



# "The Guide"

This document contains the official bylaws for Order of the Arrow Kawida Lodge #480, Blue Grass Council, BSA.



KAWIDA LODGE

ORDER OF THE ARROW

# Table of Contents

---

<b>Preamble</b>	<b>4</b>
<b>Name and Organization</b>	<b>4</b>
<b>Operating Procedure</b>	<b>5</b>
I. Organization of Lodge Members	5
II. Election and Appointment of Officers	5
III. Committees	7
IV. The Lodge Executive Committee (LEC)	8
V. Lodge Business Meeting (LBM)	10
VI. Attendance Policy for Voting LEC Members	10
VII. Adherence to Officer Commitment	10
VIII. Rules at Lodge Functions	11
IX. Modifications and Updates to "The Guide"	11
<b>Officer Responsibilities</b>	<b>11</b>
I. Lodge Chief	11
II. Vice Chief of Administration	12
III. Vice Chief of Program	13
IV. Vice Chief of Service	14
V. Vice Chief of Inductions	15
VI. Lodge Secretary	16
VII. Lodge Treasurer	17
<b>Advisers</b>	<b>17</b>
<b>Committees</b>	<b>18</b>
I. Committee Authority	18
II. Intermittent	18
III. Standing	19
A. Administration	19
B. Program	20
C. Inductions	21
D. Communications	22
E. Finance	23
<b>Chapters</b>	<b>24</b>

I. Chapter Areas	24
II. Chapter Officers & Advisers	24
<b>Inductions</b>	<b>24</b>
I. Ordeal	24
II. Brotherhood	25
III. Vigil Honor	25
<b>References</b>	<b>25</b>
I. Books	25
II. Publications	25
III. Websites	26
<b>Appendices</b>	<b>27</b>
Appendix A: Officer Commitment Form	27
Appendix B: Sample Annual Budget	28



## **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 guidelines will prevail.

This edition of "The Guide," updated in 2025, 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 this document's preamble or name and organization section, a unanimous vote of the Lodge Executive Committee and approval from the lodge adviser is required.

## **Name and Organization**

- I. This lodge is named Kawida.
  - A. To honor the memory of the predecessor organization to the Order of the Arrow in the Blue Grass Council's geographic area, this was known as the Tribe of the Ku-Ni-Eh.
  - B. Kawida was one of the five "Chief Braves" of the Tribe of the Ku-Ni-Eh, and was also known as "The Wise Brave."
- II. The totem of our lodge is the thunderbird bearing the following symbols in memory of previous lodges that have merged with us.
  - A. Seven stars arranged in the shape of Ursa Minor representing the former Mischa Mokwa Lodge #435 of the Cumberland Council.
  - B. A tomahawk representing the former Tomahaken Lodge #241 of the Lonesome Pine Council.
- III. The call of the lodge is an owl's.
- IV. The official publication of the lodge is "The Thunderbird."
- V. The lodge is affiliated with the Blue Grass Council #204, Scouting America.

- A. It is supervised by the council Program Committee and the administrative authority of the council's Scout executive.

VI. The lodge is a member of the Eastern Region, Section 3.

## **Operating Procedure**

### **I. Organization of Lodge Members**

- A. All lodge members under the age of 21 are youth members.
- B. All lodge members 21 and older are adult members.

### **II. Election and Appointment of Officers**

- A. No elected officer may hold the same office for more than 2 consecutive years.
- B. Adult members may not endorse or campaign for any candidate.

#### **C. Lodge Officer Election Procedure**

1. Elections for lodge office will be held annually at Fall Fellowship.
2. The full youth membership present at the election may vote.
3. Only active youth members present at the election will be allowed to run for office unless an exception is approved by Lodge Key 3.
4. To run for office, candidates must submit an [Officer Commitment Form](#) (Appendix A) to the lodge adviser or their designee.
5. The lodge adviser, at their discretion, should require all declarations to be submitted by a certain date, a suitable distance away from the election date.
6. All candidates must be approved by the lodge adviser or their designee and the Scout executive before the election.

For this reason, the floor will not be opened for nominations unless Lodge Key 3 determines otherwise.

7. Voting must be by secret ballot only.
  8. The election itself must include speeches from each candidate and 2 questions from the audience (1 serious, 1 humorous). Each candidate is allotted 2 minutes for their speech.
  9. A candidate must receive a simple majority vote 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.
  10. The youth conducting the election must not vote except to break a tie.
  11. If a tie occurs between two candidates, an additional serious question will be asked, and both candidates are allotted 1 minute to answer. A re-vote will then be held. If the tie holds after the re-vote, the youth conducting the election may break the tie by casting a vote in favor of the candidate of their choice.
- D. Elections for chapter officers must be held in the same month as the Fall Fellowship unless determined otherwise by the LEC.
- E. 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.
- F. Officer Positions
1. Lodge Chief
  2. Vice Chief of Administration

3. Vice Chief of Program
4. Vice Chief of Inductions
5. Lodge Secretary
6. Lodge Treasurer

G. If the chief steps down, the vice chief of administration will assume their responsibilities until an election (at the LEC 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 their designee.

### III. Committees

#### A. Intermittent Committees (formed when needed)

1. Awards
2. Strategic Plan
3. Vigil

#### B. Standing Committees

1. Ceremonies
2. Elangomat
3. Engagement
4. Events
5. Food Service
6. Publications
7. Registration
8. Service

9. Social Media
10. Trading Post
11. Training
12. Website

#### C. Committee Membership

1. Each committee must have a youth committee chairman and an adult committee adviser.
2. Committees will be composed of youth and adult members. Discussions will be led by youth and could be opened for adult interaction and contribution, but decision-making and authority reside with the youth members of a committee.
3. 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 LEC, may create any committee as he sees fit.

### IV. The Lodge Executive Committee (LEC)

#### A. Membership

1. Voting Members
  - a) All current lodge officers
  - b) All chapter chiefs
  - c) All lodge committee chairs
  - d) The lodge chief from the past year (if under 21)
2. Non-voting members
  - a) The lodge adviser and all lodge associate advisers



- b) All chapter advisers
- c) All lodge committee advisers
- d) The lodge chief from the past year (if over 21)
- e) The lodge staff adviser
- f) The council Scout executive
- g) A representative of the council program committee.
- h) Any active youth member of the lodge.

## B. Duties

1. Have the power to approve and pay unbudgeted justifiable purchases of \$500 or less.
  2. Have the power to establish honors and recognitions for deserving members of the lodge.
  3. Have the power to set and collect dues for membership in the lodge, and to set prices for merchandise, events, and inductions.
  4. Have the power to draft modifications to "The Guide" proposed by any lodge member.
  5. Have the power to create and remove lodge committees.
  6. Have the power to set times and dates for all lodge events.
- C. Any member may request LEC meetings, 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 their designee.
- D. To have authority, a motion must be seconded and put to a vote by the youth leader of the meeting, the lodge chief, or their designee.

## V. Lodge Business Meeting (LBM)

### A. Membership

1. Voting membership consists of all youth members of the lodge.
2. Non-voting membership consists of all adult members of the lodge.

### B. Time and place of meetings

1. Each Ordeal constitutes an official LBM and the time and place of that meeting will be set by the LEC.
2. Meetings may be held at any other scheduled lodge event.

### C. Any member may request LBM meetings, but they must be called by the LEC, and have at least one member of the Lodge Key 3 present to have authority.

## VI. Attendance Policy for Voting LEC Members

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

## VII. Adherence to Officer Commitment

- A. In the event a lodge officer is not in compliance with the Officer Commitment, they may be asked to resign or be removed from office at the discretion of the lodge adviser, staff adviser, and Scout executive.

- B. In the event a chapter officer or committee chairman is not fulfilling the responsibilities of their position, they may be asked to resign or become removed from office at the discretion of the lodge adviser, staff adviser, and Scout executive.

## VIII. Rules at Lodge Functions

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

## IX. Modifications and Updates to "The Guide"

- A. Modifications may be proposed by any active youth member of the lodge.
- B. The LEC will vote on any proposed modifications and approve a draft to be submitted to the LBM. This Draft must be approved with a  $\frac{3}{4}$  majority vote.
- C. The proposed draft, approved by the LEC, must be voted on at an LBM. This draft must be approved with a  $\frac{3}{4}$  majority vote.
- D. If approved by the LBM, all modifications will be effective immediately after the vote.
- E. The current and updated version of "The Guide" must be made available to any member of the lodge via the lodge website upon request.

## Officer Responsibilities

- I. Lodge Chief
  - A. Responsible for conducting the lodge program to the best of their ability.

- B. Represents the lodge to the Blue Grass Council on the Council Executive Board.
- C. Represents the lodge at section events.
- D. Serves as an ex-officio member of all lodge committees, as well as oversees all officers and chairs.
- E. Presides over all lodge events and meetings with the Executive Committee.
- F. May create and name temporary committees with the knowledge of, or at the direct request of the Lodge Executive Committee.
- G. Has the power to approve and pay unbudgeted justifiable expenses of \$50 or less.
- H. Oversees the Awards, Strategic Plan, and Vigil Honor committees.
- I. Ensure that the other elected officers fulfill their obligations and responsibilities, and, when an office is vacant, ensure that the vital duties of that office are properly discharged by assigning them to a responsible individual until that office is again filled.
- J. Must correctly wear a complete Scouting America field uniform with an OA sash at all meetings and events.
- K. Fulfills any other duty applicable to the office as assigned by the LEC

## II. Vice Chief of Administration

- A. Is the first in succession to the lodge chief in their absence.
- B. Reports to the lodge chief.
- C. Directly oversees the function of the Training, Registration, and chapter operations within the lodge.
- D. Attends all meetings of the lodge, the executive committee, and administrative committees.

- E. Serves as an ex-officio member of all administration committees.
- F. Responsible for the operations of chapters within the lodge.
  - 1. Ensures chapters are within compliance with "The Guide."
  - 2. Ensures chapters hold a meeting at least once every 3 months.
  - 3. Maintains contact with each chapter chief throughout their term.
- G. Primarily responsible for ensuring each unit has an annual election or visit.
- H. Responsible for helping attain top positioning in the Performance Measurement Program (PMP) in conjunction with Lodge Key 3.
- I. Takes charge of any committee under their care that is without a chair and assists the lodge chief in selecting a prospective chair.
- J. Must correctly wear a complete Scouting America field uniform with an OA sash at all meetings and events.
- K. Fulfills any other duty applicable to the office as assigned by the LEC

### III. Vice Chief of Program

- A. Second in succession to the lodge chief absence of the lodge chief and vice chief of administration.
- B. Reports to the lodge chief.
- C. Directly oversees the function of the Events and Engagement committees within the lodge.
- D. Attends all meetings of the lodge, the executive committee, and program committees.
- E. Serves as an ex-officio member of all program committees.



- F. Responsible for planning all fellowships, banquets, and social events in conjunction with the LEC and all applicable committees.
- G. Appoint an event chair for Spring Fellowship, Fall Fellowship, Winter Banquet, and any other events at the discretion of the Lodge Key 3.
- H. Primarily responsible for the incorporation of event themes in lodge programs.
- I. Responsible for facilitating Scout's Own Service at all lodge events.
- J. Takes charge of any committee under their care that is without a chair and assists the lodge chief in selecting a prospective chair.
- K. Must correctly wear a complete Scouting America field uniform with an OA sash at all meetings and events.
- L. Fulfills any other duty applicable to the office as assigned by the LEC

#### IV. Vice Chief of Service

- A. Third in succession to the lodge chief in the absence of the lodge chief, vice chief of administration, and vice chief of program.
- B. Reports to the lodge chief.
- C. Directly oversees the function of the Service and Food Services committees within the lodge.
- D. Attends all meetings of the lodge, the executive committee, and service committees.
- E. Serves as an ex-officio member of all service committees.
- F. Manages all lodge service projects in conjunction with the lodge chief.
- G. Responsible for food services at all events including induction weeks.

- H. Takes charge of any committee under their care that is without a chair and assists the lodge chief in selecting a prospective chair.
- I. Must correctly wear a complete Scouting America field uniform with an OA sash at all meetings and events.
- J. Fulfills any other duty applicable to the office as assigned by the LEC

#### V. Vice Chief of Inductions

- A. Fourth in succession to the lodge chief in the absence of the lodge chief, vice chief of administration, vice chief of program, and vice chief of service.
- B. Reports to the lodge chief.
- C. Directly oversees the function of the Ceremonies and Elangomat committees within the lodge.
- D. Attends all meetings of the lodge, the executive committee, and induction committees.
- E. Serves as an ex-officio member of all induction committees.
- F. Responsible for planning all induction weekends in conjunction with the LEC and all applicable committees.
- G. Responsible for the distribution of Spirit of the Arrow booklets.
- H. Facilitates all induction ceremonies, including any necessary training of ceremonialists.
  - 1. Brotherhood may be assigned to a designee if the Vice Chief of Inductions is an Ordeal member.
- I. Takes charge of any committee under their care that is without a chair and assists the lodge chief in selecting a prospective chair.
- J. Must correctly wear a complete Scouting America field uniform with an OA sash at all meetings and events.

- K. Fulfills any other duty applicable to the office as assigned by the LEC.

## VI. Lodge Secretary

- A. Fifth in succession to the lodge chief in the absence of all vice chiefs.
- B. Reports to the lodge chief.
- C. Directly oversees the function of the lodge's Publications, Social Media, and Website committees.
- D. Attends all meetings of the lodge, the executive committee, and communications committees.
- E. Serves as an ex-officio member of all communications committees.
- F. Primarily responsible for the creation and distribution of "The Thunderbird."
- G. Primarily responsible for creating content for all public lodge correspondence.
- H. Responsible for recording, distributing, and retaining minutes at all LEC and LBM meetings.
- I. Takes charge of any committee under their care that is without a chair and assists the lodge chief in selecting a prospective chair.
- J. Must correctly wear a complete Scouting America field uniform with an OA sash at all meetings and events.
- K. Fulfills any other duty applicable to the office as assigned by the LEC.

## VII. Lodge Treasurer

- A. Sixth in succession to the lodge chief in the absence of all other lodge officers.

- B. Reports to the lodge chief.
- C. Directly oversees the function of the Trading Post committee within the lodge.
- D. Attends all meetings of the lodge, the executive committee, and the Trading Post committee.
- E. Serves as an ex-officio member of the Trading Post committee.
- F. Primarily responsible for the management/staffing of the lodge trading post.
- G. Collects annual membership dues.
- H. Keeps all financial records of the lodge (as possible under council rules).
- I. Prepare financial reports at each LEC and LBM meeting, and publish the report in the next issue of "The Thunderbird."
- J. Fulfills any other duty applicable to the office as assigned by the LEC.

## **Advisers**

- I. The lodge adviser is appointed by the Scout executive.
- II. Each officer will have an adult adviser appointed by the lodge adviser with the approval of the Scout executive.
- III. Each lodge committee will have an adviser appointed by the lodge adviser.
- IV. Each chapter will have a chapter adviser appointed by the lodge adviser.

## Committees

### I. Committee Authority

- A. 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.
- B. Committees are represented at the LEC by a chair, or minimally a lodge officer who is responsible for the committee.
- C. Requests for expenditures necessary by a committee must take place at an LEC meeting.

### II. Intermittent

#### A. Awards

- 1. The Awards Committee chair is the lodge chief or an appointed youth. The committee itself is still the responsibility of the lodge chief.
- 2. Shall be in charge of selecting the recipients of the annual awards.

#### B. Strategic Plan

- 1. The Strategic Plan Committee chair shall be the lodge chief or an appointed youth. The committee itself is still the responsibility of the lodge chief.
- 2. Responsible for creating and updating the lodge vision and strategic plan.
- 3. Responsible for the long-term development of lodge properties.

#### C. Vigil

- 1. The Vigil Committee chair (Vigil Chief) is the lodge chief or an appointed youth. The chair cannot be eligible to receive the



Vigil Honor. The committee itself is still the responsibility of the lodge chief.

2. Members shall be selected by the chair with the approval of the Lodge Adviser. Members of this committee cannot be eligible to receive the vigil honor.
3. Responsible for the Vigil Honor selection process based on eligibility and credibility.
4. Responsible for the Vigil induction, including ceremonies related to the Vigil Honor.

### III. Standing

#### A. Administration

##### 1. Registration

- a) The Registration Committee chair is the vice chief of administration or an appointed youth. The committee itself is still the responsibility of the vice chief of administration.
- b) Coordinate check-in and registration at lodge events, including medical form checks.
- c) Create and maintain a hospitality team to welcome candidates and members to events.

##### 2. Training

- a) The Training Committee chair is the vice chief of administration or an appointed youth. The committee itself is still the vice chief of administration.
- b) Responsible for Lodge Leadership Development and other training events (except for ceremonies and Elangomat training).

- c) Coordinate with the Ceremonies and Elangomat Committees in training ceremonialists and elangomats.

## B. Program

### 1. Engagement

- a) The Engagement Committee chair is the vice chief of program or an appointed youth. The committee itself is still the responsibility of the vice chief of program.
- b) Creates and carries out new ideas on how to improve membership retention through engagement.
- c) Responsible for encouraging Ordeal Arrowmen to seal their membership in the Brotherhood.
- d) Plans and runs an informational campaign to inform Arrowmen who are eligible for Brotherhood.

### 2. Events

- a) Spring Fellowship, Fall Fellowship, Winter Banquet and any other events at the discretion of the Lodge Key 3 will have a separate chair appointed by the vice chief of program.
- b) Coordinates with the LEC to incorporate event theming into decorations, programs, and food (if applicable) regarding their respective event.
- c) Assists the vice chief of program in planning their respective event.

### 3. Food Services

- a) The Food Services Committee chair is the vice chief of program or an appointed youth. The committee itself is still the responsibility of the vice chief of program.

- b) Responsible for recruiting and keeping a roster of all trained food handling specialists, cooks, and dish crew.
- c) Work closely with the lodge officers to plan menus for lodge events.
- d) Responsible for food preparation at all lodge events where food is to be provided.

## C. Inductions

### 1. Ceremonies

- a) The Ceremonies Committee chair is the vice chief of inductions or an appointed youth. The committee itself is still the responsibility of the vice chief of inductions.
- b) Responsible for all lodge ceremonies except the Vigil Honor.
- c) In charge of ceremony training (with the Training Committee's assistance).
- d) Responsible for the care, maintenance, and transport of the lodge's ceremony team equipment: including but not limited to medallions, torches, props, and sashes.
- e) Responsible for the preparation of the site of the ceremonies: not limited to, but including the building of ceremonial fires, clearing appropriate paths and/or areas, and providing guided escort for candidates to appropriate sites.
- f) Responsible for the creation and upkeep of the lodge Drum Team and related equipment: including but not limited to drums and mallets.

### 2. Elangomat

- a) The Elangomat Committee chair is the vice chief of induction or an appointed youth. The committee itself is still the responsibility of the vice chief of induction.
- b) Responsible for recruiting and keeping a roster of all trained Elangomats
- c) Works closely with the service committee to plan ordeals
- d) In charge of Elangomat training (with the Training Committee's assistance).

### 3. Service

- a) The Service Committee chair is the vice chief of inductions or an appointed youth. The committee itself is still the responsibility of the vice chief of inductions.
- b) Assists the vice chief of inductions in planning and running all service-related activities.
- c) Coordinate with the camp ranger, a representative from the Council Properties Committee, and any other individuals deemed necessary or helpful to the lodge's service activities.

## D. Communications

### 1. Publications

- a) The Publications Committee chair is the secretary or an appointed youth. The committee itself is still the responsibility of the secretary.
- b) Assists in the creation and distribution of the Thunderbird, the Planbook, and the 'Where to Go Scouting' Guide.

- c) Assists in creating written content for the other communications committees.

## 2. Social Media

- a) The Social Media Committee chair is the secretary or an appointed youth, The committee itself is still the responsibility of the secretary.
- b) Designs and assists in the distribution of lodge social media content: including but not limited to lodge event reminders and recaps, camp promotion, and conclave/national event promotion.

## 3. Website

- a) The Website Committee chair is the secretary or an appointed youth. The committee itself is still the responsibility of the secretary.
- b) Responsible for maintenance of the lodge website.
- c) Creates new ideas of how to utilize the website.
- d) Responsible for uploading/maintaining LEC minutes and The Thunderbird as necessary.

## E. Finance

### 1. Trading Post

- a) The Trading Post Committee chair is the treasurer or an appointed youth. The committee itself is still the responsibility of the treasurer.
- b) 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 LEC.



- c) Responsible for submitting designs for patches and other merchandise to the LEC for approval.

## Chapters

- I. Chapter Areas
  - A. Each district, defined by the Blue Grass Council, will have one chapter unless the LEC determines otherwise.
  - B. District boundaries will be chapter boundaries.
- II. Chapter Officers & Advisers
  - A. Positions
    - 1. Each chapter shall have, at the minimum, a youth chapter chief and an adult chapter adviser.
    - 2. It is strongly recommended that chapters have a secretary and at least one vice chief.
  - B. Elections
    - 1. Chapters must hold an election for Chapter Chief during the same month as Fall Fellowship unless otherwise determined by the LEC.
    - 2. Chapter officers shall be elected by the full chapter youth membership present at the election.
    - 3. Chapter advisers shall be appointed by the lodge adviser.

## Inductions

- I. Ordeal
  - A. The Ordeal experience shall be conducted following the current editions of the OA [Guide for Officers and Advisers](#) and the OA [Guide to Inductions](#).

- B. The Ordeal ceremonies shall be conducted following the current edition of the OA Handbook and the OA [Ceremony for the Ordeal](#).

## II. Brotherhood

- A. The Brotherhood experience shall be conducted following the current editions of the OA Handbook, the OA [Guide for Officers and Advisers](#), and the OA [Guide to Inductions](#).
- B. The Brotherhood ceremony shall be conducted following the current edition of the OA Handbook, and the OA [Ceremony for the Brotherhood](#).

## III. Vigil Honor

- A. Selection of Vigil Honor candidates shall follow the current editions of the OA Handbook and the OA [Guide for Officers and Advisers](#).
- B. The Vigil Honor induction shall be conducted following the current edition of the OA Handbook, and the OA [Ceremony for the Vigil Honor](#).

## References

### I. Books

- A. Order of the Arrow Handbook
- B. Scouting Handbook
- C. The Brotherhood of Cheerful Service: A History of the Order of the Arrow
- D. A Thing of the Spirit: The Life of E. Urner Goodman

### II. Publications

- A. The Guide for Officers and Advisers
- B. The Guide to Inductions

- C. Field Operations Guide
- D. Lodge Leadership Development Planning Guide
- E. Lodge Community Service Guide
- F. Past Kawida Lodge Constitution (Rev. August 14, 2004)

### III. Websites

- A. Order of the Arrow National - [www.oa-scouting.org](http://www.oa-scouting.org)
- B. Eastern Region - <https://oa-scouting.org/eastern>
- C. Section E3 - <https://sectione3.org>
- D. Kawida Lodge - [www.kawida.org](http://www.kawida.org)

# Appendices

---

## [Appendix A: Officer Commitment Form](#)

*Each Arrowman must complete this form 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: \_\_\_\_\_

Unit Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Offices Seeking: \_\_\_\_\_

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

I agree to live by the Scout Oath, Scout Law, and OA Obligation daily.

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 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 absence from the Lodge Key 3.

Lodge Leadership Development

Summer Induction

Service Day(s)

Fall Induction

Spring Fellowship

Fall Fellowship

Section Conclave

Winter Banquet

Spring Induction

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Appendix B: Sample Annual Budget

<b><u>Item</u></b>	<b>Sub-List</b>	<b>Budgeted List</b>	<b>Total</b>
Opening Custodial Account Balance as of January 1			
<b><u>Income</u></b>			
Member Dues: [membership number] @ \$20/each			
Lodge Events:			
Spring Fellowship			
Section Conclave			
Spring Induction			
Summer Induction			
Fall Induction			
Fall Fellowship			
Lodge Leadership Development			
Winter Banquet			
Additional Events (service days, Summer camp, council events, etc.)			
<b>Total Income</b>			
<b><u>Expenses</u></b>			
Lodge Charter Fee: [Membership Number] @ \$3/each			
Lodge Events			
Spring Fellowship			
Section Conclave			
Spring Induction			
Summer Induction			
Fall Induction			
Fall Fellowship			



Lodge Leadership Development		
Winter Banquet		
Additional Events (service days, Summer camp, council events, etc.)		
Cost of merchandise purchased previously; not yet sold		
Patches		
Sashes		
Books		
Lodge/Program Support		
Newsletter: 4 Newsletters @ \$1,071 avg.	\$4,284.00	
NLS / DYLC: 9 @ \$190/each	\$1710.00	
National Vigil Costs: [Quantity] @ \$15/each		
OA Summer camp coordinator salary @ 5 weeks		
Awards (Winter Banquet, Unit of Excellence, etc.)	\$200.00	
Council Contribution		
Council FOS contribution: [Membership number] @ \$4/each		
Gift to council endowment: James E. West Fellowship	\$1,000.00	
Summer Camp camperships x2 (for we support camping award)	\$440.00	
<b>Total Expenses</b>		
<b>Closing Custodial Account Balance on December 31</b>		
<b>Physical service to council &amp; Community: _____ man hours x \$21.79/hr</b>		