merit Badges**: 16; **Summer camp**: 2011, 2012; **Days and nights of camping**: 24; **Leadership jobs**: Scribe, Patrol Leader, Quartermaster; **Special Awards and Events**: NYLT

**ROBERT BALL**—**Grade**: 9th; **School**: Bronx High School of Science and Technology; **Rank**: Life; **Merit badges**: 21; **Summer camp**: 2013; **Days and nights of camping**: 25; **Leadership jobs**: Troop Guide; Patrol Leader, Assistant Patrol Leader,

**DANIEL COLLINS**—**Grade**: 7th; **School**: Ardsley Middle School; **Rank**: Star; **Merit badges**: 14; **Summer camp**: 2012, 2013; **Days and nights of camping**: 24; **Leadership jobs**: Den Chief; **Special Awards and Events**: Den Chief Conference; NYLT

**PETER DAVIS**—**Grade**: 9th; **School**: Lakeland High School; **Rank**: Life; **Merit badges**: 16; **Summer camp**: 2010, 2011, 2012, 2013; **Days and nights of camping**: 60; **Leadership jobs**: Patrol Leader, Librarian; **Special Awards and Events**: Paul Bunyan Award.

**ERHAN ELAN**—**Grade**: 11th; **School**: Eastchester High School; **Rank**: Life; **Merit badges**: 22; **Summer camp**: 2011, 2012, 2013; **Days and nights of camping**: 25; **Leadership jobs**: Patrol Leader, Scribe, Librarian; **Special Awards and Events**: A-B Honor Roll, National Jamboree, NYLT Staff
Record of Eligible Scouts

- **JASON HALL**—Grade: 7th; School: Holmes Middle School; Rank: 1st Class; Merit badges: 5; Summer camp: 2012, 2013; Days and nights of camping: 20; Leadership jobs: Assistant Patrol Leader; Special Awards and Events:

- **JON HARBISON**—Grade: 7th; School: Holmes Middle School; Rank: 1st Class; Merit badges: 9; Summer camp: 2012, 2013; Days and nights of camping: 20; Leadership jobs: Den Chief; Special Awards and Events:

- **GARRETT PIEL**—Grade: 7th; School: Scarsdale Middle School; Rank: 1st Class; Merit badges: 14; Summer camp: 2012, 2013; Days and nights of camping: 46; Leadership jobs: Patrol Leader; Special Awards and Events: Arrow of Light; God and Country Religious Award, Troop Junior Leader Training, 2013 National Scout Jamboree, NYLT (scheduled for 2014).

- **MICHAEL SWANSON**—Grade: 7th; School: Byrum Hills Secondary; Rank: Star; Merit badges: 10; Summer camp: 2012, 2013; Days and nights of camping: 22; Leadership jobs: Bugler, Assistant Patrol Leader; Special Awards and Events: Troop Junior Leader Training.

- **PATRICK TURNER**—Grade: 7th; School: Eastchester Middle School; Rank: 1st Class; Merit badges: 8; Summer camp: 2013; Days and nights of camping: 17; Leadership jobs: Assistant Patrol Leader; Special Awards and Events: Arrow of Light; Parvuli Dei Roman Catholic Religious Award.
Sample Ballot of Eligible Scouts

• TROOP_________ Patrol (Optional) __________
• Order of the Arrow Election
• DATE___________

• Circle the names of those eligible scouts listed below that you wish to vote for. You may vote for ALL the eligible scouts who you believe are WORTHY of membership in the BSA’s National Honor Society, the Order of the Arrow.

• If you are new in the unit and do not wish to cast a vote, do not turn in a ballot and it will not be counted toward the total.

• Michael Allen          Jason Hall
• Robbie Ball            John Harb
• Daniel Collins         Garrett Illis
• Porter Davis           Michael Manson
• Erhan Ellan            Patrick Turner
Tally Sheet of Eligible Scouts

• Troop ______
• ORDER OF THE ARROW ELECTION
• DATE ______

TALLY SHEET

• Michael Allen
• _____________________________________________
• Robbie Ball
• _____________________________________________
• Daniel Collins
• _____________________________________________
• Erhan Ellan
• _____________________________________________
• John Harb
• _____________________________________________
• Garrett Illis
• _____________________________________________
• Michael Manson
• _____________________________________________
Actual Election

Unit Election Team (minimum 3 OA members)

• Obtain approved list of eligible scouts from Unit Leader.

• Introduce team, show OA election video, then give presentation using OA election ceremony script.

• Handout biographies and introduce candidates.

• Explain election process, answer questions, handout preprinted ballots, pencils.
Actual Election

• Collect ballots, then while team is tallying the results, show the WPC summer camp video.

• Complete the all fields on the election results form including all the elected scouts information, (BSA ID required) sign and mail to:

Ktemaque Lodge #15, Unit Elections
41 Saw Mill River Road
Hawthorne, NY 10532

• Announce names of those elected as candidates for induction into the OA.
Ktemaque Lodge # 15
Unit Election Results Report

- Date of Election _____/_____/_____
- Unit #_____ Community _______________District_____________
- Scoutmaster_______________________________ District_________________
- Phone number _____________________________
- Email address ______________________________

- **Unit Status Summary**
  - Number of youth active & registered _____
  - Number of youth present at election _____
  - (At least 50% of the registered unit must be present to hold an election)

Number of youth eligible & approved for election._____
- Number of ballots turned in _____
- Number of votes required for election _____
- (this is 50% of the ballots)

Number of youth members elected _____

**Certification**
We have conducted this Order of the Arrow election within the guidelines put forth in the current edition of the OA Handbook.

______________________________  __________________________
• Unit Leader                                          Trained  OA Leader
Ktemaque Lodge # 15
Unit Election Results Report

Report of Members Elected

• Youth Members Elected:______
• Troop____________________

• Name___________________________________________________________
• Address_________________________________________________________
• Town________________________State___Zip____-____
• Phone number H: (____)____-____ C: (____)____-____
• Email address____________________________________________________
• BSA registration number (REQUIRED):___________________________
• Date of Birth______/_____/_______
• Rank_______________
(Date)__/___/_____

• Name____________________________________________
• Address__________________________________________
• City____________________________________State_____Zip_____-_____
• Occupation _______________________________________
• Special Skills ______________________________________
• Phone Home         (____)  ____-_______ Cell (___) ___-_____
  Business   (____)  ____-________
• Email address ______________________
• Date of birth _____/_____/_____
• is registered with Troop # ___ Community _______or District_____ or Council
• BSA Registration number (REQUIRED): _____________
• Primary Scouting position ___________________________
• Nominee has camped out ____#days and nights long term (6 consecutive days)
• ____#days and nights short term (no more than 4 nights) in the last 2 years under the auspices and standards of the Boy Scouts of America
• (List of camping dates and places must be included in the Letter of Recommendation.)
• No. of boys elected from unit_____   Date of Election  __/___/___
• I have spoken to the nominee and he has agreed to help in the following areas:
  • OA Service/Induction Weekends _____
  • Promote Camping                         _____
  • Serve as an OA Advisor               _____
  • Help at Service weekends            _____
• I certify that the Nominee is a currently registered Scouter and has served as a positive role model for the growth and development of youth members of the Boy Scouts of America. I also certify that the information listed on this form is true and correct. ___________________________________________

Unit Leader                                                    Committee Chairman
Special Instructions:

1. Adults are 21 years and older.

2. A letter of recommendation to the Lodge Selection Committee must accompany this form. The letter must answer the following questions:
   - This adult will be an asset to the Order due to demonstrated skills and abilities, which fulfill the purpose of the Order because: _____________
   - This adult leader’s membership will provide a positive roll model for the growth and development of the youth members of the Lodge because: ________________________________
   - Selection of the adult is based upon ability to perform the requisite functions (and NOT as an honor or recognition of service) including current or prior achievement and position. The individual’s abilities include: ___________

Please list camping dates and places within the past two years.

3. Mail both the form and the letter of recommendation to:
   Ktemaque Lodge # 15, Adult Nomination
   41 Saw Mill River Rd
   Hawthorne, NY 10532-1519

All information requested must be supplied. Adult nominations received after April 1st will not be considered.
Questions?

• Send them to
  MembershipAdviser@ktemaque.org
  OR
  OperationsAdviser@ktemaque.org
Thank you!

- Thank you for participating, you are now officially certified as a trained Ktemaque Lodge Unit Election Team Member and can proudly wear the patch shown on the left.

- Remember to visit:  
  www.ktemaque.org
  for additional Unit Election materials

- E-mail questions and unit election concerns to 
  OperationsAdviser@ktemaque.org
Thank you!

- To receive the Ktemaque Lodge “Trained” Unit Election Team Member patch shown on the left, please complete the form below and send to:

Ktemaque Lodge Unit Elections
Westchester Putnam Council, BSA
41 Saw Mill River Road
Hawthorne, NY 10532

I _________________________ certify that I have completed the Ktemaque Lodge Unit Election Training and understand the election requirements, procedures, and forms that are to be used when holding a unit election for ALL units in Westchester Putnam Council, BSA.

Unit ____________ Signature _________________________