



BLACK EAGLE LODGE
ORDER OF THE ARROW

January 27, 2021

Dear Brothers,

The time is upon us to elect new members into the Order of the Arrow. The Order of the Arrow is Scouting's National Honor Society. The Order is almost as old as Scouting itself and focuses on brotherhood and cheerful service. **Order of the Arrow unit elections may be held through April 30th 2021**. Any elections beyond this date must be approved by the Lodge Adviser.

We understand how busy your unit program is, but giving your older Scouts a chance to engage with their peers from across the Transatlantic Council will reap long term benefits for your unit and the Scouts. Holding an OA election recognizes "honor" Scouts, encourages youth retention in the unit, and provides another motivator for more Scouts to go camping.

The Order of the Arrow is a youth run organization where members (under 21 years old) are elected through a closed ballot vote by their peers in the unit. All registered BSA members under 21 are eligible to vote. Please look at the attached Election Packet for the membership requirements, the election process, and the election reports.

Adults can be nominated to the Order of the Arrow also. Unlike youth members, adults are nominated by their unit adults; for every three (3) youth a unit elects, one (1) adult may be nominated.

Your first step is to contact your Chapter Leadership in order to schedule your unit election. Based on scheduling and geographical challenges, the chapter may allow a unit to hold an election at their level, but we are striving to get election teams out to all units. Please look at the following page for your local chapter contact information and ensure you reach out to them prior to scheduling your election.

Thank you for all your dedication and service to Scouting, and we look forward to a great year in the Black Eagle Lodge!

Yours in Scouting,

Alex Holton

Alex Holton
Lodge Chief
Black Eagle Lodge (482)
blackeaglelodgechief@gmail.com



ELECTION PACKET

NOTE: New for 2021, this packet can be filled out **completely digitally using a PC or Mac with Adobe Acrobat installed, including the signature blocks! Units are free to print out physical working copies for their records or for conducting their elections, but they are welcome to submit this document digitally as long as all necessary signature blocks are filled out.*

Virtual Unit Elections and Induction Date Extension

The National OA Director has approved lodges to hold virtual unit elections until further notice. Due to the cancellation of many induction events, candidates that were elected after February 1, 2019 will have 24 months from the date of election to complete their ordeal. This change is in effect until otherwise notified that we will go back to 12 months. More information can be found at the bottom of this page in provided directions on using the Zoom platform to conduct elections.

This packet contains nearly everything an election team could need to conduct an election:

- Election Instructions
- OA Election Report Form
- OA Elected Scout Contact Information Form
- OA Adult Nomination Form*

*Note: A separate nomination form must be completed for EACH adult being nominated. Adult slots are based on the number of youth elected per unit with a ratio of 1 adult to every 3 youth elected, but units may round up to the next group of 3. For example, a unit with 1 youth elected will get 1 adult slot, a unit with 3 youth elected will get 1 adult slot, a unit with 4 youth elected will get 2 adult slots, and a unit with 7 youth elected will get 3 adult slots.

If the Scoutmaster, Venture Advisor, Ship Skipper, or PRIMARY unit leader is not a member of the Order of the Arrow and has met the camping requirements AND has been in the position for at least ONE YEAR, the unit may choose to nominate this adult and that slot will NOT COUNT against the overall adult allocation for the election year.

Units MUST CONTACT their Chapter to request an election. The Chapter will then give directions on whether a local team can be utilized or if a unit will conduct their election with youth resourced internal to the unit. The 2021 Election Season Contact Information is below:

District	Adviser	Chapter Chief	Contact Email	District Executive
Mayflower	Frank Sottrines	Nick W.	namassakettadvisor@gmail.com	Garrett Lamberth garrett.lamberth@scouting.org
Charlemagne	Curtis Koenig	William L.	curtis.koenig@gmail.com	
Barbarossa	Patrick Thomas	Ethan B.	sembachboyscouttroop164@gmail.com	John Erskine john.erskine@scouting.org
Horizon	Mark Slusher	Conner C.	mark.slusher@horizondistrict.org	
Edelweiss	Michael Garst	Geo M.	mqgarst@gmail.com	Rodney Henk rodney.henk@scouting.org
Mediterranean	Schuyler Heiss	Matthew H.	slheiss6@gmail.com	

Units that are instructed to conduct elections on their own will then navigate to the Inductions portal of the OA BSA National Website, review the guide to unit elections, and utilize the video that walks the unit through the election process step-by-step. Units should utilize this video when actually conducting the election since it is designed to standardize the process. We recommend units have sufficient audio/video capability on the night of OA elections in order to facilitate all Scouts being able to view the video. The resources can be found at the following links:

<https://oa-bsa.org/resources/inductions>

<https://confluence.oa-bsa.org/display/OATECH/Zoom+For+Unit+Elections>



ELECTION TEAM CHECKLIST AND PROCEDURES

Things to do before the election:

1. Confirm with the unit leader that you will be coming and answer any questions. Remind the leadership that they need at least half of the youth members to attend. Also, ask him/her to remind OA members that they can wear their sash during the election.
2. Print all necessary forms and bring the location and dates to promote TAC Summer Camps.
3. Call your team and remind them of the election date.
4. Get directions to the unit beforehand and arrive ON TIME or early if possible.

Things to do during an election:

1. Talk to the Unit Leader and get a list of scouts eligible (show him the eligibility requirements). You should mention the list during the call before the election.
2. Make sure that enough scouts are present to perform an election (ask the unit for the total number of scouts, then count those who are there – use the worksheet).
3. Introduce yourself and your team to the scouts and talk to them about the OA and the Lodge – Give 'the speech.'
4. Tell the scouts about the election procedure. Emphasize that they can vote for any amount of eligible scouts that they want and that all, none or some of them can be elected.
5. Perform the election (secret ballot) and count the votes (if necessary have the unit re-vote if zero Scouts are elected the first time).
6. While the ballots are being counted use the break to promote summer camps and serving on camp staff.
7. Confirm the Names, Addresses, Phone Numbers, and E-mail addresses of all the elected candidates on the Elected Scout Contact Information form and submit the completed form. Ensure the Scouts write clearly – having them print in all capital letters might help.
8. If the Committee wishes to nominate adults, have him/her complete the nomination form for adults.
9. Verify with the unit if they wish to announce the results the same night or defer the results to a later event during a formal call-out ceremony.

AFTER THE ELECTION, THE UNIT ELECTION FORM MUST BE EMAILED TO **THREE** DIFFERENT EMAILS IN THE "TO" LINE!

1. The Lodge Registrar, Alvina Cooley (oa.blackeagle.registrar@googlemail.com)
2. Chapter Adviser (see contact info above)
3. District Executive (see contact info above)

You will then receive confirmation from the Chapter that the packet was received



ELIGIBILITY REQUIREMENTS & ELECTION PROCEDURES

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

Youth Eligibility Requirements:

1. Must be a registered member of the Transatlantic Council, Boy Scouts of America; and
2. Have experienced 15 nights of Scout camping while registered with a troop, crew, or ship within the two years immediately prior to the election. The 15 nights must include one, but no more than one, long-term camp consisting of at least five consecutive nights of overnight camping, approved and under the auspices and standards of the Boy Scouts of America. Only five nights of the long-term camp may be credited toward the 15-night camping requirement; the balance of the camping (10 nights) must be overnight, weekend, or other short-term camps of, at most, three nights each. Ship nights may be counted as camping for Sea Scouts. Reminder that per the Supreme Chief of the Fire, that cabin camping at Avantura counts toward the camping nights' requirements

National OA Committee has added the following temporary modification "until further notice" due to pandemic restriction for camping requirements.

Virtual [short-term] camping (i.e., backyard or solo camping) may be counted toward the required nights of camping for OA election eligibility if all the following stipulations are met:

- All virtual camping nights should be a direct result of COVID-19 pandemic restrictions and be part of a BSA unit-organized unit camping event (i.e., multiple members of the unit are involved and camping simultaneously at remote locations).
- Some form of unit-organized communications should occur either during or immediately following the event.
- All existing youth protection policies and digital safety guidelines should be followed.
- No more than three (3) nights of virtual camping are to be credited in any month in which government- or council-imposed COVID-19 restrictions are in place.

Virtual long-term camping of five (5) consecutive nights is authorized to be counted toward the long-term camping requirements for OA eligibility consistent with the above guidance and the following additional guidelines:

- A long-term camp plan must be developed and approved by the unit leader prior to the commencement of the long-term camp. This plan is to be individualized to each Scout's capabilities and situation and should strive to include:
 - Progress toward advancement for each Scout
 - Outdoor relevant experience consistent with local conditions and restrictions
- Unit-organized communications should occur on a daily basis during the camping experience and include discussion of progress made on summer camp goals.
- An end-of-camp assessment must be conducted with the unit leader to report on progress made during the experience itself and discuss how future virtual long-term camping experiences can be enhanced. During this assessment the unit leader will make the determination if the Scout's participation warrants granting credit for a completed virtual long-term camping experience in terms of OA eligibility.

3. At the time of their election, youth must be under the age of 21 (including Assistant Scoutmasters aged 18-20), and hold one of the following ranks corresponding to the type unit in which they are being considered for election: Scouts BSA First Class rank, the Venturing Discovery Award, or the Sea Scout Ordinary rank or higher, and following approval by the Scoutmaster, Crew Advisor or Sea Scout Skipper, be elected by the youth members of their unit.
4. Have the endorsement of the 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).



In order to prepare for the election, units should prepare a list of youth who meet the above eligibility requirements, including rank, addresses, and phone numbers. At least half (50%) of your registered, active membership must be present in order to conduct a valid election. All youth members and leaders (under 21 years) are eligible to vote in the election.

Adult Eligibility Requirements:

1. Must be a registered member of the Transatlantic Council, BSA; **and**
2. Must be at least 21 years of age at time of nomination; **and**
3. Have experienced 15 days and nights of camping (same as the Youth).

The number of adults nominated can be no more than one-third of the number of youth candidates. In addition to the one-third limit, the unit committee may nominate the currently serving unit leader (but not assistant leaders), as long as he or she has served as unit leader for at least the previous 12 months.

Please note that OA membership for adults is not intended as a form of recognition for service. An adult should be considered only when the person's position in the Scouting Program would make OA membership more meaningful in the lives of youth. The Unit Committee Chairperson should complete the Adult Nomination form in full to ensure all requirements are met.

All adult nominations must be submitted no later than April 30th 2021. Nomination forms are reviewed by members of the Lodge's Adult Selection Committee (including the Lodge Adviser, Lodge Staff Adviser, and Council Camping Chairman). If the committee approves a nominee, his/her name is then forwarded to the Scout Executive for selection. Your unit Chairman's endorsement of an adult for OA membership is the first step but does not necessarily confirm approval by the selection committee.

Feedback from our lodge leaders indicates that existing requirements will substantially limit the number of Scouts that will be eligible for election during the 2021 election cycle as a result of reduced camping opportunities during the pandemic period. As a result, the following modifications to the above policies have been approved by the National Order of the Arrow Committee. It is emphasized that only these provisions have been changed. All other requirements of the temporary camping policy remain in effect.

Changes in OA election eligibility requirements for the calendar year 2021 election cycle ONLY:

- The limitation on counting no more than three (3) nights of short-term camping in a single month is increased to five (5) nights per month. All other requirements for virtual short-term camping eligibility remain in effect.
- The requirement for a long-term camp of five (5) consecutive nights is relaxed. While council long-term camps should be utilized if available, any combination of short-term and/or long-term nights, in camp or virtual, that are part of a BSA unit-organized unit camping event held within the two years prior to election may be counted toward the 15-night requirement.

In cases where lodges have already begun their 2021 election cycle:

- Units which have already held a 2021 election are authorized to hold one additional election.
- Only individuals who were ineligible at the time of the first election due to the camping requirement then in effect can be eligible for this second election.
- To be eligible, the Scout must have met the revised requirements at the time of their first unit's election.
- This second election must be completed no later than May 1, 2021.



UNIT ELECTION REPORT



Unit Number _____ Date of election _____

No. of registered active youth _____ No. of youth present _____

NOTE: At least half of the registered active unit members must be present to conduct an election.

(Fill in names and ranks of eligible youth before election.)

NAME	RANK	CHECK IF ELECTED	NAME	RANK	CHECK IF ELECTED
		<input type="checkbox"/>			<input type="checkbox"/>
		<input type="checkbox"/>			<input type="checkbox"/>
		<input type="checkbox"/>			<input type="checkbox"/>
		<input type="checkbox"/>			<input type="checkbox"/>
		<input type="checkbox"/>			<input type="checkbox"/>
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		<input type="checkbox"/>			<input type="checkbox"/>

I certify that the above youth members are eligible and approve them as nominees for election. I also understand that the election results will be final for the year.

Unit leader's signature

Number of members eligible _____

Number of ballots turned in _____

Number of votes required to be elected _____

Number elected _____

Email election report to **THREE EMAILS** in "to" line:

Election team members' Names:

- Lodge Registrar (oa.black eagle.registrar@googlemail.com)
- Chapter Adviser (see below)
- District Executive (see below)

District	Adviser	Contact Email	District Executive
Mayflower	Frank Sotrines	namassakettadvisor@gmail.com	Garrett Lamberth
Charlemagne	Curtis Koenig	curtis.koenig@gmail.com	garrett.lamberth@scouting.org
Barbarossa	Patrick Thomas	sembachboyscouttroop164@gmail.com	John Erskine
Horizon	Mark Slusher	mark.slusher@horizondistrict.org	john.erskine@scouting.org
Edelweiss	Michael Garst	mggarst@gmail.com	Rodney Henk
Mediterranean	Schuyler Heiss	slheiss6@gmail.com	rodney.henk@scouting.org

List names, mail and email addresses, and phone and BSA ID numbers of those elected on the next page.



ELECTED SCOUT CONTACT INFORMATION

Unit Number and Community: _____

Date of Election: _____

This form is used to collect contact information for all elected Scouts; it is important that this form be filled out as accurately as possible so that elected scouts can be built into the Lodgemaster Database as candidates. The Lodge Chief will send each candidate an invitation to the Ordeal weekends.

(Attach additional copies in the case of Units with more than 10 elected Scouts)

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



ELECTED SCOUT CONTACT INFORMATION - Continued

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



Adult Candidate Nomination Form



Each year, upon holding a unit election for youth candidates that results in at least one youth candidate being elected, the unit committee may nominate registered unit adults (age 21 or over) to the lodge adult selection committee. 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 he or she has served as unit leader for at least the previous 12 months. Recommendations of the lodge adult selection committee, with the approval of the Scout executive, serving as Supreme Chief of the Fire, will be candidates for induction, provided all conditions are fulfilled. Consult the *Guide for Officers and Advisers* for procedures for district and council Scouters.

Please print clearly and complete all of the information requested

District: _____ Unit Number: _____ Position: _____
First Name: _____ Middle Initial: _____ Last Name: _____
Address: _____
City: _____ State/Country _____ Zip Code: _____
Birth Date: _____ Years as Adult: _____ Home Phone: _____
Email Address(es): _____
Training Completed: _____
Positions Held: _____
Scout as Youth / Rank: _____
Community Activities: _____
Employment / Trade: _____
Camping Requirement: _____

The camping requirement for youth candidates must be fulfilled by adults for them to be considered. To be eligible, the adult must have completed 15 nights of Boy Scout camping during the two years immediately prior to nomination. The 15 nights must include one, but no more than one, long-term camp consisting of five consecutive nights of overnight camping, approved and under the auspices and standards of the BSA. Only five nights of the long-term camp may be credited toward the 15-night camping requirement; the balance must be overnight, weekend, or other short-term camps of, at most, three nights each. Include above the dates and location of the long-term camping experience. **Note that military field exercises do not count toward OA eligibility unless it involved Scouting.** It is up to unit leaders to determine if adults meet camping night eligibility. The Lodge Adviser retains overall approval for adults.

Nomination for Unit Scouters: The adult leader, who fulfills the above requirements, is nominated for membership consideration in the Order of the Arrow. Date: _____

Unit Leader: _____
Print Name Signature

Committee Chairman: _____
Print Name Signature

Nomination for District/Council Scouters: The adult leader, who fulfills the above requirements, is nominated for membership consideration in the Order of the Arrow. Date: _____

Nominator: _____
Print Name & Position Signature



Adult Candidate Nomination Form



1. Selection of the adult is based upon the ability to perform the necessary functions and not for recognition of service, including current or prior achievement and position. The individual's abilities include:

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

This adult will be an asset to the Order of the Arrow due to demonstrated skills and abilities, which fulfill the purpose of the Order of the Arrow, in the following manner:

3. This adult leader's membership will provide a positive role model for the growth and development of the youth members of the lodge because:
