

ADVISER'S GUIDE TO ADVISING THE UNIT ELECTION FUNCTION

Preparation:

The purpose of this outline is to provide a method for coaching the lodge unit elections chairman and related lodge leaders on:

- Their goals and how to fulfill them;
- The role of unit elections in the Order;
- The duties of the unit elections committee;
- Working with others.

The session should be conducted after the Lodge Leadership Development event.

Obtain and review copies of all of the following:

- Current printing of the *Order of the Arrow Handbook* and the *Guide for Officers and Advisers*
- Copy of the previous year's unit elections committee report
- List of units holding elections in previous year
- List of troops, teams and posts who held a long term camp in previous year
- Copies of all forms, mailings and support literature

Check with the staff adviser for any recent changes in requirements or procedures from the National Office. If there are any, review them with the chairman with the goal of a smooth and timely implementation.

Ask the lodge leaders to review the material on the purpose of the Order and on conducting unit elections in the *Order of the Arrow Handbook* and the *Guide for Officers and Advisers*



ADVISING METHODS

1. Review lodge leader's motivation for accepting job. Ask 'Why did you accept the job? What do you hope to accomplish? How do you expect to do this?'
2. Review the philosophy of Order of the Arrow unit elections
 - A. Definition of scout camper - a first class scout who lives the Scout Oath and Law and camps regularly
 - B. First purpose of Order - recognize scout campers and cause others to change so that they can attain such recognition
 - C. Fellow scouts know best who is a true scout camper
3. Review the requirements and procedures for election to the Order
 - A. Youth requirements
 - B. Youth election procedures
 - C. Adult requirements
 - D. Adult selection procedures

4. Review the role of the lodge, chapter, troop in conducting elections
 - A. Lodge/chapter provide trained teams
 - B. Chairman arranges election with unit leader
 - C. Team runs election working with the unit leader
 - D. Team reports results
5. Discuss policy on announcing election results
6. Review method of performing, controlling, and monitoring
 - A. Training and recruiting
 - B. Unit leader contacts
 - C. Election schedules
 - D. Election results (who gets them and what does he do with them)
7. Review method of notifying candidates and giving results to other lodge leaders
8. Review past performance of lodge and chapters in unit elections (Don't forget Varsity Teams)
9. Review present plans and commitments for elections
10. Review procedures of working with lodge, chapter, and council
 - A. Relation to lodge officers and executive committee
 - B. Relation to chapter
 - C. Relation to Ordeals and ordeal master
 - D. Budget and financial
 - E. Use of equipment and facilities
 - F. Contacts with professional staff and rangers
 - G. Calendar planning
 - H. Recruiting manpower
11. Set tentative committee goals
 - A. Review the goals of the key three and the lodge executive committee for unit elections, if any
 - B. Recruiting and training enough teams
 - C. Contacting every unit leader
 - D. A unit election in every eligible unit
 - E. Timely and accurate report of results and follow up
12. Develop strategy for achieving goals
 - A. Recruiting and training needed committee and team members
 - B. Developing final goals and plans including budget and calendar
 - C. Securing approval of goals and plans including budget and calendar
 - D. Implementation of the plan
 - E. Recognitions and reports
13. Set personal development goals
 - A. Setting the example
 - i. Proper uniforming

APPENDIX: ADVISING THE UNIT ELECTIONS TEAM

Preparation:

The purpose of this outline is to provide a method for coaching members of unit elections teams on:

- The role of unit elections in achieving the purpose of the Order;
- The lodge unit election plan;
- The mechanics of a unit election.

List all of the knowledge, skills and attitudes that a unit election team member requires.

Complete this outline with details from your lodge unit elections plan. Schedule a date, time and place convenient to the trainer, the committee chairman and adviser, and the team members.

Arrange for committee adviser to be present.

Send invitations to all members of the unit elections team at least thirty days before training session. Include date, time, location, what to bring, cost, if any, contact phone number for questions.

Obtain and review copies of all of the current printing of the *Order of the Arrow Handbook and the Guide for Officers and Advisers* and the Unit elections report form.

Reserve and pick up any audio-visual materials required. Make sure that all the equipment works. Have extra bulbs, extension cords etc.

Arrange for light refreshments.

Review the material in the *Order of the Arrow Handbook* and the *Guide for Officers and Advisers* on the purpose of the Order, the method of the Order and unit elections.

Ask team members to study the *Order of the Arrow Handbook* before the advising session.

ADVISING METHODS

1. Open the meeting with the Obligation. Set the example of a perfect Scout Sign.
2. Ask why are you here? Get group to discuss what they hope to accomplish personally and as a group.
3. Review the reasons for a unit election. Show how it carries out part of the purpose of the Order. Discuss why election by fellow scouts is so important.
4. Review the lodge unit election plan.
5. Review the unit election procedures.
 - A. Requirements for youth election
 - B. How the election is conducted (including use of the ceremony from the *Guide for Officers and Advisers*)
 - C. How to count the ballots and determine the winner
 - D. How to report the results
 - E. How adult candidates are recommended or proposed
 - F. What can be said about the Order and the lodge
 - i. To scouts

- ii. To unit leaders and parents (Refer adults with detailed questions to lodge staff adviser. We do not keep adults in the dark, but it is not the job of the election team to provide detailed answers.)
6. Review other information that might be needed.
 - A. Dates and location of Ordeals.
 - B. Expectation of the lodge of its members - be good scouts in the troop that elected them.
7. Review the mechanics of the unit contact.
 - A. How a unit leader is contacted and an appointment made.
 - B. How a team member learns of an appointment.
 - C. Confirmation of the appointment with the unit leader.
 - i. Date, time and directions to meeting place.
 - ii. Review good phone techniques. (Check with your local telephone company for material and programs to support this review.)
 - iii. Use role playing to practice the unit leader contact.
 - iv. Arranging transportation.
 - D. Follow up report. Returning unit elections form. Reporting on the process – number of scouts and leaders present. What was done. What problems were encountered, if any.
8. Review the mechanics of the unit visit.
 - A. Put on a neat, clean uniform and a smile.
 - B. Arrive with plenty of time.
 - C. Introduce yourself to the unit leader and review mechanics. Get list of eligible scouts.
 - D. Set up as quietly as possible.
 - E. Complete election.
 - F. If lodge custom, with unit leader's permission, announce results or conduct a calling out ceremony.
 - G. Avoid smoking and any other un-Scout-like behavior.
9. Review previous year's problems and the solutions used.
10. Demonstrate unit election including ceremony from start to finish.
11. Review good public speaking techniques. Use role playing to give everyone an opportunity for a practice at doing the ceremony and answering questions.
12. After fifty minutes take a break and serve refreshments. After another fifty minutes schedule another meeting to complete the practice and go home.
13. At the close of the meeting ask for an Adviser's Minute. (Use a success story.) Thank everyone for being present. Form circle and sing the Order of the Arrow Song.
14. After meeting, clean up, return equipment, send thank you notes.

APPENDIX: SOURCE MATERIALS AND RESOURCES

Order of the Arrow Handbook #34996C, Revised 2002*

Guide for Officers and Advisers #34997B, Revised 2002*

*Available from the BSA National Supply Division, must be ordered through your local council.