

July 30 - August 4, 2018
Indiana University — Bloomington, Indiana

NOAC

2018

Contingent Reservation Information



BOY SCOUTS OF AMERICA®

ORDER OF THE ARROW

NOAC 2018

This kit contains information on your council's initial reservation to attend the 2018 National Order of the Arrow Conference (NOAC). To secure space, each council must complete the online Contingent Reservation and pay the non-refundable \$100 per participant reservation deposit. No individual reservations will be accepted.

All contingent and delegate registration will be accomplished using the National Order of the Arrow Event Registration System by visiting: registration.oa-bsa.org. Any required hard-copy forms will be produced during the online process.

Key Dates:

| | |
|-------------------------|---|
| October 2, 2017 | Registration Open (\$100 deposit per delegate charged) |
| January 2, 2018 | Deadline for councils to claim quota |
| January 16, 2018 | Quotas released |
| March 1, 2018 | Second payment charged to councils |
| April 2, 2018 | Program Registration Opens |
| May 31, 2018 | Final Payment Collected (additions after May 31, will result in late fee) |
| May 31, 2018 | Program registration closes |
| July 2, 2018 | Delegate Training and Program Schedules available |
| July 16, 2018 | Program and Incidental Fees charged |
| July 30, 2018 | National Order of the Arrow Conference Start |
| August 4, 2018 | National Order of the Arrow Conference End |

Important NOAC Information

THE NATIONAL CONFERENCE

The National Order of the Arrow Conference is Scouting's second-largest national program event. The reason for its growing popularity can be attributed to the fact that it is planned and carried out by Arrowmen. Youth involvement ensures that the conference program will be exciting, relevant, and non-stop fun.

As you promote the conference to your membership and plan the details for your council's involvement in

conference activities, keep in mind the many benefits that are likely to accrue for your lodge and its members. Participants will return home with:

- A deeper understanding of the Scout Oath, Scout Law, Order of the Arrow Obligation, and what it means to "live" these words in one's daily life.
- A renewed spirit, pride, and enthusiasm for Scouting and the Order of the Arrow.
- Ideas their lodge can use to better serve Scouting at the unit, district and council levels.

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- New programs, knowledge, and skills to improve lodge and chapter operations.
- Enhanced leadership skills and a better understanding of how to carry out the work of the lodge. The latest information on outdoor and high-adventure programming, including how to successfully promote Boy Scout camping.
- New friendships with fellow Arrowmen from throughout the nation.
- Memories to last a lifetime!

DATES AND LOCATION

The 2018 National Order of the Arrow Conference will begin with dinner on Monday, July 30 and end after breakfast on Saturday, August 4, 2018, at Indiana University in Bloomington. All council contingents will be able to select an arrival time for Monday, July 30 through the NOAC Registration site at registration.oa-bsa.org starting April 2, 2018. (The conference will not facilitate any contingent early arrivals.)

ATTENDANCE

All Arrowmen who are registered members of the Boy Scouts of America and have their council's approval, are eligible to participate in the 2018 NOAC.

All participants must register as a delegate of a council contingent or be a member of the conference staff.

CONFERENCE FEE

The conference fee is \$525.00 for

youth and adult members who pay their total conference fee by May 31, 2018. Conference fees paid after May 31, 2018, will be \$600.00 for youth and adult members. All late fees must be received by the National OA Director no later than June 30, 2018. The fee includes five night's housing, five full days of program and training, 14 meals, program and support materials, registration materials, insurance, and recognition items during the six-day conference.

COUNCIL CONTINGENT RESERVATIONS

Due to expected interest and capacity constraints at Indiana University, we will institute a 3:1 youth to adult ratio and a membership-driven delegate allocation by council. Each council will initially receive a minimum of 10 delegates. Additional delegates are assigned as a percentage of lodge membership as reported on the 2017 charter renewal application. Councils were notified of their initial quotas in April in a letter to scout executives. Additional delegates beyond your quota may also be requested during the initial registration process. Any unclaimed quota will be released on January 2, 2018, and remaining capacity will be allocated to contingents requesting additional space. Your council will be billed the same \$100 non-refundable deposit for each additional delegate at that time. Please note that councils are not guaranteed to receive the full complement of additional delegates requested. Assignment of additional delegates will be determined by several criteria including the timestamp when the request was made.

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Adult participation should be approved on the basis of need to provide responsible leadership supervision for the council contingent (at least one adult for every 15 youth); and all contingents must maintain at least two-deep adult leadership traveling to, from and during the conference. Please note that NOAC staff members register separately and do not impact a council's ratio or quota.

To secure the youth and adult spaces desired, each council must complete the online Council Contingent Reservation. Your council will be billed the nonrefundable deposit of \$100.00 per participant. No individual reservations will be accepted. The Council Contingent Reservation must be submitted on the NOAC Registration Site at: registration.aa-bsa.org beginning October 2, 2017.

Councils will be billed the remainder of each participant's fee in two installments: \$200 in March and \$225 in May of 2018.

Encourage adult Arrowmen in your council to establish a special fund to help youth members attend and share in the conference spirit. Your council, lodge and Scouting will benefit for years to come!

LODGE PATCHES FOR THE 2018 NOAC

Any use of Indiana University trademarks, including but not limited to the IU logo, Indiana Hoosiers, and candy striped design are not permitted on lodge patches/memorabilia.

Please see the enclosed special guidelines that have been established in working with Indiana University for National Order of the Arrow specific merchandise. You can also find the guidelines at noac2018.org. Custom patch orders can be ordered through an official BSA licensee at licensingbsa.org

CANCELLATION AND REFUND POLICY

The \$100.00 per-person deposit is transferable to a substitute participant (youth or 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. All requests for cancellation made in writing to the OA Director by June 30, 2018, will receive a full refund of all fees, minus their deposit amount of \$100. Participants canceling their reservation after June 30, 2018, will forfeit their entire conference fee.

2018 ANNUAL HEALTH AND MEDICAL RECORD (AHMR) PROCEDURES

In 2018, annual health and medical records (AHMR) will not be collected electronically prior to conference. Contingent leaders will be responsible for collecting AHMR forms from contingent members and bringing them to conference to be collected at check in. These forms will be kept on file during the conference and can be collected at its conclusion. The AHMR form can be found at <http://www.scouting.org/filestore/>

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[HealthSafety/pdf/680-001_ABC.pdf](#)

The form must have been completed after September 1, 2017.

LODGE KEY 3 RECOGNITION

The Lodge Key 3 will receive a special recognition for attending the 2018 NOAC. (The Lodge Key 3 includes the lodge chief, lodge adviser, and lodge staff adviser or Scout executive; and all three must attend to receive this special recognition.)

NATIONAL OA COMMITTEE

The National Order of the Arrow Committee, led by National Chairman Mike Hoffman, will host and provide overall guidance and leadership to the 2018 national conference.

Veteran Arrowmen from around the nation make up the national committee and bring to the NOAC not only extensive Order of the Arrow and Scouting experience, but years of expertise in staging and administrating conferences.

Clint Takeshita of Dublin, California, has been appointed conference chairman and will be assisted by the following deputies: Glenn Ault (Finance), Andy Chapman (Scheduling and Facilities), Chris Grove (Logistics), Jeff Jonasen (Program) and Ed Lynes (Messaging). Matt Dukeman, National OA Director, will be the conference staff adviser.

The following Scouters, each with extensive NOAC experience, have been appointed to serve as LEAD ADVISERS to one of the functioning committees

for the 2018 national conference:

ACTIVITIES AND RECREATION (ARC)

Steve Gaines

Kennewick, Washington

Email: steve.gaines@charter.net

Responsible for staging a variety of activities, including: athletic competitions, recreational activities, movies, etc. including off-campus activities. Facilitates conference-wide patch trading.

ADMINISTRATIVE SERVICES

Todd Leonard

Jacksonville, Florida

Email: todd.leonard@alleongroup.com

The support arm of the conference, providing for a variety of services that make the conference operate smoothly: registration, housing, food service, equipment & material procurement, transportation, security, health and safety, storage, etc.

ADVENTURE CENTRAL

Nick Digirolamo

Tampa, Florida

Email: nick.digirolamo@raymondjames.com

This committee is responsible for all high adventure related activities, including the Experience, OA Extreme, STEM, Arrowman Conservation School, high adventure training, and more.

AMERICAN INDIAN ACTIVITIES (AIA)

Ron Bell

Miami, Florida

Email: Ironbell@bellsouth.net

Responsible for conducting the many and varied American Indian programs,

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including pageants, dance, singing and regalia competitions and the American Indian Show.

COMMUNICATIONS

Tony Fiori
New York, New York
Email: afiori@gmail.com
Responsible for the various media outlets at NOAC, including the newspaper, website, social media, hometown blogs and national event promotions.

LEGACY CENTER, NATIONAL OA ENDOWMENT

Jason Hood
Memphis, Tennessee
Email: Jason.hood@yahoo.com
Responsible for furthering the efforts of the Order of the Arrow Endowment program at NOAC, through specialized Endowment items at the Trading Post.

EXPERIENCE

Donald J. Cunningham
New York, New York
Email: DonaldJCunningham@alumni.upenn.edu
Responsible for the overall delegate and staff experience including, delegate orientation, delegate gift, participation award and wide game. Manages the Concierge team and VIP relations. Coordinates religious services.

FINANCIAL SERVICES

Craig Davis
Austin, Texas
Email: mail@craigdavis.net
Responsible for oversight of daily financial and business operations of the conference. He is directly responsible to the conference chairman and

national director for fiscal operations.

CONFERENCE FESTIVAL

Joe Barton
Benicia, CA
Email: joebarton77@gmail.com
Responsible for all programs and activities associated with the festival on the last full day of conference prior to the Theme Show including the festival, lodge booths, musical entertainment and other programs.

INDUCTIONS AND CEREMONIAL EVENTS (ICE)

John Rotruck
Gaithersburg, Maryland
Email: johnrotruck96@gmail.com
This committee is responsible for helping lodges improve the quality of the full spectrum of their OA inductions, from conducting unit elections to the Vigil Honor, via classroom sessions and live evaluations of ceremonies teams.

MEDICAL

Jon Hobbs
Concord, North Carolina
Email: jonhobbs326@gmail.com
Responsible for on-site medical services. Liaises with local health care providers. Manages staff & delegate medical records and review at check-in.

REGION CHIEFS

Bob Black
Vestal, New York
Email: cyberkdet@aol.com
Coordinates region engagement at conference. Responsible for the Thursday night Region Gatherings and activities.

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SHOWS

Max Sasseen
Lawton, Oklahoma
Email: max@sasseenrealtygroup.com
Responsible for the development, production, and staging of the Opening Show, Recognition Show, Theme Show, and supporting the American Indian Show at the conference.

SECURITY

Gary Williams
Mount Vernon, Illinois
Email: gsub2@hotmail.com
Responsible for conference public safety including enforcing the code of conduct. Provides support to public relations efforts (Info Booth, Transportation Stops)

SERVICE CORPS

Steve Bradley
Riverside, California
Email: sbrad8854@aol.com
Responsible for providing and managing manpower requests for all conference committees. Manages the Provisional Staff program (if required). Includes members of OA high adventure staff, service lodge volunteers and provisional staff.

SPECIAL EVENTS

Tony Steinhardt
Indianapolis, Indiana
Email: steinhardt@ratioarchitects.com
Responsible for all special events and activities, receptions, Very Important Arrowmen (VIA) luncheons, Distinguished Service Award and Red Arrow reception and dinner, professional Scouter luncheon, meetings with national officers and

committeemen, OA museum, and NOAC band and chorus.

SUSTAINABILITY

Jake Wellman
Albuquerque, NM
Email: jake.wellman@gmail.com
Responsible for coordinating sustainability efforts at conference across all committees. Liaises with university sustainability office.

TECHNOLOGY

Joe Glenski
Minneapolis, Minnesota
Email: joseph.glenski@gmail.com
Responsible for providing all the necessary technology support for all functioning conference committees, administrative and program.

TRADING POST

Kaylene Trick
New Berlin, Pennsylvania
Email: ktrick@ptd.net
Responsible for the successful operation of the NOAC, Trading Post, American Indian and satellite trading posts at the conference.

TRAINING

David Garrett
Franklin, Tennessee
Email: david@cpgarrettlaw.com
Responsible for planning, developing and conducting all training programs and educational opportunities for both youth and adult Arrowmen; this includes the National Council of Chiefs (NCOC) session at the conference.