

# **Session 3:**

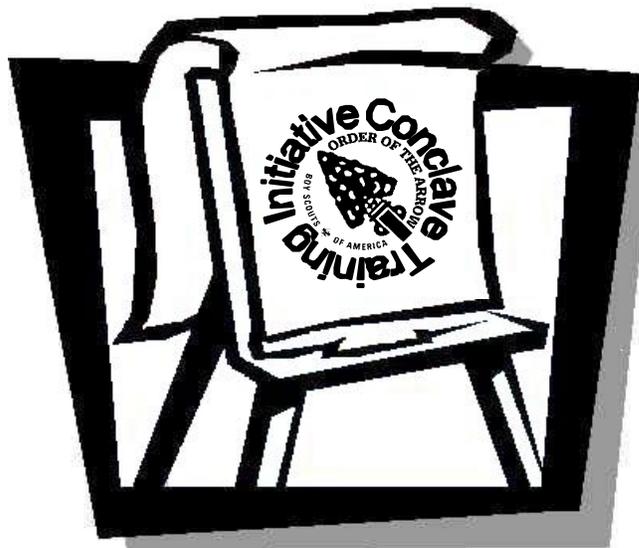
## ***OA Troop/Team Representative A Guide to Effective Local Program***

### ***Conclave Training Initiative***

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**2003 - 2007**

# **Resource Materials**

# Read This First!

**Congratulations and thank you for volunteering to serve as a Conclave Training Initiative trainer at your section conclave. You are one of nearly fifty trainers from around the country who will be delivering a CTI session to participants at section conclaves this year.**

**The purpose of the Conclave Training Initiative is to provide at least one training session each year for section conclaves to use to augment their own conclave training. It was created based on a goal from the 2003-2007 OA Strategic Plan calling for “...an *initiative to enhance learning opportunities at section conclaves*”.**

**Each year, the national OA committee will provide a syllabus and training support material that will be distributed to each section chief at the December national planning meeting. This process provides training support to our sections and also serves as a vehicle to deliver consistent messages on specific training topics across the nation.**

**Included in this packet is the material you will need to prepare and deliver this year’s session\*:**

- Implementation Instructions
- Session Syllabus
- Sample Participant Evaluation Form
- Sample Participant Handout(s)
- CTI Marketing Plan

**Please take the time to review the contents of this package. Your role as a Conclave Training Initiative trainer is critical to help ensure that your section conclave has outstanding training.**

**Finally, the Conclave Training Initiative is a long-term program that will continue to be developed and enhanced over time. If you have comments regarding the Conclave Training Initiative or suggestions for future topics, please contact your section chief or adviser.**

**Thanks again and good luck!**

**\* All CTI Sessions have accompanying PowerPoint presentations as well as PDF versions of the syllabus and all other reference material. This data can be accessed from the Official National Order of the Arrow Web Site: <http://www.oa-bsa.org/>**



This worksheet provides an inventory and explanation of resources, a backdating schedule and suggested instructions for the implementation of a successful **CTI Session 3 – OA Troop/Team Representative** session at your next section conclave. Use this worksheet to help with your planning activities.

**Resource Contents** (at the Official Order of the Arrow Web Site: <http://www.oa-bsa.org/>):

- ❑ **Session Syllabus:** Contains Session narrative, recommendations for flipcharts (if not using PowerPoint), frequently asked questions and an appendix.
- ❑ **Participant Handout:** *OA Troop/Team Representative*. This is a one-page handout reviewing ideas to implement a successful program in your chapter/lodge. It is to be distributed to all session participants.
- ❑ **Participant Evaluation:** This is a one-page handout to be distributed to at least three Arrowmen at the conclusion of your session. Completed evaluations are to be reviewed for feedback.
- ❑ **PowerPoint Presentation:** (*CTI Session 3 OA Troop/Team Representative – Presentation.ppt*). This is optional to use if you have access to a computer and projector. An alternative is to make transparencies of slides prior to the conclave if you will have access to an overhead projector.

**Backdating Calendar**

TASK		DAYS FROM TARGET	COMMENTS
1	Review syllabus	-60	
2	Review support materials	-60	
3	Choose audio/visual delivery method	-60	
4	Recruit Training Assistant	-30	
5	Copies of participant handouts	-7	Enough for one per participant
6	Copies of participant evaluation	-7	At least three
7	Prepare Audio/Visual materials	-7	
8	Practice and time your session	-7	
9	Conduct Training Session	0	
11	Review Evaluations	+7	



# Conclave Training Initiative Marketing Plan

## How to Market

The promotion of Conclave Training Initiative sessions should be consistent with any promotion that occurs for conclave training. Some successful methods of training promotion:

- **Conclave Training Summary/Booklet.** This publication is often part of a conclave booklet/schedule provided to participants. Conclave participants should receive a summary of training sessions with accurate descriptions so they can choose topics that are relevant and interesting to them.
- **Training Show/Training Skit.** Many sections use portions of Friday evening conclave show or assembly to promote and encourage training.
- **On-Site Newsletter.** If your section provides an on-site newsletter at the conclave, be sure to announce any training updates and/or schedule changes.
- **Table Tents.** Table tents are 'fliers' that are often found on each table in the dining area of the conclave. Table tents might have conclave announcements or can be utilized to promote aspects of the conclave (especially training). It gives participants something to read during the meal and can serve as a focal point of discussion.

## Description of Sessions

Listed below is an example 'description' for each training session topic for inclusion with conclave training documentation provided to conclave participants.

### **2003-2007 OA Strategic Plan - "A Legacy of Servant Leadership"**

This session provides participants the opportunity to learn about the 2003-2007 OA Strategic Plan, the importance of the lodge's annual plan and the role that Arrowmen play to help the lodge achieve its annual goals as they relate to the strategic plan.

### **Brotherhood Conversion – Understanding and Meeting Quality Lodge Requirements**

This session provides a background of the Brotherhood honor, why Brotherhood conversion is important and methods to improve Brotherhood conversion. This session is ideal for ALL arrowmen, regardless of honor.

### **OA Troop/Team Representative – A Guide to Effective Local Program**

This session provides an overview of the OA Troop/Team Representative Program, a discussion of the challenges that chapters and lodges face in implementing this program and ideas to build a successful program in the chapter and/or lodge. This session is ideal for OA Troop/Team representatives, chairman of OA Troop/Team representative committees, advisers and anyone interested in the program.

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## OA Troop/Team Representative

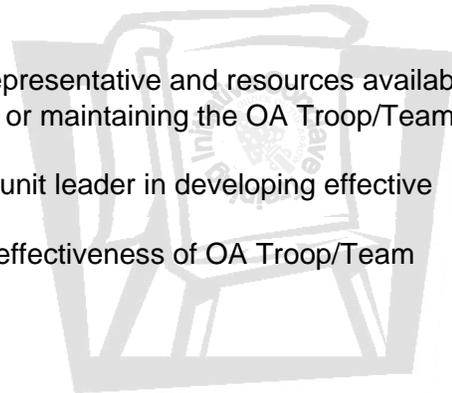
### *A Guide to Effective Local Program*

**Session Length: 45-50 Minutes**

**Learning Objectives:**

At the end of this session, participants will:

- Understand the purpose of the OA Troop/Team Representative and resources available
- Understand some of the challenges in establishing or maintaining the OA Troop/Team Representative program in their chapter/lodge.
- Realize the importance of working closely with the unit leader in developing effective representatives
- Develop methods to establish and/or increase the effectiveness of OA Troop/Team Representatives in your chapter/lodge.



**Materials Needed:**

- Flipchart w/easel
- Markers
- Overhead projector (optional)
- Computer w/projection machine (optional)
- Small prizes for participation (optional)
- Handouts, evaluation forms and summary evaluation

## TRAINER PREPARATION

**Type of Trainer**

This session was designed to provide conclave participants with background and information on the Order of the Arrow Troop/Team Representative program. The trainer for this session should be someone familiar with all aspects of the Troop/Team Representative program, ideally, someone who has experience as a Troop/Team Rep. committee chairman or served as a Troop or Team Representative. The trainer should also be highly energetic, enthusiastic and leverage his past training experiences in order to create enthusiasm among the participants.

**Audience**

It is anticipated that the audience for this session will consist of your typical conclave participant: youth and adult members who are not necessarily chapter or lodge officers or Troop/Team representatives.

**Follow the Syllabus**

The syllabus has been written to provide maximum delivery flexibility for trainers but care should be taken to follow the contents of the syllabus in order to ensure consistency. It is understood that delivery methods will vary based on the training venues available at each individual conclave site.

**Use of Resource Materials**

The authors of this session have provided varied resources to enhance the presentation. Constraints in conclave facilities are recognized and so a number of the resources available may not be able to be used at a given site (e.g. a PowerPoint presentation in an outdoor training venue). Each presentation should strive to utilize provided resources and at a minimum use a flip chart with easel. Flip charts should be pre-prepared based on samples provided with the resource materials.

A good trainer understands that PowerPoint presentations can be a very powerful and effective tool to use during a training session. However, trainers should remember that PowerPoint presentations are meant to complement prepared training and not be the crux of the session. Slides are meant to emphasize and illustrate points - care should be taken to not read directly or verbatim from PowerPoint slides.

**Physical Arrangements**

Physical arrangements and set up of the training room or location are at the discretion of the session trainer. The session will consist of some lecture and group discussion. Effort should be made to ensure that participants have a place to take notes (e.g. desks or tables) even in outdoor venues.

**Evaluation Process**

Each trainer should provide all participants the opportunity to complete an evaluation form. However, a minimum of three (mix of youth and adult) per session should be completed. The forms should be given to the individuals at the conclusion of the session. Participant evaluation forms should be collected and reviewed by the trainer and conclave training staff. Evaluations are meant purely to provide immediate feedback to the trainer.

**Trainer Checklist – prior to the conclave**

- Study this syllabus
- Review support materials provided
- Choose Audio/Visual delivery method and prepare accordingly
- Recruit a training assistant
- Prepare copies of the *OA Troop/Team Representative Handout* (enough for one per participant)
- Prepare copies of *Participant Evaluation* (three per session)

**Trainer Checklist – after the conclave**

- Review evaluations from all presentations
- Provide any suggestions or recommendations for changes to the section adviser and/or individuals responsible for conclave training

## SESSION NARRATIVE

### Introduction

**2 Minutes**

Begin PowerPoint/Flipchart Presentation

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**Trainer Tip:** The session trainer should introduce himself and the topic. He should provide information on his Order of the Arrow experience (especially his knowledge and background with regard to the OA Troop/Team Representative program, what lodge and city he is from and any other relevant items of interest. Although this session narrative is written in the first person, trainers should not read directly from the syllabus and work to develop their own style of delivery while maintaining the integrity of the content.

Today, we're going to take some time to talk about the OA Troop/Team Representative position and how the program can positively impact the unit, lodge, chapter and Scouting in general. However, as many of you have probably discovered, building a successful OA Troop/Team Representative program is not necessarily an easy task. This session will identify those challenges and outline steps to help make the program a success.

The purpose of this session is not to discuss the program in detail but more importantly, increase the awareness of the OA Troop/Team Representative position, identify challenges your lodge or chapter will face during the implementation process, and discover how those challenges can be overcome.

Before we can talk about the challenges and methods the lodge and chapter can take to build a strong OA Troop/Team Representative program, we should understand basic information about the position and program

### OA Troop/Team Representative Background:

**3 Minutes**

**Trainer Tip:** This section contains summary information about the OA Troop/Team Representative program. While there is a great deal of background information that could be discussed, it is critical not to dwell on these points and take up too much time during your presentation. Take the time to understand the information below and summarize. See the appendix for complete information regarding the OA Troop/Team Representative program.

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In 1999, the Order of the Arrow and the Boy Scout Committee introduced the OA Troop/Team Representative position. This marked the first time in the history of the Boy Scouts of America that the Order of the Arrow had a formal role in unit operations.

Another very significant aspect of the OA Troop/Team Representative position is that it is an official unit position and time served counts towards rank advancement. While a First Class Scout, a Scout must serve in a leadership position for four months. While a

Star or Life Scout, the requirement is six months. The OA Troop/Team Representative fulfills these leadership requirements.

In addition to the OA Troop/Team Representative, there is also a role for an adult Arrowman in the unit. As with all other youth positions in the Order of the Arrow, the OA Troop/Team Representative should have an adviser as well. This individual should be an Assistant Scoutmaster in the unit.

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To quickly summarize, the purpose of the OA Troop/Team Representative is to serve as a 'bridge' between the unit and the chapter or lodge. In an ideal situation, each unit that desires to have one would appoint a representative. This individual would perform a number of tasks. What are some tasks that a Troop/Team Representative might perform?

*Seek answers. Aim for the following:*

- Attends chapter/lodge meetings and pass information on to his unit as well as providing information back to the chapter/lodge.
- Serves as the primary contact when information needs to be distributed from the Order of the Arrow to each individual unit.
- Actively participates in the induction process by assisting in the coordination and facilitation of Order of the Arrow unit elections, serve as a mentor to younger Arrowmen and encourage members to attain the Brotherhood honor.
- Facilitates Camping Promotion visitations for his unit.
- Encourages Arrowmen in the unit to participate in Order of the Arrow activities.
- Works with and encourages the Patrol Leader's Council to take Order of the Arrow activities into consideration when planning the unit's program calendar.
- Serves as a knowledgeable source about Order of the Arrow purpose, program, policy and procedures within his unit.
- Sets a good example.

There are several other potential roles that a Troop/Team Representative can assume but these are the most obvious and important.

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The OA Troop/Team Representative must be under 18 years of age. He is appointed by the Senior Patrol Leader or Varsity Team Captain with the approval of the unit leader. He should also be an OA member in good standing. He reports to an Assistant Senior Patrol Leader or Varsity Team Captain.

As mentioned before, hours served as an OA Troop/Team Representative count towards a Scout's rank advancement.

So now that we know a little about what an OA Troop/Team Representative does and who can serve, exactly how does the program work?

**OA Troop/Team Representative Program Organization and Implementation: 5 Minutes**

The OA Troop/Team Representative program can be a great benefit to troops, teams, and your lodge if used correctly. It can strengthen the unit, improve the Induction process, increase attendance at chapter/lodge events, and aid in camping promotion or service opportunities. The following are examples of how different lodges may implement the program.

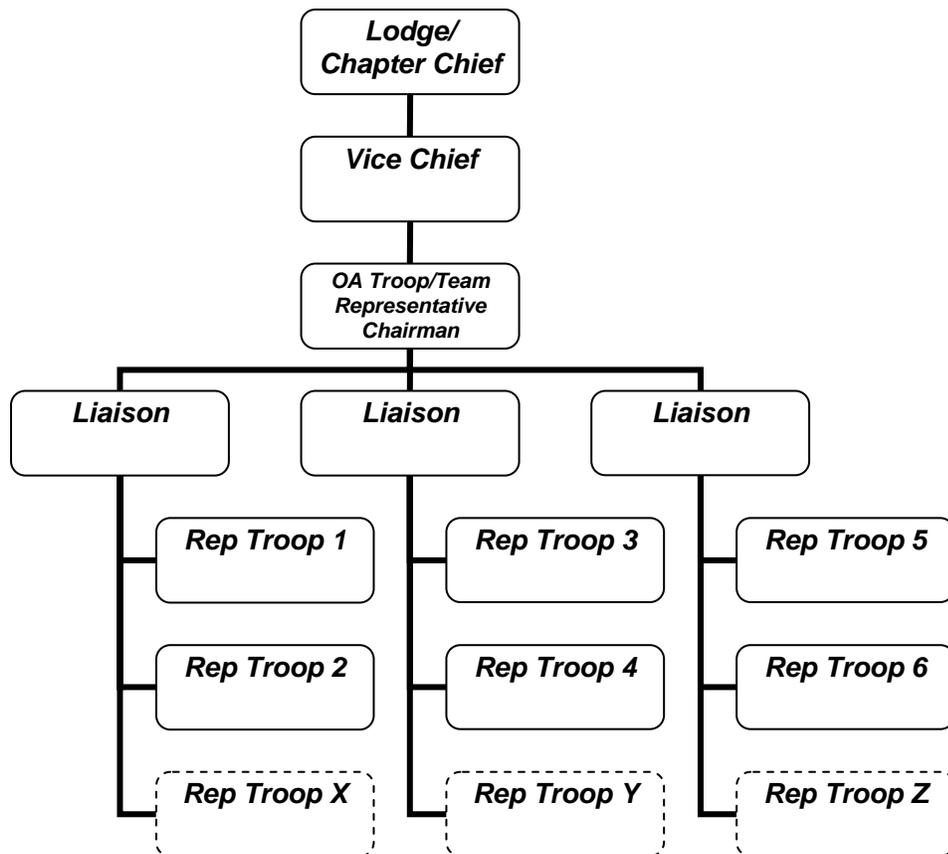
**Large Lodge with Chapters**

In a lodge with chapters, the chapter chief should appoint a Troop/Team Representative Chairman to the Chapter Executive Committee. This individual could serve under a vice chief or report directly to the chapter chief. If your lodge has large chapters, the Troop/Team Representative Chairman may elect to appoint a number of liaisons underneath him to help coordinate all of the Troop/Team Representatives.

It will also be important for the lodge chief to appoint a chairman on the lodge level who will serve on the Lodge Executive Committee under the Lodge Vice Chief most applicable to the program. He could be responsible for coordinating with the camping promotions chairman, activities chairman, publications chairman and others to make sure that the OA Troop/Team Representatives receive the most current and up-to-date information on what they should be doing in their home troops and teams.

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**Trainer Tip:** Use this same diagram to describe how a lodge might organize the program if had no chapters.

### Small Lodge Structure with no chapters

If your lodge does not have chapters, the OA Troop/Team Representative Program would run in a similar fashion to a chapter. A chairman would be appointed by the lodge chief to run the program and there may be a need for the liaisons just as with a lodge with chapters.

### Chapter/Lodge Responsibilities

A chapter/lodge has responsibilities to ensure that the OA Troop/Team Representative program is successful. Here is a summary of chapter/lodge responsibilities:

- *Administration* – The Troop/Team Representative Chairman should keep an up-to-date roster of the OA Troop/Team Representatives for each unit. This is a critical and difficult task as the OA Troop/Team Representative is a unit position and so is appointed based on the unit's calendar vs. the chapter or lodge calendar.
- *Communication* – The chapter/lodge should mail out OA Troop/Team Representative registration forms to all of the units at the beginning of each year with instructions on who to contact when a new representative is appointed.
- *Training* – The chapter/lodge should conduct OA Troop/Team Representative Training Seminars at least twice a year for newly appointed OA Troop/Team Representatives.
- *Recognition* – The chapter/lodge must recognize the service of OA Troop/Team Representatives and advisers. It is also important to encourage units to recognize these individuals as well.

This all sounds great, but organizing and coordinating an effective OA Troop/Team Representative program is easier said than done. There are a number of challenges that a chapter/lodge may face. Some of these challenges might be discouraging. Let's take a look at some of the more common challenges that exist.

### Identifying the Challenges of the OA Troop/Team Representative Program: 10 Minutes

Since the introduction of the OA Troop/Team Representative program, lodges, chapters and their respective troops and teams have been implementing the program across the country. As with any new program, the road to success came with some speed bumps, road blocks, and other hazards.

For our first activity, we will work in small discussion groups to identify possible challenges of making the OA Troop/Team Representative program a success. For those who have worked with the implementation and maintenance of the program

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before, share your experience, successes, and failures. For those who haven't been active with the program, we need your foresight to help us identify every possible challenge the lodge or chapter might encounter.

Take a quick moment to move around the classroom, meet some new Arrowmen and form yourselves into small discussion groups. Focus your conversation on what makes the program difficult to implement and maintain and any other challenges of building a successful program.

**Trainer Tip:** If Arrowmen do not naturally form into small discussion groups, help facilitate the process. Try to build groups of Arrowmen from different lodges to encourage the sharing of information

Activity "OA Troop/Team Representative Challenges"

Now that you've had a chance to identify a few difficulties in creating a successful OA Troop/Team Representative program, is there anyone who would like to share what you discussed?

**Trainer Tip:** The purpose of this portion of the course is to introduce the five challenges you will discuss in a moment. Try and focus responses into one of the five main categories. Write down their answers on the whiteboard/overhead/flipchart while you facilitate discussion. Also, remember specific examples they share so you can identify them during your presentation of the five challenges.

Those are great examples and insights to challenges you might encounter. With that as our foundation, we can take a more in-depth look into the main challenges of the program.

**Five Challenges of the Program:**

**10 Minutes**

The key to making this program a success is taking measures to work through the obstacles your lodge and chapter might encounter. In order to do that, we must understand exactly what makes the program difficult to implement and maintain. Let's take a moment to examine these challenges more closely.

Most of the difficulties we identified can fit in five main categories. The five challenges of the OA Troop/Team Representative program, listed in no particular order, are:

1. Awareness
2. Scoutmaster/Coach Buy-In
3. Recruitment
4. Communication
5. Commitment

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**Trainer Tip:** This syllabus provides major examples under each challenge area. In addition, try to use specific challenges the participants shared earlier, placing them under one of the five areas. This will make your presentation more effective because participants will understand and relate to each of the main challenges.

## 1. Awareness:

How many of you have heard of the OA Troop/Team Representative program? *Ask for a show of hands.* I certainly hope so! Most if not all Arrowmen should know about the OA Troop/Team Representative position!

Let me ask another question, how many of you knew what the OA Troop/Team Representative did, what the benefits are or how the program should be organized in your chapter or lodge prior to coming to this session? *Once again, ask for a show of hands.*

I'm sure there are some of you who have learned one or two things that you didn't know about the OA Troop/Team Representative program. Now imagine that you are a Scoutmaster or junior leader who is not in or active in the Order of the Arrow. How do we increase awareness? You'll find that the Boy Scout Handbook really only mentions the position in the requirements for Star, Life and Eagle Scout and doesn't really discuss or describe the role.

Unfortunately, many of the units in your council may have heard of the program but don't understand the purpose or benefits and the leadership opportunities it can provide for their troop/team.

Without the lodge and chapters working to increase awareness among units, the program will not build into a success. Furthermore, Scoutmasters and Coaches may be reluctant to find a youth and assistant Scoutmaster to serve in a position that they don't understand.

Awareness challenges also occur from apathy among unit leaders, troop/team representatives, and chapter and lodge leadership. Lack of concern and interest from all parties can make the process of building a successful program extremely difficult.

## 2. Unit Leader Buy-In:

Possibly one of the most difficult challenges you might encounter is persuading a Scoutmaster/Coach to participate in the program. Many Scoutmaster/Coaches might not realize or be aware of the value the OA Troop/Team Representative program can add to their unit. The bottom line is that if a Scoutmaster or unit leader doesn't see the value in the position, he/she will not be inclined to fill that role.

The challenge for the chapter or lodge is discussing the benefits of the program, especially with those unit leaders who are not Arrowmen, and convincing the unit leader that the position will provide real value to the unit. That must be followed by actually providing value to that unit. Only then will you be able to move forward. Once you have

the support of the SPL and Scoutmaster, you can begin working on recruiting representatives.

### **3. Recruitment:**

Another challenge chapters and lodges face is recruiting OA Troop/Team Representatives and their respective advisers. As we discussed earlier, the representatives are appointed by the SPL/Varsity Team Captain with approval from the Scoutmaster/Coach.

The recruitment difficulty arises because this essentially gives control over the appointment to the position to the unit leadership, not the chapter or lodge. Without complete control, the success of the program in your lodge/chapter relies heavily on positive relationships between chapter or lodge and units.

Recruitment also becomes a challenge due to the different leadership calendars the lodge and unit have. The OA Troop/Team Representatives only serve a six month term (First Class Scouts may only serve a four month term), while lodge and chapter leadership positions often last a full year. Furthermore, the dates of the terms will inevitably vary from unit to unit, resulting in constant turnover of representatives at different times of the year. This presents a huge challenge to maintaining a strong program because it makes recruitment a very dynamic and year-round process.

### **4. Communication:**

Effective communication can help lead to the success any project. With the OA Troop/Team Representative program, communication is essential to implement and maintain a strong program in your chapter or lodge. First, representatives need training to understand what their new job entails and how to serve the position effectively. Without proper direction and training from the chapter or lodge, the representatives will be left in the dark, and the SPL and Scoutmaster/Coach will be inclined to disregard the program.

However, communicating with units and representatives can be very difficult. Rapid turnover and varying consistency in terms of office make it difficult to maintain up-to-date records and contact information. One of the key challenges the chapter or lodge has is working together with the units and maintaining close communication with the representatives. This is absolutely necessary for the program to succeed.

### **5. Commitment:**

Successfully implementing and maintaining a strong OA Troop/Team Representative program can be difficult and time consuming. Those in charge of the program from the chapter/lodge must contact every unit, encourage the SPL and Scoutmaster/Coach to appoint a representative and adviser, provide the unit with training tools and resources, and remain in constant communication with every unit so the representative can do his job effectively. In order to make the program succeed, it requires a tremendous commitment from the committee chairman and adult adviser.

Unfortunately, we all know how incredibly busy youth and advisers can be, so the challenge arises in finding individuals who can commit themselves and their time to the program. Just as a SPL and Scoutmaster/Coach must choose a leader in the troop to serve as a representative, the chapter/lodge chief and adviser will need to select a chairman and adviser capable and committed to doing the job.

Furthermore, the lodge and chapter must be dedicated to the success of the program. In addition to selecting a quality leader and adviser, the lodge and chapter must be committed to supporting those individuals and recognizing them for their hard work.

Once you have made the units in your council aware of the program, encouraged the SPL and Scoutmaster/Coach to participate, recruited representatives, communicated and trained them effectively, and maintained a strong commitment to the program, your lodge and chapter will have a strong foundation for moving forward.

### Addressing Challenges:

**20 Minutes**

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Now that we've had a chance to discuss a few of the major challenges your chapter or lodge might encounter, we can focus our attention on how to address and effectively work through each issue. For our next activity, we are going to divide into three teams. Each team will be presented with one or two of the five challenges of the OA Troop/Team Representative program.

Your task is to work together and recommend steps the lodge/chapter can take to resolve the issue at hand. First, your team should brainstorm as many possible solutions to your challenge. Second, as a group, decide which ideas will benefit the lodge and chapter the most. Then each team will have an opportunity to recommend their solutions to the rest of the class.

**Trainer Tip:** At this time, you need to divide the participants into three teams. You may use whatever method you see fit, but ensure there is an equal distribution of youth and adults in each team.

Ok, now that we are separated into three different teams, let's assign the challenge(s).

- **Team 1:** Awareness
- **Team 2:** Unit Leader Buy-In and Recruitment
- **Team 3:** Communication and Commitment

Please take a few minutes to analyze the challenges you were assigned and determine what steps a chapter or lodge can take to overcome them. Make sure your team has enough time to cover each challenge.

**Trainer Tip:** As a trainer, you should work with all of the groups to ensure they are continuously coming up with effective solutions and that every idea is valued and respected. Give this activity approximately 10 minutes, but make sure each group has a sufficient amount of time to complete the task at hand.

## Activity

## "Addressing Challenges"

Now that each group has had a chance to brainstorm possible solutions, let's start with the steps recommended for a chapter/lodge to resolve awareness from Team #1.

**Trainer Tip:** While each team is sharing their recommendations, have your training assistant write their suggestions on the board/overhead/flip chart. This "idea sharing" will be the most beneficial portion of the session to the participants. After each team presents their recommendations for a particular challenge, you should discuss their ideas with the class, allowing other participants to comment or add suggestions. Ensure every idea is valued and respected. The syllabus also provides recommendations for each challenge. In addition to their ideas, you should share the items discussed in the syllabus as well.

**Awareness:**

- *Lodge Mailing:* The chapter/lodge should mail out the OA Troop/Team Representative information and resources to every Scoutmaster and Coach in the council. The lodge should include a letter explaining the benefits of the program to the unit, council, lodge and chapter. The mailing should also include a form with the contact information of the unit representative and his adviser, to be filled out by the Scoutmaster/Coach and mailed to the council office.
- *OA Troop/Team Representative Resource Packet:* The lodge/chapter should create a large number of OA Troop/Team Representative resource packets. These packets should include OA Troop/Team Representative resources and information for SPL's and Scoutmasters/Coaches, with forms including information such as program benefits, lodge/chapter contact information, Q & A, OA Troop/Team Representative/adviser contact information, etc.
- *Unit Visitations:* When your chapter/lodge conducts their unit visitation, for either camping promotions and/or unit elections, each team should bring troop/team representative resource packets. They should also spend some time with the Scoutmaster/Coach and SPL to answer any questions, address all concerns and "sell" the program to them.
- *Increased Emphasis in Chapter/Lodge:* One way to improve the awareness and more importantly, the concern and interest among chapter/lodge members is to increase the emphasis that is placed on the program. If the chapter/lodge leadership shows how greatly this program can improve their attendance and participation at meetings, activities and trainings, it will inspire members to take an active role in the program. Either by chairing, advising, or helping the committee or by spreading awareness throughout their unit.
- *Information Available at Council Offices:* Information about the program should be available at every council office. Handouts, resource packets and contact information should be readily available for any Scoutmaster/Coach that might come through the office.

- *Information in Council Newsletter:* Most councils mail out a newsletter to the Scouts throughout the entire council. The lodge should talk with the editor and place an article about the OA Troop/Team Representative position in the publication. Make sure you direct the readers to a location where they can receive more information. (for example, contact information of a lodge member, council office, lodge website, etc.)
- *Summer Camp:* When local units visit your summer camp, you can talk with the Scoutmaster and SPL to see if they have a troop/team representative. If not, discuss the benefits of the position in their unit and present them with a resource packet. Furthermore, if they select a youth and adviser to fill the positions, you can collect the representative's contact information from them at camp.
- *Chapter/Lodge Website:* Have up-to-date information about the program available on a lodge/chapter website. However, unless units know about the website, this method will not be effective. The website should be linked from the council site and advertised in every lodge and council publication.
- *Roundtable Presentations:* Talk with your district executive and/or commissioner to make a presentation at a local roundtable meeting. Before the presentation, make sure you prepare all the necessary resources and handouts so every unit attending can take information back to their troop/team. Your presentation should focus on the benefits that this new position can provide to their unit. Also, allow enough time to answer any questions and address any concerns.
- *Discussions with New Members:* Take the time to discuss the purpose and role of OA Troop/Team Representatives with new members. New members will benefit most from an active OA Troop/Team Representative and through his example, may be encouraged to serve as a OA Troop/Team Representative in the future.
- *Scoutmaster/Coach Dinner:* The idea behind the dinner is inviting every Scoutmaster/Coach in the council to a free, banquet style dinner, sponsored by the lodge. The key is to work with the council and find a benefit, besides the free dinner, for the Scoutmaster/Coaches to attend, like early information on council events or council calendar, Scoutmaster training, etc. Then, at the dinner, you can ensure you have up-to-date contact information for every Scoutmaster, sign troops/teams up for unit elections, spread awareness and information about the OA Troop/Team Representative program and distribute information about the Order of the Arrow, meetings and activities. It provides a great opportunity to promote the OA Troop/Team Representative position and endless benefits to your lodge/scoutmaster relations.

Now lets move onto Team #2, who will share their suggestions for Scoutmaster buy-in and recruitment.

#### **Unit Leader Buy-In:**

- *Benefits to Troop/Team:* The OA Troop/Team Representative creates more opportunities for leadership in the troop/team for both youth and adults. It also directly provides a leadership opportunity for older Scouts, emphasizing the

importance of OA members serving their troop, rather than taking them away. It presents a method to coordinate the OA calendar with the unit calendar, to prevent OA members from having to choose between OA functions and unit events. The representative can also ensure that your unit receives a unit election and camping promotion visitation each year. Experienced Arrowmen from other units can also be reached through the OA Troop/Team Representative in order to expand and enhance the troop program.

- *Q&A Handout:* This is another resource the lodge could produce, answering common questions asked by the SPL and Scoutmaster/Coach about the OA Troop/Team Representative position. This sheet should contain answers regarding job description, benefits to the Troop/Team and potential concerns.
- *Provide Value to the Unit:* A reluctant unit leader will be more inclined to actively participate in the Troop/Team Representative program if he will realize value for his unit. This can be accomplished through training OA Troop/Team Representatives skills that will benefit the unit. OA Troop/Team Representatives can facilitate the sharing of ideas with other OA Troop/Team Representatives in order to improve unit program.
- *Roundtable Presentations:* You should ensure the chapter is conducting presentations at roundtables. This will help you maintain the program by continuing to spread the word, while more importantly, addressing any concerns that might have risen throughout the year. This will help your lodge/chapter maintain a positive relationship with the troops and teams of your council as well.

#### **Recruitment:**

- *Improve OA and Scoutmaster/Coach Relations:* As we identified earlier, the appointment of this position in the unit essentially lies with the Scoutmaster/Coach. Improving this relationship can come through many different methods: ensuring a unit election and camping promotion are conducted in each unit requesting one, providing efficient communication of OA functions to each unit, conducting annual Scoutmaster dinners, etc. The success of this program relies on building and maintaining positive relationships with the Scoutmasters and Coaches in your council. This cannot be accomplished by the OA Troop/Team Representative chairman or adviser, so it must be a focus of the lodge and chapter.
- *Recognition:* Another possible way the lodge could recruit and retain representatives is through an award or special recognition for those Arrowmen who serve as OA Troop/Team Representatives. The lodge/chapter could develop a service award, similar to those created by the national OA committee in the past. It would have a list of requirements to be completed within a six-month term. For example, attend the OA Troop/Team Representative training, 75% chapter meetings, 75% of troop/team meetings, one lodge function, one service event, etc. The form would be distributed to representatives, signed by the Scoutmaster/Coach, and after completion, presented an award by the lodge. Possible awards could include a lodge flap, patch, pin for their position patch,

etc.

- *Make It a Big Deal:* The OA Troop/Team Representative program is a big deal. Make it a big deal. Provide important tasks to OA Troop/Team Representatives and their advisers. Recognize them at every opportunity. Have special meetings and/or gatherings of OA Troop/Team Representatives at lodge activities.
- *Chapter/Lodge Contact Database:* The challenge of differing leadership calendars from unit to unit and unit to lodge will always be a problem. The only thing the lodge/chapter can do is make this difficulty easier to deal with. An easy way around this problem is creating a master database in each lodge and/or chapter of units, Scoutmaster contact info, representative contact info, and their leadership term. With this, you have one place to look for the contact information of every Scoutmaster and representative. You also know exactly when their leadership calendar ends and you need to contact them again to get information to the new OA Troop/Team Representative. This is a great tool your lodge can utilize with this program, as well as unit elections and camping promotions.

Finally, let's hear from Team #3 and their ideas for improving communication and commitment.

#### **Communication:**

- *OA Troop/Team Representative Training:* The chapter/lodge should schedule semi-annual OA Troop/Team Representative trainings. The position doesn't require a specialized entire day training, it can be done at a fellowship, camporee, and/or a chapter, lodge, and/or district roundtable meeting. The key to success of the training is spreading the word to every unit in your council or district. With proper training and instruction, the representatives will be much more effective and beneficial to their unit and the lodge/chapter.
- *Chapter/Lodge Contact Database:* (see Recruitment) Creating a database of OA Troop/Team Representatives is essential to maintaining communication between the unit and the lodge/chapter. The database can be utilized to inform representatives of OA meetings, functions and OA Troop/Team Representative training sessions. It will also help the lodge/chapter keep up with the rapid turnover that is inevitable with this position.
- *Chapter/Lodge Mailing:* The lodge/chapter can also send out a letter to the units in the council informing them of upcoming OA meetings, activities and OA Troop/Team Representative trainings.
- *Chapter/Lodge Website:* Up-to-date information for units and their OA Troop/Team Representatives available on a lodge/chapter website. However, the key to making this communication method a success is spreading the word about the website. The website should be linked from the council site and advertised in every lodge and council publication.
- *Council Newsletter:* The lodge/chapter could also relay information to representatives through their council's newsletter. The lodge would need to

contact the editor and write an article providing any necessary information the OA Troop/Team Representatives would need.

**Commitment:**

- *Chose a Capable Youth and Adviser:* In order to expect others to be committed to the success of the program, the lodge/chapter must first commit themselves. To do this, you will need to appoint a youth capable of succeeding in the position and the right adviser to supervise, support, and help whenever needed. As a lodge/chapter chief, you must recognize that the OA Troop/Team Representative program can have a huge positive impact on your lodge/chapter. The benefits of the program are worth appointing one of your best youth and advisers to implement and build a successful program.
- *Eliminate other Responsibilities:* One of the easiest ways to increase one's commitment to a program is to eliminate his/her other responsibilities. This can be done by creating a special committee position for the troop/team representative program, instead of placing it under another committee or position. If the youth and adviser can focus their efforts on this one task, it will be much easier for both of them to make the time commitment necessary to build the program into a success.
- *Support:* Once you have capable youth and adviser, without any other responsibilities, you must support them. Provide them with all the proper resources, guidance, training and support they will need to succeed. Without the support from their lodge/chapter, the youth, adviser and OA Troop/Team Representative program will not be able to overcome the challenges.
- *Recognition:* Serving as a chairmen or adviser for this program is an extremely time and energy consuming task. We are all here to cheerfully serve the Scouting program but every hardworking individual deserves recognition. If a youth and adviser are committing their time and efforts to the success of this program, the lodge and chapter need to show their appreciation for their hardwork. Acknowledging the endeavors of individuals is one of the best ways to keep them committed to continuing their efforts.

Are there any other comments, questions or suggestions? (*Resolve any open questions or points*)

Thank you for such great recommendations. Hopefully this last activity gave each of you a few ideas you can take back to your chapter or lodge to help you implement and maintain a successful OA Troop/Team Representative program. Realistically, no lodge or chapter will implement all of these ideas. However, the purpose of the last activity was to give your lodge and chapter a basis to build or strengthen your current OA Troop/Team Representative program. Chose the ideas you think will work best with your lodge and put them into action.

We have also created a handout to help identify the common challenges your lodge/chapter might encounter on your journey and some possible solutions to each. This is a great resource to help your lodge/chapter start implementing the program or continue to build upon the one already in place.

Distribute Handout	“OA Troop/Team Representative Challenges and Recommendations”
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Unfortunately, all of the great ideas we came up with today will be useless unless you take them back home and apply them in your chapter or lodge. If you are committed to making the program a success, you will see endless benefits to the units in your council, your chapter and lodge, and Scouting in general.

**Conclusion:**

**2 Minutes**

I hope you’ve learned something that you didn’t know about the OA Troop/Team Representative program. Before we wrap things up, I just wanted to let you know about several resources that are available to help. In particular, there is a great resource on the Official National Order of the Arrow website:

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Page <b>10</b>

**Official National Order of the Arrow Web Site**  
<http://www.oa-bsa.org/programs/ttr/ttrintro.htm>

**OA Troop/Team Representative Support Pak**  
<http://www.oa-bsa.org/programs/ttr/oatrpaktoc.htm>

I’d also like to ask if some of you would fill out an evaluation so we can improve this session in the future.

Distribute Handout to volunteers	“Session Evaluation”
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**Trainer Tip:** You may want to provide a small recognition item for those individuals who volunteer to complete the participant evaluation (e.g. patch, small token of appreciation, etc.) Now is also a great opportunity to discuss any remaining open points or additional questions before closing the session.

Thank you for your time and attention today. I hope each of you will go back to your chapter or lodge and take an active role in continuing to build the OA Troop/Team Representative program in your council. I’d like to leave you with a quote from Dr. E. Urner Goodman, the founder of the Order of the Arrow:

Slide <b>11</b>
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*“Let it be remembered that the Order of the Arrow was created to help the unit – to help it present its membership a better ideal of the inner qualities of the good Scout camper. Qualities of character, like cheerfulness and service, are hard for a boy or a man to understand in the abstract. They come easier when seen in human life.*

*Let us realize the significance of the Order in the unit – for the unit is our best hope in Scouting.” - Dr. E. Urner Goodman*

Collect Session Evaluations from Participants	“Session Evaluation”
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## APPENDIX: FREQUENTLY ASKED QUESTIONS

### **What is an OA Troop/Team Representative?**

*“An Order of the Arrow Troop Representative is a youth liaison serving between the local OA lodge or chapter and his troop. In his troop, 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.”*

### **What are the OA Troop/Team Representative’s duties?**

- Serves as a communication link between the lodge or chapter and the troop/team.
- Encourages year round and resident camping in the troop/team.
- Encourages older/Varsity Scout participation in high adventure programs.
- Encourages Scouts/Varsity 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/Varsity Scout uniform correctly.
- Lives by the Scout Oath, Scout Law and OA Obligation
- Shows Scout/Team spirit

### **What are the OA Troop/Team Representative qualifications to serve?**

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

### **Who does the OA Troop/Team Representative report to?**

- Assistant Senior Patrol Leader/Varsity Team Captain

### **What are the OA Troop/Team Representative Adviser’s duties?**

- Supports the youth he or she advises, helping him to fully understand the needs of the unit and the elements of the lodge and chapter structure that are responsible for support of the unit.
- Promotes the incorporation of OA ideals into the advancement program of the unit, in unit leader conferences, boards of review and courts of honor.
- Promotes recognition of members who have completed their Ordeal, Brotherhood, or been inducted into Vigil Honor membership within their unit.
- Attends lodge and chapter meetings with the youth he or she advises.
- Insures that the OA Troop/Team Representative has the necessary transportation.
- Helps the lodge, chapter or extended Elangomat by insuring that messages and documents regarding the achievement of Brotherhood reach Ordeal members in the troop/team and works with the OA Troop/Team Representative to assess their impact.
- Assists the OA Troop/Team Representative in providing unit feedback to the lodge or chapter regarding Ordeals, unit elections, call-outs, camp promotion visits, meetings and service projects.
- Sets a good example
- Enthusiastically wears the Scout/Varsity Scout uniform correctly.
- Lives by the Scout Oath, Scout Law and OA Obligation
- Shows Scout spirit

### **What are the OA Troop/Team Representative Adviser qualifications to serve?**

- An Assistant Scoutmaster at least 21 years old

- *Appointed by the Scoutmaster or Varsity Team Coach with the approval of the unit committee chair.*
- *OA member in good standing*

**Who does the OA Troop/Team Representative Adviser report to?**

- *Troop Scoutmaster or Varsity Team Coach*

**What if a troop or team does not appoint an OA Troop/Team Representative?**

The Troop/Team Representative is a troop or team position and is therefore up to the unit to adopt and use the program. The chapter or lodge cannot appoint an OA Troop/Team Representative – that task is reserved for the unit leaders. If a unit does not wish to appoint a Representative, try some of the suggestions discussed in the syllabus under Awareness and Unit Leader Buy-In

# APPENDIX: SAMPLE FLIPCHART SUGGESTIONS

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

**OA Troop Team Representative**

*Your Name*

Page **1**

**Background**

- Created in 1999
- First time in the history of the BSA that the Order of the Arrow had a formal role in unit operations
- Official unit leadership position that counts towards rank advancement
- Also a role for an adult Arrowman in the unit to serve as the Representative's adviser

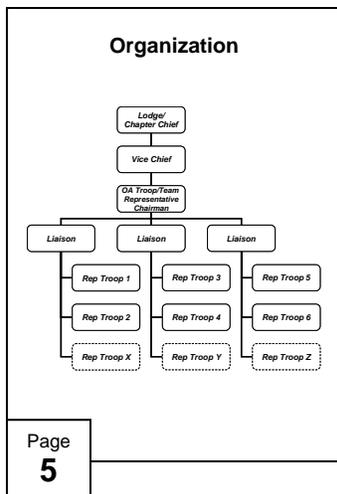
Page **2**

**What are some tasks that the OA Troop/Team Representative might perform?**

Page **3**

- Qualifications...
- OA Troop/Team Rep Reports to...
- Rank Advancement

Page **4**



**Chapter/Lodge Responsibilities:**

- Administration
- Communication
- Training
- Recognition

Page **6**

**What are the challenges of implementing the OA Troop/Team Representative program?**

Page **7**

**Challenges**

- Awareness
- Unit Leader Buy-In
- Recruitment
- Communication
- Commitment

Page **8**

**Addressing Challenges**

- Team 1** – Awareness
- Team 2** – Unit Leader Buy-In and Recruitment
- Team 3** – Communication and Commitment

Page **9**

**Resources**

Official National Order of the  
Arrow Web Site  
[http://www.oe-  
bsa.org/programs/ttr/ttrintro.htm](http://www.oe-bsa.org/programs/ttr/ttrintro.htm)

OA Troop/Team Representative  
Support Pak  
2001 printing  
[http://www.oe-  
bsa.org/programs/ttr/oatrpaktoc.  
htm](http://www.oe-bsa.org/programs/ttr/oatrpaktoc.htm)

Page  
**10**

*“Let it be remembered that the  
Order of the Arrow was created  
to help the unit – to help it  
present its membership a better  
ideal of the inner qualities of the  
good Scout camper. Qualities of  
character, like cheerfulness and  
service, are hard for a boy or a  
man to understand in the  
abstract. They come easier  
when seen in human life.*

*Let us realize the significance of  
the Order in the unit – for the  
unit is our best hope in  
Scouting.”*

*Dr. E. Urner Goodman*

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**11**

**APPENDIX: SOURCE MATERIAL AND REFERENCES**

**Boy Scout Handbook**  
11th Edition. 1998.

**Order of the Arrow Handbook**  
#34996D, Revised 2004

**Order of the Arrow Guide for Officers and Advisers**  
#34997C, Revised 2004

**Official National Order of the Arrow Web Site**  
<http://www.oe-bsa.org/programs/ttr/ttrintro.htm>

**OA Troop/Team Representative Support Pak**  
2001 printing  
<http://www.oe-bsa.org/programs/ttr/oatrpaktoc.htm>

**OA Guide To Inductions**  
<http://www.oe-bsa.org/programs/ttr/oatrpaktoc.htm>



## OA Troop/Team Representative Challenges and Potential Solutions Reference Guide

	Awareness	Unit Leader Buy-In	Recruitment	Communication	Commitment
Challenges	<ul style="list-style-type: none"> <li>▪ Providing units with sufficient information to implement and continue program.</li> <li>▪ Lack of interest or concern among unit leadership.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Identifying the OA Representative benefits to the unit.</li> <li>▪ Convincing the unit leadership of the value the position can add to their unit.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Appointing OA Representatives conducted by unit leadership.</li> <li>▪ Different leadership calendars and term lengths.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Training OA Representatives.</li> <li>▪ Providing sufficient information so OA Representatives can conduct their duties.</li> <li>▪ Rapid turnover and varying leadership calendars.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Lodge and Chapter must be committed to making the program a success.</li> <li>▪ Requires a large amount of large time and effort from youth and adult adviser.</li> </ul>
Potential Solutions	<ul style="list-style-type: none"> <li>▪ Lodge Mailing.</li> <li>▪ OA Representative Resource Packet.</li> <li>▪ Unit Visitations.</li> <li>▪ Information at Council Offices.</li> <li>▪ Summer Camp.</li> <li>▪ Council Newsletter.</li> <li>▪ District Roundtable Presentations.</li> <li>▪ Scoutmaster Dinner.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Benefits to Unit:               <ul style="list-style-type: none"> <li>▫ Creates leadership opportunities for older Scouts.</li> <li>▫ Easy coordination of OA–Unit calendars.</li> <li>▫ Ensures annual unit election conducted.</li> <li>▫ Access to experienced Arrowmen to enhance unit program.</li> </ul> </li> <li>▪ Q&amp;A Handout.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Improve OA–Unit relations.</li> <li>▪ Recognition.</li> <li>▪ Increased Awareness.</li> <li>▪ Chapter/Lodge OA Representative database.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Conduct OA Representative training multiple times per year.</li> <li>▪ Utilize OA Representative database.</li> <li>▪ Up-to-date chapter/ lodge website.</li> <li>▪ Council Newsletter.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Select capable youth and adviser that will commit themselves.</li> <li>▪ Eliminate other responsibilities of chairmen/adviser.</li> <li>▪ Recognition.</li> </ul>

Remember: This is simply a tool intended to help start the process of addressing the challenges the OA Representative program can present. Not every solution will work in every lodge. The key is to think outside of the box and continue successful techniques.

**CONCLAVE TRAINING INITIATIVE  
PARTICIPANT EVALUATION**



**ORDER OF THE ARROW  
BOY SCOUTS OF AMERICA**

Participant: please fill out this evaluation form and return to the session trainer. Your feedback will help to improve future sessions for conclave training.

1. Name of Session:

2. I am a Youth \_\_\_\_\_ Adult \_\_\_\_\_

3. How would you rate this session overall?

Low \_\_\_\_\_ High

4. List two important things you have learned as a result of this session:

5. What did you enjoy most about the session?

6. What would you improve?

7. Rate the following:

Trainer: Low \_\_\_\_\_ High

Audio/Visual: Low \_\_\_\_\_ High

Handouts: Low \_\_\_\_\_ High

Content: Low \_\_\_\_\_ High

8. Suggestions for future Conclave Training topics:

9. Please provide any additional comments on back:

Section: \_\_\_\_\_ Conclave Date: \_\_\_/\_\_\_/\_\_\_ Conclave Location: \_\_\_\_\_