

Section C-4A
Planbook
2004-2005 Edition
January 15, 2005

Sean McCabe
Section Chief



**Section C-4A Planbook
2004-2005 Edition
January 15, 2005**

**Order of the Arrow
Boy Scouts of America**

Table of Contents

Preface	7
Chiefly Speaking	9
Section Leadership	11
Section Conclave Rotation & Lodge Assistance Program Rotation	12
Section Programs	13
Council of Chiefs Composition	14
Section Officer Responsibilities	15
Section Chief.....	15
Section Vice Chief.....	16
Section Secretary.....	16
Section Advisor Responsibilities	17
Section Advisor.....	17
Section Staff Advisor.....	18
Associate Section Advisor.....	18
Section Coordinator Responsibilities	19
Section Conclave Coordinator.....	19
Section Scholarship Coordinator.....	19
Section One Day of Service Coordinator.....	19
Section Training Coordinator.....	19
Section WebTeam Coordinator.....	19
Section Conclave Vice Chief Responsibilities	20
American Indian Activities Conclave Vice Chief.....	20
Ceremonies Conclave Vice Chief.....	20
Communications Conclave Vice Chief.....	20
Shows Conclave Vice Chief.....	20
Special Events Conclave Vice Chief.....	21
Training Conclave Vice Chief.....	21
Section Election Information	22
Section Officer Nomination Form.....	25
Section Expense Policy	27
Section Expense Reimbursement Form.....	28

Table of Contents

Section Award Descriptions	29
Lodge Spirit Award.....	29
Outstanding Lodge Award.....	29
Lodge Chief of the Year.....	29
Section Chief's Award.....	29
Section Advisor's Award.....	29
Man Mile Award.....	30
Silver Arrowhead.....	30
Lodge Chief of the Year Recommendation Form	31
Silver Arrowhead Nomination Form	33
Past Section Award Recipients	34
National and Regional Opportunities	35
National Conferences.....	35
Philmont OA Trail Crew.....	35
Northern Tier OA Wilderness Voyage.....	36
Florida Sea Base OA Ocean Adventure.....	37
National Leadership Seminar.....	38
National Lodge Advisor Training Seminar.....	38
Section Scholarship Opportunities	39
National Leadership Seminar Scholarship Application.....	41
OA Wilderness Voyage Scholarship Application.....	43
Section Conclave	45
Ceremony Competition Judging Information.....	47
Dance Competition Judging Information.....	48
Drum Competition Judging Information.....	49
Conclave Vice Chief/Coordinator Budget Request	51

Preface

This planbook was developed for use by Section C-4A during the 2004-2005 Section Year. The planbook will undergo revision each year and the revisions shall be presented during the first Council of Chiefs. Any revision to this book must obtain a 2/3 majority vote of the Council of Chiefs. Some information contained within the book was obtained through the National Order of the Arrow Website or Field Operations Guide.

The original concept for this planbook was developed during the 2004-2005 term by Section Chief Sean McCabe.

The design team for the original book included:

Tony Antonini
Chris Canning
Brian Cutino
Ray Czech
Dan Davis
Jason Maffiloli
Logan Mark
Sean McCabe
Shane Miller
Brian Seeton
Zach Thuring
Alex Weaver
Chris Willis

Chiefly Speaking

Brothers,

As we mark the first year of our Brotherhood together as Section C-4A, I sincerely hope that we will honor our past while working together to create a great future.

I'm confident that through our diligent work as a Council of Chiefs this can happen. Our first step to creating our future together is this planbook, a guide that will be used to steer the section for years. This book will establish our Section's awards, leadership positions, and other policies.

Next, we will come together to create a plan for our annual conclave. This conclave will serve to set the standard for future C-4A conclaves. As we work to perfect the CVC system that was established by one of our previous sections, we will continue to develop a Section Conclave where every lodge will play an integral part in the planning process. This teamwork is the key to everyone's taking ownership in our product.

Alexander Graham Bell said that "great discoveries and improvements invariably involve the cooperation of many minds." This year we will involve all ten lodges in designing a section program that benefits everyone. Many minds will join the Section Officers, Section Advisors, Lodge Chiefs, and Lodge Advisors to compose our Council of Chiefs. The addition of these great minds will allow us to discover an innovative way to create a year that will set the standard for the future.

I remind you as we journey together in this first year as Section C-4A that my officers and I are always available to assist in anyway possible. If there is anything we can help with, please contact us.

Brothers, we are charged with building this into a section of our own, a section that will prosper for years to come. I challenge you to get involved and stay involved. *Your* enthusiasm and involvement in our section will allow all ten puzzle pieces to be put together to equal one dynamic, tremendous section. As we take time honoring the past and creating the future, I am excited to be a part of this organization.

Yours in Service,

Sean McCabe
2004-2005 C-4A Section Chief

Section Leadership

Section Chief

Sean McCabe
34 Greenwood Avenue
Wheeling, WV 26003
Home: 304.242.7825
Cell: 304.281.1553
smccabe@oa-c4a.org

Section Vice-Chief

Shane Miller
PO Box 1444
Morgantown, WV 26507
Cell: 304.552.6126
Dorm: 304.293.4255 x22225
smiller@oa-c4a.org

Section Secretary

Logan Mark
5115 Dover Road
Applecreek, OH 44606
Home: 330.698.5906
lmark@oa-c4a.org

Section Advisor

Mr. Ray Czech
P.O. Box 670172
Northfield, OH 44067-0172
Business: 330.405.0020
Cell: 440.263.5018
advisor@oa-c4a.org

Section Associate Advisor

Mr. Brian Seeton
5716 Rhodes Rd. Apt. F
Kent, OH 44240
Home: 330.676.0993
Cell: 330.697.0536
bseeton@oa-c4a.org

Section Associate Advisor

Mr. George Soltis
1644 King Street
S. Charleston, WV 25303
Home: 304.744.7091
gsoltis@oa-c4a.org

Area Advisor

Mr. Gary Gole
261 Whaley Road
Peninsula, OH 44624
Home: 330.653.8620
Fax: 330.655.5853
Cell: 330.606.5220
ggole@oa-c4a.org

Immediate Past Section Chief

Tony Antonini
54 Wade Street
Morgantown, WV 26051
Home: 304.296.1634
Cell: 304.685.3286
tantonini@oa-c4a.org

Section Staff Advisor

Mr. Tom Leet
Office: 1601 S. Main Street
Akron, OH 44309
Work: 330.773.4084

Section Conclave Rotation & Lodge Assistance Program Rotation

Conclave

- 2005 Sipp-O Lodge - Buckeye Council
- 2006 Menawngihella Lodge - Mountaineer Area Council
- 2007 Cuyahoga Lodge - Greater Cleveland Council
- 2008 Thal-Coo-Zyo Lodge - Tri-State Area Council
- 2009 Wapashuwi Lodge - Greater Western Reserve Council
- 2010 Nendawen Lodge - Allohak Council
- 2011 Marnoc Lodge - Great Trail Council
- 2012 Chi-Hoota-Wei Lodge - Buckskin Council
- 2013 Onondaga Lodge - Ohio River Valley Council
- 2014 Netawatwees Lodge - Muskingum Valley Council
- 2015 Sipp-O Lodge - Buckeye Council

Lodge Assistance Program

- 2005: Cuyahoga
Marnoc
Wapashuwi
- 2006: Chi-Hoota-Wei
Nendawen
Thal-Coo-Zyo
- 2007: Sipp-o
Netawatwees
Onondaga
Menawngihella

Section Programs

Lodge Chief Exchange Program

Lodge Chiefs are invited to participate in events hosted by other lodges free of charge. It is the hope of the creators of this program that chiefs will go back to their own lodges with fresh ideas to make their program even stronger!

Lodge Website Hosting

All lodges are eligible to host a website on the section's webspace. For more information contact the Section WebTeam Coordinator.

OA University

Created for the 2003 Section C-5A Conclave, OA University has become a staple in our Conclave program. The program is designed for members to participate in over a number of years, and the program will continue to grow.

One Day of Service

Lodges within Section C-4A are encouraged to participate in the region's annual One Day of Service program. Lodges are urged to appoint coordinators that report to the Section Coordinator. Service to the community completed during this project is eligible to be used for the Leadership in Service award.

Section Scholarships

Each year the Section will present a scholarship to attend a National Leadership Seminar and another scholarship to attend the OA Voyage at Northern Tier High Adventure Base. The application and more details are in this book.

Section Website

The section maintains a website with valuable information and resources for our lodge. The website can be accessed by visiting <http://www.oa-c4a.org>. Individuals interested in joining the Section WebTeam are always welcome! Please contact webmaster@oa-c4a.org to join the team!

Train the Trainer

Each year the Section hosts a Train the Trainer for those who will serve as professors during that year's conclave. Traditionally the Train the Trainer is held the same weekend as the April Council of Chiefs during the morning.

Council of Chiefs Composition

The Council of Chiefs consists of the Section Chief, the Section Vice Chief and Section Secretary; the Immediate Past Section Chief; one designated youth representative of each council in the section; other Arrowmen as duly appointed, but without a vote; and the section advisors. The lodge advisor and council Scout executive, or his designee, of each council in the section shall serve as ex-officio members of the Council of Chiefs.

The following pages include the responsibilities that members of the Council of Chiefs must fulfill. The major responsibility of the Council of Chiefs is to plan, host, and execute the Section Conclave.

Section Officer Responsibilities

Section Chief

- a. Organizes and gives positive leadership to achieve a successful annual conclave and fulfill section operations responsibilities.
- b. Holds no other elected position in the Order of the Arrow during his term. Resigns from all lodge and chapter offices within 30 days of his election as section chief.
- c. Presides over meetings of the Council of Chiefs and the conclave business meeting.
- d. Delegates duties to other section officers and members of the Council of Chiefs.
- e. Works closely with the section advisors. Keeps the section advisor and section staff advisor fully informed of all his activities related to the Order of the Arrow. Shares copies of all correspondence pertaining to the business of the Order with these individuals and with others that are concerned.
- f. Assures that all aspects of section activity are conducted according to the Section Rules.
- g. Compiles the conclave reports within 45 days of the end of the conclave and, along with the final financial statement, submits copies to the following: members of the Council of Chiefs; area director; region chief, region chairman and staff advisor; and director of the Order of the Arrow. (This is the responsibility of the section chief completing his term of office at the conclave.)
- h. Serves as an example of the ideals of the BSA and the Order of the Arrow.
- i. Wears the Scout uniform correctly.
- j. Attends section officer seminars and appropriate national leadership seminars.
- k. Represents the section in area, region, and national functions and activities of the Order of the Arrow, when invited.
- l. Participates in an annual national planning meeting. The section will pay for the transportation and planning meeting fees to attend. The section chief will serve as a member of the committee planning the national program of emphasis for the coming year. Upon successful evaluation and timely completion of his responsibilities, his fees and transportation will be funded to fulfill any assigned Order of the Arrow duties at the program of emphasis.
- m. Promotes participation in region and national events.
- n. Appoints and oversees a section assistance team that will operate under the leadership of the section vice chief.

Section Officer Responsibilities (Continued)

Section Vice Chief

- a. Assists the section chief, as directed by him, to carry out the operations of the section.
- b. Organizes and gives positive leadership to the section assistance team appointed by the section chief.
- c. Assures that the conclave is promoted in all councils.
- d. Assumes other responsibilities and duties as assigned by the section chief.
- e. Promotes participation in regional and national events.
- f. Assumes the responsibilities of the section chief until the Council of Chiefs elects a successor for the unexpired term, in the event the section chief resigns or is unable to fulfill his term of office.
- g. Serves as an example of the ideals of the BSA and the Order of the Arrow.
- h. Wears the Scout uniform correctly.
- i. Attends Council of Chiefs meetings, section officer seminars, and appropriate national leadership seminars.

Section Secretary

- a. Assists the section chief in communicating with members of the Council of Chiefs and advisors. Provides written or email notification of all Council of Chiefs meetings at least 15 days in advance.
- b. Records the minutes of all meetings of the Council of Chiefs and the conclave business meeting. Distributes copies of all minutes to Council of Chiefs members within 15 days following each meeting.
- c. Maintains an up-to-date roster of names, addresses, telephone numbers, and email addresses of the Council of Chiefs members. The distribution of the roster, and all changes, shall be to: members of the Council of Chiefs, region chief, region chairman, region staff advisor, area director, and the director of the Order of the Arrow.
- d. Promotes participation in region and national events.
- e. Serves as an example of the ideals of the BSA and the Order of the Arrow.
- f. Wears the Scout uniform correctly.
- g. Attends Council of Chiefs meetings, section officer seminars, and appropriate national leadership seminars.

Section Advisor Responsibilities

Section Advisor

- a. Interprets Order of the Arrow policy in consultation with the region chairman, region staff advisor, and the director of the Order of the Arrow, as needed.
- b. Advises the section officers and Council of Chiefs in planning and conducting the section conclave. Works with the staff advisor to ensure successful section events. Works "behind the scenes" through the section chief.
- c. Holds no other primary or associate advisor position in the Order of the Arrow during his term.
- d. Aids in the organization and installation of new lodges or in the reorganization of merged, dropped or inactive lodges within the section as requested by council Scout executives or the area director.
- e. Assures that the section is operating according to the Section Rules as approved by the national committee.
- f. Brings to the attention of the region chairman and director of the Order of the Arrow matters of policy or procedures that should be considered by the national committee.
- g. Reports to the area director on a regular basis.
- h. Meets and communicates with the section chief and section staff advisor on a regular basis.
- i. Meets and communicates with each lodge advisor in the section on a regular basis.
- j. Encourages and assists the participation of each council in regional and national Order of the Arrow functions.
- k. Coordinates transportation to regional and national events through the Council of Chiefs.
- l. Encourages and assists in the annual chartering of lodges on time.
- m. Encourages and receives an annual report from each lodge, in addition to receiving a copy of the lodge's charter renewal application.
- n. Encourages councils to improve performance and meet the standards of the Quality Lodge Recognition program.
- o. Reports annually to the region chairman and region staff advisor on the significant accomplishments and challenges of the section.
- p. Represents the section in area, regional, and national functions and activities of the Order of the Arrow, when invited.
- q. Serves as an example of the ideals of the BSA and the Order of the Arrow.
- r. Wears the Scout uniform correctly.
- s. Attends Council of Chiefs meetings, section officer seminars, and appropriate national leadership seminars.
- t. Advises or assigns an advisor to the section assistance team.

Section Advisor Responsibilities (Continued)

Section Staff Advisor

- a. Advises the area director on possible nominees for service as section advisor.
- b. Serves as liaison between the section Council of Chiefs and council Scout executives.
- c. Keeps the area director informed on all matters related to the section.
- d. Maintains a close working relationship with the section officers and advisors.
- e. Oversees the section finances and coordinates the section financial operations with the appropriate councils. Insures BSA accounting and auditing procedures are followed.
- f. Assists in establishing the date of the conclave, coordinating with the region, area, and council calendars. Communicates to councils the conclave dates and encourages their participation and non-scheduling of conflicting activities.
- g. Encourages participation in section, region, and national events.
- h. Participates in conclave and other OA training as requested and available.
- i. Meets and communicates with the section chief and section advisor on a regular basis.
- j. Represents the Order of the Arrow and the Boy Scouts of America at section, region, and national OA functions.
- k. Serves as an example of the ideals of the BSA and the Order of the Arrow.
- l. Wears the Scout uniform correctly.
- m. Attends Council of Chiefs meetings, section officer seminars, and appropriate national leadership seminars.

Associate Section Advisor

- a. Supports and assists the section advisor to carry out the operations of the section.
- b. Assumes other responsibilities and duties as assigned.
- c. Promotes participation in section, region, and national events.
- d. Interprets OA policy in consultation with the section advisor.
- e. Serves as an example of the ideals of the BSA and the Order of the Arrow.
- f. Wears the Scout uniform correctly.
- g. Attends meetings, as directed by the section advisor.
- h. Functions as an advisor to the youth members.

Section Coordinator Responsibilities

Section Conclave Coordinator

- a. Appointed by the Section Chief in consultation with the host lodge and with approval of the Council of Chiefs.
- b. Serves as the liaison between the Council of Chiefs and the service lodge.
- c. Regularly reports the progress of planning of the host lodge to the Section Chief.
- d. Develops a proposed budget based on attendance fees determined by the Section Key 5.
- e. Proposes themes to the Council of Chiefs for selection.
- f. Creates a patch design/logo for the event and presents it to the Council of Chiefs for approval.
- g. Discusses the budget, theme, and patch design with the Key 5 before presentation to the Council of Chiefs.
- h. Reports to the Section Chief.

Section Scholarship Coordinator

- a. Appointed by the Section Chief with approval of the Council of Chiefs.
- b. Promotes the Order's high adventure opportunities within the section.
- c. Promotes other national opportunities as they become available.
- d. Administers the Section's scholarship program to Northern Tier Wilderness Voyage.
- e. Administers the Section's scholarship program to National Leadership Seminar.
- f. Reports to the Section Chief.

Section One Day of Service Coordinator

- a. Appointed by the Section Chief with approval of the Council of Chiefs.
- b. Develops an effective marketing strategy to create enthusiasm within the 10 lodges about participating in One Day.
- c. Works with the lodge coordinators to ensure a successful program.
- d. Communicates with the Region One Day of Service Coordinator to pass along information to the lodges.
- e. Ensures that lodge and section reports are filed in a timely manner.

Section Training Coordinator

- a. Appointed by the Section Chief with approval of the Council of Chiefs.
- b. Promotes year round training within the Section.
- c. Serves as the section training liaison to the Area Leadership Training Conference Chairman.
- d. Acts as chairman of the Train the Trainer program and ensures its success.
- e. Compiles a list of potential trainers to be used as a resource when needed.

Section WebTeam Coordinator

- a. Appointed by the Section Chief with approval of the Council of Chiefs.
- b. Develops the Section Website and keeps the content current.
- c. Serves as a key communication link within the section.
- d. Recruits others to assist in the development of the website.
- e. Works with the lodges in the section to promote and allot web space for their use.

Section Conclave Vice Chief Responsibilities

American Indian Activities Conclave Vice Chief

- a. Appointed by the Section Chief with approval of the Council of Chiefs.
- b. Develops the Pow-Wow program.
- c. Recruits judges for the Dance and Drum Competitions and distributes awards.
- d. Assists the Training CVC with AIA cells.
- e. Reviews the judging criteria within this planbook and makes suggestions for revisions to the Section Chief before the Winter Council of Chiefs.

Ceremonies Conclave Vice Chief

- a. Appointed by the Section Chief with approval of the Council of Chiefs.
- b. Coordinates the Pre-Ordeal, Legend, Brotherhood, and Vigil ceremony competitions.
- c. Works closely with the host lodge to ensure the Saturday night Brotherhood ceremony is a success.
- d. Recruits judges for the four ceremony competitions.
- e. Encourages the lodges to participate in ceremony competition.
- f. Reviews the judging criteria within this planbook and makes suggestions for revisions to the Section Chief before the Winter Council of Chiefs.
- g. Ensures the awards for the ceremony competitions are at Conclave.

Communications Conclave Vice Chief

- a. Appointed by the Section Chief with approval of the Council of Chiefs.
- b. Serves as Editor of the Conclave Newspaper with issues released Friday night, Saturday breakfast, Saturday lunch, Saturday dinner, and Sunday breakfast.
- c. Recruits a staff of photographers to take pictures for the website and newspaper during Conclave.
- d. Recruits a staff of reporters to write articles for the Conclave newspaper.
- e. Serves as the "Office Manager" during Conclave.
- f. Assists with preparing any other printed material distributed during Conclave.

Shows Conclave Vice Chief

- a. Appointed by the Section Chief with approval of the Council of Chiefs.
- b. Writes a script for the opening show.
- c. Coordinates with the Section Chief to plan the Awards Show.
- d. Recruits a cast and crew for the opening and closing shows.
- e. Supports other conclave programming with A/V support.

Section Conclave Vice Chief Responsibilities (Continued)

Special Events Conclave Vice Chief

- a. Appointed by the Section Chief with approval of the Council of Chiefs.
- b. Serves as the section liaison to the host lodge on programming not covered by another CVC.
- c. This includes the religious service, midway, crazy auction (or substitute), etc.
- d. Coordinates any special events approved by the Section Chief.
- e. Coordinates the logistics of a national officer visit.
- f. Recruits volunteers for grace at each meal.
- g. Coordinates the Saturday Night Activity in cooperation with the service lodge.

Training Conclave Vice Chief

- a. Appointed by the Section Chief with approval of the Council of Chiefs.
- b. Constantly seeks to improve the OA University programming.
- c. Serves as Dean of OAU.
- d. Schedules and selects the morning training cells at Conclave.
- e. Recruits trainers to develop appropriate syllabi and serve as professors at Conclave.
- f. Conducts the commencement ceremony on Sunday morning at Conclave.
- g. Determines the criteria for receiving various degrees.
- h. Certifies all degrees (Bachelor, Masters, Honorary Doctorate, etc.)
- i. Tracks number of participants at each session broken by lodge then youth/adult.
- j. Computes training data for awards committee.

Section Election Information

THE PURPOSE OF THE SECTION IS TO SUPPORT THE LODGE. Therefore, if an Arrowman is needed by his lodge, in a critical position, he should stay with the lodge rather than helping out at the Section level. Just as a Boy Scout Troop should come before the Lodge, so too the Lodge comes before the Section.

If an Arrowman runs for office, he must be prepared to fulfill the office. Several times in the past years there have been officers that have not fulfilled their duties because they were too busy with other activities, could not find transportation, went away to college, etc. The year is too short to allow this to happen. PLEASE DO NOT COMPLETE THE FORM IF YOU HAVE QUESTIONS AND CONCERNS ABOUT FULLFILLING THE DUTIES WITHOUT TALKING TO THE LODGE ADVISOR AND SECTION ADVISOR.

If an Arrowman has not been an active part of the Council of Chiefs (COC), running for Section Chief or Vice Chief is not helpful to the Section or to the Lodges. Section Secretary would be a better choice.

Do not run for Section Chief if you are interested in another position. While this may be the normal political wisdom, it is NOT helpful to the Section or to the young man in the long run. Please discuss this with the Section Advisor.

Please remember that all candidates MUST have the signature of his council's Scout Executive or designee. ALL FORMS, WITH APPROPRIATE SIGNATURES, MUST BE RECEIVED BY THE SECTION ADVISOR ON FRIDAY NIGHT AT THE START OF THE CONCLAVE. LATE FORMS WILL NOT BE ACCEPTED.

Candidate forms will be accepted at any COC meeting prior to the conclave or through the mail.

Attendance

Officers of Section C4A are required to attend all Council of Chiefs meetings, officer meetings, the annual section conclave, the Central Region Section Officers Seminar and the National Order of the Arrow Conference (if applicable).

The Section Chief is expected to attend the annual Order of the Arrow Planning Meeting in December. Officers are encouraged to attend as many functions of the C4A Lodges as possible during the year. These are opportunities to strengthen the bonds between the lodges within the section. Officers are expected to remain active in their home troop and/or crew. Officers must be able to provide their own transportation to all events.

Uniforming

Officers of Section C4A are required to be in proper, clean Scout uniform whenever representing the Section and/or Order of the Arrow. Since the Order of the Arrow is a unit of the Boy Scout division, officers are expected to wear the khaki/tan Scout shirt and olive pants or shorts of the **Boy Scout Supply Division**, regardless of their personal unit registration. Uniform patches must be placed correctly according to the Scout handbook

Duties

Most duties are found in the Field Operations Guide (FOG); these duties are described within the Section Planbook Specific duties may be assigned by either the Section Chief or the Council of Chiefs throughout the year.

Section Election Information (Continued)

All officers are expected to communicate with the Section Advisor on a weekly basis throughout the program year. Officers are expected to stay within their budget and to adhere to the Section expense policy.

Commitment

Being a Section officer is a huge commitment. It involves a significant amount of time, energy and travel to perform the duties of the job. *Scouting activities are secondary to family, church and school responsibilities.* Therefore, if your present responsibilities are time demanding (e.g.: sports teams at school, difficult school classes, heavy family responsibilities, etc.) then you need to re-think where the OA fits in to your life **before deciding to run for section office.** The Section Chief of Section C4A may not serve simultaneously as a Lodge Chief or as any other position in the OA. Therefore, if you have any intention of running for Lodge Chief or any other office, please discuss this with your Lodge Advisor and decide whether you can best serve the OA at this time in the Lodge or in the Section. If the elected Section Chief is serving in any position, he must resign within 30 days of being elected Chief.

The voting will take place during the annual Conclave in accordance with the Field Operations Guide policies.

Section Officer Nomination Form

Name _____ Lodge Name/No. _____
 Address _____ Phone () _____
 _____ Email _____
 School & Year _____ Birth date ___ / ___ / ___
 Scouting Rank _____ OA Rank (circle) O B V
 Conclaves Attended _____ NOACs Attended _____

Section Office Seeking _____
 OA positions held (chapter, lodge, section)

Current position in Scouting (other than OA)

Current Unit and Position _____

Reason for wanting to be a Section C4A officer

I understand the obligations of being a Section C4A officer. I agree to take an active leadership role if elected, and to fulfill my assigned responsibilities fully and in a timely manner.

Arrowman's Signature _____ Date ___ / ___ / ___

Parent's Signature _____ Date ___ / ___ / ___

I have discussed the obligations with the candidate and believe he fully understands them and will be a positive influence upon the program and the youth of the Order of the Arrow and Scouting in general.

Lodge Advisor Signature _____ Date ___ / ___ / ___

I endorse the candidacy of this youth from my council. I believe he will be a positive influence upon the Scouting program.

Scout Executive Signature _____ Date ___ / ___ / ___

This form must be submitted to the Section C4A Advisor or his designee on or before midnight on Friday of the annual Section C4A conclave. Forms submitted after the deadline will not be accepted.

Section Expense Policy

Section C4A will reimburse the elected officers for reasonable and customary expenses. All other Arrowmen with conclave expenses must submit them at the Conclave Business Meeting. All requests for reimbursement must include the receipt and be submitted to the Section Advisor using the form on the reverse side of this policy. The Section Advisor will review and approve and forward to the Section Staff Advisor for payment from the section account. You will receive a check in the mail.

The Section will purchase the Section Chief's airline ticket and conference fee for the National Order of the Arrow Planning Meeting at the end of December.

The Order of the Arrow Central Region conducts a Section Officer Seminar, usually in early December. All officers are expected to attend. The section will arrange transportation for the elected officers and section advisors to attend.

Items which can be reimbursed include:

- Actual gasoline purchases for travel to C4A lodge events
- USPS Postage Stamps and envelopes
- Copies
- Actual telephone records. If you think you will be making a volume of telephone calls, we will purchase a telephone calling card for you.
- Cost of attending Section C4A lodge events

Items that will NOT be reimbursed:

- No reimbursement will be made of any events at your own lodge.
- Meals or food purchases without *prior* authorization from the Section Advisor.
- No uniform or clothing allowance.
- No travel other than personal vehicle will be reimbursed.
- Conclave program items must be reimbursed from the conclave budget and submitted to the Conclave Business meeting.

Expenses reimbursement requests should be completed as the expense is incurred or throughout the officers term of office. Do not wait till the last minute to submit.

Deadline for turning in requests for reimbursement is the Section Conclave Business Meeting. This is held on Sunday morning of the annual conclave. No reimbursements will be accepted after this time.

Section C4A Expense Reimbursement Form

Date: ____ / ____ / ____

Name: _____

Street: _____

City: _____ St: ____ Zip: _____

Telephone: (____) ____ -- _____

Email: _____

Receipt explanation	Amount
1. _____	\$ _____.
2. _____	\$ _____.
3. _____	\$ _____.
Total	\$ _____.

Attach receipts (with items circled) to this form.
 Submit to Section Advisor, Ray Czech, P.O. Box 670172, Northfield, OH 44067

Section Award Descriptions

The following awards and descriptions are going to become the standard awards for Section C-4A beginning with the 2005 Conclave. In the event that a committee member listed below is eligible for the award, the Section Chief will be responsible for appointing a replacement. In addition, the number of individuals on the committee will remain constant and in the event that a position is not filled or the person is not present, the Section Chief will also appoint a replacement.

Lodge Spirit Award:

The Section C-4A Lodge Spirit Award is a traveling plaque that is awarded annually at Conclave. The award will be selected by a committee composed of the Section Chief, Conclave Coordinator, all Conclave Vice Chiefs, and the Immediate Past Section Chief. The committee will be advised by the Section Advisor and Area Advisor. This is awarded based on factors including but not limited to attendance at Conclave, participation in competition at Conclave (Ceremonies and AIA), and percentage of participation within OA University.

Outstanding Lodge Award:

The Section C-4A Outstanding Lodge Award is a traveling plaque that is awarded annually at Conclave. The award will be selected by a committee composed of the Section Officers, Section Advisors, and the immediate past Section Chief. The committee will be advised by the Section Advisor and Section Associate Advisor(s.) A member of each lodge that obtained Quality Lodge status (excluding the Lodge Chief or Lodge Voting Representative) will be invited to share with the committee what makes their lodge outstanding. Other factors will include the lodge's attendance at Section events and participation in National programs. Those accomplishments will be highlighted during the award presentation.

Lodge Chief of the Year:

The Lodge Chief of the Year will be selected by a committee composed of the Section Chief, Section One Day of Service Coordinator, Section Scholarship Coordinator, and the Immediate Past Section Chief. The committee will be advised by the Section Advisor. The award will be based upon a confidential recommendation completed by the Chief's Advisor. Also, participation in Section activities and overall enthusiasm about the Order will be considered. The award will consist of a plaque and an engraved wooden pen. The recommendation form is due to the Section Advisor by May 1.

Section Chief's Award:

The Section Chief may present Section Chief's Awards at the annual Conclave. These awards are reserved for those whom the Section Chief feels have rendered outstanding service to the Section during the Chief's term. The award will consist of a plaque and an embroidered portfolio presented to each recipient.

Section Advisor's Award:

The Section Advisor may present Section Advisor's Awards at the annual Conclave. The Section Advisor's Awards are reserved for those whom the Section Advisor feels have dedicated themselves to the betterment of the Section. The award will consist of a plaque and an embroidered portfolio presented to each recipient.

Section Award Descriptions (Continued)

Man Mile Award:

The Man Mile award will be a traveling plaque that is presented annually at Conclave. Each year, the number of participants brought by each lodge will be multiplied by the number of miles to the Conclave location from their respective council service center based on a computer generated model.

Silver Arrowhead Award:

The Silver Arrowhead Award was created in 2004 to recognize those Arrowmen who have rendered exemplary service over a number of years to the Order of the Arrow on the Section level. The requirements of this award are few, and individual records of service will be used to select these Arrowmen, who will be recognized at Conclave. Those nominated must have given at least two years of exemplary service to the Section, in a leadership or support role (youth and adults are eligible.) No more than four Arrowmen will be chosen per Section year; there must be at minimum of a 1:1 youth to adult ratio of recipients chosen.

The selection committee will be comprised of the previous year's recipients. In the event that there are less than three recipients the previous year the Section Chief will appoint replacements up to three individuals.

Anyone within the Section may nominate individuals to receive the award. Self-nominations are not permitted. Nominations are due to the Section Advisor before May 1.

Lodge Chief of the Year Recommendation Form

Lodge Chief: _____ Lodge: _____

Lodge Advisor: Please rate your chief on the following attributes. This form will remain confidential. The scale is as follows: 0 (Poor), 1 (Below Average), 2 (Average), 3 (Above Average), 4 (Exceptional)

Category	Rating				
Event Planning	0	1	2	3	4
Attendance	0	1	2	3	4
Organization	0	1	2	3	4
Communication with lodge members	0	1	2	3	4
Communication with lodge advisors	0	1	2	3	4
Enthusiasm	0	1	2	3	4
Utilization of other officers	0	1	2	3	4
Devotion to OA; Scout Law and Oath	0	1	2	3	4
Responsibility	0	1	2	3	4
Maintains Council relations	0	1	2	3	4

Comments to the committee:

Submitted by: _____, Lodge Advisor Date: _____

Silver Arrowhead Nomination Form

Nominee: _____

Lodge: _____

OA Honor Held: _____

Scout Rank: _____

Date of Birth: _____

Section level positions held, and service performed: (Example: Section Officer, Section Chairman, CVC, Lodge Chief/Adviser, etc.)

Why do you feel this person is deserving of this award

Past Section Award Recipients

Lodge Spirit Award

2004 - Netawatwees Lodge 424

Outstanding Lodge Award

2004 - Menawngihella Lodge 550

Lodge Chief of the Year

2004 - Logan Mark, Sipp-O Lodge 377

Section Chief's Award

2004 - Section Chief Tony Antonini
Jason Conner, Menawngihella Lodge 550
Sean McCabe, Onondaga Lodge 36

Section Advisor's Award

2004 - Section Advisor Ray Czech
None Presented

Silver Arrowhead Award

2004 - Tony Antonini, Menawngihella Lodge 550
Brian Seeton, Sipp-O Lodge 377
Jack Temsey, Sipp-O Lodge 377

National and Regional Opportunities

National Conferences

Once every two years, the Order of the Arrow conducts a National OA Conference (NOAC) at a University. The next NOAC will be held July 29-August 3, 2006 at Michigan State University. This will be the first conference at Michigan State University. There are over 17,000 beds available which could tailor to having over 10,000-11,000 participants at the conference, surpassing the 7,043 delegates record set at the 1998 NOAC in Iowa.

In 2008, there will not be a NOAC, as the National OA Conferences will switch to falling on an odd year as opposed to an even year. This is to ensure that a NOAC occurs on the 100th anniversary of the OA (2015) and will not interfere with the National Scout Jamboree that will occur in 2010. In 2007, there will be a summit held in Indiana, near the Hoosier National Forest, to look at the new strategic plan and plan for a massive national service project for the next year. In 2008, plans are being made to have large national service projects in five different locations across the country.

Philmont OA Trail Crew

The Order of the Arrow is offering you an opportunity to join other Arrowmen in cheerful service and the formation of lasting brotherhood on the trails of Philmont Scout Ranch. Under the direction of the Philmont Conservation Department, experienced Philmont staff members with strong Order of the Arrow backgrounds will lead participants on the two week trail crew and trek.



The program is a fourteen day experience. The first week focuses on trail construction and maintenance under the guidance of Philmont trail crew foremen. The second week is a seven day backpacking trek that is designed by the participants. The program is not simply building trail and hiking though; the OA Trail Crew is ultimately a journey that challenges Scouts mentally, physically, and spiritually.

Trail building is tough. The worksite experience is full of long, strenuous days requiring a great deal of physical effort. Participants are expected to work with great diligence as the trail that is being built is designed to last over 75 years and protect the beautiful landscape of Philmont Scout Ranch. Other than trail building techniques, Scouts will strengthen their leadership skills, learn advanced wilderness and low-impact camping skills, observe and participate in group wilderness safety, good judgment, and motivation activities, and receive special OA instruction.

The project's mission is to maintain, reinforce, and enhance the purpose of the Order of the Arrow by using Scout camping traditions. Participants are expected to use their experience to benefit their troop, chapter, lodge and council programs. Camping is a method of Scouting that enhances and builds stronger programs and people.

Requirements

- * Be at least 16 years old the day your program begins, but not 21 by its conclusion.
- * Be physically fit, able to lift and handle materials up to 50 pounds. (Philmont height and weight guidelines will be strictly enforced.)
- * Be a registered member of both the BSA and a local OA lodge.
- * Scouts from the same unit, or otherwise acquainted, will be placed in separate crews. No Exceptions!

National and Regional Opportunities (Continued)

(Philmont OA Trail Crew - Continued)

Program Cost

Participant cost is \$150 for the two week experience. A \$50 non-refundable deposit is required with the application. The balance of the fee is due at the time of acceptance as a participant in the program. Additional expenses, including travel to and from Philmont as well as miscellaneous purchases, are the responsibility of the participant.

Those applicants not accepted as participants in the program will have their deposit returned. Participants canceling acceptance will be eligible for a refund if notification is received to the national office by May 14, 2005. No shows are not eligible for a refund.

Northern Tier OA Wilderness Voyage

The National Order of the Arrow is offering you an opportunity to join Arrowmen from across the country in cheerful service and the formation of lasting brotherhood on the pristine US/Canadian Boundary Waters. Under the direction of the United States Forest Service, experienced Charles L. Sommers staff members with strong Order of the Arrow backgrounds will lead participants on a two week voyage into the Boundary Waters Canoe Area Wilderness (BWCAW).



The program is a fourteen-day experience inspired by the traditions of the French and Canadian Voyageurs who ventured the northern wilderness during the 1700-1800's. Traveling thousands of miles by water and portage, these Voyageurs were hired to haul goods and furs to trade with Native Americans and Europeans. In the spirit of these adventurers, Arrowmen will embark on a voyage that is twofold. One-half of the OA Northern Tier Wilderness Voyage focuses on portage trail and campsite maintenance within the Boundary Waters. The remaining expedition is spent on a canoeing adventure that is planned and chosen by the participants in the program. In other words, each crew plans their own voyage! However, the program is not simply portage trail work, camping, and canoeing. The OA Northern Tier Wilderness Voyage is ultimately a journey that challenges Scouts mentally, physically, and spiritually.

Portage trail work is tough and serious. The worksite experience is full of long, strenuous days requiring a great deal of physical effort. Participants are expected to work with great diligence as the tasks being accomplished are designed to benefit generations of Scouts and non-Scouts in the Boundary Waters Wilderness. In addition to mastering portage trail maintenance techniques, Scouts will strengthen their leadership skills, learn advanced wilderness and low-impact camping skills, learn wilderness safety techniques, participate in many motivational activities, and receive special OA instruction. The project's mission is to maintain, reinforce, and intensify the purpose of the Order of the Arrow through Scout camping traditions. Camping enhances and builds stronger programs and people. Participants are expected to use their experience to benefit their troop, chapter, lodge, and council programs.

Requirements

- * Be at least 16 years old the day your program begins, but not yet 21 by its conclusion.
- * Be strong and robust (Charles L. Sommers height and weight guidelines will be strictly enforced.)
- * Be a registered member of both the BSA and a local OA lodge.

Selection for this program is competitive and is both an honor and a privilege.

National and Regional Opportunities (Continued)

Program Cost

Participant cost is \$100 for the two-week experience. A \$25.00 non-refundable deposit is required with the application. The balance of the fee is due at the time of acceptance as a participant in the program. Additional expenses, including travel to and from Charles L. Sommers as well as miscellaneous purchases, are the responsibility of the participant. Those applicants not accepted as participants in the program will have their deposit returned. Participants canceling acceptance will be eligible for a refund if notification is received in the national office by May 14, 2005. No shows are ineligible for a refund.

Florida Sea Base OA Ocean Adventure

The Order of the Arrow, in cooperation with the Florida Sea Base, is offering you an opportunity to cheerfully serve our planet's greatest ecosystem: the ocean. Under the direction of the National Marine Sanctuary and the National Oceanic and Atmospheric Administration (NOAA), experienced Florida Sea Base staff with strong Order of the Arrow backgrounds will lead participants on a two week scuba diving adventure in the beautiful waters of the Florida Keys.

The program is a 13 day experience in which participants will have the opportunity to explore and serve the undersea world. One-half of the Ocean Adventure program will be PADI SCUBA training and certification, which will be held at the Florida Sea Base. The remaining portion of the program will focus on rendering cheerful service to the ocean marine life and coral reefs of the Florida Keys.

PADI SCUBA certification requires a significant amount of independent study, which will need to be completed prior to arrival at the Florida Sea Base. The service will consist of a variety of projects, as defined by the National Marine Sanctuary and NOAA, some of which will be underwater cleaning or monitoring projects. In addition to SCUBA certification and undersea service, participants will strengthen leadership skills, learn more about marine environments, strengthen understanding of the Order of the Arrow, and explore the history of the beautiful Florida Keys.

Requirements

- * Be at least 16 years old the day your program begins, but not yet 21 by its conclusion.
- * Be physically fit, and able to comfortably pass the BSA swim test.
- * Must be in good health evidenced by a Sea Base Class III medical form filled out and signed by your doctor within the past 12 months. People weighing 300 pounds or over are not allowed to participate in Sea Base High Adventure.
- * Be a registered member of both the BSA and local OA lodge.

Program Cost

Participant cost is \$250 for the 13 day experience. A \$50 non-refundable deposit is required with this application. The balance of the fee is due at the time of acceptance as a participant in the program. This cost covers PADI SCUBA certification, food, housing, and all other program related expenses. Additional expenses, including travel to and from Sea Base as well as miscellaneous purchases, are the responsibility of the participant.

Those applicants not accepted as participants in the program will have their deposit returned. Participants canceling acceptance will be eligible for a refund minus their deposit if notification is received in the national office by May 13, 2005. No-shows and participants who cancel after May 13, 2005 are not eligible for a refund.

National and Regional Opportunities (Continued)

National Leadership Seminar

The National Leadership Seminar (NLS) is a weekend conference on the skills and attributes of leadership. It is intended primarily to enhance the leadership skills of the Order of the Arrow's key youth and adult members as they seek to improve their services to the Boy Scouts of America and the greater community. The weekend format is designed to complement the longer, more detailed Wood Badge and Junior Leadership Training Programs. It is a good idea for all lodge chiefs and leaders to go through this course. While intensive, it will make the youth leaders a greater asset to their lodge, while enhancing their leadership skills.



National Lodge Adviser Training Seminar

The National Lodge Adviser Training Seminar (NLATS) is a weekend conference focusing on the skills and attributes of effective lodge advisers. It is intended primarily to enhance an adviser's knowledge of and connectivity with the OA's strategic plan, program and resources, while emphasizing personal skills that are essential to the development of effective youth leadership and ultimately the OA's service to the council. All Lodge Advisers and Lodge Staff Advisers should go through NLATS.



Section Scholarship Opportunities

The section will award at least one scholarship to a National Leadership Seminar and to the OA Wilderness Voyage each year. The scholarship will be for the registration fee of the program and will not include transportation fees. The recipients will be recognized at Conclave each year.

Selection

The committee will consist of three Arrowmen who will select the recipient(s) of each scholarship. The scholarship coordinator will select two other Arrowmen (with approval of the Section Chief to comprise the committee each year. The Section Adviser will be responsible for advising the committee. The selection will be based mainly on well thought out answers that will be submitted in the short answer section of each application. Second, the remaining factors will be considered.

Deadline

The application must be forwarded to the Section Advisor by May 1 of each year.

National Leadership Seminar Scholarship Application

This scholarship is designed for Arrowmen who have completed training on the lodge and section level and are still looking for more. This is suggested for Arrowmen who have been Brotherhood members for at least a year. Applicant must also complete the NLS application for the Seminar that they wish to attend and attach a copy to this application. (If the application is not available at the time of deadline, please forward a copy as soon as possible.)

Name: _____ Lodge: _____

Address: _____ Council number: _____

OA Honor: O / B / V (circle one)

Phone number: _____ Email: _____

Conclaves Attended: _____

ALTCs Attended: _____

NOACs Attended: _____

What Chapter/Lodge offices and/or chairmanships have you held?

What Section offices and/or CVC or coordinator positions have you held?

How do you feel that you would be able to enhance the program of your Chapter, Lodge, and Section by attending the National Leadership Seminar?

I feel that this applicant is a good representative of our lodge and section. I recommend this individual for this scholarship.

Lodge Chief
(Unless Applicant)

Lodge Advisor

OA Wilderness Voyage Scholarship Application

This scholarship is designed for Arrowmen who are interested in high adventure. A completes copy of the OA Wilderness Voyage Application must accompany this application.

Name: _____ Lodge: _____

Address: _____ Council number: _____

OA Honor: O / B / V (circle one)

Phone number: _____ Email: _____

Conclaves Attended: _____

ALTCs Attended: _____

NOACs Attended: _____

Have you ever attended OA Wilderness Voyage?	YES / NO (circle one)
Have you ever attended OA Trail Crew?	YES / NO (circle one)
Have you ever attended OA Ocean Adventure?	YES / NO (circle one)
Have you ever attended any other weeklong high adventure trip through Scouting?	YES / NO (circle one)

How do you feel that you can grow in your abilities of leadership and service to your Chapter, Lodge, and Section while in the wilderness of Northern Tier?

I feel that this applicant is a good representative of our lodge and section. I recommend this individual for this scholarship.

Lodge Chief
(Unless Applicant)

Lodge Advisor

Section Conclave

Conclave Proposal

Each year the Section in coordination with the service lodge will publish a Conclave Proposal containing the pertinent details for that year's conclave. These details include the proposed Conclave theme, location, housing arrangements, menu, participant pack, registration and fees, and tentative schedule. Also details on service lodge responsibilities, risk management, camp guides, and the trading post will be included in the proposal.

Conclave Competitions

Each year the Section will hold ceremony, dance, and drum competitions. The following pages indicate which competitions will be held and how they will be judged.

Conclave Budget

The service lodge will receive the full portion of the budget allocated for booklet, insurance, food, and housing. The remainder of the budget will be held by the section leadership for distribution to the necessary parties. All budgets that are distributed must be strictly adhered to. No additional money will be distributed without prior permission. All receipts for conclave spending must be received by the Section Advisor before the conclave business meeting.

Conclave Patch

The service lodge will ensure there is design for the patch for approval by the Council of Chiefs. Others are encouraged to submit designs. The section will be responsible for ordering the desired quantity.

Conclave Program Budget

The program budget is essential for a successful conclave. This money will be distributed to the necessary CVC's in order to carry out their mission.

Conclave Resources

In order to save money and put on a better Conclave with the money allotted it is very important to seek donations and find resources that many of our members have. If you know of anyone who is able to lend materials (i.e. projectors, laptops, sound systems, etc.) to the Conclave for the weekend let the Section Advisor know.

Ceremony Competition Judging Information

Participants will be judged on four different qualities, with a ranking of one to ten. None of these qualities are held above any of the others; they are all critical parts of a good ceremony. The following score sheet can be used on the Ordeal, Brotherhood, and Vigil Ceremonies, as well as the Legend Recitation. Scoring will be out of a 40 point total.

Memorization

How well has the ceremonialist prepared for his part? Does he remember all *key* words and phrases?

1 2 3 4 5 6 7 8 9 10

Understandability

Does the ceremonialist project his voice and speak clearly? Is it easy to understand his words?

1 2 3 4 5 6 7 8 9 10

Expressiveness/Gestures

Does the ceremonialist use emphasis to reinforce important ideas? Does he make appropriate hand and facial gestures at the right times?

1 2 3 4 5 6 7 8 9 10

Attitude/Bearing

Does the ceremonialist look natural and comfortable? How does he act when it is not his turn to speak? Eye contact?

1 2 3 4 5 6 7 8 9 10

COMMENTS:

Total Score _____ out of 40.

Dance Competition Judging Information

There will be five (5) categories of Individual Indian Dance competition:

- a. Fancy Feather
- b. Grass
- c. Straight
- d. Old Style
- e. Contemporary Northern Traditional

Each category will have awards.

Guidelines:

1. Dancers must wear appropriate authentic clothing. The judges are the final authority of what constitutes appropriate authentic clothing.
2. Dancers must dance in the style of their clothing.
3. Losing a major article off your outfit during the contest means automatic disqualification. The judges are the final authority of what constitutes a major article. Having your outfit properly maintained and secured tightly eliminates this problem.
4. All dancers must be under the age of twenty-one (21), and be a registered conference participant.
5. Dancers must be prepared to compete either indoors or outdoors.
6. No part of any protected species may be worn in any manner. Violation of this rule will result in automatic disqualification. Please be aware of all state and federal laws regarding protected species.
7. Within the guideline found in the U.S. Code as to the American Flag, flags are not to be used as wearing apparel. Therefore no type of U.S. flag(s) will be permitted as part of a dancers' outfit. Flag motifs in beadwork and quillwork are acceptable.
8. National Order of the Arrow Face Paint Policy. Order of the Arrow National Conference and activities conducted beyond the individual lodge will not permit face paint, body paint, or wigs to be used in social or competition dancing or in ceremonies or ceremonies competition.
9. The Boy Scouts of America policy regarding weapons will be followed.

Scoring:

All scoring will be done according to the most recent NOAC's score sheet.

Drum Competition Judging Information

Rules and Guidelines:

Included in our Program at Conclave will be two competitions in Native American Singing. The competition will be divided into Northern Competition and Southern Competition. A lodge may enter a team in each division. In the view of the American Indian Activities should either competition have too few entries then the competitions will be combined.

Singing must be done in team fashion. Teams will be required to sing two songs.

Awards will be given to the top teams. The judging criteria shown below are guidelines that are subject to the interpretation of the judging committee. All judges' decisions are final.

Each lodge is required to provide its own drum and drum sticks.

The following rules apply to both singing competitions:

1. All Singing will be done in a team fashion
2. Written documentation is required for each song. Include where you obtained the song, what tribes use the song, any other pertinent information you have about the song.
3. Teams are required to sing a general Pow wow song and a song for a special event or time. (Special songs are of the Flag, Veteran, or "special competition-sneak up or Ponca Fancy- to name a few.)
4. Songs are restricted to Southern or Northern Plains music.
5. Teams will be judged on authenticity and quality of presentation of songs.
6. All singers must be under twenty-one (21) years of age, members of the same lodge, and a registered conference participant.
7. Each song must be two (2) to ten (10) minutes in length. Songs that violate this time allotment will be cause for disqualification.

