

## **Instructions for Completing the Unit Election Forms**

### **Unit Election Sample Ballot (2018):**

This is an optional interactive .pdf form; if the election team wants to pre-print the names of eligible candidates into the form, simply type the names in the blocks. Remember that names cannot be added by hand on a pre-printed ballot - a blank ballot must be used if names have to be added when the unit election team arrives at the unit. All ballots must be secured by the Chapter Adviser or his/her designee after the election and kept for one year.

### **Unit Election Tally Sheet (2018):**

This is an optional interactive .pdf form that is for use by the unit election team. If the election team wants to pre-print the names of eligible candidates into the form, simply type the names in the blocks. If used, the Chapter Adviser (or his or her designee) will secure Unit Election Tally Sheets will be secured after the election along with all ballots that are cast and kept for one year.

### **Unit Election Report (2019):**

This is an interactive .pdf form that was revised by the Order of the Arrow in 2019. Older forms should not be used. It is used by the unit election team to report the results of a unit election. It should be printed out and taken to the election by the team leader or the team adviser. If the election team wants to pre-print the information, including the names of eligible candidates into the form, simply type the information into the blocks. Unlike a unit election ballot, the election team may hand write the names of candidates that qualify after the form has been printed but this should be noted on the form. **Unit Election Reports must contain both the name of each candidate and their rank on the date of the election.** After the election, the form is to be completed, signed by the unit leader [original signature required]. The Unit Election Report is to be sent to the Lodge Unit Relations Committee within 10 days of the election but no later than March 31. Forms that are missing information or are illegible will be returned to the Chapter for correction delaying the Scout being added to the Candidate register.

### **Candidate Information Form (2019):**

This form is to be used to gather Candidate information and replaces writing the information on the back of the Unit Election Report. This is critical information that the lodge has to have in order to be able to place candidates on the register and comply with YPT rules. It is an interactive .pdf form that should be given to the unit leader to complete on each candidate who is elected. Information may be typed, or hand printed on the form. **The completed forms contain personal information on the candidate and must be safeguarded by the Chapter Adviser or he/her adult designee until they are turned in to the Unit Relations Committee.**

### **Adult Candidate Nomination Form (04/09/18):**

This is an interactive .pdf form that must be used to nominate adults as candidates for membership in the Order of the Arrow. The form may be emailed to the unit leader

prior to the election but a completed form cannot be turned in to the unit election team until after the unit has held its election and at least one Scout has been elected as a candidate. Adult Candidate Nomination Forms for District Scouters may be submitted at any time during the election cycle but must be received by the Chapter Adviser on or before March 31. Once they are completed, they must be printed out and turned in to the Chapter Adviser. Information may be typed, or hand printed on the form, but electronic signatures are not permitted. **All signatures must be original.** The completed forms contain personal information on the candidate and must be safeguarded by the Chapter Adviser or he/her adult designee until they are turned in to the Lodge Adviser.

Unit Election Evaluation (2019):

This form is an interactive .pdf form prescribed by the Order of the Arrow. Information about the unit may be pre-printed on the form. It must be printed out and taken by the unit elections team to the unit election and given to the unit leader to complete. The unit leader has the option to give the completed form to the unit election team adviser after the election or to email the form to the Unit Relations Committee.

Welcome Back Form (2018):

This is an optional form that may be given to adults and youth who indicate that they were inducted into the Order of the Arrow but are not currently members in good standing of Egwa Tawa Dee Lodge. On one side is information about our Lodge and how to pay dues; the other side is a form for use by Brothers who were inducted into the Order in another Lodge and wish to become active in the OA again. Exact dates when the individual completed Ordeal or Brotherhood are not required.