



An Open Letter from the National Chief

My fellow Arrowmen,

It is certainly with great pride that I present to you, on behalf of the national committee, the *Order of the Arrow Troop/Team Representative Support Pak*. The information enclosed reflects the exciting potential of the OA representative in the unit.

With the Troop/Team Representative as a liaison between the Order of the Arrow and the troop or team, the mission of the Order of the Arrow and that of the Boy Scouts of America will be advanced. The camp promotions process will be smoother, leading to greater numbers of Scouts at summer camp. The position creates a vehicle to strengthen the ties between the OA and the individual BSA troop or team, helping to retain older Scouts. Additionally, with the organization of service projects, Boy Scouts and Varsity Scouts will be seen actively helping others in their communities.

Furthermore, the OA Representative will help to strengthen our lodges and chapters. With an easier camp promotion process, the lodge can increase the number of units visited, thereby increasing the effectiveness of this program in the Council. The position eases the troop/team election process by having a person in the troop or team whose job is to ensure that elections are held. With positive OA leadership on the unit level, lodges will experience greater membership retention and higher Brotherhood conversion rates, in addition to increased attendance at events. Finally, lodges and chapters will be more responsive and supportive of units' needs.

Most importantly, the Troop/Team Representative stands to benefit the unit itself. With the coordination of the OA calendar with that of troops and teams, OA members will not have to choose between attending unit and OA events. The increased numbers of service projects will provide additional chances for required service hours for rank advancement. Moreover, experienced Arrowmen from other units who may be able to share their knowledge can be sought out by the OA Representative to assist in troop and team programs. Finally, the position allows for more opportunities for youth leadership.

I hope that this information will make the Troop/Team Representative a more effective promoter of the Scouting program. It is a tremendous step towards making the vision of the Order a reality.

Yours in WWW,

Carey J. Mignerey
2000 National Chief



Order of the Arrow Troop/Team Representative Support Pak



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B1 **Bibliography**

This pamphlet will be regularly updated. Check the National OA Web site at <http://www.oa-bsa.org/> for the latest information about the OA Troop/Team Representative.

*** Contact your local lodge for more information concerning these items.*





Order of the Arrow Troop/Team Representative Support Pak



How to Use This Support Pak

This Support Pak has been designed to help you, the OA Troop/Team Representative. In this booklet, you will find information that will help you understand your dual position in your Troop or Team and in the Order of the Arrow. Included in this Pak is a collection of Frequently Asked Questions [4.0] that you can check to see if a question you have has already been answered. In addition, the official Job Description [5.0] of the Troop/Team Representative has been included so that both you and your Scoutmaster will have a better understanding of your responsibilities. In that same section, you can find a list of qualifications for the position in the Troop [6.1] and the Team [6.2], and a checklist of information [6.3] that should flow between your unit and your Lodge/Chapter.

At the end of this general information, you will find several appendices that should help you in fulfilling your responsibilities as an OA Troop/Team Representative. Your role in the Unit Elections process is explained in Appendix A1, and you can help your Troop or Team find great camping locations using the Camping Promotions appendix. As an OA Troop/Team Representative, one of your primary responsibilities will be to organize community service projects. A collection of information has been included to aid you in this process.

The last appendix in this booklet has information about the Order of the Arrow Program, including the National Leadership Seminar [A4.3], the annual National Program of Emphasis [A4.4], the OA Trail Crew at Philmont [A4.5] and the OA Wilderness Voyage at Northern Tier [A4.6]. Pass this information along to the OA members in your Troop or Team so that we will all know about the programs of the Order of the Arrow.

You will notice that certain information must come directly from your Lodge, including the Where to Go Camping Book for your council [A2.1], your Lodge Planbook [A4.1], a list of Local Area Resources [A3.3] for community service projects, and registration forms for Lodge events [A4.2]. If you do not already have a copy of these items, please contact your Lodge/Chapter leadership or your Council office.

Good luck! You have much work ahead of you! But your time spent as an OA Troop/Team Representative will be a meaningful and rewarding one. Don't forget – your position has responsibilities both to your unit and to your Lodge & Chapter. Make sure that you fulfill your obligations to both as you carry out your duties as the OA Troop/Team Representative.

As additional information is compiled, updates to this Support Pak will be posted on the National Order of the Arrow Web site at <http://www.oa-bsa.org>



Frequently Asked Questions

1. *What is the OA Troop/Team Representative?*

Answer: The Troop/Team Representative program was begun in 1999, and is a program of the Order of the Arrow that has been officially adopted by the Boy Scouts of America. The OA Representative is an official leadership position within the troop or team, and boys can earn time towards their leadership rank requirements, just as with Den Chief, Troop Scribe, or any of the other leadership positions.

2. *What are the responsibilities of the Troop/Team Representative?*

Answer: There are numerous possibilities for the job description of the OA Representative. The beauty is that it is flexible enough to allow your unit to fine-tune the exact responsibilities. However, the most basic tasks of the Representative will be to coordinate service opportunities within the unit, to coordinate unit involvement with the Order of the Arrow, including Unit Elections, Camp Promotions, and Inductions, and to request lodge and chapter resources to help meet unit needs. The Representative should provide feedback to the Lodge/Chapter as to the success of their initiative.

3. *Who can serve as a Troop/Team Representative?*

Answer: Anyone in the unit who is under the age of 18 can serve as the OA Representative for the unit, provided he is a dues-paid member of the Order of the Arrow. He should be appointed by the Senior Patrol Leader or Varsity Team Captain, and will be a member of the Patrol Leaders' Council and invited to attend lodge and chapter meetings.

4. *Will there be an Adviser for the Troop/Team Representative?*

Answer: As with all positions in the Order, the OA Representative should have an adult as his Adviser. This adult will be over the age of 21, be a dues-paid member of the Order of the Arrow, and be appointed by the Scoutmaster.

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

Answer: The Troop/Team Representative is a troop or team position and is therefore up to the unit to adopt and use the program. If the unit does not wish to appoint a Representative, the lodge and chapter should encourage the units to utilize the program by pointing out the benefits to the troop and team.

6. *What recognition is available for OA Troop/Team Representatives?*

Answer: There is a troop and team position patch available. Lodges and chapters are encouraged to develop recognition similar to what they use for other lodge and chapter officers and committee chairs.

7. *Should OA Troop/Team Representatives meet as a group?*

Answer: The lodge or chapter should run an OA Troop/Team Representative Training Seminar at least twice a year. Additionally, the OA Representatives are expected to attend all Lodge and Chapter functions.





Job Description

The Order of the Arrow Troop/Team Representative is a youth liaison serving between the local OA lodge or chapter and his troop or team. In his unit, he helps meet the needs of the unit and will serve as a communication and programmatic link to and from Arrowmen, adult leaders and Scouts who are not presently members of the Order. He will do this in a fashion that strengthens the mission of the lodge, purpose of the Order and the mission of the Boy Scouts of America. By setting a good example, he will enhance the image of the Order as a service arm to his unit.

OA Troop/Team Representative Duties:

- Serves as a communication link between the lodge or chapter and the troop/team.
- Encourages year round and resident camping in the troop/team.
- Encourages older Scout participation in high adventure programs.
- Encourages Scouts to actively participate in community service projects.
- Assists with leadership skills training in the troop/team.
- Encourages Arrowmen to assume leadership positions in the troop/team.
- Encourages Arrowmen in the troop/team to be active participants in the lodge and/or chapter activities and to seal their membership in the Order by becoming Brotherhood members.
- Sets a good example.
- Enthusiastically wears the Scout uniform correctly.
- Lives by the Scout Oath, Scout Law and OA Obligation.
- Shows Scout spirit.

Qualifications:

OA Troop Representative

- Under 18 years old
- Appointed by SPL with SM approval
- OA Member in good standing

OA Team Representative

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

Reports To:

OA Troop Representative

- Assistant Senior Patrol Leader

OA Team Representative

- Varsity Team Captain



Role of the OA Representative Adviser

The adviser to the Troop/Team Representative assists the youth Representative so that he might succeed in his role as the communication and programmatic link between the unit and the Lodge or Chapter. The adviser helps to include the Order of the Arrow ideals and activities in the program of the troop/team. By setting a good example, the adviser enhances the image of the Order as a service arm to the unit.

Duties of the Adviser to the OA Representative:

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

Qualifications:

- A unit assistant leader or committee member at least 21 years old
- Appointed by the Scoutmaster or Varsity Team Coach with the approval of the unit committee chair
- OA Member in good standing

Reports To:

- Troop Scoutmaster or Varsity Team Coach



Flow of Information

The following is a list of information that needs to flow between the OA Troop/Team Representative and the Lodge or Chapter:

Lodge/Chapter to Unit:

- Lodge/Chapter Calendars
- Unit Elections visit
- Camp Promotions visit
- Community service project opportunities
- Invitations to Ordeal members to obtain Brotherhood membership
- Invitations to candidates to attend their Ordeal
- Resource lists
- OA Representative Registration Forms
- Encourages OA members to be active in their Lodge and Chapter

Unit to Lodge/Chapter:

- Does the unit conduct monthly campouts?
- Does the unit attend a long-term camp?
- Do the unit's older scouts participate in high adventure programs?
- Does the unit need assistance with its outdoor program?
- Does the unit need assistance with community service projects?
- Does the unit need assistance with training?
- Do the unit's OA members participate in Lodge and Chapter functions?
- Name of the new OA Troop/Team Representative
- Reaction of the Troop/Team members to the Lodge and Chapter program



Program Resources

Need help in finding program ideas and answers about Boy Scout and OA operations and procedures? Be sure to take advantage of the following resources:

BSA Program:

- Boy Scout Handbook
- Scout Fieldbook
- Senior Patrol Leader guidebook
- Junior Leader Training syllabus
- Scoutmaster Fundamentals (for training advisers)
- *Boys Life*
- *Scouting Magazine*
- Woods Wisdom
- World Wide Web – <http://www.bsa.scouting.org>
- Merit Badge Books
- Passport to High Adventure
- Varsity Scout Leader Guidebook

OA Program:

- Order of the Arrow Handbook
- OA Guide for Officers and Advisers
- OA Field Operations Guide
- Newsletters (National Bulletin; Region, Section, Lodge and Chapter newsletters)
- Lodge Planbooks
- Lodge Leadership Development (LLD) syllabus
- People
- Membership rosters
- Journey to Brotherhood pamphlet
- World Wide Web – <http://www.oa-bsa.org>



Registration Form

A copy of this form should be filled out and returned to the Lodge or Chapter leadership in order to establish the link between the Order of the Arrow and the Troop or Team.

Date: _____

Term of Office: _____

Name: _____ **Troop/Team #:** _____

Address: _____ **District:** _____

_____ **OA Chapter:** _____

_____ **O/B/V:** _____

Phone: _____ **Fax:** _____

Email: _____

Scouting Experience: _____

OA Experience: _____

Name of Adviser: _____ **Phone:** _____

Address: _____ **Fax:** _____

_____ **Email:** _____

Email: _____

Scoutmaster Signature: _____ **Date:** _____

Please return completed copy to your lodge/chapter leadership.



The OA Troop/Team Representative in Action

The following are examples from across the country as to how the OA Representative can impact the troop, team and district.

“In our Lodge, we are in the process of creating OA Representative roundtables that will meet at the same time as the District Roundtables. While there, the OA Reps can get together to share ideas and discuss issues that need to be dealt with, whether it’s the upcoming Ordeals or troop program. Since our District Roundtables are at a different time from the Chapter meetings, this gives us another opportunity to dedicate time specifically to the OA Reps. Plus, we can contact those units that don’t have an OA Rep at the roundtable immediately by talking to the adult leaders from their troop or team.”

Joey Day

*Suanhacky Lodge #49
Queens Council, NY*

“Our Chapter has created a Vice Chief position that is totally dedicated to the Troop Representative. His job is to make sure that all of the Troops have an OA Representative, and to stay in contact with the troops after they make the appointment. With a Vice Chief position totally dedicated to it, we’ve seen just about every troop in our district adopt the program. It’s given us leverage when we need to get the word out for registration for lodge events and for the service project that our lodge has adopted. I just go to my Vice Chief, and then he gets in touch with everybody out in the district. The troops can also communicate with us if they need some program help, especially if it’s last minute.”

Tim Spruell

*Egwa Tawa Dee Lodge #129
Atlanta Area Council, GA*

“During the annual re-charter time for all of the troops and teams in our Council, we mailed a pack of information about the OA Representative to every Scoutmaster and Varsity Coach, including one of the new position patches. That way, there would be an incentive to implement the program, and nobody could say that they didn’t know about the position. With the adoption of the program by many of the troops in our Council, we are training the OA Reps at lodge events so that they can know what will be expected of them, both from the perspective of the OA and from that of their units.”

G.W. Zuban

*Nawakwa Lodge #3
Robert E. Lee Council, VA*