



2018 National Order of the Arrow Conference

Cell Name: Organization & Logistics

## Session Length: 45 Minutes

Through this session, you will:

**Explain** How to organize your event and plan the logistics to make it happen

**Demonstrate** How do we eat an elephant?

**Guide** Systematically ask questions to walk them through the planning

**Enable** Arrowman will answer the questions to meet the final objective

### Learning Outcomes: [create a brief list of what participants should take away with them]

- Arrowman will have a better understanding of how to use short term and long term goals to meet their objective.
- Arrowman will gain a better understanding of the logistics that happen before an event happens
- Arrowman will learn various methods to be better organized for planning

### Theme Connection:

The theme of NOAC 2018 is “Decide Your Destiny,” emphasizing the message that today’s decisions shape tomorrow’s reality. This session will relay this theme in the following ways:

- The logistics to any endeavor we plan – weighs heavily in the way events unfold – We help decide our destiny by narrowing the variables during the planning
- The better organized we are helps our plans go into action, therefore we help decide our destiny in the decisions we make now
- Being aware of our resources – enables us to decide better choices

This session will help the Lodge Program with the Journey to Excellence Requirement(s): Item #7 LODGE EVENT PARTICIPATION: “Improve lodge membership participation at full lodge events.”



NOAC 2018 TRAINING COMMITTEE  
ORDER OF THE ARROW



**Required Materials: handouts, projector, screen**

- Conclave Agenda worksheet (pg 36 of the FOG) reference on powerpoint
- PowerPoint

**TRAINER PREPARATION**

1.

2. Review PowerPoint and verify hyperlinks are current
3. Ensure training space has power for projector and computer
4. Test PowerPoint to ensure everything works prior to starting session

**Session Narrative**

[The body of your session should be here. Be sure to use headings that break up the different topics or part of the session, and adjust the recommended time for each part after you've written it]

**Trainer Instructions:** If at any time the trainer should perform an action (play a video clip, ask prompting questions, etc) type the directions into boxes like this. Simply copy this box and paste wherever needed throughout the lesson plan, replacing this text with your own material.

**Introduction**

**5 minutes**

Introduce yourself; give a brief history of your background in Scouting.

Address the audience: If you know the answer to this question, please don't speak up or give out the answer.

Ask the question "How do you eat an elephant?"

Today we will be discussing how organization and logistics will help you decide your destiny in planning for your goals. In this case eating an elephant.



**Big Picture**

**10 minutes**

Define the meaning of each term and set the ground work for the rest of the lesson

Discuss each component: use examples of planning for various events (Ordeal, Fellowship, Pow Wow, ect...)

**Short term and Long term goals**

**10 minutes**

Define the difference between the two. Establish how the two work independently, yet together to achieve the goal

**Resources**

**10 minutes**

Discuss the importance of utilizing the resource available to you and branching out to try new ways to work more efficiently

**Putting it all together**

**10 minutes**

Once you've discussed the previous sections, weave them all together to show how organizing the logistics in a way to give you the greatest success for your event.

**Takeaway Challenge**

**5 minutes**

(Handout)

The rest of the day is ahead of you. Please use the short term and long term goals to plan out how you want the day to go. AT THE END OF THE DAY, review how well you were organized to accomplish your logistical goals. Ask yourself these questions: Did I have control over what happened? Did others goals change my goals? What went as planned?

How can I make it better next time?

Share these ideas with your fellow Arrowman

**Appendix: Resources and Source Material**

- Journey to Excellence Guide March 2016 revision <https://oa-bsa.org/uploads/publications/jteguide-2016.pdf>
- Field Operations Guide 2017 revision <https://oa-bsa.org/uploads/publications/FOG-2017.pdf>
- Chapter Journey to Excellence Workbook, available online at <http://www.oa-bsa.org/pages/content/printable-forms>



Organization & Logistics Handout (if needed)

**CONCLAVE AGENDA WORKSHEET**

**TIME EVENT**

**WHO IS RESPONSIBLE**

**FRIDAY**

- \_\_\_\_\_ Service council and council of chiefs arrive \_\_\_\_\_
- \_\_\_\_\_ Registration, assignment to quarters \_\_\_\_\_
- \_\_\_\_\_ Colors \_\_\_\_\_
- \_\_\_\_\_ Opening meeting - fellowship campfire \_\_\_\_\_
- \_\_\_\_\_ Ceremony team evaluators' meeting \_\_\_\_\_
- \_\_\_\_\_ Trainers' meeting \_\_\_\_\_
- \_\_\_\_\_ Snack and songfest \_\_\_\_\_
- \_\_\_\_\_ Council of chiefs meeting \_\_\_\_\_
- \_\_\_\_\_ Taps and lights out \_\_\_\_\_

**SATURDAY**

- \_\_\_\_\_ Reveille \_\_\_\_\_
- \_\_\_\_\_ Rededication ceremony \_\_\_\_\_
- \_\_\_\_\_ Assembly \_\_\_\_\_
- \_\_\_\_\_ Breakfast \_\_\_\_\_
- \_\_\_\_\_ Training/discussion groups \_\_\_\_\_
- \_\_\_\_\_ Lunch \_\_\_\_\_
- \_\_\_\_\_ Open forum/"meet the man" \_\_\_\_\_
- \_\_\_\_\_ Lodge competitions/evaluations \_\_\_\_\_
- \_\_\_\_\_ Recreation (swimming, sports, etc.) \_\_\_\_\_
- \_\_\_\_\_ Appropriate religious services \_\_\_\_\_
- \_\_\_\_\_ Colors \_\_\_\_\_
- \_\_\_\_\_ Dinner \_\_\_\_\_
- \_\_\_\_\_ Section officer candidates' forum \_\_\_\_\_
- \_\_\_\_\_ Advisers' forum \_\_\_\_\_
- \_\_\_\_\_ American Indian dance competition \_\_\_\_\_
- \_\_\_\_\_ Theme show or pageant \_\_\_\_\_
- \_\_\_\_\_ Snack and lodge fellowship/feast/carnival \_\_\_\_\_
- \_\_\_\_\_ Taps and lights out \_\_\_\_\_

**SUNDAY**

- \_\_\_\_\_ Reveille \_\_\_\_\_
- \_\_\_\_\_ Assembly \_\_\_\_\_
- \_\_\_\_\_ Breakfast \_\_\_\_\_
- \_\_\_\_\_ Conclave business meeting \_\_\_\_\_
- \_\_\_\_\_ Recognition \_\_\_\_\_
- \_\_\_\_\_ Final challenge \_\_\_\_\_
- \_\_\_\_\_ Closing ceremony \_\_\_\_\_



### Organization & Logistics Handout (if Needed)

The rest of the day is ahead of you. Please use the short term and long term goals to plan out how you want the day to go.

AT THE END OF THE DAY, review how well you were organized to accomplish your logistical goals.

Ask yourself these questions:

1) Did I have control over what happened?

2) Did others goals change my goals?

3) What went as planned?

4) How can I make it better next time?

Share this information with your fellow Arrowman. Decide your Destiny today!