

The

_____ Lodge



200_ - 200_
Chapter Adviser's
Monthly Planner

_____ Council
Boy Scouts of America

Foreword

As a Chapter Adviser, your responsibility is to create an environment that will foster youth participation within your Chapter. Just like a Scoutmaster, you will need to plant the program ideas for your chapter, and motivate your youth officers to take these ideas and create a plan of action to achieve the goals and responsibilities expected of your chapter. You will oversee their progress, and offer ideas, correction, and motivation as you see the need – after all, you are the one with the experience in the Order of the Arrow.

This Chapter Adviser's Monthly Planner is designed to assist you in your responsibility to your chapter. Each month is outlined to offer suggestions on how to meet the expectations of your chapter, and help you to build a consistent program that your youth members will be proud to be a part of.

As always, if I can be of any assistance, please do not hesitate to contact me. I look forward to working with you this year, as we continue to build a Lodge that will serve this Council well, and youth that will serve this nation well in the years to come.

Yours in the WWW,

Lodge Adviser

Email: _____

November 200

The November chapter meeting is the kickoff meeting for your upcoming Chapter year! Your Chapter members are still energized by last month's Fall Fellowship, and are ready to begin planning for the next year, so you need to make sure that attendance is maximized.

1 to 2 weeks before the meeting:

- Remind the Chapter Secretary to send out an e-mail meeting reminder notice to all chapter members 1-week prior to the next meeting.
- Confirm and review plans for this Chapter meeting with your Chapter Chief and Officers.

November Chapter Meeting

- Elect Chapter Officers – *the most important agenda item for this month.*
- Review Quality Chapter Award Requirements with Chapter Officers/Members – *this sets the expectations in front of the new officers and the entire group.*
- Update Chapter E-mail list – *this will be maintained by your Chapter Secretary, and will be essential for consistent monthly communication.*
- Introduce the need for a Ceremony Team, Unit Election Team, and Camp Promotion Team – *each member of the chapter needs to feel like they are needed to carry out the responsibilities of the chapter.*
- Photocopy the enclosed Chapter Officers Information Sheet and give one to members in attendance – *ask them to fill in their new officer information.*
- Consider suggestions for fun things to do, perhaps a December Christmas Pizza party, or a long-range project like a trip to a ballgame next summer or a whitewater rafting weekend to the Ocoee River. *This helps reinforce that these chapter meetings are not all business – the youth members need to have some input into some fun things to look forward to.*

After the Meeting:

- Forward the new Chapter Officer information to the Tribe Adviser and the Lodge Adviser

Enclosures:

Chapter Officers Information Sheet
Quality Chapter Requirements
Chapter E-mail list

December 200

The December meeting should be a fun one, less business and more fellowship, consistent with the season.

1 to 2 weeks before the next meeting:

- Remind the Chapter Secretary to send out an e-mail meeting reminder notice to all chapter members 1-week prior to the next meeting.
- Confirm and review plans for the December Chapter meeting with your Chapter Chief and Officers

December Chapter Meeting

- Review Dues status with all members, and encourage them to forward their dues registration form by the end of the year.
- Collect all Arrowman Service Award requirement sheets
- Establish Unit Elections Team, Camp Promotion Team, and Ceremony Team, and ask each member to view the Unit Election Video on the Planbook CD prior to the next meeting.
- Finalize Troop Representative Roster for the District
- Distribute 2003 Conclave Registration Form

After the Meeting:

- Forward the qualified Arrowman Service Award names to the Lodge Adviser
- Forward the Troop Representative Roster to the Tribe Adviser and Lodge Adviser

Enclosures:

2004 Dues Registration Form
Troop Representative Roster
2004 Section Conclave Registration Form

January 200

The January meeting should be focused on the upcoming Lodge events and Chapter responsibilities. Continue to encourage development of new ideas that will make the meetings fun, and build teamwork.

1 to 2 weeks before the next meeting:

- Remind the Chapter Secretary to send out an e-mail meeting reminder notice to all the chapter members 1-week prior to the next meeting.
- Confirm and review plans for the January Chapter meeting with your Chapter Chief and Officers.

January Chapter Meeting

- Review Conclave registration status
- Plan for the Chapter's participation in the LLDC
- Review Unit Elections Team plans
Contact all Unit Leaders in your district to schedule a Visit
- Distribute and Encourage Camp Staff applications
- Distribute 2003 Spring Fellowship Registration Form

After the Meeting:

- Prepare the enclosed Quarterly Chapter Report and bring it to the LLDC
-

Enclosures:

2004 Spring Fellowship Registration Form
Unit Elections / Camp Promotion Scheduling Sheet
Quarterly Chapter Report

Quarterly Chapter Report

_____ Lodge



Order of the Arrow

Chapter:	Chapter Chief:
Date of Report:	Chapter Adviser:

Date of Meetings

November _____	Attendance: Youth _____	Adult _____
December _____	Attendance: Youth _____	Adult _____
January _____	Attendance: Youth _____	Adult _____

What district events did your chapter attend this quarter, representing the OA? *(please give a detailed description of what your chapter did at the event)*

Name of Event	Date	Description	Attendance

What Ceremonial Events did your chapter have this quarter? *(please include all practices and performances)*

Name of Event	Date	Description	Attendance

What service projects did your chapter do this quarter? *(please include the number of service hours each member performed in the description)*

Name of Project	Date	Description	Attendance

Unit Elections / Camp Promotion Visitations *(please list the details of the visitations your chapter accomplished this quarter) Under “Comments”, please list if this unit plans to go to Sequoyah or Comer, and whether it needs assistance, such as a Mentor.*

Unit #	Date	Description <i>(elections and/or promotion?)</i>	Comments

Please affix your signature before turning in the report

Chapter Chief:	Chapter Adviser:
----------------	------------------

February 200

The February meeting should build upon and follow up on the plans started at the January meeting, particularly Unit Elections plans. While reviewing the progress of your chapter's "teams" (ceremony, elections, camp promo), consider devoting some time to Native American regalia construction, which will help them plan ahead for conclave, camporee, and the ordeals.

1 to 2 weeks before the meeting:

- Remind the Chapter Secretary to send out an e-mail meeting reminder notice to all chapter members 1-week prior to the meeting.
- Confirm and review plans for this Chapter meeting with your Chapter Chief and Officers.

February Chapter Meeting

- Review Unit Elections Team progress
- Plan for your chapter's participation in the Spring Fellowship
 - Transportation details
 - Brotherhood Candidates
- Begin Spring Camporee planning
- Continue to encourage Section Conclave participation (*registration form under December enclosures*)

After the Meeting:

- Update your chapter's Unit Elections file, and Unit Elections Report to the Lodge

Enclosures:

Unit Elections Report to the Lodge form – *make photocopies as needed*

March 200

Your Chapter's program planning should be in full swing now. Spring Camporee is coming next month, which is a great opportunity for your chapter to show your stuff in front of the district – firm up those camporee ideas generated at the last meeting.

1 to 2 weeks before the next meeting:

- Remind the Chapter Secretary to send out an e-mail meeting reminder notice to all chapter members 1-week prior to the next meeting.
- Confirm and review plans for the March Chapter meeting with your Chapter Chief and Officers.

March Chapter Meeting

- Review Unit Elections Team progress
- Finalize Transportation plans for your members to Spring Fellowship
- Finalize Spring Camporee planning
- Look ahead to helping in your District's Webelos Bridging Ceremony – this is a great opportunity to serve the district, and capture the interest of the new Scouts – use your ceremony team and regalia

After the Meeting:

- Update your chapter's Unit Elections file, and Unit Elections Report to the Lodge

Enclosures:

OA Camporee Campfire Recognition Ceremony – this is a suggested script for a camporee ceremony, taking the place of the traditional call-out ceremony. Rather than calling out candidates, this ceremony recognizes new members who have completed the Ordeal from your district over the past year. Use this as-is, or embellish it as you wish... the important thing is that your chapter provides an impressive native American ceremony to the district at the camporee campfire, thereby impressing new Scouts of the mystique of the OA.

Proper advance planning of camporee logistics will help prevent your district's unit leaders from complaints of taking their youth leadership during the camporee – hopefully!

April 200

April is the month when it all comes together for the Chapter program. With Spring Camporee and Section Conclave this month, your chapter has plenty of opportunities to show the quality of your program, both in your district and in the Lodge. A strong showing at the Camporee will keep the momentum building within your Chapter!

1 to 2 weeks before the meeting:

- Remind the Chapter Secretary to send out an e-mail meeting reminder notice to all chapter members 1-week prior to the next meeting.
- Confirm and review plans for the April Chapter meeting with your Chapter Chief and Officers.

April Chapter Meeting

- Finalize Spring Camporee planning
- Finalize Transportation plans for your Chapter members to Section Conclave
- Review Unit Elections Team progress
- Look ahead to a possible Chapter outing during the summer break

After the Meeting:

- Update your chapter's Unit Elections file, and Unit Elections Report to the Lodge
- Complete and forward Quarterly Chapter Report

Enclosures:

Letter to School to excuse student to attend Conclave
Quarterly Chapter Report

May 200

With Camporee and the Conclave behind you, your Chapter should now have real enthusiasm and momentum – keep it going! This is the month your chapter should prepare for its part in the upcoming first Ordeal.

1 to 2 weeks before the meeting:

- Remind the Chapter Secretary to send out an e-mail meeting reminder notice to all chapter members 1-week prior to the next meeting.
- Confirm and review plans for the May Chapter meeting with your Chapter Chief and Officers.

May Chapter Meeting

- Review Unit Elections Team final results – make sure that each unit has kept a photocopy of their unit elections report (with names and addresses) to take to summer camp, as a backup for the summer camp call-out ceremony.
- Make transportation plans for your members to the first Ordeal
- Check the status of Brotherhood candidates in your chapter, and help them to achieve Brotherhood
-

After the Meeting:

- Finalize the Chapter Unit Elections Report and forward it to the Lodge by May 20th. Please include copies of all individual Unit Elections Report forms with addresses on back for cross-reference.

Enclosures:

Chapter Unit Elections Report

June 200

After the first Ordeal, your chapter should have several new members – capture their interest now and make them feel like they belong. Get them involved in the ceremony team, or whatever their interest is...this is a good meeting to have your ceremony team bring their regalia, or collectors bring their patches – whatever sparks conversation and interest.

1 to 2 weeks before the meeting:

- Remind the Chapter Secretary to send out an e-mail meeting reminder notice to all chapter members 1-week prior to the next meeting.
- Confirm and review plans for the June Chapter meeting with your Chapter Chief and Officers.

June Chapter Meeting

- Introduce new members, discuss the chapter program in general, and take time to answer any questions about the OA, the Lodge, or the Ordeal.
- Plan for the Service Day sponsored by your Tribe.
- Encourage the new members to try to attend at least one of the next 2 Ordeals, to gain a better understanding of their Ordeal and learn more about the Lodge.
- Review the Lodge First Year Arrowman Award requirements with your new members (found under October enclosures), which encourages chapter participation.
- Discuss the NOAC, particularly with the new members, and refer them to the Lodge Adviser if they are interested in attending later this summer.
- Remind each member who attends summer camp to attend the Summer Camp weekly fellowship.

After the Meeting:

-

Enclosures:

July 200

While members are often off at camp, the July meeting can still be productive – begin to plan for the August Ordeal, and encourage your new Ordeal members to plan to attend. Take a look ahead – the Fall Fellowship Pow-Wow is not far off, as is the fall district camporee...

1 to 2 weeks before the meeting:

- Remind the Chapter Secretary to send out an e-mail meeting reminder notice to all chapter members 1-week prior to the next meeting.
- Confirm and review plans for the July Chapter meeting with your Chapter Chief and Officers.

July Chapter Meeting

- Plan for the upcoming August Ordeal, and any parts that your chapter is responsible for at this Ordeal.
- Encourage new Ordeal members to be an Elangomat at one of the upcoming Ordeals.
- Finalize plans for the Tribe Service Day
- Introduce the details for the annual Fall Fellowship Pow-Wow in October
- Provide the Vigil Honor Nomination Form and Lodge Officer Nomination Form to any member interested

After the Meeting:

- Complete and forward the enclosed Chapter Quarterly Report

Enclosures:

Vigil Honor Nomination Form –
Elangomat Award -
Lodge Officer Nomination Form -
Fall Fellowship Pow-Wow 2004 Registration Form -

Chapter Quarterly Report

August 200

Your Chapter Officers should be on cruise control by now, steering toward completing the Quality Chapter Award at the upcoming Fall Fellowship Pow-Wow! As school, football, band, etc. is starting up, keep your members focused by reminding them of the upcoming Lodge Ordeals.

1 to 2 weeks before the meeting:

- Remind the Chapter Secretary to send out an e-mail meeting reminder notice to all chapter members 1-week prior to the next meeting.
- Confirm and review plans for the August Chapter meeting with your Chapter Chief and Officers.

August Chapter Meeting

- Finalize plans for the upcoming August and September Ordeals: responsibilities, ceremonies, transportation for members, etc.
- Consider having your next Chapter meeting at the September Ordeal
- Encourage new Ordeal members to be an Elangomat at one of the upcoming Ordeals.
- Continue plans for the annual Fall Fellowship Pow-Wow
- Make final preparations on Quality Chapter Award requirements
- Remind members that the Vigil Honor Nomination Form and Lodge Officer Nomination Forms are due by the August Ordeal

After the Meeting:

-

Enclosures:

September 200

Only one month away from the big event of the year – the annual Fall Fellowship Pow-Wow! Continue to encourage your members to attend, and make their chapter proud with their attendance and participation. In addition, remind them that new Chapter Officer elections are just around the corner...

1 to 2 weeks before the meeting:

- Remind the Chapter Secretary to send out an e-mail meeting reminder notice to all chapter members 1-week prior to the next meeting.
- Confirm and review plans for the September Chapter meeting with your Chapter Chief and Officers.

September Chapter Meeting

- Finalize plans for the upcoming Fall Fellowship Pow-Wow, and arranging transportation for maximal chapter attendance.
- Discuss Tribe Officer elections at the Fall Fellowship with any of your chapter members who might be interested in running
- Decide and announce when the chapter officer elections will be held – at the Fellowship or at the next chapter meeting.
- Make final preparations on Quality Chapter Award requirements
- Look ahead to the district fall camporee and the opportunities for service that your chapter can participate in at this event.

After the Meeting:

- Forward Quality Chapter Award requirement sheet to Lodge Adviser, if earned

Enclosures:

October 200

Consider conducting this month's meeting at the Fall Fellowship Pow-Wow - your members will know the outcome of the Lodge and Tribe elections for the next year, and therefore could hold chapter elections that same weekend if you have a quorum.

1 to 2 weeks before the meeting:

- Remind the Chapter Secretary to send out an e-mail meeting reminder notice to all chapter members 1-week prior to the next meeting.
- Confirm and review plans for the October Chapter meeting with your Chapter Chief and Officers.

October Chapter Meeting

- Consider holding Chapter Officer elections if an appropriate quorum of your Chapter membership is present at the Fellowship
- Make final preparations for your chapters' role in your district fall camporee.
- Review the Lodge First Year Arrowman Award requirements with your first year Arrowmen, and remind them to submit their applications by Spring Fellowship.

After the Meeting:

- Complete and forward the Chapter Officer Information Sheet to the Lodge Adviser and Tribe Adviser if done at the Fellowship
- Complete and turn in the Quarterly Chapter Report to your Tribe Adviser

Enclosures:

Chapter Officer Information Sheet
Coosa Lodge First Year Arrowman Award requirement sheet
Quarterly Chapter Report for August/September/October