

August 3 - August 8, 2020
Michigan State University - East Lansing, Michigan

NOAC

2020

Contingent Reservation Information



BOY SCOUTS OF AMERICA®
ORDER OF THE ARROW

NOAC 2020

This kit contains information on your council's initial reservation to attend the 2020 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 (deposit will be billed to your council). No individual reservations will be accepted.

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

Key Dates:

October 1, 2019	Registration Open (\$100 deposit per delegate charged)
March 2, 2020	Second payment charged to councils
April 1, 2020	Program Registration Opens
May 31, 2020	Final Payment Collected (additions after May 31, will result in late fee)
May 31, 2020	Program registration closes
June 30, 2020	Late Fees Due and Cancellation Deadline
July 1, 2020	Delegate Training and Program Schedules available
July 15, 2020	Program and Incidental Fees charged
August 3, 2020	National Order of the Arrow Conference Start
August 8, 2020	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 Scout camping.
- New friendships with fellow Arrowmen from throughout the nation.
- Memories to last a lifetime!

DATES AND LOCATION

The 2020 National Order of the Arrow Conference will begin with dinner on Monday, August 3, and end after breakfast on Saturday, August 8, 2020, at Michigan State University in East Lansing. All council contingents will be able to select an arrival time for Monday, August 3, through the NOAC Registration website at registration.oa-bsa.org starting April 1, 2020. (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 2020 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 \$545.00 for youth and adult members who pay their total conference fee by May 31, 2020. Conference fees paid after May 31, 2020, will be \$620.00 for youth and adult members. All late fees must be received by the National OA Director no later than June 30, 2020. 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

Council contingent leadership may make their initial reservations beginning October 1, 2019, via the NOAC Registration website (NOAERS) registration.oa-bsa.org.

In 2020, the national conference committee will not impose delegate quotas. A 1:1 youth to adult ratio (at least 50% of a lodge contingent must be youth) will be strictly enforced. However, lodges are encouraged to strive towards a 2:1 youth to adult ratio or higher for their contingent to ensure maximum youth participation. It is the responsibility of the contingent leadership to establish criteria and choose qualified adults to join your contingent.

Adult participation should be approved based on need to provide responsible leadership supervision for the council contingent (at least one adult for

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every 15 youth); and all contingents must maintain at least two-deep adult leadership, as well as required gender-based leadership while traveling to, and from and during the conference. Please note that NOAC staff members register separately and do not impact a council's ratio.

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 website at: <https://registration.aa-bsa.org> beginning October 1, 2019. All lodges should secure their initial reservation by January 1, 2020.

Councils will be billed the remainder of each participant's fee in two installments: \$220 in March and \$225 in May of 2020.

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!

REMOTE DELEGATE PROGRAM

Arrowmen who are not able to attend NOAC as a delegate or staff member will still be able to participate through our remote delegate program. This will be similar to our inaugural remote delegate program from 2018, including live streaming of shows and certain training sessions, a patch, and other

remote delegate-only activities. Additional information and registration details will be available by April when program registration opens.

ADDITIONAL INFORMATION

Get the latest updates about the conference at noac2020.org. Questions about registration? Contact the conference registrar at noac2020@registration.aa-bsa.org

LODGE PATCHES FOR THE 2020 NOAC

Special guidelines have been established in cooperation with Michigan State University for National Order of the Arrow Conference event-specific merchandise. Please follow the guidelines included in this packet. Custom patch orders can be ordered through an official BSA licensee at www.licensingbsa.org.

CANCELLATION AND REFUND POLICY

The \$100 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 cancellations made in writing to the OA Director by June 30, 2020, will receive a full refund of all fees, minus their deposit amount of \$100. Participants canceling their reservation after June 30, 2020, will forfeit their entire conference fee.

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2020 ANNUAL HEALTH AND MEDICAL RECORD (AHMR) PROCEDURES

In 2020, 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:
<https://www.scouting.org/health-and-safety/ahmr/>

The form must have been completed after August 1, 2019.

LODGE KEY 3 RECOGNITION

The Lodge Key 3 will receive a special recognition for attending the 2020 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 2020 national conference.

Veteran Arrowmen from around the nation make up the national conference 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: Carey Mignerey (Finance), Calvin Fulks (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 2020 national conference:

ACTIVITIES AND RECREATION (ARC)

Frank Fodero
Channahon, Illinois
Email: eagle197@aol.com

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

Spencer Long
Chicago, Illinois
Email: spencer.long@gmail.com

The support arm of the conference, providing for a variety of services that make the conference operate smoothly: equipment & materiel procurement and distribution, storage, warehousing, printing, signage,

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conference related construction, and lost & found.

ADVENTURE CENTRAL

Nick Digirolamo
Tampa, Florida
Email: nick.digirolamo@raymondjames.com

This committee is responsible for all adventure-related activities, including the Experience (Outdoor Gear Expo), STEM, and Outdoor Adventure activities at the Conference.

AMERICAN INDIAN ACTIVITIES (AIA)

Ron Bell
Miami, Florida
Email: Ironbell@bellsouth.net

Responsible for conducting the many and varied American Indian programs, including pageants, dance, singing, and regalia competitions.

COMMUNICATIONS

Tony Fiori
New York, New York
Email: afiori@gmail.com

Responsible for the various media outlets at NOAC, including the website, daily enews, social media, remote delegate and NOAC promotions.

CONFERENCE FESTIVAL

Joe Barton
Benicia, California
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.

CONSERVATION AND SUSTAINABILITY

Jake Wellman
Albuquerque, New Mexico
Email: jake.wellman@gmail.com

Responsible for coordinating sustainability efforts across all committees and conservation program elements at the conference. Liaises with university sustainability office.

CONTINGENT AND STAFF SERVICES

Don Hough
Washington, District of Columbia
Email: dhough2003@gmail.com

Responsible for coordinating and facilitating contingent and staff registration, check-in, housing, transportation, and food service. Manages the Concierge team.

ENGAGEMENT

Devang Desai
Coral Gables, Florida
Email: d-desai@gaebemullen.com

Responsible for the overall delegate and staff experience including: delegate orientation, delegate gift, participation award and wide game. Coordinates religious services.

FINANCIAL SERVICES

Craig Davis
Austin, Texas
Email: mail@craigdavis.net

Responsible for oversight of daily financial and business operations of the

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conference. He is directly responsible to the conference chairman and national director for fiscal operations.

INDUCTIONS AND CEREMONIAL EVENTS (ICE)

Bill Chin
Wallingford, Connecticut
Email: bill@eaglewbc.com

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.

LODGE PERFORMANCE

Mackie Zewalk
Riverview, Florida
Email: mack.zewalk@gmail.com

Coordinates lodge performance activities at conference. Responsible for the National Council of Chiefs, Lodge Adviser Conference Pilot, and Thursday night Region Gatherings and activities. Manages region chiefs and their support staff.

MEDICAL

Jon Hobbs
Concord, North Carolina
Email: jonhobbs326@gmail.com

Responsible for on-site medical services. Liaises with local health care providers. Manages staff and delegate medical records and review at check-in.

NATIONAL COMMITTEE @ NOAC

Steve Bradley
Riverside, California

Email: sbrad8854@aol.com

Responsible for managing national OA committee engagement at conference, VIP Guest program, and national OA committee spouse program.

NATIONAL OA ENDOWMENT

Tony Steinhardt
Indianapolis, Indiana
Email: tsteinhardt@ratioarchitects.com

Responsible for furthering the efforts of the Order of the Arrow endowment program at NOAC, through specialized endowment items at the Trading Post.

SHOWS

Max Sasseen
Lawton, Oklahoma
Email: max@sasseenrealtygroup.com

Responsible for the development, production, and staging of the Opening Show, Recognition Show, OA Showcase, and Theme Show, at the conference.

SECURITY

Gary Williams
Mount Vernon, Illinois
Email: gdub2@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

Scott Beckett
Minneapolis, Minnesota
Email: scottwbeckett@me.com

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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

Bob Chaballa
Downingtown, Pennsylvania
Email: rchaballa1@us.imshealth.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 and OA museum.

TECHNOLOGY

Joe Glenski
St. Paul, Minnesota
Email: joseph.glenski@gmail.com

Responsible for providing the necessary technology support for all conference committees, including applications, networks, computers, printers, sound systems, video equipment, radios, and other tech gear.

TRADING POST

Kaylene Trick
New Berlin, Pennsylvania
Email: ktrick@ptd.net

Responsible for the successful operation of the NOAC, Trading Post, American Indian vendors, 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.

NOAC EMBROIDERY GUIDELINES

Special guidelines have been established in working with Michigan State University for National Order of the Arrow Conference event specific merchandise. Custom patch orders can be ordered through an official BSA licensee at www.licensingbsa.org.

GUIDELINES FOR USE

- A third party letter of permission is not required from Michigan State University if the words "MSU" or "MICHIGAN STATE UNIVERSITY" are used only to identify the location of the NOAC event.
- Any other use of the Michigan State University trademarks, including but not limited to the Michigan State University logo or Spartan logo is not permitted without express written permission from Michigan State University.
- The words "MSU" or "MICHIGAN STATE UNIVERSITY" should appear in all capital letters.
- No years or numbers may be attached to the words "MSU" or "MICHIGAN STATE UNIVERSITY".
- If a year is to be included to identify the NOAC event, it should clearly be associated with NOAC and separated from the words "MSU" or "MICHIGAN STATE UNIVERSITY".
- Lodge insignia must fit the exact size and shape of right pocket flap per the BSA Guide to Awards and Insignia.
- Any other third party trademark used on a patch design must be accompanied by a letter of permission from that intellectual property owner granting such use.

EXAMPLE

**2020 National Order of the Arrow
Conference**
or
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PATCH DESIGN EXAMPLE

