

“The Guide”

Kawida Lodge #480

Order of the Arrow



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Preamble

All national and council guidelines will apply to this document. In the event of any conflict between this document and national or council guidelines, the national or council guideline shall prevail.

This edition of "The Guide," updated in 2015, contains the official bylaws of Kawida Lodge #480. All previous bylaws and editions of "The Guide" are hereby rendered null and void.

To make changes to the preamble or name and organization section of this document, a unanimous vote of the Lodge Executive Committee and approval from the Lodge Adviser is required.

Official Bylaws

I. Name and Organization

A. This lodge is named Kawida.

1. To honor the memory of the predecessor organization of the Order of the Arrow in the Blue Grass Council's geographic area, this was known as the Tribe of the Ku-Ni-Eh.
2. Kawida was one of the five "Chief Braves" of the Tribe of the Ku-Ni-Eh, and was also known as "The Wise Brave."

B. The totem of the lodge is the thunderbird bearing the following symbols in memory of previous lodges that have merged with us.

1. Seven stars arranged in the shape of Ursa Minor representing the former Mischa Mokwa Lodge #435 of the Cumberland Council.
2. A tomahawk representing the former Tomahaken Lodge #241 of the Lonesome Pine Council.

- C. The call of the lodge is an owl's.
- D. The official publication of the lodge is "The Thunderbird."
- E. The lodge is affiliated with the Blue Grass Council #204, B.S.A.
 - 1. It is supervised by the council Program Committee and the administrative authority of the council's Scout executive.
- F. The lodge is a member of the Southern Region, Section SR-6.

II. Operating Procedure

- A. Organization of Lodge Members
 - 1. All lodge members under the age of 21 shall be youth members.
 - 2. All lodge members 21 and older shall be adult members.
- B. Election and Appointment of Officers
 - 1. No elected officer may hold the same office for more than two consecutive years.
 - 2. Adult members may not endorse or campaign for any candidate.
 - 3. Lodge Officer Election Procedures
 - a) Elections for lodge officers will be held at the Fall Fellowship.
 - b) Elected officers will be elected by the full youth membership present at the election.
 - c) Only active youth members present at the election will be allowed to run for office, unless an exception is approved by the lodge Key 3.
 - d) In order to run for office, a candidate must submit an **Officer Commitment** to the lodge adviser or his designee. The **Officer Commitment** form can be found in the appendix to this document

- e) The lodge adviser, at his discretion, should require all commitments to be submitted by a certain date, which is a suitable distance away from the election date.
 - f) All candidates must be approved by the lodge adviser (or his designee) and the Scout executive prior to the election. For this reason, the floor shall not be opened for all nominations unless the lodge Key 3 determine otherwise.
 - g) Voting shall be by secret ballot.
 - h) The election itself shall include speeches from each candidate and questions, preferably from the youth audience. The exact times and manner of the election is reserved to the judgement of the youth conducting the election.
 - i) A candidate must receive a majority vote in order to win. If no candidate receives a majority vote in the first round, run-offs will be held until one candidate does receive a majority vote. In the case of a run-off, the candidate with the lowest number of votes will be dropped and another vote will be held.
 - j) The youth conducting the election shall not vote except to break a tie.
 - k) If a tie occurs, a re-vote will be held. If the tie holds, then questions or additional speeches may be required prior to a second re-vote. If the tie still holds after the second re-vote, the youth conducting the election may cast sufficient votes to break the tie in favor of the candidate of his choice.
4. Elections for chapter officers must be held in the same month as the Fall Fellowship.
 5. If a lodge or chapter position is not filled by December 1, then the newly elected lodge chief may appoint that position with the consent of the lodge Key 3.
 6. Appointed officers will be appointed by the L.E.C. with consent of the lodge Key 3.

7. Elected Officers

- a) Chief
- b) Vice Chief of Service
- c) Vice Chief of Brotherhood
- d) Secretary
- e) Treasurer

8. Appointed Officers

- a) Quartermaster
- b) Digital Media Coordinator

9. If the chief steps down, the vice chief of service will assume his responsibilities until an election (at the L.E.C. and lodge adviser's discretion) can be held to reelect the office. Officers elected at the Fall Fellowship will take office at the annual awards banquet after being sworn in by the current lodge chief or his designee.

C. Committees

1. Standing Committees

- a) Brotherhood
- b) Ceremonies
- c) Dance Team
- d) Digital Media
- e) Drum Team
- f) Elangomat
- g) Food Services

h) Publications

i) Registration

j) Service

k) Trading Post

l) Training

2. Intermittent Committees (formed when needed)

a) Awards

b) Strategic Plan

c) Vigil Honor

3. Committee Membership

a) Each committee shall have a youth committee chairman and an adult committee adviser.

b) Committees will be composed of youth and adult membership. Discussions will be led by youth, and could be opened for adult interaction and contribution, but decision-making and authority resides with the youth members of a committee.

c) An adult's membership on a committee is at the discretion of the lodge Key 3.

4. The lodge chief, with the approval of the L.E.C., may create any committee as he sees fit.

D. The Lodge Executive Committee (L.E.C.)

1. Membership

a) Voting Members

(1) All current lodge officers

- (2) All chapter chiefs
 - (3) All lodge committee chairmen
 - (4) The lodge chief from the past year (if under 21)
- b) Non-Voting Members
- (1) The lodge adviser and all lodge associate advisers
 - (2) All chapter advisers
 - (3) All lodge committee advisers
 - (4) The lodge chief from the past year (if over 21)
 - (5) The council Scout executive.
 - (6) The lodge staff adviser
 - (7) A representative of the council Program Committee.
 - (8) Any active member of the lodge.

2. Duties

- a) Have the power to approve and pay unbudgeted justifiable purchases of \$500 or less.
- b) Have the power to establish honors and recognitions for deserving members of the lodge.
- c) Have the power to set and collect dues for membership in the lodge, and to set prices for merchandise, events, and inductions.
- d) Have the power to draft modifications to “The Guide” proposed by any lodge member.
- e) Have the power to create and remove lodge committees.
- f) Have the power to set times and dates for all lodge events.

3. L.E.C. meetings may be requested by any member, but they must be called by a member of the lodge Key 3 and have at least two members of the lodge Key 3 present, including the lodge chief or his designee.
4. In order to have authority, a motion must be seconded and put to a vote by the youth leader of the meeting, the lodge chief or his designee.

E. Lodge Business Meetings (L.B.M.)

1. Membership

- a) Voting membership shall consist of all youth members of the lodge.
- b) Non-voting membership shall consist of all adult members of the lodge.

2. Time and place of meetings

- a) Each Ordeal constitutes an official L.B.M. and the time and place of that meeting will be set by the L.E.C.
- b) Meetings may be held at any other scheduled lodge event.

3. L.B.M. meetings may be requested by any member, but they must be called by the L.E.C. and have at least one member of the lodge Key 3 present to have authority.

F. Attendance Policy for Lodge Officers, Chapter Chiefs, and Committee Chairmen

1. Each lodge officer, chapter chief, and committee chairman will be held accountable for their attendance of lodge events.
2. There will be an allowance of two non-excused absences during their term.
3. Excused absences will be allowed in special circumstances, and should be requested no later than two weeks prior to an event.
4. The lodge Key 3 will determine what constitutes an excused absence.

G. Adherence to Officer Commitment

1. In the event a lodge officer is not in compliance with the **Officer Commitment** they have made, they may be asked to resign or be removed from office at the discretion of the lodge adviser, staff adviser, and Scout executive.
2. In the event a chapter officer or committee chairman is not fulfilling the responsibilities of his position, they may be asked to resign or become removed from office at the discretion of the lodge adviser, staff adviser, and Scout executive.

H. Rules at Lodge Functions

1. When lodge or chapter functions are held on council camp property, all camp policies set forth by the council shall be followed.
2. At any Order of the Arrow function, members are expected to adhere to the Scout Oath and Law.

I. Modifications and Updates to “The Guide”

1. Modifications may be proposed by any active youth member of the lodge.
2. The L.E.C. will vote on any proposed modifications and approve a draft to be submitted to the L.B.M. This draft must be approved with $\frac{3}{4}$ majority vote.
3. The proposed draft, approved by the L.E.C., must be voted on at an L.B.M. This draft must be approved with $\frac{3}{4}$ majority vote.
4. If approved by the L.B.M., all modifications will be effective immediately after the vote.
5. The current and updated version of “The Guide” must be made available to any member of the lodge upon request.

III. Officer Responsibilities

A. The Lodge Chief

1. Is responsible for the total lodge program.
2. Shall represent the lodge to the Blue Grass Council and to section events.
3. Shall be an ex-officio member of all lodge committees, as well as oversee all officers and chairmen.
4. Shall preside over all lodge events and prepare agendas for all events.
5. Shall be responsible for planning all banquets and training events: including, but not limited to, Indian Winter and Lodge Leadership Development.
6. Shall have the power to approve and pay unbudgeted justifiable expenses of \$100 or less, with lodge Key 3 approval.
7. Shall oversee the Awards, Strategic Plan, Training and Vigil Honor committees

B. The Vice Chief of Service

1. Shall be first in succession to the lodge chief in his absence.
2. Reports to the lodge chief.
3. Shall be responsible for planning all Ordeals, service days, fellowships, and social events.
4. Shall be the task master at all Ordeals and service days.
5. Shall oversee the Elangomat, Food Services, and Service committees.
6. Shall fulfill any other duties applicable to the office that are assigned by the L.E.C.

C. The Vice Chief of Brotherhood

1. Shall be second in succession to the lodge chief in the absence of both the lodge chief and the vice chief of service.

2. Reports to the lodge chief.
3. Shall be responsible for ensuring that the lodge meets the requirements for Journey to Excellence .
4. Shall be responsible for the distribution of Spirit of the Arrow booklets.
5. Shall oversee the Brotherhood, Ceremonies, Dance Team, and Drum Team committees.
6. Shall be responsible for camp promotions and unit Order of the Arrow elections.
7. Shall be responsible for Brotherhood inductions and activities (or his designee if he is not a Brotherhood or Vigil member).
8. Shall fulfill any other duties applicable to the office that are assigned by the L.E.C.

D. The Secretary

1. Reports to the lodge chief.
2. Shall be responsible for the compilation and distribution of the Thunderbird.
3. Shall be responsible for publication of the 'Planbook' and 'Where to Go Scouting Guide.'
4. Shall be responsible for recording, distributing, and retaining minutes of all L.E.C. and L.B.M. meetings.
5. Shall work with the treasurer for registration at all lodge events.
6. Shall be responsible for creating content for all lodge correspondences.
7. Shall oversee the Publications committee.
8. Shall fulfill any other duties applicable to the office that are assigned by the L.E.C.

E. The Treasurer

1. Reports to the lodge chief.
2. Shall collect annual membership dues.
3. Shall work with the secretary for registration at all lodge functions.
4. Shall keep all financial records of the lodge (as possible under council rules).
5. Shall make a complete financial report at each L.E.C. and L.B.M. meeting, and publish the report in the next issue of the Thunderbird.
6. Shall oversee the Registration and Trading Post committees.
7. Shall fulfill any other duties applicable to the office that are assigned by the L.E.C.

F. The Quartermaster

1. Reports to the lodge chief and works closely with the vice chief of service.
2. Shall keep an accurate, up-to-date, accessible inventory of lodge property.
3. Shall provide for secure storage of lodge property.
4. Shall maintain physical custody of lodge property during all lodge events.
5. Shall oversee issuance, return, inspection, maintenance, and repair of lodge property.
6. Shall make recommendations to the L.E.C. about the purchase of new property, maintenance of existing lodge property, and disposition of obsolete or surplus lodge property.
7. Shall fulfill any other duties applicable to the office that are assigned by the L.E.C.

G. The Digital Media Coordinator

1. Reports to the lodge chief and works closely with the secretary.

2. Shall be responsible for creating and updating the lodge website.
3. Shall keep the lodge's membership database updated.
4. Shall create and update the summer camp promotion video.
5. In conjunction with the quartermaster, shall oversee technology needs (projectors, computers, digital presentations, etc.) at all lodge events.
6. Shall oversee photography at lodge events.
7. Shall oversee the Digital Media committee.
8. Shall fulfill any other duties applicable to the office that are assigned by the L.E.C.

IV. Advisers

- A. The lodge adviser is appointed by the Scout executive.
- B. Each elected or appointed officer will have an adult adviser appointed by the lodge adviser with the approval of the Scout executive.
- C. Each lodge committee will have an adviser appointed by the lodge adviser.
- D. Each chapter will have a chapter adviser appointed by the lodge adviser.

V. Committees

- A. Committee Authority
 1. Committees are to report directly to a designated lodge officer. In the instance of intermittent committees, the lodge chief is directly responsible for the intermittent committee.
 2. Committees are represented at the L.E.C. by a chairman, or minimally a lodge officer that is responsible for the committee. Request for expenditures necessary by a committee must take place at an L.E.C. meeting.

B. Standing Committees

1. Brotherhood

- a) The chairman of the Brotherhood Committee shall be the vice chief of brotherhood or an appointed youth. The committee itself is still the responsibility of the vice chief of brotherhood.
- b) Shall be responsible for encouraging Arrowmen to seal their membership in the Brotherhood.
- c) Shall plan and run an informational campaign to inform Arrowmen who are eligible for Brotherhood.
- d) Shall be responsible for all Brotherhood related activities during Ordeals, including the Brotherhood Hike but excluding the ceremony itself.

2. Ceremonies

- a) The chairman of the Ceremonies Committee shall be the vice chief of brotherhood or an appointed youth. The committee itself is still the responsibility of the vice chief of brotherhood.
- b) Shall be in charge of all lodge ceremonies except Vigil Honor.
- c) Shall be in charge of training for ceremonies.
- d) Responsible for the care, maintenance, and transport of the lodge's ceremony team equipment: not limited to, but including regalia/costuming, props/tokens/test/trial components, and sashes.
- e) Responsible for the preparation of the site of the ceremonies: not limited to, but including building of ceremonial fires, clearing appropriate pathways/areas, and providing guided escort for candidates to appropriate site.

3. Dance Team

- a) The chairman of the Dance Team Committee shall be the vice chief of brotherhood or an appointed youth. The committee itself is still the responsibility of the vice chief of brotherhood.
- b) Shall be responsible for all dance team activities and performances.
- c) Shall be responsible for holding regular dance team practices.
- d) Shall be responsible for encouraging Arrowmen to join the dance team.
- e) Shall arrange for the dance team to compete at section Conclaves and national events, when possible.
- f) Responsible for the care, maintenance, and transport of the lodge's Dance Team equipment: not limited to, but including dance regalia/costuming.

4. Digital Media

- a) The chairman of the Digital Media Committee shall be the digital media coordinator.
- b) Shall assist the digital media coordinator in all lodge digital media activities.

5. Drum Team

- a) The chairman of the Drum Team Committee shall be the vice chief of brotherhood or an appointed youth. The committee itself is still the responsibility of the vice chief of brotherhood.
- b) Shall be responsible for all drum team activities and performances.
- c) Shall be responsible for holding regular drum team practices.
- d) Shall be responsible for encouraging Arrowmen to join the drum team.
- e) Shall arrange for the drum team to compete at section Conclaves and national events, when possible.

- f) Responsible for the care, maintenance, and transport of the lodge's drum team equipment: not limited to, but including drum(s), beater(s), and drum regalia/costuming.

6. Elangomat

- a) The chairman of the Elangomat Committee shall be the vice chief of service or an appointed youth. The committee itself is still the responsibility of the vice chief of service.
- b) Shall be in charge of recruiting and keeping a roster of all trained Elangomats.
- c) Shall work closely with the Service Committee to plan Ordeals.
- d) Shall be in charge of Elangomat training.

7. Food Services

- a) The chairman of the Food Services Committee shall be the vice chief of service or an appointed youth. The committee itself is still the responsibility of the vice chief of service.
- b) Shall be in charge of recruiting and keeping a roster of all trained food handling specialists, cooks, and dish crew.
- c) Shall work closely with the lodge officers to plan menus for the lodge events.
- d) Shall be responsible for food preparation at all lodge events and activities where food is to be provided.

8. Publications

- a) The chairman of the Publications Committee shall be the secretary or an appointed youth. The committee itself is still the responsibility of the secretary..

- b) Shall assist the secretary in his duties, particularly in the creation and distribution of the Thunderbird, the Planbook, and the 'Where to Go Scouting' Guide.

9. Registration

- a) The chairman of the Registration Committee shall be the treasurer or an appointed youth. The committee itself is still the responsibility of the treasurer.
- b) Shall coordinate check-in and registration at lodge events, including medical form checks.
- c) Shall create and maintain a hospitality team to welcome candidates and members to events.

10. Service

- a) The chairman of the Service Committee shall be the vice chief of service or an appointed youth. The committee itself is still the responsibility of the vice chief of service.
- b) Shall assist the vice chief of service in planning and running all service-related activities.
- c) Shall include the camp ranger, a representative from the council Properties Committee, and any other individuals deemed necessary or helpful to the lodge's service activities.

11. Trading Post

- a) The chairman of the Trading Post Committee shall be the treasurer or an appointed youth. The committee itself is still the responsibility of the vice chief of brotherhood.
- b) Shall be responsible for managing the lodge store and ensuring that it is open at lodge events, certain times during summer camp, and other times requested by the lodge Key 3 or L.E.C.

- c) Shall be responsible for submitting designs for patches and other merchandise to the L.E.C. for approval.

12. Training

- a) The chairman of the Training Committee shall be the lodge chief or an appointed youth. The committee itself is still the responsibility of the lodge chief.
- b) Shall be in charge of Lodge Leadership Development and other training events (except for ceremonies and Elangomat training).
- c) Shall assist the Ceremonies and Elangomat Committees in training ceremonialists and Elangomats.

C. Intermittent Committees

1. Awards

- a) The chairman of the Awards Committee shall be the lodge chief or an appointed youth. The committee itself is still the responsibility of the lodge chief.
- b) Shall be in charge of selecting the recipients of the annual awards.

2. Strategic Plan

- a) The chairman of the Strategic Plan committee shall be the lodge chief or an appointed youth. The committee itself is still the responsibility of the lodge chief.
- b) Shall create and update the lodge vision and strategic plan.
- c) Shall be in charge of the long-term development of lodge properties.

3. Vigil Honor

- a) The chairman of the Vigil Honor Committee shall be the lodge chief or an appointed youth. The chairman cannot be eligible to receive the Vigil Honor. The committee itself is still the responsibility of the lodge chief
- b) Members shall be selected by the chairman with the approval of the Lodge Adviser. Members of this committee cannot be eligible to receive the Vigil Honor.
- c) Shall be in charge of Vigil selection based on eligibility and credibility.
- d) Shall be in charge of the Vigil induction, including Ceremonies related to the Vigil Honor.

VI. Chapters

A. Chapter Areas

1. Each district, as defined by the Blue Grass Council, shall have one chapter, unless the L.E.C. determines otherwise.
2. District boundaries shall be chapter boundaries.

B. Chapter Officers & Advisers

1. Positions

- a) Each chapter shall have, at the minimum, a youth chapter chief and an adult chapter adviser.
- b) It is strongly recommended that chapters have a secretary and at least one vice chief.

2. Elections

- a) Chapter officers shall be elected by the full chapter youth membership present at the election.
- b) Chapter advisers shall be appointed by the lodge adviser.

VII. Inductions

A. Ordeal

1. The Ordeal experience shall be conducted in accordance with the current editions of the OA Handbook, the OA Guide for Officers and Advisers, and the OA Guide to Inductions.
2. The Ordeal ceremonies shall be conducted in accordance with the current edition of the OA Handbook and the OA Ceremony for the Ordeal.

B. Brotherhood

1. The Brotherhood experience shall be conducted in accordance with the current editions of the OA Handbook, the OA Guide for Officers and Advisers, and the OA Guide to Inductions.
2. The Brotherhood ceremony shall be conducted in accordance with the current edition of the OA Handbook and the OA Ceremony for the Brotherhood.

C. Vigil Honor

1. Selection of Vigil Honor candidates shall be in accordance with the current editions of the OA Handbook and the OA Guide for Officers and Advisers.
2. The Vigil Honor experience shall be conducted in accordance with the current edition of the OA Handbook and the OA Ceremony for the Vigil Honor.
3. The Vigil Honor ceremonies shall be conducted in accordance with the current edition of the OA Handbook and the OA Ceremony for the Vigil Honor.

VIII. References

A. Books

1. Order of the Arrow Handbook
2. Boy Scout Handbook
3. The Brotherhood of Cheerful Service: A History of the Order of the Arrow
4. A Thing of the Spirit: The Life of E. Urner Goodman

B. Publications

1. The Guide for Officers and Advisers
2. The Guide to Inductions
3. Field Operations Guide
4. Lodge Leadership Development Planning Guide
5. Lodge Community Service Guide
6. Manual for Producing a “Where to Go Camping Guide”
7. Past Kawida Lodge Constitution (Rev. August 15, 2004)

C. Websites

1. Order of the Arrow National – www.oa-bsa.org
2. O.A. Southern Region – www.southern.oa-bsa.org
3. Section SR-6 – www.oasection6.org
4. Kawida Lodge – www.kawida.org

Appendices

Appendix A: Officer Commitment Form

Each Arrowman must complete this form in order to be a candidate for an Order of the Arrow office in Kawida Lodge #480, Blue Grass Council. Please type or print neatly.

Officer Candidate Name: _____

Troop Number: _____ Email Address: _____

Offices Seeking: _____

I have read and understand the list of responsibilities in “The Guide” for all offices I am seeking. I agree that, if elected/appointed, I will take responsibility for my position and fulfill all my duties to the best of my ability.

I agree to live the Scout Oath, Scout Law, and OA Obligation in my daily life.

I understand that I am expected to attend all lodge events, and have a maximum of two unexcused absences. I have reviewed the following event dates, have placed them on my calendar, and agree to do my utmost best to attend them. I also understand that I am expected to make every possible effort to attend LEC meetings, and other events at which my presence is requested, which are not on the below list. If I have an unavoidable conflict, I agree to request an excused absence from the lodge Key 3.

LLD (current year)

Indian Winter

First Service Day

Spring Fellowship

Second Service Day

Section Conclave

Spring Ordeal

(Summer Camp Ordeal)

Second Summer Ordeal

Fall Ordeal

Fall Fellowship

LLD

Winter Banquet

Candidate Name

Date

Appendix B: List of Events

Lodge Events

Indian Winter

First Service Day

Spring Fellowship

Second Service Day

Spring Ordeal

(Summer Camp Ordeal)

Second Summer Ordeal

Fall Ordeal

Fall Fellowship

Lodge Leadership Development (LLD)

Winter Banquet

Section/Region/National Events:

Conclave

National Order of the Arrow Conference (NOAC)

Council Events Supported by the Lodge:

Sporting Clays

Brave the Blue

Other events as requested by the council

Appendix C: Sample Annual Budget

<u>Item</u>	<u>Sub-List</u>	<u>Budgeted List</u>	<u>Total</u>
Opening Custodial Account Balance as of January 1			
Income			
Member Dues: [membership number] @ \$15/each			
Lodge Events:			
Indian Winter			
Spring Fellowship			
Conclave			
Spring Ordeal			
Summer Camp Ordeal			
Second Summer Ordeal			
Fall Ordeal			
Fall Fellowship			
LLD			
Winter Banquet			
Additional Events (service days, summer camp, council events, etc.)			
Total Income			

Expenses			
Lodge Charter Fee: [membership number] @ \$3/each			
Lodge Events			
Indian Winter			
Spring Fellowship			
Conclave			
Spring Ordeal			
Summer Camp Ordeal			
Second Summer Ordeal			
Fall Ordeal			
Fall Fellowship			
LLD			

Appendix C: Sample Annual Budget

Winter Banquet		
Additional Events (service days, 2014 Pre-Conclave Ordeal, summer camp, etc.)		
Cost of merchandise purchased in previous year but not yet sold		
Patches		
Sashes		
Books		
Lodge/Program Support		
Newsletter: 4 newsletters @ \$1,071 average	\$4284.00	
National Leadership Training (NLS/NLATS): 9 @ \$190/each	\$1710.00	
National Vigil Costs: [quantity] @ \$15/each		
Summer OA Camp Coordinator salary: [salary] @ 5 weeks		
Awards (Winter Banquet, Unit of Excellence, etc.)	\$200.00	
Committee Budgets		
Ceremonies Supplies	\$200.00	
Quartermaster Supplies	\$100.00	
Office supplies (postage, paper, ink, etc.)	\$100.00	
Council Contribution		
Council FOS contribution: [membership number] @ \$4/each		
Gift to council endowment: James E. West Fellowship	\$1000.00	
Sporting Clays contribution - one team	\$1000.00	
Brave the Blue contribution - one youth rappel	\$500.00	
Summer camp camperships x 2 (for We Support Camping Award)	\$440.00	
Total Expenses		

Closing Custodial Account Balance on December 31	
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Physical service to council & community: _____ man hours x \$21.79/hr	
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