

O.A. Troop Visit Team Checklist B & C

Troop No. _____

O.A. Troop Visit Team Checklist B

At The Troop Visit

- Be in proper uniform.**
You need to set a good example by being in complete, correct Scout uniform with OA sash.
- Bring supplies.**
Bring a few extra supplies of pencils, paper, etc. The troop should have most of the supply though.
- Bring forms and handouts.**
Bring copies of Unit Election Report Form, Adult Forms, and all of the Camp Promotion Fliers. Try to include a copy of important Lodge and Council dates as well.
- Have a plan for the unit election and camp promotion videos.**
Know what to do whether it is YouTube or the DVD. If video is not being shown, come prepared with election script and camp promotion presentation.
- Arrive 15 minutes before the meeting starts.**
Meet and greet so that you seem more like a fellow than a visitor.
- Go over all forms with Scout leaders.**
- Collect contact information of those eligible for O.A. election.**
Record the names, addresses, phone numbers, e-mail addresses, and date of birth of all those eligible to be elected before the meeting. The team might otherwise give away the results of the election by after the election asking only for the names and addresses of those elected.
- Determine active membership for O.A. election.**
To hold an election, the unit must have at least half of the unit's active membership present. No proxy votes are permitted. It is up to the unit leader to define who are active members. If at least half the active members are not present, the election must be rescheduled.
- Consider adult O.A. recommendations.**
If the unit committee wishes to recommend one or more adults for membership in the Order of the Arrow, ask the unit committee to complete and sign the Adult Leader Recommendation Form. Advise the unit committee of when and how they will be notified of the lodge adult selection committee's action. In the event that no youth are elected from the unit, no adult recommendation may be accepted from the unit that year.
- Determine if results are to be announced.**
Confirm with the unit leader if he or she wants the election results announced at the meeting. We typically encourage the results NOT being announced but this decision is up to the unit leader.
- Confirm Troop Rep.**
- Assign duties.**
Talk with the unit OA troop/team representative and with any other OA members in the unit who want to help with the election and camp promotion. Give out assignments to these brothers.
- Conduct Camp Promotion.**
Refer to the sample agenda on how to conduct a camp promotion.
- Conduct the O.A. election.**
Explain what the Order of the Arrow is, eligibility, and local Illini Lodge 55. The votes are taken by written secret ballot.

- Count the ballots.**
After voting is completed, the election team and the unit leader carefully count the ballots at least twice.
- Remember, there is no quota!**
A Scout is elected if he receives the votes of at least half the voters turning in ballots, rounding the required number of votes up if the number of voters is odd.
- If no one is elected,** inform the unit, answer any additional questions, and conduct one more vote. If no one is elected on the second vote, the result is final. That unit will not elect any youth or adult candidates that year.
- Answer questions.**
- Thank the Unit.**
- MAKE SURE THERE IS A PLAN TO GET THE ELECTION RESULTS TO THE OFFICE.**
Whether it is the Scoutmaster or the Troop Visitor, it needs to get done! Follow up will be conducted by members of the TV Committee. If able, make copies of the Election Report Form for the unit leader, the office, and the troop visitor.
- Stick around for a while to meet and greet with parents and Scouts.**

O.A. Troop Visit Team Checklist C

After The Troop Visit

- Report on the Troop Visit.**
Provide feedback and an evaluation of the election and camp promotion to the Troop Visit Committee. Discuss any problems or areas of improvement identified.
- FOLLOW THROUGH ON TURNING IN UNIT ELECTION FORMS TO OFFICE.**
Turn in the Unit Election Report Form AND any Adult Recommendation Forms to the scout office after making a personal copy for your records.
- Report Troop Representative Information**
Inform Troop Rep. Chair of contact information of new troop reps. Or, update old info for veterans.
- Reschedule a missed election.**
If the election had to be rescheduled, postponed or could not be held because 50 percent of the active members of the unit were not present, inform the Troop Visit committee immediately so that the election can be rescheduled as soon as possible.