

# O.A. Troop Visit Team Checklist A

Troop No. \_\_\_\_\_

## Before the Troop Visit

### € Get information about the unit.

Election Date \_\_\_ / \_\_\_ / \_\_\_

Time: \_\_\_\_\_

Scoutmaster \_\_\_\_\_ Ph. \_\_\_\_\_

OA Rep. \_\_\_\_\_ Ph. \_\_\_\_\_

Meeting place: \_\_\_\_\_

### € Contact the unit leader.

Confirm the date, time, and location of the Troop Visit. Advise unit leaders that they, not the Lodge, have final say of who is on the ballot and the situation of elected candidates (whether they were elected or not.) Confirm that both a unit election and camp promotion will be held.

#### List the eligible candidates.

Confirm list with troop by discussing which Scouts are eligible so that corrections can be made before the Visit.

#### Remember recommendation of adults.

Advise the unit leader of the unit committee's option to recommend adults to become candidates in the Order of the Arrow. The unit committee should complete the Adult Leader Recommendation Form prior to the meeting and have it available for the unit election team to pick up at the election. This should be submitted to the Scout Office.

#### Prepare ballots.

Ask them to have ballots ready to go as well as contact information collected for all potential candidates.

#### Inquire about TV / DVD Player / Internet Availability.

Having any one of these will allow you to show the Camp Promotions and/or unit election video. However, a successful camp promo and unit election can be conducted without a video presentation.

#### Ask adult leader for his/her O.A. or Camp Drake questions.

Check with the Unit Leader to see if they have any specific questions about Camp Drake or the Order of the Arrow before you get there. Try to find any answers you are unsure about before the visit.

#### Have Leader Promote the Evening.

There needs to be a quorum of the troop for the election to count and it is beneficial for promotions if there is a large turnout of parents and cross-over Scouts.

### € Contact the OA troop/team representative.

Ask the Scoutmaster if the troop has an OA Rep. If not, make sure you DO NOT leave the visit until you make an effort to fill that position. They are vital for our Lodge. Request that all OA members of the troop, youth and adult, wear a full Class A uniform complete with their sash and totem. Request the Troop Rep. be prepared to assist with the visit.

### € Reconfirm with the unit.

Contact the unit leader and unit OA troop/team representative three to four days before the meeting to reconfirm the troop visit time, date, and location.

### € Get supplies ready.

Ensure that the team has ballots, pens or pencils, youth and adult election forms, the election script, DVD or YouTube addresses, and handouts with information about Lodge Functions and other Camp Promo Materials

### € Deal with scheduling conflicts.

If a conflict should develop that prevents you from attending, contact the Troop IMMEDIATELY. You are acting as the face of not only Illini Lodge 55 but the whole Order of the Arrow. Contact the Troop Visit Chair to try and schedule a replacement for you.

### € Email Dominic Corso ([dominic.c.corso@gmail.com](mailto:dominic.c.corso@gmail.com)) your scheduled date

### € Make sure that the Unit Leader has all of the appropriate forms provided in the packet and have extras.