



# *Occaneechee Lodge*

## **2013 ORDEAL GUIDE**

*Your Guide to the Ordeal Experience*





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## INTRODUCTION

Welcome to the 2013 Ordeal Guide!

The purpose of this guide is to inform you all about the Ordeal experience in Occoneechee Lodge.

The intended audience of this guide is *Chapter Chiefs and Advisers*, but this information is open to anyone. Please note: **Some information in this guide pertains to the specific nature of the Ordeal tasks, which should not be disclosed to Ordeal candidates.** It is up to the Chapter Chief, Adviser, and/or Scoutmaster whether or not this guide should be distributed to Ordeal candidates before their Ordeal.

Through the various sections of this guide, we will cover important topics, such as:

- Unit Elections: How to Hold Them Effectively and Various Protocol
- The Call-Out Ceremony: Recognizing Elected Individuals
- The Ordeal Experience: Dates, Logistics, and What to Expect
- A Typical Ordeal Weekend
- Opportunities Beyond the Ordeal

It is the Lodge's hope that you will utilize this information to the best of your ability so to further promote active and continued membership in the Lodge.

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## UNIT ELECTIONS

The first step to any individual's involvement in the Order of the Arrow begins with the Unit Elections process.

There are various aspects and logistics that relate to the unit elections that we will be discussing in this section of the guide. **Unit elections are the most important part of the Ordeal experience.**

*Why are unit elections so important?*

Unit elections are the process by which an individual is selected by their peers to be a member of the Order of the Arrow. The continued and active membership in our Lodge depends on the unit elections. We cannot maintain, much less expand Lodge membership, if we have not elected individuals to begin with.

*Who should head up unit elections?*

To begin, unit elections are held on the chapter or district level. The responsibility of unit elections falls under the Chapter **Vice Chief of Administration**. This individual is normally an elected position in your chapter. Along with his adviser, the Vice Chief of Administration will coordinate the scheduling of elections and creation of elections teams, which we will discuss shortly.

*Where can I find resources pertaining to unit elections?*

We will provide you with links to websites, videos, and documents related to unit elections that you can use for your reference. There is also an Index of Forms at the end of this guide where you can find various documents to assist you in the Ordeal experience.

*Who can have unit elections?*

Any registered Boy Scout unit or Varsity team in your district. **Venture Crews cannot hold OA elections.**

*Who can be elected to be a member of the Order of the Arrow?*

Youth must be elected by their peers to be a member of the OA, but adults have to be nominated.

Each year, upon holding a troop or team 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. **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 twelve months. Recommendations of the adult selection committee, which consists of the lodge adviser, the chairman of the council committee on which the lodge adviser serves, and the lodge staff adviser, 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:

- 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.

The adult nomination guidelines were changed to increase the number of currently-serving Scoutmasters and Varsity Team Coaches and other unit Scouters who can be nominated as candidates. **These modifications apply only to adult leaders in Scout troops and Varsity teams who are 21 years of age or older.** (A youth in the Order of the Arrow is any individual under the age of 21, versus an adult is determined in Scouting as an individual under the age of 18. This is a key difference to remember)

*See the Index of Forms for a link to the Adult Nomination form.*

**PLEASE NOTE: This is a change to the nomination of adult leaders to become candidates for induction into the Order of the Arrow. This change was issued 12-07 and took effect on January 1, 2013. This protocol concerning adult nomination is to be enforced this year during elections.**



## Unit Election Timeline

Before we talk about a timeline, let's briefly go over the Lodge Ordeal schedule.

The Lodge holds **2 annual Ordeals**.\* However this year, we will be having **3 Ordeals**, one at each of the major Lodge events:

- Spring Pow Wow; March 15-17, 2013
- Spring Inductions; May 17-19, 2013
- Fall Fellowship; September 20-22, 2013

Now that we are familiar with the Ordeals, let's talk about a timeline.

In terms of deadlines for submitting unit election results, a new general rule will be put in place to determine the deadline. The unit election results need to be submitted **no later than the first day of the month of the associated Ordeal event**. If the March Ordeal is not an option for either the troop or your chapter/district, then the unit elections need to be submitted by the regular deadline, **no later than the first of the May, prior to Spring Inductions. This deadline also includes Fall Fellowship**. (Once an individual is elected, they have one year to complete their Ordeal, or they must be re-elected) **Making the May 1<sup>st</sup> deadline places an individual eligible to attend either the Spring Inductions Ordeal in May or the Fall Fellowship Ordeal in September**. If an exception needs to be made, contact the Lodge Vice Chief of Administration, Daniel Salgado (Email: [daniel3700@gmail.com](mailto:daniel3700@gmail.com) Phone: 919-758-6347) as soon as possible.

This means that you should start planning your elections in September, following Fall Fellowship, to allow for enough time to schedule and complete your elections. Between October and February, you should be completing your elections amongst the troops in your district.

In March, you should be submitting, or already have submitted, your unit election results in preparation for the March Ordeal. If not, then you should be submitting, or have already submitted, your results in May for Spring Inductions.

**\*IMPORTANT:** The Lodge Executive Committee approved the implementation of a **third Ordeal in March at Spring Powwow**. This is a change to the normal Ordeal schedule in an attempt to promote active and continued involvement. If we can induct candidates in March BEFORE Conclave, then they can attend Conclave before the long break in the summer and hopefully be more inclined to stay active.



## UNIT ELECTIONS SCHEDULE

September-October Chapter Meeting: Announce the formation of election teams. Plan election team training for the December or January Chapter meeting or at a special meeting, to be determined the Vice Chief of Administration and his Adviser.

December-January Chapter Meeting: Conduct election team training.

December Roundtable: Contact Scoutmasters to schedule elections for the months of January and February. Request that Scoutmasters have available the troop record book or a copy of the charter which lists youth in the troop, their addresses, phone numbers and birthdates. This will be needed for filling out forms. Also ask them to be prepared to fill out an Adult Nomination Form if there is an adult in the troop who is eligible. Adults must meet the same camping requirements as the Scouts

Before the elections begin: Put together packets for distribution to the Scoutmasters upon arrival at the troop election. These packets should be divided into two parts, one for the Scoutmaster to keep and the other with forms to be completed. The Scoutmaster's portion should include these items from the Lodge Planbook: Unit Leader letter, Election Procedures, Lodge event schedule, a list of chapter officers and their phone numbers, date, time and location of chapter meetings, Vigil nomination form, 104 Service Award form and the Troop Service Award form. The other portion should have three forms: Unit Election Report, the Candidate Database Information Form, and the Adult Nomination Form.

January-February: Conduct unit elections for the units in your district.

March 1<sup>st</sup>: Deadline to submit unit election results in order for candidates to be eligible for the Spring Pow Wow Ordeal.

May 1<sup>st</sup>: Deadline to submit unit election results in order for candidates to be eligible for the Spring Inductions and Fall Fellowship Ordeals.

**NOTE: Some districts do not have their District Camporee until after Spring Pow Wow. It is the decision of the unit leader whether or not to announce the results immediately following the election or to wait until a callout ceremony at a designated time assigned by the chapter. Some chapters may have a special callout ceremony before Spring Pow Wow. This is up to the discretion of the chapter leadership in conjunction with the unit leader(s).**



## Starting Unit Elections

Before you can begin completing unit elections, you need *election teams*. An election team consists of two youth and one adult. The election team is the group that will be facilitating and leading any given unit election.

It is the responsibility of the Vice Chief of Administration and his Adviser to create or put together the teams and ensure that each has at least two youth and one adult. Not only is this required for youth protection guidelines, but it also helps expedite the process and ensures that there is always an adult OA member present.

It is a good idea to have several election teams so that they can split the unit elections in your district and allow for better scheduling.

Make sure to drum up interest in election teams by talking about them at your chapter meetings in the months before you start your elections. Have either paper signups at your chapter meetings, online signups, or a combination of both in order to collect names and contact information of those that will be serving on an election team.

Once the teams have been created, it is time to train them. You need to ensure that each member of each team is familiar with the protocol and process of a unit election.

Also, you need to contact all the troops in your chapter's district to schedule elections. **The best way to do this is through your District Roundtable.** Send a representative from your chapter, preferably the Chapter Chief and/or the Vice Chief of Administration and their advisers to inform scoutmasters in your district about your schedule for the year and how to schedule a unit election. Let them know about the NEW March Ordeal, and that if they want their elected candidates to be eligible to participate in that event that their elections need to be conducted in February (late February-early March at the latest.) This way, you can have the results and submit them before the deadline for Spring Powwow. However, if a scoutmaster does not wish to have his elected be eligible to participate in this Ordeal, you can schedule the election whenever it works best for both parties, as long as it will allow you to meet the deadline for before Spring Inductions.





## Unit Elections Training and Procedure

Election team training is up to the discretion of the Chapter leadership, however, we will provide you with insight on methods and techniques.

The most efficient method of training your election teams is to schedule a designated training day. Have all members of all teams meet at your chapter's meeting location or another designated location for an extended period of time. When and where you hold your chapter's election team training is variable and up to the chapter leadership.

To ensure that the team members understand what their responsibility is and what they should know, make sure to go over some standard unit election protocol.

1. A unit election cannot begin unless the troop has met what we call quorum. Quorum is designated as a minimum of at least one-half of the troop's active youth present the night of the election. (*What does that mean? For example, if a troop has 40 active youth members, then at least 20 have to be present before the election can begin.*) **If quorum is not met, then the election cannot occur.** Instruct the teams to check with the Scoutmaster or other leader to figure out what quorum will be for the troop and whether it has been met.
2. Voting: A scout is only inducted into the Order of the Arrow if he receives 50% of the votes of those present. **Only youth can vote. One vote per youth.** In the event of there being an odd number of scouts present, add one to the total number of ballots before calculating the number of votes needed. (*For example, if 27 youth are present and turn in ballots, a scout needs  $(27+1)/2 = 14$  votes in order to be elected into the OA*)
3. Ensure that team members are familiar with the requirements to be eligible for the Order of the Arrow.
  - a. 15 days and nights of camping, including a long-term camp such as summer camp consisting of six days and five nights
  - b. Have obtained the rank of First Class
  - c. Be a registered scout in the unit
  - d. Scoutmaster approval
4. It is important to stress that the vote is by secret ballot. Once the ballots are collected and counted, they are to be destroyed.



5. All youth can vote. **A youth is any individual under the age of 21.** A youth in the OA is under 21, while a youth in Scouting is under the age of 18. The differentiation needs to be made clear, as some unit leaders may be under the age of 21 and still allowed to vote in the unit elections.
6. There is no campaigning allowed.
7. Blank Ballot vs. No Ballot: This is a very important concept that all team members should be familiar with. Turning in a blank ballot will count as 0 votes for all scouts on the ballot, which will affect the results and the amount of votes needed to be elected. However, if a scout does not know those on the ballot well enough, he can opt to not turn in a ballot, which will not affect the results.
8. Once voting has been completed, the votes are to be counted, tallied, and recorded in private by the election team and the unit leader. **If no one is elected, then the unit is to be given the opportunity to vote again.** Hold the second election immediately in the event of this occurring.
9. The unit leader can choose to announce those elected individuals immediately, or can wait until the district Camporee when the tap-out ceremony is held.

In terms of what to say, make sure the election team introduces themselves and what their purpose is, along with the election procedure and protocol mentioned above. A very good option is to write a script that all the election teams use and say to ensure that all necessary and important information is conveyed. Create and distribute this script as needed if you wish.

You can find more information about Unit Election Procedure on the Lodge website at the following link:

[http://members.lodge104.net/downloads/docs/1-Lodge%20Planbook/Section%20D-Administration\\_v13-1c\\_06December2012.pdf](http://members.lodge104.net/downloads/docs/1-Lodge%20Planbook/Section%20D-Administration_v13-1c_06December2012.pdf)

(See Pages D 5-9)

You can find a Unit Elections video that discusses the history of the OA, unit election procedure, and other information to show to the troops at the following link:

[http://www.oa-bsa.org/resources/lodge/lodgeresourcedvd/saveas.php?file=lodge\\_unit\\_elections.mov](http://www.oa-bsa.org/resources/lodge/lodgeresourcedvd/saveas.php?file=lodge_unit_elections.mov)



Netami Chapter uses this video, along with a pre-written and practiced written script to conduct their unit elections. A good suggestion for this video is to stop it after each “section” (The History, Procedure, OA activities/etc) and ask if there are questions. That way, you will not have so many questions at the end of the video prior to the start of the election; it splits them up by relevance to each section.

When it comes to training your chapter’s election teams, the best thing to do is simply practice. Practice what you’re going to say, practice responding to questions, practice responding to Scoutmasters and troop leaders.

It is important that you are familiar with what you are saying because you are representing the Order of the Arrow. (We will discuss the image of an election team in the next section).



## The Image of an Election Team

Like we mentioned in the previous section, it is important for the election teams to portray a positive image since they are representing the Order of the Arrow and your own chapter. In this section, we will discuss a few brief ways that this can be accomplished.

### *Dress appropriately.*

Try to make sure that your election teams are in full uniform. Just because we are members in the Order of the Arrow does not mean that we should slack on uniform, and we do not want to make it seem like that. By being in full uniform, the teams look professional. Strive to look professional and fully uniformed. **This includes your OA sash.**

### *Ensure you know what you are talking about.*

Like we also mentioned before, practice what you are going to say so that you are not stuttering or hesitating. Practice answering questions from scouts and troop leaders. You need to be prepared to handle any situation and be well-spoken. This also adds to the professionalism of the election teams, but also allows that you are adequately prepared and does not make it look like you are winging the election.

### *Promote the OA.*

Since your election teams are there on behalf of your chapter and the Order of the Arrow, instruct them to promote the OA. Those that are elected, or even currently members, may be more inclined to stay active or initially become active if they are aware of the kinds of activities we do. Talk about Conclave, Thunderfest, Lodge events, but also remember to stress that we are a service organization, and that that is an integral part of our program(s).



## Compiling and Submitting Unit Election Results

Now that you have completed your unit elections, you need to submit your results.

Click on this link, which will take you to the Unit Elections Submission page on the Lodge website:

<http://members.lodge104.net/browse.asp?rq=content/elections/submit>

You need to be logged in, if you are not already, using your username (member ID, can be located on your membership card) and password. If you have never logged in before:

To register please send an email to [admin@lodge104.com](mailto:admin@lodge104.com) with the following information:

- Member number (located on your OA membership card)
- Full name
- Birthdate
- Current address
- Current registered unit

On this page, you can enter your results for your chapter. You have to enter the results one by one, so be careful to not make errors when entering in contact information such as address, phone numbers, and emails, as these are the ways we will be contacting candidates in the future.

These results will then be stored in the Lodge database and then be accessed by the Lodge Vice Chief of Administration in preparation for planning for the Ordeals throughout the course of the year. **Please note, online submission is the preferred method of results submission.**

Alternatively, you may submit your youth unit elections results, using the appropriate form(s), to the Lodge Adviser, **NO LATER THAN MARCH 1<sup>st</sup> (Spring Pow Wow Deadline) OR NOT LATER THAN MAY 1<sup>st</sup> (Regular Spring Inductions/Fall Fellowship Deadline).**

*You can find links to the following in the Index of Forms:*

- 1. Unit Election Report*
- 2. Unit Elections Results Submission Form*



## THE CALL-OUT CEREMONY

Now that you have completed the unit elections for the units in your district, it is now time to proceed to the call-out ceremony.

The call-out ceremony is a way to recognize those individuals which have been elected to the Order of the Arrow in the elections that you facilitated earlier in the year.

The call-out ceremony is usually held at a District Camporee, when all the troops in a district camp together at the beginning of the year. Like many other ceremonies in the OA, it is done at night by firelight.

The call-out is not necessarily the notice to the candidate of his election to the Order. The election results may or may not be announced at the close of the election at the discretion of the Unit Leader, and the lodge confirms them with a letter offering congratulations and the first Ordeal available to the candidate.

The call-out helps the lodge achieve the purpose of the Order, and thus the lodge needs to offer it regularly in a dignified and uplifting manner. However, the call is not part of the inducting sequence. Candidates participate when the opportunity is offered to their unit, or not at all.

At this point, it is usually a good idea to lead the called individuals to a booth or tent where you collect their personal information and also give them a letter from the Chapter Chief congratulating them on their achievement. Collecting their information directly from the youth is always a good idea because the information you collected on each of them at the elections from the scoutmaster usually comes out of Troopmaster, and is not always accurate. For example, a scout may have a personal email that he uses, but the email in your troop database is that of his parents. Have him provide you with his personal email at the tent or booth.

The letter, which can be found on Page D15 of the Occoneechee Lodge Planbook (your Chapter Chief has a copy), is to be distributed to the tapped individuals to inform them of new Ordeal opportunities and to congratulate them on their election to the Order of the Arrow.

*A link to this letter is also located in the Index of Forms.*

Make sure to make plenty of copies to distribute to the tapped out individuals, now called candidates.

*A link to a sample callout script can be found in the Index of Forms.*



## THE ORDEAL

Now, we have lots of candidates that would like to join our ranks as members in the Order of the Arrow. They can do so through their completion of the Ordeal.

The Ordeal is a test of self-preservation and the candidates' exemplification of the Scout Oath and Law and the principles of the Order of the Arrow; cheerfulness, brotherhood, and service.

Following a candidate's calling out at his respective District Camporee, he is given a letter from the Chapter Chief informing him of Ordeal opportunities. On that letter, there are instructions on how to register for an Ordeal opportunity online through the Lodge's website (<http://www.lodge104.net>). **Pre-registration is highly encouraged.**

*A map and directions to camp can be found in the Index of Forms.*

*A camp map can also be found in the Index of Forms.*





## A Typical Ordeal Weekend

Candidates should plan to arrive at Camp Durant no later than about 6:00 PM on the Friday evening of the Ordeal weekend. This will ensure that they can get checked in and placed into a clan. **Candidates are to first go to the Grand Lodge to register and pay their \$50 fee for the weekend, and then head to the Ordeal's center of operation, the Activity Field.** (This \$50 fee will cover the cost of food for the weekend, their Ordeal sash, booklet, and membership card.)

At the Outdoor Skills Shelter which borders the Activity Field, candidates are to present their receipt to the registrars to show proof of payment. Also, they will have been given a color-coded wristband to indicate that they paid the \$50 fee and are Ordeal candidates. Showing either the receipt or wristband is suitable proof.

*Candidates also need to have filled out an Ordeal Candidate Information & Medical Form, which can be found in the Index of Forms.* This will address any food allergies, possible health risks, or special accommodations that need to be made. **Have candidates speak with a registrar at the Outdoor Skills Shelter if they need to have any accommodations made.**

**NOTE there is no Friday dinner.** Candidates need to arrive having eaten already, as dinner will not be provided on Friday night.

Candidates need to pack like a normal camping trip, but they need to make sure to bring the following items:

- Tarp
- Sleeping Bag
- Water bottle

We are safeguarding the Ordeal experience, for the sake of the candidates. Any questions or concerns can be communicated through the chapter leadership.



## OPPORTUNITIES BEYOND THE ORDEAL

Now that you have new Ordeal members, what is there for them to do?

First off, when you talk to the candidates either on Saturday afternoon in your campsite or Saturday evening at the Sullivan Center, make sure you tell them about chapter meetings. When, where, and at what time are all important details. However, you don't want to bombard the new members with excessive amounts of information in such a small period of time

Now that you have the new members' contact information, send them an email following their Ordeal weekend to let them know of the kinds of opportunities they have:

- Monthly chapter meetings, where you can meet new people, socialize, and learn more about the Order of the Arrow
- Lodge events, such as Spring Pow Wow, Spring Inductions, and Fall Fellowship, where you can compete in inter-chapter competitions, learn about American Indian Affairs, and have some great food
- Conclave, the largest event of the year, where all the Lodges in the section gather for competition in the Quest for the Golden Arrow and spirit, and where you can experience opportunities like glass blowing or black powder rifle shooting

Your objective is to try and let them know about how much fun we have in the Order of the Arrow. Inform them about opportunities, but make sure that they also know how to sign up. Promote the OA and Lodge events to try and maintain active membership from your newly inducted Ordeal members.

Ten months upon an individual's completion of their Ordeal, they are eligible to seal their membership with the Lodge as a Brotherhood member. More information will be given following the completion of the Ordeal experience.





## INDEX OF FORMS

Reference this link for the following forms:

[http://members.lodge104.net/downloads/docs/1-Lodge%20Planbook/Section%20D-Administration\\_v13-1c\\_06December2012.pdf](http://members.lodge104.net/downloads/docs/1-Lodge%20Planbook/Section%20D-Administration_v13-1c_06December2012.pdf)

- Sample Callout Script (Pages D 11-13)
- Letter to Ordeal Candidates (from Scout Executive) (Page D-14)
- New Ordeal Opportunities (Letter from Chapter Chief) (Page D-15)
- Letter to Scoutmasters Regarding the OA Elections (Page D-16)

Reference this link for the following forms:

[http://members.lodge104.net/downloads/docs/1-Lodge%20Planbook/Section%20E-Forms\\_v13-1a\\_11November2012.pdf](http://members.lodge104.net/downloads/docs/1-Lodge%20Planbook/Section%20E-Forms_v13-1a_11November2012.pdf)

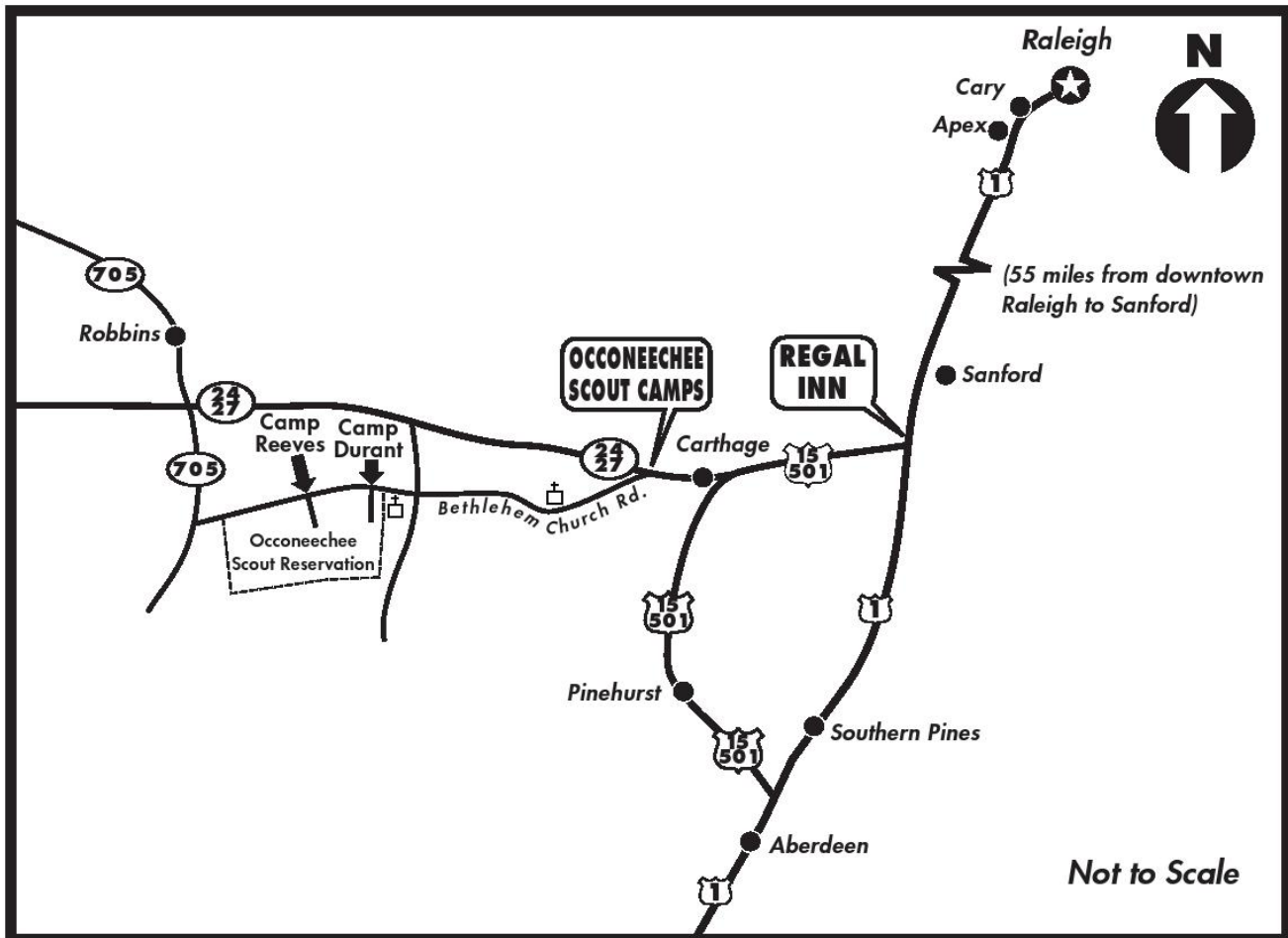
- Ordeal Candidate Information & Medical Form (Page E-3)
- Unit Election Report (Page E-4)
- Unit Election Results Submission Form (Pages E 5-6)
- Adult Nomination Form (Page E-7)

Map and Directions to Camp Durant Page 20

Camp Durant Map Page 21



## MAP TO OCCONEECHEE COUNCIL CAMPS



### DIRECTIONS TO CAMP DURANT AND CAMP REEVES FROM RALEIGH

Take US-1 south from Raleigh past Sanford to the US-15/501 exit to Carthage and Pinehurst (you will see the Regal Inn on your right just before you exit to the right). Take US-15/501 South to the outskirts of Carthage where the speed limit drops to 35 mph (enforced!). Where 15/501 veers left and continues to Pinehurst, you will continue to head straight (west) where NC-24/27 peels off into Carthage.

Continue into town until you reach a traffic circle which goes around the town's courthouse. Turn right and go halfway around the traffic circle (as if you had gone straight through the courthouse) and continue on NC-24/27 to the outskirts of town. After you have passed a couple of convenience markets and a graveyard on your right, you will come to a "Y" intersection where you will turn left onto Bethlehem Church Rd. (On your right will be a green highway information sign with "Occoneechee Scout Camps" and an arrow pointing the way). What used to be an old gas station will be on your left in the "Y". You will come to a very sharp curve almost immediately after turning ... go slow!

After about 8 miles of twisting country road, you will come to a stop sign. After stopping, go through the intersection for less than a mile. On your left you will pass a brick Methodist church before coming to the service entrance to Camp Durant. The entrance to Durant is about a half-mile further on the left. Park in the parking lot and check in at the adjacent Administration Building. Camp Durant phone: (910) 948-2382; FAX (910) 948-2284.

The Ranger's residence is about a mile-and-a-half further down Bethlehem Church Rd. on the left at the entrance to Camp Reeves. You must check in with him if the main gate to Durant is locked. Rangers phone: (910) 948-3258; Camp Reeves Administration Building phone: (910) 948-2804.



# Occoneechee Scout Reservation **CAMP DURANT, BSA**

