

# Lodge Annual Report Template



## Overall Points:

- The PowerPoint is a guide and is not intended to be the final product or an exact roadmap for your lodge. It should help you formulate your ideas and give you structure. Add/Delete slides as you see fit.
- Pictures and graphics are a key element. We did not include them because of size limitations and we also wanted to give you an opportunity to personalize. Focus on showing youth in action-oriented shots that demonstrate how Arrowmen are contributing service. Add your lodge flap or local patches.
- Each slide is set up to handle "highlights". Use them sparingly, but make sure you use them to draw out important numbers or facts. If you have to stretch to come up with something, error on the side of keeping the highlight section on that page blank.
- The slide order was set up to build upon our mission and culminate with "Impact on Council Program" which is ultimately a summary of your report and a way to "seal the deal" with your audience about the key role your lodge plays in the success of the Scouting movement.
- Youth should do the presentation, with occasional advisor support.
- Make sure you do a few practice runs so you know your cues and you can help each other bring out the most important point in each area of the presentation. There is nothing like a well-rehearsed presentation. You will not only show that you are well-organized and a thought-out team, but your actions will show the kind of leadership your lodge has to offer. The key will be to come off excited and somewhat informal, but to have well-rehearsed the entire presentation.
- Enjoy yourself and have fun – you are passionate about what you do and let the excitement and enthusiasm permeate the room!

## Opening

- The Lodge Chief, along with the officers, should do the presentation. All OA members should be introduced (in full Class A). Set the tone that you have prepared a comprehensive review, but want the meeting to be interactive.
- PowerPoint should be a guide for a conversation, don't read the slides per se, as your audience can read – they want to hear the story behind the slides. There is nothing wrong with your presenters having supporting material in front of them as they present.
- Depending on the size of your audience, you can present sitting around a table or with an overhead projector with presenters at the front. Make it a comfortable situation for everyone.

## **Commitment to Outdoor Program**

- This is what we are all about. Take a minute and read the mission\purpose as you build these slides. You can start out this section giving them a high level view of this and segue way into the major points. Make sure you call out points during this time that are consistent with our mission\purpose.
- If you have pictures that correspond to this section use them. People like to see tangible results from our work.

## **Dedicated Service**

- This is a key area to highlight how we compliment the Troops, not take youth away. As you don't necessarily want to come right out and say that, drive the conversation to how we add to the Troop. Highlighting our work with ScoutReach, Webelos ceremonies, and Community Service.
- Are all of the Lodge officer's active Troop members? Highlight that our first obligation is to our Troop.

## **Leadership Development**

- The OA is in a unique position to play a key role in Leadership Development, which makes Scouting as a whole that much stronger. A key component of the OA is training. It takes on many shapes and forms, so it is key that we explain the investment we make in this area, both in youth and adult.
- Cover not only numbers in attendance but the type of training so all understand we not only teach Scout skills, but Leadership skills that can be incorporated into all aspects of our life.

## **Membership Retention**

- Not only do we offer youth another Scouting opportunity, but we extend the time they can be in a youth leadership role. This has a direct impact on the vitality of the Council program and the youth make-up. This extension can also lead to a strong pipeline of adult leadership in the program.

## **Quality Lodge Performance**

- This is a great area to review your success over the past year as it relates to a national set of standards.
- If you have areas of improvement, be candid about them, but also proactive with a plan to address them. You will build credibility with your audience with your candor and plans to address areas that need attention.

## **Recognition \ Awards**

- You will quickly see that leaders in the OA are typically leaders across the Scouting community. It is important to highlight the key role our Arrowmen play in all aspects of Scouting. With that said, start off with OA recognition then build upon those Arrowmen that have been recognized outside of our program. Again, you are building credibility with your audience by explaining that we are not in a silo unto ourselves, but a critical part of the larger Scouting movement.
- An individual or group picture would help put a face to an award.

## **National Programs**

- This slide is here to just let your audience know you are a part of a much larger organization. This will give them a flavor of how the National organization supports the local lodges by leadership opportunities, training and resources. Most people do not realize the breath and financial support we contribute.
- You do not want to spend too much time on this slide and you should personalize as much as you can so people can relate. For example, most people with know about Philmont, but when you tell them that 2 Lodge officer, Jeff and David were on staff at the OA trail crew it will take on more relatable point.

## **Impact on Council**

- Here is where you bring it all together. You will be able to talk to both the financial and the program people in the room.
- Highlight your strengths in both area's – keeping focused on the critical role the OA plays in every aspect of Scouting.
- You may also find that this area is a great place to list all of the youth on your Lodge Executive Committee and by doing so bringing to the fore-front the names of key youth in the Council program.

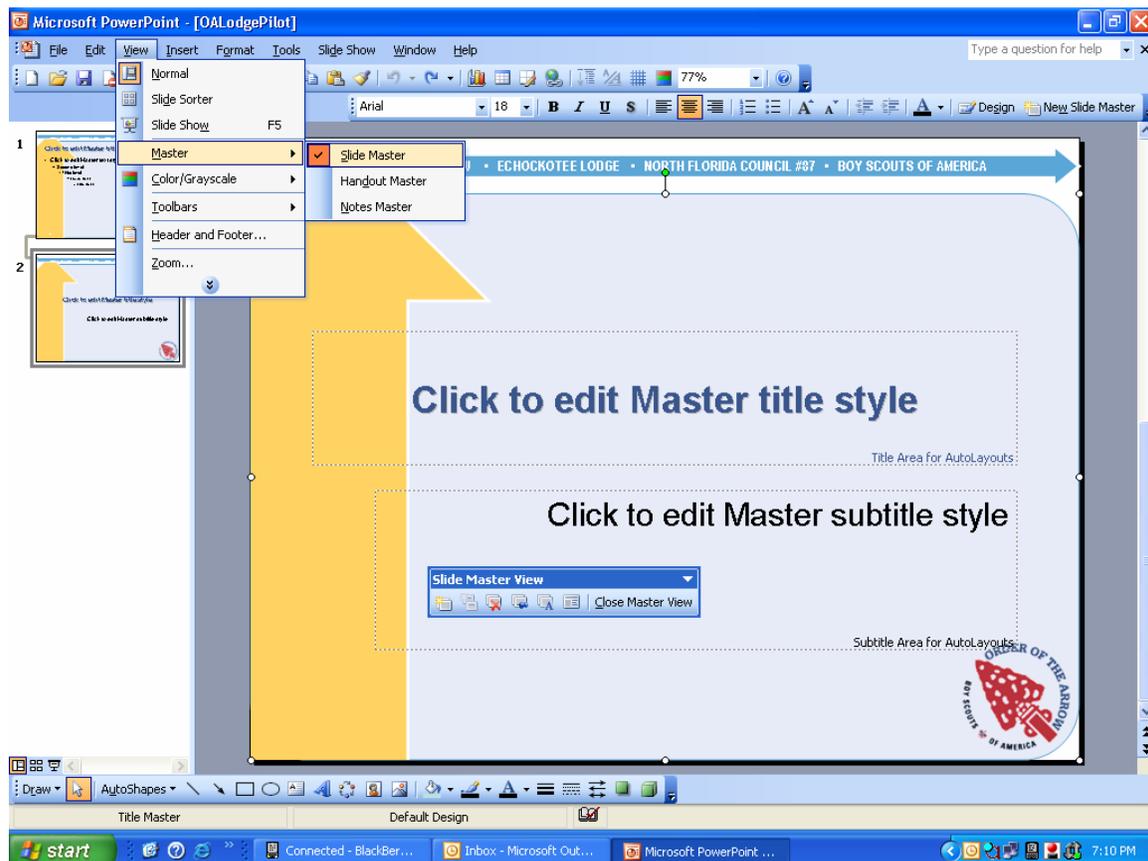
## **Round table Discussion**

- Fairly self explanatory. Open it up to questions \ comments \ ideas. After all that you have presented there are sure to be follow up questions and comments about the dynamic program your Lodge offers.
- If you have takeaways, ensure you have captured them and follow up quickly.
- Also, send Thanks You's to all that participated. You can never underestimate the power of a short note to thank people for their time and interest – it will pay dividends.

# HOW TO UPDATE THE SLIDE MASTER

To update the top Arrow with your lodge specific name and council number:

- On the top Tool Bar click on **View**
- Then from the drop down menu, click on **Master**
- Then a side menu bar will appear – click on **Slide Master**
- This will open up the 2 Master slides. You must update BOTH slides to ensure your entire presentation is updated.
- Once you are done – there is a small menu bar open – Click **Close Master View** – this will update your slides.
- The screen shot below will help you locate the needed menus.



# NAMED LODGE

## 2006 ANNUAL REPORT

Named Council

August 1, 2006

Joe Arrowmen, Lodge Chief



### Opening

- The Lodge Chief, along with the officers should do the presentation. All OA members should be introduced (in full Class A). Set the tone that you have prepared a comprehensive review, but want the meeting to be interactive.
- PowerPoint's should be a guide for a conversation, don't read the slides per se, as your audience can read – they want to hear the story behind the slides. There is nothing wrong with your presenters having supporting material in front of them as they present.
- Depending on the size of your audience you can present sitting around a table or with an overhead projector with presenters at the front. Make it a comfortable situation for everyone.

# Agenda

- **Named Lodge**
  - Commitment to Outdoor Program
  - Dedicated Service
  - Leadership Development
  - Membership Retention
  - Quality Lodge Performance
  - Recognition \ Awards
  - National Program Highlights
  - Impact on Council Program



## Commitment to Outdoor Program

- Use this column to present highlights
- 20% Increase in Summer Camp Attendance
- 75% Staff from OA

*You will want to highlight the following areas:*

- # of OA members on Camp Staff (key leadership roles)
- What you did to promote camp:
  - Tools used (Lodge “Where to go Camping book”, National Camping Promotions packets, etc.)
  - # of Troop visits
  - Did you focus on Troops that had not attended?
- How it impacted Summer Camp



### Commitment to Outdoor Program

•This is what we are all about. Take a minute and read the mission\purpose as you build these slides. You can start out this section giving them a high level view of this and segue way into the major points. Make sure you call out points during this time that are consistent with our mission\purpose.

•If you have pictures that correspond to this section use them. People like to see tangible results from our work.

## Commitment to Outdoor Program

- Use this column to present highlights
- 1,000 hours of Service

*You will want to cover such areas as:*

- # of Service events (Ordeals, service days, camp set-up)
- Projects performed to support camp?
  - # of People
  - # of hours
- Did you support outdoor Cub Scout events?
- Council \ District events supported outside summer camp
- Special events hosted



## Dedicated Service

- Use this column to present highlights

*You will want to highlight the following areas:*

- Scout Reach
  - How did you execute?
  - Tangible results?
- Webelos transition
- Community Service
  - Projects
  - Involvement

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### Dedicated Service

•This is a key area to highlight how we compliment the Troops, not take youth away. As you don't necessarily want to come right out and say that, drive the conversation to how we add to the Troop. Highlighting our work with ScoutReach, Webelos ceremonies, and Community Service.

•Are all of the Lodge officer's active Troop members? Highlight that our first obligation is to our Troop.

# Leadership Development

- Use this column to present highlights

*You will want to highlight the following areas:*

- LLD
  - Key topics covered
- Training programs in Council
  - Arrowmen attendance
- Lodge Presence at the:
  - Council level
  - District level
- Section\Region\National trainings
  - Listed events
  - Attendance #'s

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## Leadership Development

- The OA is in a unique position to play a key role in Leadership Development, which makes Scouting as a whole that much stronger. A key component of the OA is training. It takes on many shapes and forms, so it is key that we explain the investment we make in this area, both in youth and adult.
- Cover not only numbers in attendance but the type of training so all understand we not only teach Scout skills, but Leadership skills that can be incorporated into all aspects of our life.

# Membership Retention

- Use this column to present highlights
- 4% growth over last year
- 140 new Ordeal members this year

*You will want to highlight the following areas:*

- Total membership
  - Membership trend – 3 years
- Ordeal / Brotherhood / Vigil #'s
- Data on Ordeal /Brotherhood conversion rate
- Growth this year and/or plans to stimulate growth

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## Membership Retention

•Not only do we offer youth another Scouting opportunity, but we extend the time they can be in a youth leadership role. This has a direct impact on the vitality of the Council program and the youth make-up. This extension can also lead to a strong pipeline of adult leadership in the program.

# Quality Lodge Performance

- Use this column to present highlights

*You will want to highlight the following areas:*

- How did the Lodge perform against the 19 key areas?
- Strengths
- Opportunities
- Plans for the future around these areas

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## Quality Lodge Performance

- This is a great area to review your success over the past year as it relates to a national set of standards.
- If you have areas of improvement, be candid about them, but also proactive with a plan to address them. You will build credibility with your audience with your candor and plans to address areas that need attention.

## Recognition \ Awards

- Use this column to present highlights
- 3 Vigil Honor members
- 1 DSA awarded

*You will want to highlight the following areas:*

- Local Lodge Awards given (Arrowman of the Year, Advisor of the Year, etc..)
- # of Vigils awarded (named if space allows)
- Founder's recipients (named if space allows)
- District \ Council Awards (for example, 3 District Award of Merits and 1 Silver Beaver given to fellow Arrowmen)
- National Awards
  - DSA, Silver Buffalo, etc...



### Recognition \ Awards

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•An individual or group picture would help put a face to an award.

# National Programs

- 182,000 members
- 1.4 million hours of service given
- 12 Lodges awarded \$35,000 in grants
- Over 9,000 feet of trails completed

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- Outdoor Programs: *(list # or name participants)*
  - Philmont Trail Crew (example – 3 brothers served on staff)
  - Northern Tier Wilderness Voyage
  - Ocean Adventure
- OA Staff at Jamboree
- 15 National Leadership Seminars (NLS) (how many brothers attended)
- Revised Lodge Leadership Program
  - Web and CD based



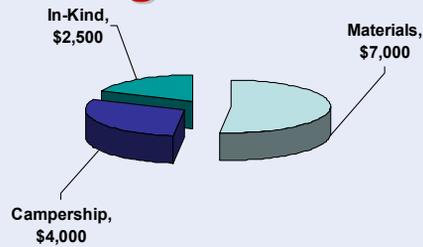
## National Programs

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## Impact on Council Program

- Use this column to present highlights
- 5% Increase over last year
- 25 Camperships awarded



*You will want to highlight:*

- Specific's \$'s around:
  - FOS
  - Scholarships \ Camperships
  - Endowment Support
  - James E West
- Quantify hours of Service into \$ (typically min. wage X hours of service performed)



### Impact on Council

- Here is where you bring it all together. You will be able to talk to both the financial and the program people in the room.
- Highlight your strengths in both area's – keeping focused on the critical role the OA plays in every aspect of Scouting.
- You may also find that this area is a great place to list all of the youth on your Lodge Executive Committee and by doing so bringing to the fore-front the names of key youth in the Council program.

# Impact on Council Program

- Use this column to present highlights
- 55 Arrowmen attended LLD
- 2 Arrowmen serve as Section leaders

*You will want to focus on areas like:*

- If you received an OA grant highlight it
- Membership retention (offering older Scouts an opportunity to stay involved)
- Training opportunities (Lodge Leadership Development, National Leadership Seminars, Section Seminars)
- Developing future leaders



## Mission of the Lodge

The mission of the lodge is to achieve the purpose of the Order of the Arrow as an integral part of the Boy Scouts of America in the council through positive youth leadership under the guidance of selected capable adults.



### Round table Discussion

- Fairly self explanatory. Open it up to questions \ comments \ ideas. After all that you have presented there are sure to be follow up questions and comments about the dynamic program your Lodge offers.
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