



**WESTERN REGION  
ORDER OF THE ARROW**

January 28, 2006

# OPENING SESSION

**Session Length: 30-45 Minutes**

**Learning objectives:**

- Get everyone to know each other
- Small group teamwork
- Understanding the importance of Communication

**Ideal Trainer:**

Section Chief or Section Adviser



**Materials:**

- Flipchart with pre-made images
- Knex or Legos (simple, should take no more than 5 minutes to complete)
- Blank paper (1 per person)
- Pens

# SESSION NARRATIVE

**Introduction (10 Minutes):** Welcome to (name of your event), we are going to start by getting to know everyone, learning a little bit about teamwork and communication. Have everyone pair up (youth with youth and advisers with advisers). Now you are going to get 30 seconds to tell your partner about you. After 30 seconds I will say switch and the other person will talk about themselves. At the end of the minute we will go around the room and you will introduce your partner to us.

(Remind them to include: Name, City, State, Position, and Lodge)

Time the first group and have everyone share.

**Teamwork (10 -15 Minutes):** Prepare a set of Knex or Legos with instructions; break the group into smaller groups so there are an equal number of people with each set. Give them 5 minutes to follow the instructions and build the set. Once the 5 minutes is up have them take apart the set and build their own creation. Make sure to really limit them with the 5 minutes.

Debrief: Go around the room and ask for comments on how each group completed the first set. Did different people take on different roles? Then ask about what they made for the second 5 minutes. Have them explain what they made and how they did it. Which one was easier? As you can see our year together is going to be just like this activity. There are plans for some things we will do and for other events you will have to make it up from scratch. In both instances we have to remember we are under a time limit. The Conclave is going to come on (date of conclave) and we have to be ready for it. Hopefully we all realized that because you worked as teams the project with the time limits was manageable. Our year is going to be this way too. We need to work together to develop our finished project.

**Communication (5 – 10 minutes):** Our next activity is going to show us the core of how we are going to be able to accomplish anything project we take on. Find your youth or adviser (for example Lodge Chief A with Lodge Adviser A, CVC of Training with Training Adviser). Put your chairs back to back with the youth facing me at the front of the room. Advisers grab the blank sheet of paper and a pen and something to write on. Make sure the Adviser can't see the front of the room. Show the youth your flip chart page with one of the images from the end of this syllabus or your own. Give them half the allotted

time to describe the image to the advisers as they draw what the youth is describing. After the allotted time cover the image and have the youth and advisers switch places. Repeat the process with a different image, this time having the youth draw as the advisers explain. Once the time is done have both look forward and show the two images.

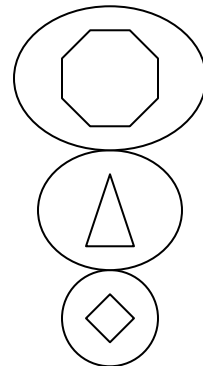
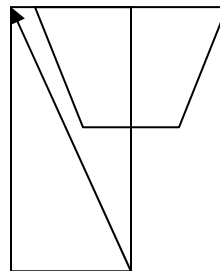
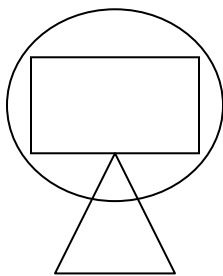
Debrief: Communication is blamed for most problems in planning events. As you can see, what you think you're saying and what someone hears are two different things. Remember this process of communication:

- What you want to say
- What you think you say
- What you actually said
- What they heard
- What they think they heard
- What they think you meant

It's important that the information at the first step and the last step are the same. You are going to communicating a lot this year together. Before moving forward make sure you completely understand what is being said by your youth or your adviser. If you have questions, ask them.

**Closing (5 minutes):** Now that we know each other a little better, understand the importance of working as a team and the difficulties that come with communication we can start the process of planning an event that inspire the youth of our Section.

## SUGGESTED IMAGES



# COMMUNICATION FOR SECTIONS

**Session Length: 40-45 Minutes**

**Learning objectives:**

- To show that having a well-planned and consistent contact between the COC members will make the duties of the Section more simple and better quality.
- To explain the importance of communication and that it goes both ways and not just one person's responsibility.



**Required Materials:**

*Note to trainer: Visuals enhance the learning experience. Try to involve your audience by asking questions and writing them down for all to see. You may need to re-phrase and apply what was said so everyone can understand more clearly.*

- Blackboard (or white board) with chalk or markers.
- Flip Chart pad and easel.

**Physical Arrangements:**

Set up the room in a "U" shape so that every one can see the visuals set up at the front of the room.

**Discussion Questions:**

Have these questions written on the visual of your choice.

- What methods do we currently use to communicate within our section?
- What can be improved with the communication in our section?

## TRAINER PREPARATION

*Note to trainer: This syllabus is only a guideline. Read through the whole outline to familiarize yourself with it. It would be recommended that note cards be made with only the key points written on them so as to avoid reading this session and avoiding making eye contact. Also this session is for members of a COC on a section level so it is in a format mostly consisting of motivation and discussion because everyone should be familiar with the topic of communication. Go over what they know but push the training session in a direction that will inspire new ideas on what improvements can be made.*

Frequent and well-planned communication is everything. Communication can be defined as the process by which information goes out to the members and also the process by which information is received back. Most people make the mistake of assuming that all of our communication only goes one way, so they wait for a call instead of making the call themselves. For example if someone misses a meeting, the section chief and the person who was absent both have a responsibility to contact each other to discuss the happenings of the conference. It is also important to get information back from the membership since this is the information that allows us to determine if our programs are successful, what additional training is needed, and how dedicated the members are. Training of our leadership can increase the ability to communicate with other leaders and with the membership.

There are several ways of doing this:

- Send information out in a variety of ways; i.e. newsletters, personal contact, posters at chapter and lodge events, postcards, roundtable announcements, etc. Modern technologies such as e-mail, websites, or even video are flashy ways to attract attention. The same message going out through several channels and by using several different ways they will have a greater impact.
- Listen to what the membership (and especially your leadership) is saying. Don't always be on the defensive if the comment seems to be a criticism. Surveys and evaluations are good sources of retrieving feedback.
- People communicate in a variety of ways - by attendance, by body language, by willingness to take part. It might be a good idea to bring someone skilled in the art of communication to do a training session.
- Regularly scheduled meetings need to be planned well in advance. Send a reminder and an agenda out before the meeting to all of the leadership. Meeting in person is always the best but the phone works as well when distance may be a problem.

Once the process is understood by all of the leadership it then becomes easier to focus on making the process effective in the management of the section.

#### **TAKE 15-20 MINUTES NOW TO DISCUSS THE 2 DISCUSSION QUESTIONS**

*Note to trainer: here is an opportunity to get feedback from the audience and plan for your section personally. There are no right or wrong answers but keep the group on topic. Let the audience answer and if you know some things that were not mentioned, be sure to bring them up.*

*Here are some possible answers for question 2:*

Our section could create a website. An e-mail link to the web advisor would make it so the COC could have a communication link to the members. Surveys, evaluations, or suggestion forms could be on our section site for members to fill out and better help the section. Maybe a question of the month could be posted along with other materials that would be updated frequently so as to keep members coming back.

The section chief should send a copy of messages he sends to at least his section advisor and vice-versa so that both know what is going on in the section and both are kept informed.

Our section could increase relations with neighboring sections and maybe even create a section ambassador to converse with other members of a different area. By exchanging information on how communication, training, activities, etc. are done in another area both places could benefit thus creating a better scouting program beyond assigned borders.

Meetings either through a phone conference, web chat, or in person could be scheduled in advance with agendas made before the meeting takes place. If progress needs to be made make sure there are deadlines set around a week before the meeting so that the work done thus far can be brought up along with any success, difficulties, or new ideas on the project. Once at the meeting create new deadlines and discuss a plan of action for each one. A person should be in charge of each project and it is up to them to either delegate the duties to people they know or to take on the task themselves.

Contact information of everyone on the COC should be passed between each other. You can never call, or e-mail each other too much with questions or updates. A very tightly bonded COC is connected to a strong section.

Usage of the Lodge Assistance Program helps lodges communicate with one another and should be an important program within our section. Visiting lodges within the section can become both learning and a bonding experience.

*Note to trainer: Write all of the answers given on the board, and there may be more than what is listed above. Once no more solutions can be produced by the group go back through the list and get more specific with each answer. Try to make each idea into something that would be workable for your section and go into more detail of how it can be implemented.*

**Closing:**

It is clear that communication is important and that a section cannot function without it. The weight of the section is too much for just one man to do himself so it has to be divided up amongst a selected group of capable youth. Without communication though this group would not share the same goal and they would be unorganized; think of it as if pedestrians could cross the street anywhere or anytime they wanted.

Working together and communicating what each of us is doing, makes our section strong and structured. Seeing how we communicate now and discussing how improvements could be made for the future will benefit all members in our area. It's not exactly easy but it is necessary and takes work on all our parts.

But you, my brothers, now know what it takes and as the leaders you are I know we can truly make something great.

Thank you for listening.

# RUNNING AN EFFECTIVE COC MEETING

**Session Length: 50 Minutes**

**Learning objectives:**

- Learn the important points of preparing for a COC meeting
- Learn the important points of running a COC meeting
- Learn the Six P's of COC meeting management
- Understand the roles of youth and adults during meetings

**Required Materials:**

- Flipcharts
- Power Point presentation file
- Sample Agenda



## SESSION NARRATIVE

**Introduction: 2-3 Minutes**

Introduce yourself and the session at this time.

**Trainer Tip:** Use this opportunity to have your name, position in the OA, and contact information on a flip-chart sheet posted so session participants can get in contact with you should they have any questions after the end of the session.

John Kenneth Galbraith, a famous economist of our time once said,

***“Meetings are indispensable  
when you don’t want to do anything.”***

**This session is aimed at proving this very point wrong!**

Today we will learn how to effectively prepare for, run, and manage a Council of Chiefs meeting. It is the job of the youth “under the guidance of their advisors” to *manage and prepare for the meeting!*

Let’s begin with meeting preparations.

**Six P’s of Planning: 5-7 Minutes**

Meetings do not organize themselves, and leaders do not attend meetings without a proper plan of attack. There are seven P’s of planning, which should be used whenever planning for a meeting which we need to know:

***Prior Proper Planning Prevents Poor Performance.***

Agendas are an important part of meeting preparations. They are used to inform your attendees and your audience which topics will be discussed and their organization during the meeting. Agendas should be sent out to all potential members of the meeting, but not necessarily everyone who may attend. They should not be created the afternoon of the meeting, nor should they be disregarded all together. A good agenda will help to facilitate timeliness during the course of the meeting.

**Agenda Items: 15-20 Minutes**

Agendas are like a well written script for a theatrical production. Everyone involved knows the timing, and everyone knows what parts of the play are in each act.

Let's continue the theatre or script analogy for a bit. Within most theatrical productions there are three main acts:

- Act One – the beginning or opening sequence
- Act Two – the middle or the meat of the play
- Act Three – the conclusion or the ending. Just like a play, each meeting should have these three parts.

Let's take each act of our meeting and come up with as many ideas of what should be included as we can. Keep in mind we're focusing solely on the Council of Chiefs meetings.

**Trainer Tip:** Solicit answers from the audience, focusing on youth first, then towards the end on the adults. (*Remember, youth lead, adult support!*) Ask another trainer, or an older youth to write each answer on the flip chart. Do not take your attention away from the audience, every moment you have your back turned on them to write something on the flip-chart is worth two moments lost in the session.

**Act One – The Beginning:**

Answers could include items such as: Obligation, Invocation, Flag Salute, roll call, Minutes from Prior Meeting, Section Chief Report(State of the Section), Lodge Reports, Quality Lodge Updates, Prior Meeting unresolved Issues to be presented.

**Act Two – The Business:**

Answers could include items such as: anything related to current business of the Section, Speakers, New business. Issues: Conclave, Operations Updates, National Events, Lodge Event Invites,

**Act Three – The Conclusion:**

Answers could include items such as: Staff Adviser's Thoughts, Section Adviser's Thoughts, Chief's Thoughts, summary of decisions and action items delegated to be followed up on, special arrangements or planning for the next meeting, and the singing of the OA song.

**Conclusion**

As we've demonstrated here, there are three main parts to the outline of a meeting. Now, following that outline is our objective.

**To make sure the meeting flows with ease. This is the key to keeping your meeting both on time and on track. It also makes the meeting much more enjoyable and impressive.**

Make sure each item on the agenda is given a time with which to abide by. If your meeting is planned to be only 90 minutes in length, it is wise to allot just the right amount of time on paper to each agenda item so that the meeting stays on track with the planned timeframe. When you get ahead of yourself, everyone will see that the meeting has moved ahead of the timeframe on the agenda, and all will appreciate the few extra minutes they've earned in the end.

Another *very* important key to keeping a meeting abiding by the agenda is to distribute a draft agenda to all attendees prior to the meeting. This distribution should also include minutes from the prior meeting, and can be sent via email or regular mail to participants of the meeting. This will help to educate everyone prior to arriving at the meeting which topics they should come prepared to discuss. Along with the distribution of drafts be prepared with plenty of copies for everyone.

- **The purpose of a Council of Chiefs meeting is not to plan an item but to report on the progress of the planning of an item. To ensure this succeeds contact the individual reporting the item on the agenda about 5 days in advance to receive a draft of the report, verbal or written. This ensures the preparation for the meeting has been made.**

#### **Action items: 5-7 Minutes**

Throughout the course of the meeting there are bound to be many topics that come up and will require further work outside the meeting. During the meeting be sure to mark these items on the agenda, or write them in at the end for follow-up. We call points of business that will require further follow-up outside the meeting action items. Before the conclusion of the meeting each action item should be assigned to an individual. No individual should have more than two or three action items. Remember, delegation is the most useful part of leadership.

*Delegate... Delegate... Delegate!*

All action items will require follow-up by the leader in charge. For example, if an action item is created to research possible future conclave sites, the Section Chief should delegate that action item to the appropriate individual, and they may ask permission to create a committee to assist and ensure a job well done. Although this action item is now in the hands of the committee, headed by the appropriate individual who was delegated it. They too must follow-up with the person under them in the committee.

#### **Meeting ground rules: 5-7 Minutes**

Sometimes it can be helpful to lay down a few ground rules for meetings. Often times the most problematic part of a meeting can be interruptions and intrusions. What sorts of ground rules should we follow during meetings?

*Write responses on the flip chart.*

Responses could include things such as: appropriate time for questions, youth response times versus adult response times, methods for youth to ask their adult adviser to handle a situation if they feel they cannot handle it themselves, and so on...

#### **Conclusion: 5-7 Minutes**

In conclusion we must remember to plan ahead, because *Prior Proper Planning Prevents Poor Performance*. Also, recall we discussed that each meeting is just like a theatrical production. Going into a play without a script can just be disastrous. Use your agenda just as a script with timing and everything. Lastly, make sure everyone knows the ground rules. Ground rules during a meeting will help to prevent unwanted or unwarranted interruptions.

#### **ALWAYS REMEMBER**

The Section Chief should always be in control of the meeting but the meeting should never turn into the Section Chief Show. The Section Chief should allow the individuals expected to report on the agenda items to do their job. Remember **Together Every Achieves More!**



**12/03/05 - 10:00AM - Council of Chiefs Meeting**

**I) Opening**

- A) Flag Ceremony (**Vice Chief - J. Goodscout**)
- B) Obligation (**Secretary - N. Serviceman**)
- C) Introduction (**Chief - D. Sashman**)
- D) Operations Update (**Chief - D. Sashman**)
- E) Section Chief Report (**Chief - D. Sashman**)

**II) Old Business**

- A) Minutes (**Secretary - N. Serviceman**)
- B) Region Gathering (**Chief - D. Sashman**)
- C) Neighboring Section Conclave (**Chief - D. Sashman**)

**III) Lodge/New Business**

- A) Misc.
  - 1) National Planning Meeting (**Chief - D. Sashman**)
  - 2) NOAC (**NOAC Promotion Chairman - A. Goodturn**)
- B) Visitations (**Vice Chief - J. Goodscout**)
  - 1) A Lodge – Dec. 03<sup>rd</sup>, 2005 (Follow-up)
  - 2) B Lodge – Jan 13<sup>th</sup>, 2005 (Primary)
- C) Quality Lodge Progress Reports (**Lodge Chiefs**)
  - 1) A Lodge (**A. Goodman**)
  - 2) B Lodge (**J. Carol**)
  - 3) C Lodge (**M. Urner**)
  - 4) D Lodge (**R. Edson**)
  - 5) E Lodge (**A. Ordeal**)
- D) Conclave CVC Progress Reports (**CVCs**)
  - 1) Shows CVC
  - 2) Special Programs CVC
  - 3) Activities CVC
  - 4) Indian Affairs CVC
    - (a) Ceremonies Competition
  - 5) Training CVC\*
  - 6) Administration CVC
    - (a) Conclave Patch
    - (b) Conclave Budget
  - 7) Service Lodge CVC

**IV) Closing**

- A) Closing Comments
  - 1) Assoc. Section Advise – (**B. Vigil**)
  - 2) Section Adviser – (**G. Adviserman**)
  - 3) Section Chief – (**Chief - D. Sashman**)

# ROLE OF SECTION LEADERSHIP

**Session Length: 30 Minutes**

**Learning objectives:**

- To gain a greater understanding of the importance of Section officers and the Conclave planning process
- To understand the roles of the members of the Section COC
- To understand the responsibilities of Lodge Chief in the Section
- To understand the importance of a strong relationship between Section officers and the Lodge Chief's



**Required Materials:**

- Flipchart, easel, markers and masking tape
- Power Point presentation file
- Computer with Power Point and a projection screen

**Trainer Tip:** Be sure that the computer and projector are operational before you begin. Have the Power Point file loaded and on the title slide before beginning. If the session is not started professionally, the participants will not buy into it.

## SESSION NARRATIVE

**Introduction: 5 Minutes**

Good morning (afternoon), my name is \_\_\_\_\_ and I would like to welcome you to the *Roles of the Section Leadership* session. For the next 30 minutes, I will lead you through a discussion pertaining to members of the Section COC in the Order of the Arrow. The success of this session depends on your involvement, so please don't be afraid to add input and ask questions along the way. Our learning objectives for this session are as follows:

- To understand the roles of the members of the Section COC
- To gain a greater understanding of the importance of Section officers and the Conclave planning process
- To understand the responsibilities of Lodge Chief in the Section
- To understand the importance of a strong relationship between Section officers and the Lodge Chief's

Why is it crucial to have a strong Section leadership?

**Trainer Tip:** Ask the participants what qualities would make a good Section leader. List the responses from 3-5 participants on the flipchart and thank them for their contributions.

Three qualities that create a good Section leader are:

- **Personable-** it is crucial for a Section leader to be able to work with people. A section leader must be able to listen to the thoughts and ideas of others along with the wants of the arrowmen they represent.
- **Well Organized-** if a leader is unorganized, it becomes much more difficult to get things done on time. Dates can be forgotten, and issues can be overlooked

- **Dedicated-** dedication will lead to hard work. When an arrowman is fully dedicated, they spend the time to work hard on an issue, to receive the desired result.

### **Main Session: 20 Minutes**

#### **What is the role of the Section Chief?**

**Trainer Tip:** Ask the participants for their ideas. List the responses from 5-7 participants on the flipchart and thank them for their contributions.

The Roles of the Section Chief include:

- a. Organizing and giving positive leadership to achieve a successful annual conclave and fulfill section operations responsibilities.
- b. Holding no other elected position in the Order of the Arrow during his term. Resign from all lodge and chapter offices within 30 days of his election as section chief.
- c. Presiding over meetings of the council of chiefs, conclave, and the conclave planning meeting and/or section retreat.
- d. Delegating duties to other section officers and members of the council of chiefs which include Lodge Chiefs and conclave Vice-Chiefs. Help with the selection process of the conclave Vice-Chiefs.
- e. Working closely with the section advisers. Keeping the section adviser and section staff adviser fully informed of all his activities related to the Order of the Arrow and the section.
- f. Assuring that all aspects of section activity are conducted according to the Section Rules as assigned by the FOG.
- g. Compiles the conclave reports within 45 days of the end of the conclave and, along with the final financial statement/budget, submits copies to the following: members of the council of chiefs; area director; region chief, region chairman and staff adviser; 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. Serving as an example of the ideals of the BSA and the Order of the Arrow.
- i. Wearing the Scout uniform correctly at all BSA functions.
- j. Attending section officer seminars and appropriate national leadership seminars, and becomes properly educated upon the functions of leadership and the Order of the Arrow.
- k. Representing the section in area, region, and national functions and activities of the Order of the Arrow, when invited.
- l. Participating in an annual national planning meeting. The section chief serves as a member of the committee planning the national program of emphasis for the coming year (i.e. NOAC, National Jamboree, Indian Summer).
- m. Enthusiastically and personally promoting participation in region and national events.
- n. Appointing and overseeing a section assistance team that will operate under the leadership of the section vice chief in the lodge visitations.

#### **What is the role of the Section Vice Chief?**

**Trainer Tip:** Ask the participants for their ideas. List the responses from 5-7 participants on the flipchart and thank them for their contributions.

The duties of a Vice Chief include:

- a. Assisting the section chief, as directed by him, to carry out the operations of the section.
- b. Organizing and gives positive leadership to the section assistance team appointed by the section chief, as well as runs the lodge assistance visitations.
- c. Assuring that the conclave is promoted in all councils, and does it enthusiastically.
- d. Assuming other responsibilities and duties as assigned by the section chief.
- e. Promoting participation in region and national events.
- f. Assuming the responsibilities of the section chief if the section leaves office for any reason until the council of chiefs elects a successor for the remainder of the term.
- g. Serving as an example of the ideals of the BSA and the Order of the Arrow.
- h. Wearing the Scout uniform correctly.

- i. Attending council of chiefs meetings, section officer seminars, and appropriate national leadership seminars.

### **What is the role of the Section Secretary?**

**Trainer Tip:** Ask the participants for their ideas. List the responses from 5-7 participants on the flipchart and thank them for their contributions.

The duties of the section secretary include:

- a. Assisting the section chief in communicating with members of the council of chiefs and advisers. Providing written or email notification of all council of chiefs meeting at least 15 days in advance.
- b. Recording the minutes of all council of chief meetings. Distributing copies of all minutes to council of chiefs members within 15 days following each meeting.
- c. Maintaining an up-to-date roster of names, addresses, telephone numbers, and email addresses of the council of chiefs members.
- d. Promoting participation in region and national events.
- e. Serving as an example of the ideals of the BSA and the Order of the Arrow.
- f. Wearing the Scout uniform correctly.
- g. Attending council of chiefs meetings, section officer seminars, and appropriate national leadership seminars.

### **What is the role of a Lodge Chief in the Section?**

**Trainer Tip:** Ask the participants for their ideas. List the responses from 5-7 participants on the flipchart and thank them for their contributions.

Role of the Lodge Chief include:

- a. representing the lodge at all council of chiefs meetings and voicing the ideas and opinions of the lodge.
- b. assigning conclave vice chiefs and advisors according to specific areas as assigned by the section chief
- c. motivating and overseeing conclave vice chiefs in the lodge, and making sure assignment are finished on time and of high quality.
- d. providing insight and ideas to the overall success of a conclave.
- e. Serving as an example of the ideals of the BSA and the Order of the Arrow.
- f. Wearing the Scout uniform correctly.
- g. Attending council of chiefs meetings, officer seminars, and appropriate national leadership seminars.

### **So ... How does it all get done?**

- It is crucial to get things accomplished, and to properly organize a section conclave, that the Lodge Chiefs and the section leadership have a good relationship. Poor relationships can cripple a section and the overall productivity.
- Communication is crucial. It is the job of the section chief to assign a regular schedule of communication with all of the lodge chiefs, and his section officers. It is the job of the rest of the leadership to keep the section chief updated on events in their individual areas. Without communication everything is chaos.
- Fun. The arrowmen should love what they do. Without a passion all the work is not done with a full effort.

### **Conclusion: 5 Minutes**

#### **In REVIEW:**

- Good section leaders are personable, organized, and dedicated

- A section chief is the leader of the section. He is in charge of the overall success of the section and the lodges. He assigns arrowmen with assignments pertaining to conclave and other orders of the section.
- A section vice chief is always assisting the section chief. He is responsible for running the lodge visitation program and the overall promotion of conclave and other OA activities.
- The section secretary is in charge of the logistics of the section. Paperwork, agendas, and contact information are all part of his assignments.
- The lodge chief is in charge of organizing his lodge and the responsibilities as assigned by the section chief. He maintains contact with the CVC's in his lodge and keeps them up to date on work
- It is the crucial duty of all section leaders to be in good communication with each other.

**Open to Questions**

# HOW TO HELP WITH QUALITY LODGE

**Session Length: 60 Minutes**

**Learning objectives:**

- Quality Lodge is not a goal, just a baseline standard.
- Every lodge can be a Quality Lodge
- Entire lodge team must be on the same page in reference to planning and communication.
- Session Outcome: Quality Lodge Planning Workbook



**Required Materials:**

- Flipcharts
- 3' of clear tape to post the flip chart pages
- Pre test Self Assessment
- Current Quality Lodge Requirements
- Prizes for Secret Phrase of the Day

## PRE TEST/SELF ASSESSMENT

**Quiz/Pre Test (Gauge the knowledge of the participants):**

**3-6 Minutes**

Distribute the pre quiz and ask the participants to complete the quiz with 3 minutes. Take the next two or three minutes to go over the correct answers.

**Trainer Tip:** The pre quiz will help you identify who in the group is most knowledgeable on the requirements of Quality Lodge. Take this opportunity to try and learn the names of the more active participants and include them in future group discussion as their participation may spur other attendees to take an active role.

Now we will watch four clips of movies or TV shows that require someone to step and provide inspiration. While you are watching these clips, take a moment to identify who is the person providing that inspiration.

|                |                                       |            |
|----------------|---------------------------------------|------------|
| Roll Video #__ | <i>Title of Movie: "Inspiration "</i> | Time: 6:00 |
|----------------|---------------------------------------|------------|

**6 minutes**

## SESSION NARRATIVE

Now, is the time to introduce the session presenters and introduce the concept of Pair sharing and the session objectives. (Optional – Secret Phrase of the day rules)

Before you list the session learning objectives, explain how paired sharing works: When we break the entire group into pairs of participants and use the pair shared technique, everyone will have the same amount of time to speak and to listed on the same topic. Select a partner and decide between who is an "A" or a "B".

**Here is the paired share exercise**

For the next two minutes, one of the pair will speak and the other will listed and the end of the two minutes, you will switch roles. Feel free to share whatever comes to mind on this topic as you are only telling one person, not the whole group. Here is the question or statement: My lodge does "Blank very well or if you can not think of anything My Lodge needs to improve "Blank" A's goes first you have two minutes Start now.

After two minutes, switch roles of talking and listening, and at the conclusion of 4 minutes, have them thank their partner. Allow for some of individuals who choose to share their ideas to share them with the entire group.

List the Session Learning Objectives (if possible post a pre printed list on the flipchart).

**Breakout Discovery:**

**25-30 Minutes**

Now, that we have shown that we can work effectively in pairs lets take what we learned and move it into small groups. Each group must have seven or more members We will break the group into three equal groups A, B and C. (Quickest method to do this is to count off in threes, but get each person to say out their letter A, B, C).

Once the groups have been identified, have them move so that there are sitting together in the same part of the room. Explain what each group has been assigned:

A – Administration This group will address the following Quality Lodge Requirements 1, 2, 4, 9, 11, 16, and 17

B - Brotherhood – Inductions and Service This group will address the following Quality Lodge Requirements 7,10,12,14,18,19

C – Communication This group will address the following Quality Lodge Requirements 3,5,6,8,13,15.

Facilitators should further divide the A, B or C group into smaller subgroups of no more than 3 or 4 participants, preferably with even numbers of youth/adults and diversity of section membership (i.e., people from the same section should not be in the same group). Assign requirements to each subgroup. Subgroup members should write their names on the posters they are in charge of so that they may be contacted in the future to potentially assist with the creation of pages in the workbook relating to their topics. They will become "experts" for the requirements they discuss by the end of the weekend.

Instruct participants to come up with solutions of ways to work toward successful completion of the requirements. Each individual idea should be written on a sticky note and posted on the flipchart page for the applicable requirement.

Encourage each participant to come up with as many solutions as possible for each requirement. Multiple of the same idea are okay, and the number of repeats for an idea can help determine priority order when listing the ideas in the compiled workbook. Detailed descriptions are more helpful than generic ideas. Remind them to be as creative as possible, thinking of solutions that may not be common.

**Report-out of findings to large group.** Individual subgroups present the ideas they created for their assigned requirements. Additional ideas generated by others should be written on stickys and added to the posters later (to save time).

**5-7 Minutes**

**Conclusion:**

**5-7 Minutes**

**Closure and summary**

- Encourage adding of new ideas throughout the weekend to the posters
- Review session objectives and key points

**Optional – Secret Phrase of the Day**

Participants who use a secret phrase in speaking before the group automatically win a prize. The phrases are pre-written on a flipchart poster sheet and covered, but then revealed as they are mentioned in a “Family Feud” fashion. The Family Feud board would include the following phrases:

- Every lodge can be a quality lodge
- Quality not quantity
- Raise the bar
- Higher standards
- Don’t settle for less

Rules of the Game :Secret phrases may only be rewarded when they are said by the person who “has the floor.” No shouting out random phrases. One prize per person.

**APPENDIX: FLIPCHART SUGGESTIONS**

The following is a recommended list of flip chart pages that can be used for visual presentation.

**How to Help with Quality Lodge**

“A Hands on Experience”

*Your Name*

Page **1**

**Session Learning Objectives:**

**QL is not a Goal, just a baseline standard**

**Every Lodge can be a QL**

**Entire Lodge team must be on the same page**

**Quality lodge Planning Workbook is a Session Outcome**

Page **2**

**Secret Phrases**

Page **3**

Fill in more of your text here.

Fill in more of your text here.

Page  
**4**

Fill in more of your text here.

Fill in more of your text here.

Page  
**5**

Fill in more of your text here.

Fill in more of your text here.

Page  
**6**

**APPENDIX: SOURCE MATERIALS AND RESOURCES**

**2003 – 2007 Order of the Arrow Strategic Plan**  
<http://www.oa-bsa.org/programs/splan/>

**2003-2007 Order of the Arrow Strategic Plan & Annual Lodge Plan Workbook**  
Presented at the National Council of Chiefs at the 2002 National Order of the Arrow Conference

**OA National Quality Lodge  
Pre Test Self Assessment Quiz**

1. To achieve National Quality Lodge, the lodge must experience a positive Membership Growth? Yes No

2. What is the minimum percentage of eligible Ordeal members to make Brotherhood to qualify for National Quality Lodge?

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3. How many LLD courses should a lodge facilitate each year?

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4. What is the minimum amount of cash, materials or both that a lodge should contribute to the local council to earn the National Quality Lodge recognition?

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5. How many service hours should a lodge contribute to their council? \_\_\_\_\_

6. Combined with the mandatory items, how many of the nine optional items must be completed to earn the National Quality Lodge recognition? \_\_\_\_\_

7. How many lodges in the Western Region were recognized with the National Quality Lodge in 2004?

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8. Name two ways to contribute to your council's endowment fund?

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# QUALITY LODGE RECOGNITION PETITION FOR 2006

Council Name \_\_\_\_\_ Council No. \_\_\_\_\_  
Lodge Name \_\_\_\_\_  
Headquarters City \_\_\_\_\_ State \_\_\_\_\_ Region \_\_\_\_\_ Section \_\_\_\_\_

To qualify as a National Quality Lodge, the lodge must renew its charter on time with appropriate fees, achieve items 1 through 10 below, and achieve four of the remaining items. During 2006: *(Check each item achieved)*

- 1. The lodge complies with all requirements in the current printings of the *OA Handbook, Guide for Officers and Advisers, Field Operations Guide, Guide to Inductions*, and ceremony books. The council has only one Order of the Arrow lodge organization.
- 2. The lodge experienced positive growth in its membership.
- 3. The lodge inducted a minimum of 30% of its eligible Ordeal members into the Brotherhood.
- 4. The lodge conducted one or more Lodge Leadership Development (LLD) courses with qualified instructors and used the current LLD materials (available at [www.aa-bsa.org](http://www.aa-bsa.org)) to train lodge and chapter officers, lodge and chapter committee chairmen, and their advisers. Collectively, the LLD courses were attended by a minimum of 75% of all members eligible to attend.
- 5. The lodge completed service projects for the council camp or service center, and a council-approved community service project. A written report for each project was included in the lodge annual report. During the year, lodge members contributed an average of three hours of service per person.
- 6. After contacting each troop and team in the council, the lodge conducted elections in every unit desiring an election. The election teams were trained and all team members were in proper uniform during each unit election.
- 7. Following a review of the Order of the Arrow 2003 – 2007 Strategic Plan, the lodge Key 3 met with the Scout executive and members of the council executive board to identify ways for the lodge to be more effective in cooperating and coordinating with council programs and events. The lodge calendar permits members to actively participate in unit, district, and council events.
- 8. The lodge leadership actively participated in the development and implementation of the council's plan for the promotion of the council camping, high adventure, and other outdoor programs. Working closely with district and council leadership, the lodge camping promotion committee helped establish and conduct promotional contacts to a minimum of 75% of the troops and teams in the council as of June 30, 2006.  
Contacts: \_\_\_\_\_ The number of troops and teams in council: \_\_\_\_\_
- 9. The lodge contributed cash, materials, or both, to the council in an amount equal to at least \$2.00 per lodge member.
- 10. The lodge submitted an annual report of accomplishments to the council executive board.
- 11. In addition to contributions made in item 9, the lodge made a minimum contribution of \$1000 to the council's endowment fund.
- 12. The lodge published a *Where to Go Camping* pamphlet, CD, or information on the lodge or council website which has been updated within the last three years.
- 13. Each ceremony team member memorized his part and each ceremony was presented in an effective and impressive manner in accordance with the official ceremony books and the *Guide to Inductions*.
- 14. The lodge Key 3 met at least six times during the year to discuss the progress of the lodge.
- 15. The lodge provided manpower, resources, and/or program assistance in support of the Scout council's Cub Scout outdoor program and Webelos transition to Boy Scouts.
- 16. Within the last two years, two youth attended a National Leadership Seminar and completed their contracts, and one adult attended a National Lodge Adviser Training Seminar and completed the required discussion with the Scout executive.
- 17. The lodge created a plan to serve the OA Scoutreach Mentoring Program. The plan was approved by the Scout executive or the council Scoutreach committee and was included in the lodge annual report.
- 18. The lodge produced and distributed (by hardcopy, email, or lodge website) a minimum of four newsletters to its members and contributed articles to the council's newsletter or website. Lodge websites conform to the council's website policies.
- 19. One youth member attended a national OA high adventure program. A minimum of three youth and two adult members attended the section conclave. At least five members attended NOAC 2006 as lodge contingent members.

• *Required items*

*The white, canary and pink copies MUST be submitted to the national office with your Lodge Charter Renewal.*

# CONCLAVE: WHY CARE?

## SECTION LEADERSHIP DEVELOPMENT

Session Length: 35-40 Minutes

### Learning objectives:

- The importance of Conclave to Arrowmen, the lodge, and the section.
- The importance of commitment in an effective program.
- How to make someone committed.

### Required Materials:

- Section Operations Budget
- Conclave Organizational Chart
- Power Point presentation file
- Napoleon Dynamite DVD
- DVD Player



## TRAINER PREPARATION

Be sure to read over the syllabus thoroughly, probably dozens of times, before any preparation for the presentation. This presentation is general, but requires personalization for your section. Be sure to know the financial standing of your section and the current conclave organizational chart.

This session is highly dependent on information of the particular Section. This is not a universal session, and it needs to be adapted to your Section. Review the syllabus to know the areas that will deviate between Sections.

## SESSION NARRATIVE

### Introduction:

7-10 Minutes

Advance PP Slide

Slide 1

Today we want to answer this question: Why should we be committed to Conclave? But before we can answer that question, does anybody know what it means to 'be committed'? [Look for responses]

Those are good ideas, the definition of commitment is: "the state of being bound emotionally or intellectually to a course of action." For one to be committed it is essential one to feel a sense of responsibility. To help answer our question of 'why should we be committed to Conclave' we are going to look at our responsibilities, both individually and collectively as an entire Conclave staff.

This may be the first time you've been on a Conclave staff or it could be your thirtieth time on staff. Regardless of the number of times you've staffed you know the impact a Conclave can make. The Conclave is a culmination of many hours of work of many people. [Hand out copies of your Conclave's organizational chart] Quickly, let's review everyone's responsibilities.

**Trainer Tip:** If there is no organizational chart or if there is a large Conclave staff present (25+) expedite the process by pointing out a few individuals, some who are Key Staff like the Section Chief and some who are nominal staff like Parking or Health.

As you can see, everyone has their own job and their own responsibilities. If someone didn't do their share of the work, what would happen to the Conclave? [Look for responses]

Conclave is not a one-man show; if not everyone does their share of work it will not be a strong program. We have a responsibility to make Conclave happen[Go over the organizational chart and briefly explain each person's responsibilities].

Advance PP Slide

Slide 2

### Inspirational Portion:

**20-25 Minutes**

Now we know who is responsible for each part of conclave, what do you remember about your first conclave? [Look for responses]

How many of you can say your first conclave was exciting and drove you to do more in the Order of the Arrow? [Look for a show of hands]

That's an impressive number of hands. Conclave can be a very influential weekend in a young Arrowman's life. You might not have realized this but a conclave can be the largest Scouting event an Arrowman ever goes to. Some of the Arrowman who come to our conclave will never have the opportunity to go to NOAC, Jamboree, Philmont, or other events that some of us take for granted. To us it may not seem like a big deal that the food is a little late or a training session got cancelled at the last minute, but to that 13-year old Arrowman our Conclave can make or break his Scouting career, we have a responsibility to excite Arrowmen and make this the best event we possibly can.

Advance PP Slide

Slide 3

We have a responsibility to get the Arrowman excited about the Order, but we must also help him. What good is it to get him fired up about something and not give him the resources to get the job done? Training is key to the personal growth of the Arrowman.

Saturday is the 'beef' of Conclave where a lot happens. Predominantly, we have training. The focus of training is to give tools to our Arrowman to make their lodges and chapters stronger. Last year, did our training strengthen the lodges and chapters? Why? [Look for responses]

**Trainer Tip:** At this point encourage the Training Chairman to take notes and pay attention to what feedback the staff has from the previous year.

Along with training, fellowship is important to strengthening the lodges and chapters, sufficient time for activities like competitions, patch trading, pow wows, etc. needs to be in the schedule. Keep all of this in mind when planning Conclave; we have a responsibility to strengthen the lodges and chapters.

Advance PP Slide

Slide 4

We know that Conclave helps Arrowmen, chapters, and lodges, but how does it help the section? [Look for responses]

**Trainer Tip:** In regards to income, the following portion will differ between Sections. In some sections the trading post and a patch auction serves the greatest means of income. Be sure to review the financial status of the section before presenting this point of information.

The Conclave generates nearly all of the income for the section's operating expenses.

It is important to provide a quality product to increase the attendance of Conclave in future years. In turn, increased attendance will provide increased income. Because of our patch auction and trading post we can subsidize our CoCs, the LAP program, and the section retreat. [Distribute Section Operations Budget]

As you can see, our Trading Post and Auction generated \$XX and we were able to use it for XX.

The Conclave is important to providing financial security and we must be committed to providing a program that will generate income now and in the future.

|                  |         |
|------------------|---------|
| Advance PP Slide | Slide 5 |
|------------------|---------|

We know the importance of being committed. But how do we become committed? Sometimes it will come as quickly as a bolt of lightning, and other times it takes years to develop. Regardless of how long you've been committed, you need to strengthen your commitment in order for it to stay strong. We're going to watch a few video clips on how to build your commitment.

This first clip deals with strengthening your commitment through others. To be successful in your goals, you need to surround yourself with other like-minded people. As we'll see the main character enlists the help of an eager friend who's willing to go the extra yard to achieve the goal.

|            |   |          |
|------------|---|----------|
| Roll Video | <i>Napoleon Dynamite: "Bodyguard"</i> (53:14) | Time :47 |
|------------|---|----------|

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Once committed, you must be able to live up to your commitment and work hard. You've got your team already assembled, and you need to put them into action. If you made promises that your Section would provide all-you-can-eat hot dogs, you need to follow through with your promise. Watch in the next clip as Pedro gains the confidence of an unlikely voter by utilizing his team.

|            |  |            |
|------------|--|------------|
| Roll Video | <i>Napoleon Dynamite: "Protection"</i> | Time: 1:12 |
|------------|--|------------|

### **Conclusion:**

**5-7 Minutes**

Being committed is essential to having a successful Conclave. If any part of the team is not committed, it shows. Think back to our last Conclave, or the one before that; was there any part that you could tell the staff wasn't committed about doing? How did that make you feel?

As a quick review, let's look again at what we need to be committed to.

|                  |         |
|------------------|---------|
| Advance PP Slide | Slide 5 |
|------------------|---------|

# CLOSING SESSION

**Session Length: 10-15 Minutes**

**Learning objectives:**

- Understand how each part is important to make the Conclave
- Understand the importance of the Conclave

**Ideal Trainer:**

Section Chief or Section Adviser

**Materials:**

- Copy of Poem for everyone



# SESSION NARRATIVE

**Parts make the Whole:** We have spent time planning our Conclave. Mention certain things each group is planning for example, Shows is thinking of bringing a whole new style to the show or Training is adding a college, etc. Mention every group. For the next (#) months you will be working on your part of the conclave, your full energy and time will be dedicated to your piece of this puzzle. I would like to read you a poem.

(Read the poem found at the end of this syllabus)

You see, although we are each working on a piece of the elephant we must work to ensure the participants see the whole thing. Don't let your excitement of the trunk, the leg or the ear prevent the entire beast to be seen.

**Importance of Conclave:** Close your eyes. Think back to your first conclave. What do you remember? What will you never forget? Who did you meet? What did you not expect? What did you think on the drive home? Open your eyes. So maybe this year will be your second or third or thirtieth conclave. We must remember that Section Conclaves are an incredibly unique experience. We want everyone to get as excited as they were at there first, I want you to be as excited as if this were your first. For many of the Arrowmen who will attend it will be the largest Scouting event they ever attend. They may not make it to a Jamboree or a NOAC. What do you want them to think about if someone asks them to close their eyes and remember their first conclave? What can you do to ensure that this is something they will never forget?

Remember everything we have done (today or this weekend) and leave here inspired to work hard year long. If you find yourself tired, stressed or worn out just close your eyes and think back. Take out the poem and remember how you are part of the larger picture. I thank you for your service, have a safe travel home.

Sing the Song.

## APPENDIX: POEM

American poet John Godfrey Saxe (1816-1887) based the following poem on a fable which was told in India many years ago.

It was six men of Indostan  
To learning much inclined,  
Who went to see the Elephant  
(Though all of them were blind),  
That each by observation  
Might satisfy his mind  
The First approached the Elephant,  
And happening to fall  
Against his broad and sturdy side,  
At once began to bawl:  
"God bless me! but the Elephant  
Is very like a wall!"  
The Second, feeling of the tusk,  
Cried, "Ho! what have we here  
So very round and smooth and sharp?  
To me 'tis mighty clear  
This wonder of an Elephant  
Is very like a spear!"  
The Third approached the animal,  
And happening to take  
The squirming trunk within his hands,  
Thus boldly up and spake:  
"I see," quoth he, "the Elephant  
Is very like a snake!"  
The Fourth reached out an eager hand,  
And felt about the knee.  
"What most this wondrous beast is like  
Is mighty plain," quoth he;  
" 'Tis clear enough the Elephant  
Is very like a tree!"  
The Fifth, who chanced to touch the ear,  
Said: "E'en the blindest man  
Can tell what this resembles most;  
Deny the fact who can  
This marvel of an Elephant  
Is very like a fan!"  
The Sixth no sooner had begun  
About the beast to grope,  
Than, seizing on the swinging tail  
That fell within his scope,  
"I see," quoth he, "the Elephant  
Is very like a rope!"  
And so these men of Indostan  
Disputed loud and long,  
Each in his own opinion

Exceeding stiff and strong,  
Though each was partly in the right,  
And all were in the wrong!

Moral:

So oft in theologic wars,  
The disputants, I ween,  
Rail on in utter ignorance  
Of what each other mean,  
And prate about an Elephant  
Not one of them has seen!