



NEXT: A New Century

Contingent Leader Guide

July 30 - August 3, 2016
Indiana University
Bloomington, Indiana

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NATIONAL COMMITTEE
ORDER OF THE ARROW

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Chairman

HUNTER N. JONES
2016 National Chief

TYLER J. INBERG
2016 National Vice Chief

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OA Director

TRAVIS M. RUBELEE
Associate Director

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*Immediate Past Chairman
Partnerships*

EDWARD A. PEASE
*Past Chairman
Council Relations*

CARL M. MARCHETTI
*Past Chairman
Centennial Campaign*

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*Vice Chairman
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SCOTT W. BECKETT
*Vice Chairman
Special Projects*

HECTOR A. (TICO) PEREZ
*Vice Chairman
Youth Protection*

Contingent leaders,

On behalf of the National Order of the Arrow Committee THANK YOU for leading a contingent from your lodge to NEXT: A New Century this summer at Indiana University! I hope this guide helps prepare you and your lodge for a fun and most rewarding event that will help carry your lodge and the Order into the future.

As you and your youth develop your plans to maximize the benefit to each delegate attending, we hope that this guidebook, and the *Lodge Ledger* will continue to supply you with the most up-to-date and accurate information on which you can organize your experience.

NEXT: A New Century will focus on what's NEXT. Where does the OA go from here, and how can your lodge play a role in guiding us through the next century? Inspired by tradition, we want to grow into a dynamic, innovative, program-centric organization in which membership is top-of-mind. The unique way that NEXT is structured has the capacity to help delegates simultaneously learn from and teach one another. Ultimately, we are hopeful that this enthusiasm and commitment to the ideals passed down from our founders brought on through service and idea sharing will continue when they return home.

This is also a transition year for the OA as Ray Capp steps down as chairman after many years of faithful service and Mike Hoffman assumes his role. This transition will take place June 1, 2016.

We are excited about the programs our youth leaders have designed for NEXT, and we hope that you will bring an open mind and encourage the rest of the delegates from your lodge to do the same. This will prove to be an event like no other you have attended before.

Again thank you for serving in this role, one that is critically important to the success of NEXT. We look forward to your attendance and help to strengthen the Order of the Arrow and the Scouting movement as a whole.

Yours in service,

Ray Capp
National Chairman
Order of the Arrow

Mike Hoffman
National Chairman Designate
Order of the Arrow

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I. 2016 NEXT: A New Century

NEXT: A NEW CENTURY

The 2016 national event, NEXT: A New Century, will be truly unlike anything the Order of the Arrow has ever seen. Youth leaders and key adults from across the nation will gather to learn, grow and be inspired about how they can be the driving force behind the Order's second century.

This hands-on, high-energy event will focus on membership, program and innovation at the local level, which will subsequently empower participants to return home and be powerful agents of change.

Attendees will experience model processes, comprised of best practices and innovative methods from around the country. Similarly, youth leaders will be provided with feedback about current programs within their lodge and aided in brainstorming new ones.

Youth and adult leaders who attend will be able to work with Arrowmen from all across the country, providing a unique opportunity to discuss lodge operations and networking.

DATES AND LOCATION

NEXT: A New Century will begin with dinner on Saturday, July 30 and end after breakfast on Wednesday, August 3, 2016, at Indiana University in Bloomington, IN. All council contingents will be able to select an arrival time for Saturday, July 30, through the NEXT registration portal at <https://registration.oa-bsa.org>, starting April 1, 2016. Delegates should plan to arrive no later than 4pm. (The conference will not include an early arrival day.) Please note that contingents are responsible for their own breakfast and lunch on July 30, regardless of what time they arrive on campus.

ATTENDANCE

All Arrowmen who are registered members of the Boy Scouts of America and have their council's approval are eligible to participate in NEXT: A New Century.

All delegates must register as a member of a council contingent or be a member of the NEXT staff.

Each lodge is encouraged to send up to three youth and two adult delegates. The three youth should include the lodge chief and the two adults should include the lodge adviser.

Lodges should be deliberate in selecting delegates to represent the lodge. In addition to the lodge chief and adviser, we seek the change agents or the up-and-coming youth and adult leaders so when they return from NEXT with new ideas and concepts in mind, they can put them into action.

NEXT FEE

The NEXT fee is \$375.00 for youth and adult delegates who pay their total conference fee by May 31, 2016. Fees paid after May 31, 2016 will be \$450.00 for youth and adult members. All late fees must be received by the OA director no later than June 30, 2016. The fee includes four nights housing, three full days of program and training, 11 meals, program and support materials, registration materials, insurance and recognition items during the five-day conference. The fee is payable in the following manner:

To secure the youth and adult spaces desired, each council must complete the online council contingent reservation. Your council will be billed for the nonrefundable deposit of \$100.00 per-delegate. No individual reservations will be accepted on the contingent registration form.

All council contingent reservations must be processed through the National Order of the Arrow Event Registration System:

<https://registration.oa-bsa.org>.

Councils will be billed the remainder of each delegate's fee in two installments: \$175 in February and \$100 in May of 2016.

CANCELLATION AND REFUND POLICY

The \$100.00 per-person deposit is transferable to a substitute delegate (youth for youth or

adult for adult) within the same council on a one-for-one basis but it is nonrefundable, and may not be applied to the balance due for another person. Contingents must maintain the same ratio of three youth and two adult delegates when transferring deposits. All requests for cancellation made in writing to the OA director by June 30, 2016 will receive a full refund of all fees minus their deposit amount of \$100.00. Delegates canceling their reservation after June 30, 2016 will forfeit their entire NEXT fee. (The director will consider refunds for medical reasons after June 30, 2016.)

NEW FOR NEXT: SPECIAL CONSIDERATIONS

There are a few differences between NEXT and previous national OA events that we would like to highlight for your reference:

- **Uniform policy** – Full Class ‘A’ Scout uniform and OA sash is only required at designated evening gatherings. We also ask that you be considerate of the semi-professional atmosphere that is being created with this event.

- **NEXT Housing** – Contingent members will likely not be housed together. Delegates should expect to be housed with delegates from another lodge within the same age group. Building new lasting relationships as well as sharing ideas and perspectives is an important component of the overall NEXT program and philosophy.
- **Training and program options** – Unlike a National OA Conference, delegate schedules will be managed centrally and all delegates will experience the same training content rather than delegates choosing their own training sessions. However, there will be times for delegates to choose their own recreational experience.

Annual Health and Medical Record. NEXT: A New Century will not be leveraging the same pre-conference process as NOAC for submitting your medical records. You will simply bring your form with you to the event.

II. Conference Site

BLOOMINGTON, INDIANA

Bloomington is the home to Indiana University and will serve as the proud host of NEXT this summer. The city of Bloomington was founded in 1818 with Indiana University being established just two years later in 1820. Indiana University is located in the heart of downtown Bloomington and while the city has a population of more than 80,500, the University is responsible for about 40,000 of that figure. Bloomington is located in south-central Indiana and is 50 miles south of Indianapolis. Indiana’s state motto is “the Crossroads of America” due to its central location and easy accessibility with four interstates, I-70, I-65, I-74 and I-69 all running through Indianapolis. NEXT delegates traveling by air will fly into the Indianapolis International Airport where either Go Express or Star of America shuttle services provide direct shuttles to the IU Bloomington campus.

INDIANA UNIVERSITY

Indiana University (IU) was founded in 1820 as a State Seminary. In 1928 the name was changed

to Indiana College and then officially became Indiana University in 1938. IU has eight regional campuses located throughout the state but the original Bloomington campus is considered the flagship. IU is a Division I school and is a member of the Big Ten Conference. IU athletics has more than 20 NCAA national titles, most notably of those are from the men’s basketball (5) and soccer (8) teams.

CAMPUS HIGHLIGHTS:

SAMPLE GATES

The idea of a gateway entrance to the oldest part of campus was first introduced by the class of 1899 but was not a reality until Edson Sample provided funding for what is now called the Sample Gates. Finished in 1987, the Sample Gates are considered by many to be the main entrance to campus because of their location to Kirkwood Avenue and the downtown area. The Sample Gates are the most photographed structure on the IU campus.

INDIANA MEMORIAL UNION

The Indiana Memorial Union (IMU) building was completed in 1932 and to this day remains as one of the world's largest student union buildings. The IMU was designed to be a place for students, faculty and staff to host meetings, social events and other activities and is viewed by many as the centerpiece of campus. The IMU has many activities for students such as a bowling alley, movie theater, food court and many lounge areas where students can relax or study between classes. The IMU also houses the Biddle hotel with 180 guest rooms and over 50,000 square feet of meeting space.

ASSEMBLY HALL

Assembly Hall opened in 1971 and has served as the site for men's and women's basketball teams, commencement ceremonies, concerts and speeches of presidents and world leaders for more than 40 years. The Assembly Hall seats 17,472 and is the home of the nation's largest student section (7,800) for NCAA men's basketball. Presidents Bill Clinton and Barack Obama as well as the Dalai Lama have all spoken at Assembly Hall. Some musical performers that have visited Assembly Hall include The Rolling Stones, Dave Mathews and John Mellencamp.

INDIANA UNIVERSITY AUDITORIUM

The Indiana University Auditorium located in the heart of the IU campus opened its doors in 1941. The IU Auditorium is also the home of Thomas Hart Benton's "Century of Progress" murals located in the entry way that first debuted at the

1933 Chicago's World's Fair. The Auditorium is a 3,200 seat venue that allows IU to bring a wide range of performing arts to campus such as famous Broadway musicals, musicians, comedians and world leaders. The Auditorium also hosts a wide variety of student activities such as New Student Orientation.

INDIANA UNIVERSITY ARBORETUM

An ideal place for relaxation and study, the Arboretum is an oasis of beauty, landscaped with hundreds of trees and surrounding greenery a gazebo over looks numerous walking/bicycle paths and a pond. Originally home to IU's Memorial Stadium and little 500 Bicycle Race, the current site of the Arboretum is nestled between the Herman B Wells Library and the School of Public Health.

INDIANA UNIVERSITY ART MUSEUM

With over 40,000 objects, the IU Art Museum's collections include works representing nearly every art-producing culture throughout history. Explore ancient Greek pottery, gold jewelry, Renaissance panels and Asian treasures dating back to the third millennium BC. Discover paintings by Pablo Picasso, Claude Monet and Jackson Pollack. Learn other cultures as you view art from Africa, the South Pacific and the Americas – the museum's African collection is considered among the best in the country. A work of art in its own right, the museum's stunning building was designed by internationally renowned architect I.M. Pei, also responsible for Louvre Pyramid in Paris. Admission is free.

III. NATIONAL CONFERENCE ORGANIZATION

NATIONAL OA COMMITTEE

The National Order of the Arrow Committee, led by incoming chairman Michael Hoffman from Phoenix, AZ, will host and provide overall guidance and leadership to 2016 NEXT: A New Century.

Veteran Arrowmen from around the nation make up the national committee and bring to the NEXT not only extensive Order of the Arrow and

Scouting experience, but years of experience in staging and administrating national events.

Clint Takeshita of Dublin, CA has been appointed NEXT chairman and will be assisted by the following deputies: Glenn Ault, Andy Chapman and Chris Grove.

Matt Dukeman, National OA Director, will be the NEXT staff adviser.

The following veteran Scouters, each with extensive national event experience, have been appointed to serve as **lead advisers** to one of the functioning committees for NEXT: A New Century:

Administrative Services

Todd Leonard
Jacksonville, FL

Email: Todd.Leonard@taylorcommunications.com

The support arm of NEXT, providing for a variety of services that make NEXT operate smoothly: registration, housing, transportation, needs and logistics, office services and manpower.

Experience

Andy Chapman
Houston, TX

Email: eachapman@gmail.com

Responsible for the end-to-end delegate experience, including the crew program, knowledge application and activities & recreation.

Innovation

Carey Mignerey
Atlanta, GA

Email: mignerey@email.virginia.edu

Responsible for the content for our innovation emphasis. Drives the concept of what innovation is and how to achieve up-level thinking in lodges. Owns the Innovation Center and its components.

Inspiration (Training 2.0)

David Garrett
Franklin, TN

Email: david@cpgarrettlaw.com

Responsible for the delivery of content through varying training delivery methods. Scope includes participant workbook and recording of key sessions for broad socialization post NEXT.

Medical

Jon Hobbs, M.D.
Concord, NC

Email: jonhobbs326@gmail.com

Responsible for on-site medical services, direct liaison with local health care providers and registration health check process and procedures.

Membership

Jeff Jonasen
Orlando, FL

Email: jeffjonasen@gmail.com

Responsible for the content of our membership emphasis. This includes the output and new programs from the Membership and Retention Task Force transforming this content into common knowledge.

Messaging

Tony Fiori
New York, NY

Email: afiori@gmail.com

Responsible for the communication, branding, outreach, promotion and social media experience for NEXT including our large gatherings. This team will build a holistic message prior to NEXT, during the week and after delegates return home.

NEXT Factor (Region Chiefs)

Craig Salazar
Franklin, TN

Email: craig@salazar-family.com

Responsible for the development of the NEXT Factor program which will be a daily activity allowing delegates and crews to sell their new ideas and best practices. This team will own collecting, evaluating and driving content to potential new programs/policies

Program

John Rotruck
Gaithersburg, MD

Email: johnrotruck96@gmail.com

Responsible for the content for our program emphasis highlighting key program areas, recommended processes, methods and best practices.

Region Operations

Steve Bradley
Riverside, CA

Email: sbrad8854@aol.com

Responsible for developing NEXT section-specific content and information for section delegates.

Security Services

Gary Williams
Mount Vernon, IL
Email: gdup2@hotmail.com

Responsible for staff and delegate safety. Primary liaison between NEXT and campus/local law enforcement.

Strategy

Donald Cunningham
New York, NY
Email: DonaldJCunningham@alumni.upenn.edu
Responsible for collecting input for the Order's next strategic plan through special events, focus groups and other methods in a transparent way that complements the NEXT agenda.

Technology

Joe Glenski
Saint Paul, MN
Email: joseph.glenski@gmail.com
Responsible for all staff and program technology requirements as well as delegate internet access capability set up.

Trading Post

Kay Trick
New Berlin, PA
Email: ktrick@ptd.net

Responsible for the NEXT trading post providing OA and event-specific memorabilia as well as OA endowment items.

NEXT CONFERENCE STAFF

A national Order of the Arrow event could not function effectively without the dedicated service of those Arrowmen who volunteer to work with one of the conference committees. These Arrowmen are referred to as "NEXT staff."

Members of the NEXT conference staff pay their own way to the conference and work in a support role to help make the program a successful and enjoyable experience for all Arrowmen.

IV. ADMINISTRATION

CONFERENCE CLINIC

A full-time health care staff will be available at the event with first aid and basic medical capabilities.

MEDICAL REQUIREMENTS

Everyone attending this event will be required to have completed and submitted a BSA Annual Health and Medical Record (Parts A, B and C).

No other type of medical form will be accepted.

All BSA Annual Health and Medical Record forms for the NEXT must be submitted in person during the registration and check-in process upon arrival at Indiana University.

All medical examinations are required to have been completed within one year of the event. The medical examination must have been performed by a licensed practitioner after July 1, 2015.

Each contingent is required to maintain a paper copy of each participant's BSA Annual Health and Medical Record Form with the contingent leader during the conference and while traveling to and from the event. Contingent leaders will be asked

to provide a copy of their youth and adult delegate's medical forms to the OA medical staff during registration and check-in of the lodge contingent.

(The BSA Health and Safety Committee does not recommend placing these forms on a jump drive for travel.)

Copies surrendered at registration will available for return at the completion of the event.

IMMUNIZATIONS

Immunization requirements are based on recommendations of the U.S. Public Health Service.

Youth and adults must provide proof of immunization for tetanus within ten (10) years (since 2006). In addition, youth participants must provide verification of the following immunizations since birth:

- Diphtheria and pertussis.
- Measles, mumps, and rubella (MMR).
- Trivalent oral polio vaccine (TOPV) – four doses recommended.

EXCEPTION TO IMMUNIZATION

If there is a reason why anyone is not able to comply with the vaccination requirements, the BSA Immunization Exemption Form must be submitted with the Annual Health and Medical Record.

SPECIAL SITUATIONS/SPECIAL NEEDS

Some Arrowmen attending the event may have the need for special medical support or consideration. Therefore, it is necessary for the contingent leader and conference staff to be aware of participants who may require special considerations.

Make sure that any special medical, physical and/or dietary are entered into the participant's online record in the National Order of the Arrow Event Registration System.

Every effort will be made in advance to provide resources and accommodations for Scouts and Scouters with disabilities of any kind. **Facilities for disabled participants are limited and require advance arrangements. Please make sure to list any special needs on the individual's registration form. The event committee cannot guarantee that last-minute arrangements for special needs can be accomplished.**

Special dietary needs are a common concern when attending any large function. The Dietary Staff at Indiana University are very familiar with most special dietary needs. Whether they are for religious, medical or personal needs, they are able to accommodate most people. If participants or staff have questions specific to IU dining you can contact Rachel Noirot at rnoirot@indiana.edu.

Medical waivers will not be required.

QUESTIONS AND FURTHER INFORMATION

For any questions regarding these requirements or other medical issues or concerns, please contact the OA medical staff at NEXTHEALTH@oa-bsa.org.

LEADERSHIP POLICY FOR ALL ORDER OF THE ARROW TRIPS AND OUTINGS

It is the policy of the Boy Scouts of America that trips and outings may never be led by only one adult. **Two registered adult leaders or one registered adult leader and a parent of a participant, one of whom must be twenty-one (21) years of age or older, are required for all trips and outings.**

It is the responsibility of the council/lodge to ensure that sufficient qualified adult leadership is provided for all local, section, region, and national Order of the Arrow outings, conclaves, training events and national events.

The interpretation of "adult" leadership and "adult" membership, as opposed to youth membership, in the Order of the Arrow continues to be one determined by age, not BSA registration. Although the Boy Scouts of America recognizes all individuals 18-years of age and older as adult members of the BSA, an individual under the age of twenty-one (21) holds youth membership, while an individual who is twenty-one (21) years of age or older holds adult membership in the Order of the Arrow.

Although they hold youth membership in the Order of the Arrow, a member of the OA between the age of 18 and 21, who is registered as an assistant Scoutmaster or Venturer, may fulfill the leadership requirements as one of the adult leaders for an Order of the Arrow trip or outing.

Contingents that do not meet the minimum requirement of having two adult leaders, as set forth by the Boy Scouts of America, will not be authorized to participate in the conference.

Adult female leaders will be provided housing separate from the males in their contingent.

REGISTERED DELEGATES/STAFF ONLY

Only those persons officially registered with a lodge contingent or serving as approved event staff will be sanctioned to participate in the NEXT: A New Century.

INSURANCE

Accident and sickness insurance is provided to all those attending the 2016 event. The cost of this insurance is included as part of the event fee.

Coverage for registered members of the BSA will be in effect traveling to and from their homes to the event site, and during their stay at the event. The Maximum Benefit period is 52 weeks from the date of the covered accident. Health Special Risk must have the notice of claim within 90 days after any loss covered by the policy. Any participant in a Church of Jesus Christ of Latter-Day Saints (LDS) sponsored unit is excluded from coverage under this policy because the LDS Church has already provided insurance for participants.

EXCESS INSURANCE PROVISION

The plan is an Excess Insurance Plan, meaning that the plan will pay all those eligible expenses incurred from a covered accident or sickness not paid by any other collectable insurance or pre-paid health plan in-force for you or a dependent child(ren). If no other collectable insurance or pre-paid health plan are in effect at the time of the loss, this plan will pay all eligible covered expenses up to the plan limits. There is no deductible under this plan. Also, coverage under this plan does not provide duplicate benefits when an insured member is also insured under another Boy Scout or Learning for Life plan for a national or regional sponsored camp or special event. This provision applies to all benefits offered under these plans, including Accidental Death and Dismemberment.

ACCIDENT MEDICAL EXPENSE BENEFITS

The policy will pay benefits for covered expenses that result directly from a covered accident. The benefits are only payable for usual and customary charges and medically necessary covered expenses. Covered expenses will be paid only if charges incurred within 60-days after the date of the accident. Maximum benefit period is 52-weeks from the date of covered accident.

Total Maximum Benefits: \$15,000

SICKNESS MEDICAL EXPENSE BENEFITS

The policy will pay covered expenses for 52-weeks from the first date of treatment of a covered illness.

Benefit Maximum: \$7,500

BENEFITS FOR ACCIDENTAL DEATH, DISMEMBERMENT, HEART FAILURE, LOSS OF SIGHT AND PARALYSIS

When injuries to the insured result in death or dismemberment within one year from the date of the covered accident, and from loss which is independent of sickness and all other causes, the plan will pay as follows: In the event of multiple losses or death resulting from any one covered accident, only one benefit is payable... the larger amount applicable.

Covered Loss: \$2,500 up to \$20,000

Accident Death Benefit: \$10,000

ADDITIONAL BENEFITS:

DENTAL TREATMENT

This benefit shall be in addition to any other benefits payable under the terms of this plan. Pays for dental injuries, up to a total of \$5,000 for repair, treatment and/or replacement of sound, natural teeth. If within the 52-week period following the date of the accident, the insured's attending dentist certifies that dental treatment and/or replacement must be deferred beyond such 52-week period, the benefits will pay the estimated cost of such treatment; however, benefits will not exceed a total of \$5,000.

Benefit Maximum: \$5,000

AMBULANCE EXPENSE BENEFIT

The policy pays ambulance expense for ground transportation from the emergency site to the hospital. The benefit includes air ambulance when, in the judgment of a duly authorized medical authority or senior representative of a camp or activity, such service is required to facilitate treatment of injuries and no other ambulance service is available. Ambulance benefits will be paid in addition to any other benefit payable under the policy.

Benefit Maximum: \$6,000

RETURN TRANSPORTATION EXPENSE BENEFIT

Transportation expenses incurred, as a result of a covered accident, the patient's medical provider requires the injured party to return home from a covered activity. This benefit includes the cost of one person to accompany the injured party on the trip. In the event of a covered death, the policy will pay expenses incurred for an immediate family member to accompany the body. Benefits will not be paid unless the administrators of the policy authorize in writing or by an authorized electronic or telephonic means all expenses in advance.

Benefit Maximum: \$1,500

POST-TRAUMATIC STRESS DISORDER

This benefit will pay \$100 per counseling session for up to five sessions, if the covered person suffers a diagnosed PTSD resulting directly and independently of all other causes from a covered accident. The benefit period is for 104 weeks from the date of the accident.

CRISIS MANAGEMENT BENEFIT

This benefit will pay \$100 per counseling session for up to five sessions, if a covered person suffers a covered loss as the result of a felonious assault or from another person's use of a gun or knife to commit an act of violence, if the accident occurs while engaged in a covered activity. The benefit period is for 52 weeks.

SPECIFIED INJURY EXPENSE BENEFIT

The policy pays covered expenses incurred for treatment of a) loss of sight in both eyes; b) dismemberment of any extremity; c) paralysis; d) irreversible coma; e) entire loss of speech; or f) loss of hearing in both ears.

Benefit Maximum: \$35,000

EXCLUSIONS

The policy does not cover:

- (a) The cost of medical or surgical treatment or nursing service by a person employed or retained by the Boy Scouts of America High Adventure Base, or by any immediate family or member of the insured member's household;

- (b) Any loss caused by suicide or attempted suicide;
- (c) Any loss caused by intentionally self-inflicted injuries;
- (d) Eyeglasses, contact lenses, hearing aids, examinations or prescriptions for them, or repair or replacement thereof;
- (e) Loss caused by war or any act of war, whether declared or not;
- (f) Dental treatment or dental x-rays, except when required as the result of injuries to sound, natural teeth;
- (g) Injury or sickness paid or payable by Workers' Compensation, Employer's Liability Laws or similar occupational benefits.

This listing is only a few of the exclusions. All exclusions are provided in the policy.

EMERGENCY PROCEDURES ENROUTE

In case of serious injury or illness en route to or from NEXT: A New Century:

DO THESE THINGS IMMEDIATELY:

1. Take care of injured or sick person(s).
2. Make sure all other personnel are safe.
3. If necessary, get local emergency help.
 - a. Dial "0" or "911."
 - b. Inform local law enforcement officers in the event of an accident.

After taking these steps, gather the information indicated in steps 4 and 5. (Before you leave home, make sure you have emergency phone numbers for all your contingent members.)

4. Notify your local BSA council by telephone. (The council should notify the parents or spouse of the injured participant as soon as possible.)

Daytime office number:

()

Emergency night or weekend:

()

Alternative night or weekend:

()

5. Be prepared to provide the following information:
 - a. Contingent housing location:

- b. Your name and leadership position:
- c. Location of accident (nearest town, highway, etc.)
- d. Hospital name and location:
- e. Name(s) of those ill or injured:
- f. Nature of illness or injuries:
- g. Action taken -- location of ill or injured and current condition.
- h. Name of physician and telephone number:
- i. Telephone number where a responsible leader in your group can be reached:
- j. Local law enforcement officers involved and the name of the officer in charge:

entered into the Event Registration System by May 31, 2016.

- The **NEXT Code of Conduct** (page 16) will need to be reviewed by all members of the contingent prior to NEXT, and it will be accessible through the National Order of the Arrow Event Registration System.

CHECK-IN

Check-in will begin at 8:00 AM EST, Saturday July 30, 2016 on the ground level of McNutt Quadrangle. Temporary parking for check-in is available at the rear parking lot accessible from North Walnut Grove Street. From there you will see signs directing you to the check-in area. Prior to the event you will be asked to advise your expected arrival time in the National Order of the Arrow Event Registration System.

Following a quick medical check (contingent leader should have a copy of each delegate's medical form), you will be at your home for the event. The goal is to get you and your contingent into your rooms within a few minutes of arriving at NEXT. To help facilitate this process, your guest and staff services committee staff will be located in each residence hall on check-in day and throughout NEXT.

In order to make this process smooth and quick, there are some things you can do in advance of the conference. The key is to have your registration information complete and accurate prior to your departure from home. The following is a brief checklist:

- **Each delegate attending from your lodge should be entered in the National Order of the Arrow Event Registration System, ensuring that the roster matches the Arrowmen you will actually bring to the conference.**
- **Medical forms need to be completed, and ready to turn in.**
- **Youth Protection Training must be completed for all Arrowmen 18 years and older.**

DEPARTURE

1. All linens, including pillows, blankets, and sheets, are to be stripped from beds and piled on the floor near the door.

RESPONSES TO NEWS QUERIES

Most accidents immediately become public knowledge over police, fire or emergency radio circuits, and you may receive inquiries from news reporters. Refer any media inquiries to PR@Scouting.org.

ARRIVAL AND DEPARTURE PROCEDURES

PRE-CONFERENCE

- New for NEXT, contingent members will likely not be housed together and delegates should expect to be housed with delegates from other lodges within the same age group. Building new lasting relationships as well as sharing ideas and perspectives is an important component of the overall NEXT program and philosophy.
- If a member of your contingent has a special housing request(s) due to mobility limitations, or other factors, please enter all requests into the National Order of the Arrow Event Registration System. Please be very specific about the housing requirements, so that correct accommodations can be provided. Special housing requests need to be

2. **All items brought into the room by a NEXT delegate must be removed upon departing.**
3. Each individual delegate and staff member should turn in his room keys, conference cards and other materials as instructed. For delegates the contingent leader should confirm the departure procedure has been followed by each member of his contingent.
4. Complete other check-out procedures as may be instructed.

All lodge contingents must depart on Wednesday, August 3, 2016 by 10:00 AM. Meals are "on your own" after breakfast on Wednesday, August 3, 2016.

Registration coordinators will be in contact with contingent leaders during the lead up to NEXT to communicate any additional arrival and check-in information.

KEEP THE UNIVERSITY GROUNDS CLEAN

One of the challenges in connection with any national event is maintenance of orderly and neat conditions in heavily used areas. The cooperation of all delegates is requested to see that all trash is deposited in the containers provided. Constant leader vigilance in this regard will be helpful in preventing a major problem. Make it a practice and a tradition -- no one passes by trash -- pick it up and put it in the proper container. SCOUTS LEAVE AN AREA BETTER THAN THE WAY THEY FOUND IT!

POLICY ON SMOKING, ALCOHOL AND DRUGS

Whenever a member of the Boy Scouts of America appears before the public, especially in uniform, that member is literally on parade before the citizens of America. This is especially true of those that will be traveling to NEXT, participate in the event's activities, and then depart for home. All of us must make sure that the conduct of every single delegate is above reproach. This places a great responsibility on each of us.

NEXT: A New Century has instituted a NO-SMOKING policy for all NEXT delegates on the Indiana University campus.

The use of alcoholic beverages, non-prescribed drugs, or controlled substances will not be permitted at NEXT: A New Century or on the IU campus and will result in immediate dismissal from the conference.

CHILD ABUSE

As a contingent leader, you will find yourself among thousands of youth and adults you may never see again. Unfortunately, as hard as we try to select only the very finest leaders, child molesters occasionally manage to slip through. As a leader, you are in a critical position to help safeguard our youth.

Abuse of children falls into many forms. There can be physical, mental, sexual and even verbal abuse. It can happen within or outside the child's home. Abuse can come from a variety of sources within Scouting, including abuse by other youth, by adult leaders, and, even by parents themselves.

It is important to point out that most youth, most adult leaders, and most parents don't abuse the children with whom they come in contact. It is a rarity in Scouting.

Child abuse is difficult to spot, and therefore hard to do anything about. But, as a contingent leader or NEXT staff member, there are things you can do. It is your responsibility as a leader or staff member to believe any youth who tells you of sexual molestation or abuse of any kind. They will only tell you this if they feel that they have your trust, and you must respect that trust. They will have possibly come to you because no one else is willing to listen and believe them.

If the suspected abuse occurred during NEXT-related activities, you must report the case to the national OA director. If abuse is reported to you, but it did not occur during conference-related activities, you still have an obligation to report it to the OA director. Child abuse is against the law; and child abuse will not be tolerated in the Boy Scouts of America or the Order of the Arrow.

YOUTH PROTECTION TRAINING AND BACKGROUND CHECKS MANDATORY

YOUTH PROTECTION TRAINING

All Arrowmen 18 years of age and older attending NEXT: A New Century, must complete the Boy Scouts of America Youth Protection Training

course. It is mandatory that all registered BSA adult Scouters take the online Youth Protection Training, within the past two years prior to attending the NEXT. The training must be completed and marked on their individual online registration form PRIOR to arriving on the Indiana University campus.

The Youth Protection Training can be found at:

<http://www.scouting.org/Training/youthprotection.aspx>.

BACKGROUND CHECKS

As part of our agreement to hold the 2016 NEXT on the Indiana University campus, the Boy Scouts of America must certify that every individual 18 years of age and older has by July 30, 2016

completed a criminal background check, within the last 5 years.

As part of the NEXT individual registration process, delegates and staff members 18 years of age and older will be required to agree to this background check electronically, by checking the box on their registration form that they agree, to attend the 2016 NEXT. Personal information from each participant's and staff member's current BSA membership application will be used to complete the background check.

BLOOMINGTON AND IU CURFEW

After 11:00 PM nightly, Bloomington and Indiana University enforce a curfew for youth 16 years and younger. (Youth under the age of 17 must be escorted by a guardian, on campus and in Bloomington, after 11:00 PM.)

V. GENERAL INFORMATION

TOUR AND ACTIVITY PLAN

An online tour and activity plan of your contingent's trip to and from the NEXT: A New Century should be reviewed by the council prior to departure. This excellent guide and checklist for organization and administration of your travel and tour can be found at Scouting.org under FORMS.

VEHICLE INSURANCE

All vehicles used for Scouting programs must be covered by a liability insurance policy. The amount of this coverage must meet or exceed the insurance requirement of the state in which the vehicle is licensed. It is recommended, however, that coverage limits are at least \$100,000 combined single limit. Any vehicle designated to carry ten (10) passengers is required to have liability limits of \$500,000. In the case of rented vehicles, the requirement of coverage limits can be met by combining the limits of personal coverage carried by the driver with coverage carried by the owner of the rented vehicle.

VEHICLE DRIVERS

All drivers must have a current valid driver's license and be at least 18 years of age. A driver, 16 years of age may drive provided the following qualifications are met: (1) Six months' driving experience as a licensed driver (time on a learner's

permit or equivalent is not to be counted); (2) no record of accidents or moving violations; (3) parental permission has been granted to contingent leader, driver, and riders; (4) and under the leadership of an adult, 21-years of age or older.

Driving is limited to a maximum of ten hours per day and must be interrupted by frequent rest, food, and recreation stops. If there is only one driver, the driving time should be reduced and stops made more frequently.

Seat belts must be provided in any vehicle used, and they must be worn by all passengers and the driver. Exception: A school or commercial bus. If trucks are used, passengers will ride only in the cab.

TRAVEL RESPONSIBILITIES

The contingent leader has overall responsibility for the contingent and is the one who determines policy. He may have an assistant in charge of physical arrangements who is also responsible for: coordinating funds, determining start times, mileage to be covered and travel time requirements, and arranging for first aid needs, meals, etc.

In handling funds, do not use personal checks because of the difficulty encountered in cashing them. Along with prepaid credit and/or debit

cards, keep only a small amount of cash with your contingent when traveling. When you plan to stop at a restaurant enroute, it would be best to make advance reservations. An assistant leader could also be responsible for gathering general information about any side trips.

IN CASE OF EMERGENCY

Read "Emergency Procedures En Route" in the administration section of this guide for appropriate action to be taken in case medical treatment or hospitalization is needed, including notification of parents, the local council, and the National BSA Council, through the contingent leader.

IU EMERGENCY PHONE NUMBER

The emergency phone number (July 30 - August 3, 2016) for parents/guardians to reach you while you are at Indiana University:

812-855-1183
(Campus Operations/24 hours per day)

This number is to be used for emergencies ONLY! Anyone that may have to use the emergency phone number should be ready to give their name, lodge name, and council headquarters city for rapid identification.

IF SEPARATED FROM THE CONTINGENT

Each member of the contingent must know and understand these rules:

- Stay with your buddy!
- Stay near the point of separation
- Phone your contingent at the next planned stop
- Request police or ranger assistance
- If necessary, check with the nearest local BSA council

EACH PERSON IS TO HAVE A COPY OF THE CONTINGENT ITINERARY.

BUDDIES AND CREDENTIALS

- All youth should be paired with a buddy. This will prove advantageous in case of separation from the main group.
- Care must be exercised that every youth carries credentials identifying him as a member of the contingent along with his personal identification, which should include: name, address, parent's telephone number, religious faith, whom to notify in case of emergency, council, and headquarters city.
- Every youth must have pocket money for emergency use.

SOCIAL MEDIA @ NEXT

NEXT delegates can stay informed about the latest conference news through social media. We will have dedicated "NEXT" social media updates on Facebook, Twitter, YouTube, Instagram, and Snapchat. All delegates and staff should follow these channels and check them regularly throughout NEXT for information and conference updates. In addition to communicating NEXT-specific updates, the NEXT social media accounts will enhance the overall NEXT experience through thought-provoking content, challenging games, and other fun surprises.

Participants with smartphones and mobile devices are encouraged to share their NEXT experiences on social media using the hashtag #OANEXT. The NEXT social media team may share appropriate and relevant posts from our participants on the NEXT channels.

NEXT FACTOR SUBMISSIONS

Moving the Order of the Arrow into the next century, the NEXT Factor is a program at NEXT seeking your lodge's innovative ideas and best practices so that they can be shared with the nation. Every lodge is requests to submit their best idea(s) and/or practice(s) to the NEXT Factor prior to May 31, 2016 (or as soon as possible thereafter). Submissions should be made online at <http://oa-bsa.org/next-factor>.

VI. SERVICES AND FACILITIES

POSTAL SERVICE

As NEXT will last less than one week, delegates should not encourage those back home to send

mail to the university. However, should the need arise the NEXT mailing address is:

NEXT
"Individual's Name"

ADVANCE SHIPMENTS OF ITEMS

Should the need arise to ship equipment before the event starts.

Please ship all of your NEXT goods to the address listed on the next page so that Administrative Services Committee can help you get your items in an efficient manner:

Boy Scouts – NEXT – (Insert Council Name Here)

Attention: (Lodge Contingent Leader's Name)

Briscoe Residence Hall

1225 North Fee Lane

Bloomington, IN 47406-7503

SHIP TO ARRIVE AFTER JULY 1, 2016

(Deliveries prior to July 1, 2016 will not be accepted.)

Once you arrive on campus, check with the conference Administrative Services office, (located in Briscoe Quadrangle), for instructions on picking up your shipment.

WIFI ACCESS

WiFi access will be provided for all delegates and staff at NEXT. Internet access will be available for smartphones, tablets, or laptops. Individuals bringing laptops should make sure their systems have current security updates, and an up-to-date anti-virus program. More information and login details will be provided during the check-in process at the event.

NEXT AIRPORT TRANSPORTATION SHUTTLE

A chartered AIRPORT BUS SHUTTLE from Indianapolis International to Indiana University for \$36 round trip will be available for NEXT delegates on July 30th (arrival day) and August 3rd (departure day) ONLY.

If you're flying and plan to use this service, you must make flight reservations between 8:00 AM and 4:00 PM EST. Travel time between the Indianapolis airport and IU is approximately one hour. This shuttle service can

be requested through the National Order of the Arrow Event Registration system for flight(s) by group size.

Departures from the campus on Wednesday, August 3rd will commence at approximately 4:00 AM. Airport check-in time, security screening, travel and load time on the campus, for your return trip, will be included in the total amount of time needed for your departure (minimum of 2 hours). Please plan your departures with these considerations.

Contingent leaders can reserve the airport shuttle service via the National Order of the Arrow Event Registration System for flight(s) by group size after April 1. Detailed information about the shuttle service will also be available on the NEXT Registration website in "PDF" format.

NEXT AMTRAK TRANSPORTATION SHUTTLE

Arrangements to transport contingents arriving at the Indianapolis Amtrak station via the train can also be requested on the NEXT Registration system.

NEXT HANDICAP CAMPUS SHUTTLE SERVICE

There will be a no-regular campus bus shuttle service due to the close proximity of housing and program locations. However if a member of your contingent is in need of handicap accessible van we will have one on hand that can be requested by phone once onsite.

UNIVERSITY PARKING

Parking is limited on Indiana University's campus, just as it is at many other college or university campuses. Vehicle storage lots will be available within walking distance of the residence halls and program areas. Please understand the parking limitations and respect the posted parking instructions on campus. Campus parking enforcement will be monitoring lots, and parking tickets are the responsibility of the vehicle owner.

TRADING POST

The NEXT trading post will be available online (tradingpost.oa-bsa.org) and at the McNutt Quadrangle during the conference, offering a full complement of NEXT: A New Century

merchandise. Conference delegates are strongly encouraged to place a trading post order online by May 31, 2016, to ensure all mementos available can be purchased, thus reducing the risk of popular items not being available at the conference. Online orders may be placed during the conference; however, quantities may be limited.

The NEXT trading post will accept MasterCard, Visa, Discover and American Express credit/debit cards and cash.

ROOM KEYS AND CONFERENCE CARDS

Each NEXT delegate will be responsible for safeguarding their room key and conference card. Local councils will be billed directly by the

National Council for all lost keys and key cards. It is the local council's responsibility to pay the bill to the National Council and to collect reimbursement from the contingent member who incurred the cost if they choose to do so.

LOST AND FOUND

Indiana University will collect and maintain custody of lost articles left at the University by persons attending the conference, and we will make every effort to return the items to either the rightful owner or the BSA. If a delegate or staff member loses an item while attending NEXT, they can check with the Administrative Services Committee in the Briscoe Quadrangle for their lost and found item(s).

VII. UNIFORMS AND EQUIPMENT

NEXT DRESS CODE

All NEXT delegates and staff are to be in full Class 'A' Scout uniform at designated evening gatherings.

Official Scout uniform:

- Scout shorts or trousers
- Scout shirt, short-sleeve casual
- Scout khaki web or leather belt
- Scout socks
- Scout visor cap or NEXT cap
- Order of the Arrow sash

ACTIVITY DRESS

For all meals, training sessions, day time and evening activities and events, delegates and staff may wear their provided NEXT T-shirt, OA or Scout T-shirt or golf shirt with their Scout shorts or trousers during the conference.

The official Scout uniform is appropriate to wear at any time during the conference.

RECOMMENDED PERSONAL EQUIPMENT

Beach towel for all water activities (Towels are not to be taken from residence halls.)

Personal water bottle(s)

Medications

Emergency phone numbers (including work #s)

Toothbrush

Toothpaste

Deodorant Underwear
Sun glasses Sun screen
Shaving kit Alarm clock
Small portable fan

BICYCLES

Indiana University's campus is very bike friendly. If delegates wish to bring bicycles to use during the conference, the bikes must be parked and locked at a bike rack when not in use. The bike must also be in good operating condition, or it will be impounded with fees assessed to retrieve it. Helmets are mandatory on campus!

TOWELS AND BEDDING AT IU

The university will provide each delegate with two sheets, pillow, pillow case, and two towels. Blankets are available upon request from the center desk as each residence hall. Towels and bed linens may be exchanged at your residence hall Service Desk during your stay.

REMEMBER! All participants must have a completed (signed) BSA Annual Health and Medical Record form (Parts A, B and C); and Contingent leaders should have a copy of each participants medical form while traveling to and from the NEXT.

For IU and Bloomington information, please visit: www.iub.edu/.

Bloomington/Monroe County website www.visitbloomington.com.

2016 NEXT CODE OF CONDUCT

The general welfare of our group depends on the conduct of each individual; this ensures the success of NEXT and provides the maximum benefit to everyone. As an Arrowman, I understand this and support the reasonable demands of conduct expected of me.

I understand the lodge contingent leadership is responsible for supervision with respect to maintaining discipline and security; and for enforcing the NEXT Code of Conduct.

As a member of the Order of the Arrow at NEXT, I will:

1. Observe the Scout Oath, Scout Law and the Order of the Arrow Obligation.
2. Be in full Class 'A' Scout uniform at designated evening gatherings. At all other times, delegates may wear a NEXT, OA or Scout T-shirt or golf shirt with their Scout shorts or trousers.
3. Attend all planned training and general sessions.
4. Confine patch trading to free periods and designated areas.
5. Be personally responsible for breakage, damage, or loss of property.
6. Observe quiet hours and lights out from midnight to 7:00 AM.
7. Keep my room clean and orderly and dispose of trash in proper receptacles.
8. Not change my officially assigned room without permission from NEXT headquarters. The reason: emergency calls, for example, could not be delivered when room changes are unofficial.
9. Allow no unregistered person to occupy my room.
10. Wear suitable covering in the resident hall when going down the corridors. I will also wear suitable covering while swimming or participating in any conference program.
11. Observe all rules regarding the use of the pools and other athletic facilities.
12. Refrain from the purchase, possession, or consumption of alcoholic beverages or illicit drugs at the conference, as they are not permitted and will result in immediate dismissal from NEXT. This standard applies to all youth and adult delegates.
13. Comply with federal, state and city laws, and university regulations, including those that prohibit the use of fireworks, firearms, and gambling. Infraction of these laws and regulations will be cause for immediate dismissal from NEXT.
14. Not sell items at the conference. I understand that the official trading post is the only source for sale/purchase of memorabilia and materials at NEXT.
15. Abide by the NEXT and IU NO SMOKING policies at all times.
16. At all times, be the considerate guest of a considerate host university.