Introduction

Welcome to the ACT Conference! This event will help lodges Adapt to face major challenges, Collaborate with their peers across the section, and eventually Thrive and become high performing. The leadership theory and pedagogical techniques employed in the course reflect the current best practices in teaching and learning as described in the appropriate literature.

Who should attend?

The ACT Conference will prepare lodge and chapter leadership to improve upon three key metrics: unit election rate, induction rate, and activation rate. For the conference to be successful, all chapter and lodge officers should plan to attend. Additionally, any youth or adult Arrowmen who are involved in unit elections and visitations, Ordeal induction events, and event planning should also plan to attend. Sections should keep a focus on recruiting these key stakeholders in elections, inductions, and activation.

Role Descriptions

Section Chief:

The Section Chief is the youth representative who is tasked with organizing and managing the ACT Conference. The chief will work directly with their fellow officers and adviser to implement and deliver the course during their term.

Leading up to the event, the chief will identify qualified Arrowmen from across the region, section, and local area to serve as members of the ACT Conference staff. The staff positions that need to be filled include the roles of facilitators and lodge mentors. The chief will work with the staff to ensure all materials that the staff needs are available, so that everyone will be prepared upon arriving at the ACT Conference location.

The Section Chief will manage the setup of the course prior to delegate arrival. Once the room has been set-up, the staff will need to have a final development session to answer any questions and make sure staff are able to fulfill their roles during the weekend. Throughout the weekend, the Section Chief and the staff need to be friendly to everyone and interact regularly with the delegates, which includes sitting with them at meals and cracker barrels. The Section Chief also should not forget their administrative role of guiding the staff and making sure sessions are running efficiently. The Section Chief must role model appropriate behavior for all staff and delegates; they will be one of the most conspicuous people at the event.

Lodge Mentor:

Throughout the conference, lodges will develop action plans to improve their unit election, induction, and activation rates during the following year. Section leadership should
identify one member of the staff to serve as a mentor for each lodge. These mentors can also facilitate other sessions. The mentors are needed for portions of the following sessions: Recognizing Tomorrow’s Leaders, Admonishing the Next Generation, Activating the Future, and Implementing your Vision. The mentors are also responsible for ensuring that their lodge develops an attainable plan to create actionable change in the one-year period after the conference.

Pre-Planning

Geography
The conference should have the largest cross-section of Arrowmen from across the section by prioritizing geographic centrality. Selecting locations which are accessible to the largest number of Arrowmen will help ensure the most robust turnout.

Insurance
Unless the ACT Conference is held in conjunction with a Council of Chiefs meeting, the section must collect national activity insurance at a rate of $3 per day for each participant.

Local Liaison
Once a site is under consideration, feel free to engage the local lodge for support. In particular, they can be very helpful with respect to:

- Site selection
- Promotion Assistance
- Transportation
- Registration and cracker barrel staffing
- Food service

Infrastructure
Important consideration to take into account when identifying a site are as follows:

Sleeping Quarters - Adequate sleeping and shower facilities for all staff and delegates, in compliance with BSA Youth Protection Guidelines, are essential. These facilities should be in close proximity to the conference room and dining area. Ensure accessible sleeping quarters are available for delegates/staff who require accommodations.

Food service - Meals should be served in a space which is separate from the conference room. Sharing a space, or having a temporary wall, are not sufficient to ensure no distractions. The space needs to be large enough to accommodate all delegates and staff.

Parking - Adequate parking facilities, located near the sleeping quarters, should be sufficient to accommodate delegates and staff.
Conference Room - The conference room needs to be large enough to comfortably accommodate all of the delegates around tables with room for the facilitator to roam, ample wifi coverage, a projector, and screen. Tables and chairs should be comfortable enough to accommodate many hours of sitting, but easily moveable.

Technology

The ACT Conference relies on slide decks, which can be accessed via PowerPoint, to aide the facilitator in delivering the content. Each ACT Conference will require a projector, screen, and laptop to be successful.

Accessibility

Mobility - Some delegates may have mobility impairments and need assistive devices such as wheelchairs. The facility should be able to accommodate learners who require accommodations without substantial modifications or drawing attention to them unnecessarily.

Dietary Considerations - Ensure food service providers are able to accommodate any dietary considerations including allergies and religious restrictions (Halal, Kosher, Gluten free, vegetarian/vegan).

Holidays - Do not schedule courses during significant religious or civic holidays.

Sight/Hearing Accommodations - Be prepared to accommodate learners with auditory and visual impairments. Adjusting seating arrangements, providing space for an interpreter, and having someone share notes can make it possible for a learner with accessibility needs to succeed in the course.

Cost - Whenever possible cost should be kept to a minimum. Work with a host lodge to identify low cost transportation options, meal service, and housing, if applicable. Ask lodges to subsidize the registration fee for delegates who cannot otherwise afford to attend.

ACT Conference Patches

The national office does not sell ACT Conference patches. If a patch is desired, sections are responsible for ordering. The generic patch design may be used as is, or a section may customize the patch, or a section may design its own patch. For your convenience, the BSA maintains a listing of BSA licensed providers.
### Section ACT Conference

**Timeline**

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<th>Duration</th>
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ACT CONFERENCE - OVERALL

DESCRIPTION: The role of an Order of the Arrow section is first and foremost to ensure lodges have the tools, talent, and a template to be successful. This event has been developed in an effort to give sections the resources and the curriculum necessary to help their lodges Adapt, Collaborate, and ultimately THRIVE.

LEARNING OBJECTIVES

1. Understand what it means to think globally and act locally.

2. Learn the facets of the High Performing Lodge Initiative and what it means to be Thriving vs. High Performing.

3. Develop a sense of how much you are able to directly influence the future of the Order of the Arrow.

WELCOME/OVERVIEW: SESSION 1

DESCRIPTION: This session will provide a welcome from the section chief, introduction of the staff, and an overview of the training. It is important during this session to emphasize the importance of the fact that the OA can run without regions and sections, but the Order of the Arrow lives and dies on the success of lodges and the contributions of individual Arrowmen.

DURATION: 15 MINUTES

LEARNING OUTCOMES

1. Understand the reasoning behind the ACT Conference.

2. Understand how ACT is going to function, and how it is going to help each lodge and the greater organization.
3. Review the process of goal setting and accountability partners.

### FOSTERING RELATIONSHIPS: SESSION 2

**DESCRIPTION:** To be successful, lodge leaders must work together toward a common goal. This session will include experiences that will help build trust and connection between delegates.

**DURATION:** 30 MINUTES

### LEARNING OUTCOMES

1. Understand how to build relationships with your team.
2. Learn how to effectively utilize the advisers in our organization.
3. Develop as a team.

### WHY ARE YOU HERE?: SESSION 3

**DESCRIPTION:** Understanding lodge’s key performance indicators – unit election rate, induction rate, and activation rate – and why the OA is not currently Thriving is very important to gain the buy-in of those involved in the lodge. This session will allow the lodges to dive deeper into the numbers, the meaning, and the plan to reverse the negative trends.

**DURATION:** 45 MINUTES

### LEARNING OUTCOMES

1. Describe the metrics that drive lodge performance.
2. Discern the urgency required to drive high performance.
3. Understand my part in helping promote growth in our Order.

**CATALYZING YOUR VISION: SESSION 4**

**DESCRIPTION:** Change is the key to success. Trying new ideas can cause uneasiness among members, but it is necessary if we are to create long-term improvements. Each delegate will also realize that they must be the ones to initiate this change.

**DURATION:** 45 MINUTES

**LEARNING OUTCOMES**

1. Understand why change is pertinent to the success of organizations around the world.

2. Understand why the Order of the Arrow must change in order to Thrive.

3. Develop the skills to become the catalyst back home.

**RECOGNIZING TOMORROW’S LEADERS: SESSION 5**

**DESCRIPTION:** Unit visitations are the first key step for a lodge to become high performing. Delegates will share best practices, learn about national resources, and create an action plan to create improvement with regards to their unit election rate.

**DURATION:** 45 MINUTES

**LEARNING OUTCOMES**

1. Explain the basics of an Order of the Arrow unit visitation.

2. Develop an effective structure to oversee the unit visitation process.
3. Create a plan to innovate and improve lodge unit election rates.

### ADMONISHING THE NEXT GENERATION: SESSION 6

**DESCRIPTION:** After spending so much time and effort to complete unit visitations, the next step of the membership journey is for the candidate to attend their Ordeal. This session will allow lodges to share ideas, develop strategies for success, and then create an action plan to improve their induction rate.

**DURATION:** 45 MINUTES

### LEARNING OUTCOMES

1. Explain the basics of the induction process.
2. Explain the significance and importance of communicating with and making an impact on newly elected candidates.
3. Create a plan to innovate and improve lodge induction rates.

### ACTIVATING THE FUTURE: SESSION 7

**DESCRIPTION:** Ultimately, the health of a lodge’s program, communications, and leadership can be seen in its activation rate. Many factors go into activation, making this a difficult area to identify single issues and simple solutions. This session addresses the wide range of issues which influence activation and provides resources for lodges to develop an action plan to increase their activation rate.

**DURATION:** 45 MINUTES

### LEARNING OUTCOMES

1. Explain the stakeholders involved in activating Arrowmen.
2. Demonstrate ways to increase participation and engagement.

3. Create a plan to innovate and improve lodge activation rates.

SHARING YOUR VISION: SESSION 8

DESCRIPTION: Effective communication is key for a lodge to perform in every aspect. This session will address new ways to effectively communicate with Arrowmen in their lodge, Scouts and Scouters outside the lodge, and the greater community.

DURATION: 15 MINUTES

LEARNING OUTCOMES

1. Understand how members of your lodge communicate.

2. Learn different methods of communication that can be utilized to effectively communicate with your members.

3. Brainstorm new ways to ensure key stakeholders have necessary information.

IMPLEMENTING YOUR VISION: SESSION 9

DESCRIPTION: The National Thrive Initiative has set a three year plan for lodges to become high performing. Delegates will gather feedback and ideas from other lodge leaders and their mentor and subsequently finalize an annual action plan.

DURATION: 30 MINUTES

LEARNING OUTCOMES

1. Create an actionable plan to execute goals through the Thrive Initiative.
## THE TRAIL AHEAD: SESSION 10

**DESCRIPTION:** This session connects all the pieces together and recognizes the staff and delegates. The delegates should leave feeling inspired and prepared to go home and make a difference.

**DURATION:** 15 MINUTES

### LEARNING OUTCOMES

1. Recap the conference and identify key takeaways.

2. Initiate ways to adapt, collaborate, and thrive to ensure the success and future of our organization.