

Dear Unit Leader,

Unami Lodge One, which is the Cradle of Liberty Council's Order of the Arrow Lodge, would like to encourage your unit to participate in the OA (Order of the Arrow) Troop/Team Representative Program. Our hope is for every unit in our Council to appoint an OA Representative, as it will serve to strengthen the relationship between the Lodge and your unit. Inside is information which will both help you get this program started or be very useful to your OA Representative if you have already appointed one. Some things we have included are basic information on the position, how it helps the unit and Lodge, a resource list, job description, and important contact information.

The Order of the Arrow Representative is an official position in the Boy Scouts of America that can be used as a leadership position for rank advancement. The OA Representative acts as a liaison between the unit and the Lodge. He informs the unit about upcoming lodge weekends and events, training dates, service projects, chapter meeting and chapter activities. He will also help to keep those members in your unit registered with the Lodge by encouraging them to keep their annual dues current.

Every unit should have an Order of the Arrow Representative because it is not only helpful for the Lodge and Chapter but also for the unit itself. By having an OA Representative there is an additional opportunity for serving in a leadership position. The OA Representative also will make sure that your unit's calendar will not conflict with the calendar of the Lodge, this way Scouts can attend both Unit and Lodge events without choosing which one to miss.

As with all programs in the Order of the Arrow, a youth works with an adviser. In addition to appointing a junior leader to serve as your unit's OA Representative, you must also appoint an adult (who must be at least the age of 21) to serve as his adviser. Enclosed is a registration form for you to fill out and return to the Lodge to inform us of who your OA Rep and Adviser are. Please send completed forms to the address on them as soon as possible. Extra copies can be downloaded from the lodge website so that you can send in updated forms when your positions change hands. These forms provide us with the necessary information to keep your Rep and Adviser informed on Lodge news and events we would like them to share with all Order of the Arrow members in your unit.

Soon, Unami Lodge will be having a training session on the Order of the Arrow Representative Program for all interested persons. Upon receipt of your information we will notify you on when this training opportunity will take place. We hope that you will plan to attend this, as it will increase your knowledge about the OA Representative position. If you have any questions that this packet does not answer feel free to contact us and we will be happy to help.

Sincerely,  
Unami Lodge

## **Basic Information**

### **What Is the OA Troop/Team Representative?**

The Troop/Team Representative program was begun in 1999, and is a program of the Order of the Arrow that has been officially adopted by the Boy Scouts of America. The OA Representative is now an official leadership position within the troop or team, and boys can earn time towards their leadership rank requirements, just as with Den Chief, Troop Scribe, or any of the other leadership positions.

### **What Are the Responsibilities of the Troop/Team Representative?**

There are numerous possibilities for the job description of the OA Representative. The beauty is that it is flexible enough to allow your unit to fine-tune the exact responsibilities. However, the most basic tasks of the Representative will be to coordinate service opportunities within the unit, to coordinate unit involvement with the Order of the Arrow, including Unit Elections, Camp Promotions, and Inductions, and request lodge and chapter resources to help meet unit needs.

### **Who Can Serve as a Troop/Team Representative?**

Anyone in the unit who is under the age of 18 can serve as the OA Representative for the unit, provided he is a dues-paid member of the Order of the Arrow. He should be appointed by the Senior Patrol Leader or Varsity Team Captain, and will be a member of the Patrol Leaders' Council and attend lodge and chapter meetings.

### **Will There Be an Adviser for the Troop/Team Representative?**

As with all positions in the Order, the OA Representative should have an adult as his Adviser. This adult needs to be 21 years of age or older, a dues-paid member of the Order of the Arrow, and be appointed by the Scoutmaster.

### **Does This Position Count for Rank Advancement?**

Scouts may use the Order of the Arrow Troop/Team Representative position to meet the leadership position requirements for the Star, Life, and Eagle ranks. As BSA publications are revised and updated, they will include this new position.

### **How can 18 to 20 Year-olds be Involved?**

Youth Arrowmen who are 18 or older can serve as a lodge or chapter chair or as a liaison for the Order of the Arrow Troop/Team Representative program. They can play a critical role in the Lodge Structure for the program.

## **Unami Lodge OA Troop/Team Representative Program**



# **Job Description, Duties and Qualifications**

### **OA Troop/Team Representative Job Description:**

An Order of the Arrow Troop/Team Representative is a youth liaison serving between the local OA lodge and chapter and his Varsity Team or Scout Troop. In his unit, he serves as a communication and programmatic link to the Arrowman and adult leaders and Scouts who are not presently members of the Order. He does this in a fashion that strengthens the mission of the lodge and purpose of the Order. By setting a good example, he enhances the image of the Order as a service arm to his troop/team.

### **OA Troop/Team Representative Duties:**

- Serves as a communication link between the lodge and chapter and the unit.
- Encourages year round and resident camping in the unit.
- Encourages Varsity or older Scout participation in high adventure programs.
- Encourages Scouts to actively participate in community service projects.
- Assists with leadership skills training in the troop/team.
- Encourages Arrowmen to assume leadership positions in the troop/team.
- Encourages Arrowmen in the troop/team to be active participants in the lodge and/or chapter activities and to seal their membership in the Order by becoming Brotherhood members.
- Sets a good example
- Enthusiastically wears the Scout uniform correctly.
- Lives by the Scout Oath, Scout Law and OA Obligation
- Shows Troop/Team spirit

### **OA Troop Representative Qualifications:**

- Under 18 years old
- Appointed by SPL with SM approval
- OA Member in good standing

### **OA Troop Representative Reports To:**

Assistant Senior Patrol Leader

### **OA Team Representative Qualifications:**

- Under 18 years old
- Appointed by Varsity Team Captain with Varsity Scout Coach approval
- OA Member in good standing

### **OA Team Representative Reports To:**

Varsity Team Captain

# **Who Benefits from the OA Troop/Team Representative Program?**

## **Scouting:**

- With the Troop/Team Representative as a liaison between the Order of the Arrow and the troop or team, the camp promotions process will be smoother, leading to greater numbers of Scouts at summer camp.
- Creates a vehicle to strengthen the ties between the OA and the individual BSA troop or team. This will help with the retention of the older Scouts.
- With the organization of service projects, Boy Scouts and Varsity Scouts will be seen actively helping others in their communities.

## **Lodge/Chapter:**

- With an easier camp promotions process, the lodge can increase the number of units visited, increasing the effectiveness of this program in the Council.
- Eases the unit election process by having a person in the troop or team whose job is to ensure that elections are held.
- With positive OA leadership on the unit level, lodges will experience greater membership retention and higher Brotherhood conversion rates.
- A Unit's OA members will have someone to organize transportation to OA events, increasing attendance at chapter/lodge functions.

## **Troop and Team:**

- The coordination of OA calendar with that of troop and team will prevent OA members from having to choose between OA functions and unit events.
- With the organization of service projects, there will be greater opportunity for community service hours that are required for rank advancement.
- Experienced Arrowmen from other units who may be able to share their knowledge can be sought out by the OA Representative to augment the troop program.
- Creates more opportunities for leadership in the troop or team for both youth and adults, effectively increasing membership retention.

## **Unami Lodge OA Troop/Team Representative Program**

# **Checklist**

A checklist of the types of information that needs to be exchanged between the OA lodges/chapters and the BSA units:

### **Lodge/Chapter to Unit:**

- Lodge/Chapter Calendars (Weekends, Training Events, Chapter Meetings, etc)
- Unit Elections visit
- Camp Promotion visit
- Service to America Program
- Community Service project opportunities
- Brotherhood conversion
- Resource lists
- OA Representative Registration Forms

### **Unit to Lodge/Chapter:**

- Does the unit conduct monthly campouts?
- Does the unit attend a long-term camp?
- Do the unit's older Scouts participate in high adventure programs?
- Does the unit need help with its outdoor program?
- Does the unit need help with community service projects?
- Does the unit need help with training?
- Does the unit's OA members participate in lodge and chapter activities?
- Name of new OA Troop/Team Representative

# **Resource List**

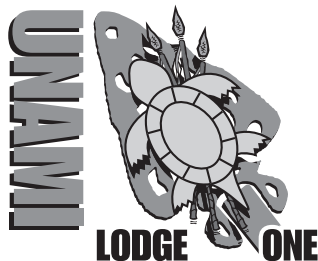
Where can you get ideas and answers? Check out the following resources:

### **BSA Program**

- Boy Scout Handbook
- Scout Fieldbook
- Junior Leader Handbook
- Junior Leader Training Conference Staff Guide
- Scoutmaster Fundamentals, for training advisers
- *Boys' Life*
- *Scouting Magazine*
- Troop Program Features
- World Wide Web
- Merit Badge Books
- Passport to High Adventure
- Varsity Scout Leader Guidebook

### **OA Program**

- Order of the Arrow Handbook
- Guide for Officers and Advisers
- Field Operations Guide
- Newsletters (*National Bulletin*; Region, Lodge, Section, and Chapter newsletters)
- Lodge Newsletter *The Spirit*
- Lodge Leadership Development syllabus
- Other Arrowmen
- Membership rosters with name, address, phone, and E-Mail
- National OA Web Site ([www.oe-bsa.org](http://www.oe-bsa.org))
- Lodge Website



# OA Troop/Team Representative Adviser

## Registration Form for the OA Troop/Team Representative Adviser

Name: \_\_\_\_\_ Troop/Team Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Chapter (District): \_\_\_\_\_ Circle one: Ordeal Brotherhood Vigil

OA Experience (Weekends attended, Chapter/Lodge Activities): \_\_\_\_\_

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Training Received: (Unit or Order of the Arrow): \_\_\_\_\_

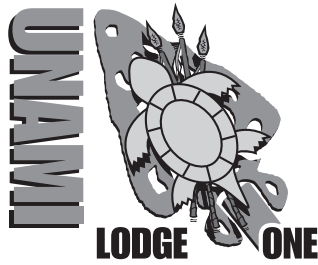
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Unit Leader Signature: \_\_\_\_\_

Please Return Completed form to:  
Cradle of Liberty Council, BSA  
1485 Valley Forge Road  
Wayne, PA 19087  
Attn: OA Troop Rep



# OA Troop/Team Representative

Registration Form for the OA Troop/Team Representative

Name: \_\_\_\_\_ Troop/Team Number: \_\_\_\_\_

Term of Office: \_\_\_\_\_ Date which Term Ends: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Chapter (District): \_\_\_\_\_ Circle one: Ordeal Brotherhood Vigil

Pervious Leadership Experience: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

OA Experience (Weekends attended, Chapter/Lodge Activities): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Training Received: (Unit or Order of the Arrow): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Unit Leader Signature: \_\_\_\_\_

Please Return Completed form to:  
Cradle of Liberty Council, BSA  
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Wayne, PA 19087  
Attn: OA Troop Rep