



OWANECO LODGE 313

ORDER OF THE ARROW

Event Operations Guide

This guide was created to help the Lodge Executive Committee plan and execute the six major lodge events: the three Ordeals, the Fall Fellowship, the Lodge Leadership Development Conference, and the Winter Banquet. This guide outlines the responsibilities and duties of each lodge member as well as establishes a chain of command for each event.



REVISION HISTORY

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-	1995	All	Original Release	
A	2009	All	Update for Owaneco	M. Card R. Anstett
B	2011	All	Added Camp Pomperaug & revised schedule and provided additional details for positions.	B. Chin W. Ference
C	2019	All	Completely updated, Modernized the layout, Expanded to include Fellowship, LLD, and Winter Banquet Events. Re-branded to 'Owaneco Events Operations Guide'	C. Chelsog N. Harris A. Howland J. Van Leeuwen
D	2020		Updated Ordeal program, expanded new member celebration.	W. Hinkle J. Van Leeuwen
E	2021		Final revisions, and updates to prepare for Lodge website, Expanded to include Grill n' Chill, Adjusted for new Ordeal structure	W. Hinkle P. Hinkle J. Van Leeuwen

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Section 1 - Ordeals

Ordeal Planning Information

Overview

- The Ordeal weekends are when the Lodge inducts new members. It is also when current Ordeal members can seal their membership and convert to Brotherhood. It is important that current members attend and support the induction of new members.

Planning Schedule & Reports

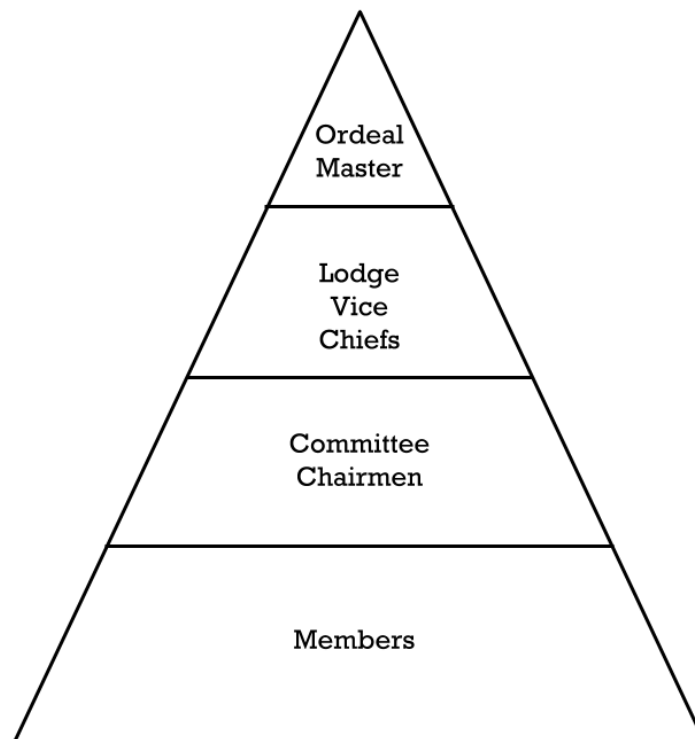
- The planning of an Ordeal is a year-round responsibility. The host chapter has many responsibilities throughout the planning cycle. The responsibilities of the host chapter must be completed a minimum of three Executive Committee Meetings before the Ordeal. To assist with the management of this process there is an Ordeal Back Dater in Appendix I.

Event Promotion

- An Ordeal should be announced several months in advance by placing an article in the *Owaneco Observer* and on www.owaneco.org. The primary method of communicating to both the lodge members and Ordeal candidates to know about the Ordeal will be Constant Contact. Other methods of Event Promotion include lodge social media accounts, paper mailings, and call-a-thons.

Ordeal Personnel Responsibilities

Pyramid of Responsibility



- **Chapter Chiefs:**

- The responsibilities of the Chapter Chiefs, including the host chapter's, fall mainly on Friday night and Sunday morning.
- The Chapter Chief's Friday night responsibilities include:
 - The Chapter Chief is to be in their chapter's campsite from before registration starts at 6:30 pm until the chapter goes to the dining hall for dinner.
 - This is where the Chapter Chief should help welcome all candidates and members, and help them get settled until the start of Friday night dinner.
 - Chapter Chiefs should have activities prepared for members and candidates to do while waiting to go to the dining hall.
 - Promote a sense of brotherhood between the candidates and returning members.
 - Assist in the preparation of the bedroll if a candidate does not have one.
- The Chapter Chief's Sunday morning responsibilities include:
 - Conduct a chapter meeting where they formally welcome the new members to the chapter.
 - Explain when and where the chapter meets.
 - Distribute and explain what is included in the new member packet.
 - Make sure that their chapter's site is clean and left in a better condition than the one they found it in.
- **Elangomats:**
 - Provided and trained by the Elangomat committee. Each will complete the Ordeal faithfully with the candidates by leading by example. They must reaffirm their commitment to the challenges of the Ordeal while leading a crew under the same challenges. They should help to ensure candidate and member compliance with the challenges of the Ordeal and the Ten Induction Principles. Members should try not to complete Brotherhood at the event at which they are an Elangomat. If possible, members will prioritize completion of Brotherhood over serving as an Elangomat. Elangomats should only move their crew to a new work site if directly told by the Service Chair or a delegate of the Chair.
- **Host Chapter:**
 - The host chapter rotates amongst the six chapters of Owaneco Lodge on a 6-year rotation, See Appendix K for the rotation. Duties of the host chapter include:
 - Selection of an event theme to be approved by the Executive Committee.
 - Selection of a Medical Officer, Ordeal Master, and Head Chef.
 - Preparation of a Meal Plan to be presented to the Head Chef and Lodge Executive Committee 3 months in advance.
 - Arriving at 5pm on Friday to help set up, and staying until noon on Sunday to help with clean up.
- **Kitchen Staff:**
 - In charge of purchasing food and preparing meals for the Ordeal weekend. They are to make sure they are on time and shall notify the Events Chair and Ordeal Master of any problems or help they need. The kitchen staff is responsible for having meals ready at the time specified in the event schedule. The kitchen staff is also responsible for providing each crew with the following

items: a garbage bag, a roll of toilet paper, and a small container of hand sanitizer. A sample menu is available in Appendix M.

- **Ordeal Master:**

- Suggested by the Chapter Chief of the host chapter, and confirmed by the Lodge Chief. The Ordeal Master is the youth in charge of operating the Ordeal. They are responsible for executing the Ordeal plan, and overseeing all activities for the candidates. The Ordeal Master's responsibility begins when appointed and continues until clean up is completed on Sunday morning. The Ordeal Master's duties are:
 - To work with the service Chair and all elangomats to inform and direct them on where their crew needs to be and what projects they will be working on.
 - To work with the kitchen staff to provide meals for the candidates.
 - To make sure the Ordeal is on schedule.
 - Is expected to arrive on-site no later than 5pm on the Friday of the Ordeal.
 - Along with Kitchkinet, with bringing the candidates to the Pre-Ordeal Ceremony, Night Alone Location, Saturday breakfast location, and from the dance team performance to the Ordeal Ceremony.
 - To lead clean up on Sunday (See appendix Q).

- **Lodge Member**

- The job of a lodge member is to actively participate in service and activities throughout the weekend, promoting brotherhood, cheerfulness, and service

Lodge Officers' Responsibilities

- **Lodge Chief:**

- The Lodge Chiefs responsibilities throughout the weekend include welcoming the candidates to the Ordeal on Friday night, leading the lodge meeting for all members on Friday night following Cracker Barrel and running the lodge business meeting on Sunday morning. They will oversee all lodge officers and Ordeal personnel in order to ensure a successful and well-run Ordeal weekend.

- **Lodge Vice Chief of Chapter Operations:**

- Will oversee the chapter program during the weekend and assist the Chapter Chiefs in carrying out their responsibilities which include but are not limited to: Friday night program in the chapter site, and a chapter meeting on Sunday morning.

- **Lodge Vice Chief of Program:**

- Will oversee the program aspects of the weekend and assist the Committee Chairs who fall under them. Their duties include but are not limited to overseeing in the service projects conducted, the New Member Party, the Saturday Night Show, and the Saturday night interchapter competition. Other duties include overseeing set-up and takedown of the dining hall, managing the schedule, and at-event communication.

- **Lodge Vice Chief of Inductions:**

- Will oversee the Inductions portion of the weekend and assist the chairmen who fall under them. Their duties include but are not limited to assisting with the Ceremonies, Brotherhood, and Elangomat Committees. They should help

to ensure candidate and member compliance with the challenges of the Ordeal and the Ten Induction Principles. This Vice Chief should also assist in the promotion of the completion of the induction journey and involvement in the lodge throughout the weekend. The Vice Chief of Inductions is also responsible for the New Member Orientation. They should also coordinate the distribution of all Spirit of the Arrow Booklets.

- **Lodge Vice Chief of Finance:**

- Responsible for all transactions during the weekend, including assisting with registration on Friday and the Trading Post on Saturday and Sunday, as well as assisting wherever needed in the administration of the Ordeal weekend.

- **Lodge Vice Chief of Administration:**

- Will work with the Communications Committee on all pre-Ordeal communications, as well as preparing all written materials that will be provided to the candidates and members. They will assist wherever needed in the administration of the Ordeal weekend.

Lodge Committee Responsibilities

- **Brotherhood Committee:**

- This committee is responsible for conducting the Brotherhood experience, including leading Brotherhood candidates in service, ensuring Brotherhood candidates are familiar with the ideals of the Order of the Arrow, and preparing Brotherhood candidates for the hike and ceremony. They are responsible for preparing communications for the Brotherhood candidates to be distributed by the Communications Committee prior to and following the event. The committee is also responsible for the engagement of new Ordeal members in the Brotherhood Journey through modes such as personal interaction and a New Member Orientation. Brotherhood eligible members should try not to be an Elangomat. If possible, members will prioritize completion of Brotherhood over serving as an Elangomat.

- **Ceremonies Team:**

- This committee is responsible for all aspects of the Pre-Ordeal, Ordeal, and Brotherhood ceremonies that take place during the Ordeal weekend. These duties include, but are not limited to preparing the set, outfits and performances for the ceremonies.

- **Communications Committee**

This committee is responsible for all promotions leading up to an Ordeal. Working in consultation with the host chapter and Vice Chief of Administration, the committee should create a promotional plan to promote the event using the theme developed by the host chapter. They will effectively use the Constant Contact email system as the primary mode of communication to the members and candidates. Secondary methods of communication will include The Owaneco Observer and the Lodge social media accounts. After the weekend they are responsible for recaps of the weekend via photos and articles. They are also responsible for sending informational emails to candidates and members who have registered prior to the event, including Spirit of the Arrow Booklet #1 for candidates.

- **Dance Team:**

- The Dance team is responsible for organizing a performance during the candidate snack on Saturday.

- **Elangomat Committee:**

- This committee is responsible for selecting the Elangomats. The committee may also assist in the organization of candidates into crews. In advance of the event, the committee is to find a number of Elangomats and a number of backups based on the ratio of 1 Elangomat for every 8 candidates. They should all partake in a proper Elangomat training session prior to arrival at the Ordeal, led by the Elangomat Committee. On Friday night, following registration, the committee should gather all Elangomats, review their responsibilities, assign crews according to the sheets received by the registration team, and give any final instructions. They are also responsible for finding replacement Elangomats as needed for any who are going through the Brotherhood process or youth Elangomats that need to take part in any business meetings that occur during the Ordeal weekend. The committee is responsible for supporting the Elangomats throughout the weekend in conjunction with the Ordeal Master, Events Committee, and Service Committee.

- **Events Committee**

- The Events Chair with the assistance of the Events Committee and Ordeal Master is in charge of working with the chapters to successfully execute all three Ordeals throughout the year. Their duties include:
 - Communicate with the host chapter to collectively agree on an event theme and associated decorations; purchase decorations after approval is granted by Lodge Chief.
 - Work with the host chapter to lay out a schedule and support the host chapter in their duties.
 - Responsible for providing all service and ceremony groups with hydration stations, and refilling stations when necessary.
 - Chair will remind committee members that there should be no interaction with candidates and to not enter ceremony rings without approval from Nutiket.
 - Sets up the dining hall before each meal, arranges servers for all meals and then cleans up after each meal. Also responsible for any other dining hall management matters.
 - Arrives by 5 pm on Friday to assist with set up and then departs around 12 on Sunday after the camp has been cleaned.
 - Events Committee Chair is expected to be in attendance for the duration of the event

- **Membership Committee**

- The Membership Committee is responsible for helping with the registration of the members on Friday night. They are also responsible for helping to promote members' attendance at the event. Gathers and verifies member and candidate contact information upon check in.

- **Service Committee:**

- The Service Committee is responsible for working with the ranger to select camp improvement projects for the weekend. Both a list of crew appropriate projects (15 to 20), and a list of member projects (2 to 5) are necessary. Crew projects should be chosen so that one, or at most two, crews can work for almost the entire day. Member projects should be chosen so there is no interaction with candidates. The committee must consider group size, available equipment, and the skill levels of those who will be working. If there

are projects that are adult-only, the committee is responsible for delegating those projects and finding adults to lead and participate in them. The Chair is also the only person who should decide where candidate crews go for service, and all crew movement should be confirmed with the Chair beforehand and reported to the Chair afterwards.

- **Shows Committee:**

- The Shows Committee is responsible for:
 - Taking Pictures throughout the weekend.
 - Assembling the photos taken throughout the weekend into a weekend in review.
 - Filming any predetermined content while at the event.
 - Preparing a Saturday night show in consultation with the Lodge Chief, Vice Chief of Program, Ordeal Master, and the Events Committee.
 - Ensure Sunday Lodge Business meeting presentation up to date.

- **Trading Post Committee:**

- This committee is responsible for opening the Trading Post when requested by the Lodge Chief or Lodge Adviser. The Trading Post should be run by two youth members, with an adviser and the Lodge Vice Chief of Finance. The committee is also responsible for taking an inventory before and after events and submitting it to the Lodge Chief.

Ordeal Candidate Location Switches

Friday

- Dining Hall to Pre-Ordeal
 - Ordeal Master, Elangomat Chair, Associate Elangomat Chair, Elangomat Adviser, Associate Elangomat Adviser
- Pre-Ordeal to Night Alone
 - Ordeal Master, Elangomat Chair, Associate Elangomat Chair, Elangomat Adviser, Associate Elangomat Adviser
 - At least one Elangomat Adviser must spend the Night Alone with the candidates

Saturday

- Wakeup to Breakfast
 - Ordeal Master, Elangomat Committee
- Breakfast to service sites
 - Elangomat Committee, Service Committee
- Service site to service site
 - Service Committee
- Lunch distribution
 - Events Committee, Elangomat Committee
- Service Sites to snack/ Dance Team gathering
 - Elangomats
- Candidate Break gathering to Ordeal Ceremony
 - Ordeal Master, Lodge Vice Chief of Inductions
- Ordeal Ceremony to New Member Party
 - Events Chair

New Member Party

The New Member Party serves as the first experience with the lodge in the Induction Weekend outside of the Ordeal for newly inducted Ordeal members. It is to be executed and planned by the Events Committee with the support of the Lodge Vice Chief of Program. With the intent to engage and create enthusiasm among these new members, the party should have 1-2 entertaining inter-crew activities. It is a prime opportunity to welcome new members and allow them to get to know each other, and other lodge members. Additionally, a theme determined by the planning chapter should be incorporated into the games, decorations, and food. The budget for the party decorations, and other necessary materials (excluding food) is \$150 (taken out of the individual event budget) as of October 2020. See Appendix H for more. The New Member Party was removed from the schedule following the 2022 revisions to the structure of the Ordeal. Elements from the party are still incorporated throughout the evening.

Committee Fair

During the lodge business meeting on the Sunday morning of an Ordeal there is a Committee fair. This fair is designed to allow new members to join one of the many lodge committees, and to help with the Lodge's activation rate. It is the responsibility of every lodge committee and Chair to prepare a brief presentation and presentation board, and be ready to answer questions from the new members. They should contact interested members no later than one week after the Ordeal.

Meals

The typical meals during an Ordeal weekend include:

- Friday Evening: Dinner
- Friday Evening: Cracker-barrel after the Pre-Ordeal Ceremony
- Saturday Morning: Breakfast
- Saturday Mid-Day: Lunch
- Saturday Afternoon: Snack before the Ordeal Ceremony
- Saturday Evening: The New Member Party - hors d'oeuvres may be served
- Saturday Night: The Banquet
- Saturday Night: Dessert
- Sunday: Breakfast

Section 2 - Fall Fellowship

Planning Information

Overview

- The Fall Fellowship is typically the largest gathering of the year. The Fellowship is normally held at the beginning of October so that all new Ordeal members from the year have an opportunity to attend. The lodge promotes fun throughout the weekend with interchapter activities. The planning of the Fall Fellowship is a year-round responsibility of the host Chapter.

Event Promotion

- The Fall Fellowship should be announced several months in advance by placing an article in the Owaneco Observer and on www.owaneco.org. The primary method of communicating to the lodge members to know about the Fall Fellowship will be Constant Contact. Other methods of Event Promotion include lodge social media accounts, paper mailings, and call-a-thons.

Fellowship Personnel Responsibilities

• Chapter Chiefs:

The responsibilities of the Chapter Chief, including the host Chapter's, are to be there for the entire weekend and lead the chapter through the many activities and events. They will make sure that their chapter site is cleaned before they depart. The Chapter Chiefs should also make sure to be present in the chapter site as chapter members arrive.

• Host Chapter:

- The host chapter rotates amongst the 6 Chapters of Owaneco Lodge on a 6-year rotation, See Appendix K for the rotation. The below responsibilities are to be completed three LEC meetings in advance. Duties of the host Chapter include:

- Creation of an initial patch concept
- Selection of a Theme
- Selection of a Medical Officer, a Fellowship Master, and Head Chef
- Preparation a Meal Plan to be presented to the Head Chef and Lodge Executive Committee 3 months in advance
- To show up at 5pm on Friday to help set up and to stay until noon on Sunday to help with clean up

• Fellowship Master

- Suggested by the Chapter Chief of the host chapter, and confirmed by the Lodge Chief. The Fellowship Master is the youth in charge of operating the Fellowship. They are responsible for executing the Fellowship plan, and overseeing all activities for the members. The Fellowship Master's responsibility begins when appointed, and continues until clean up is completed on Sunday morning. The Fellowship Master's other duties include:
 - To work with the Service Committee Chair for the service project on the Saturday of the Fellowship
 - To make sure the Fellowship is on schedule
 - Is expected to arrive on-site no later than 5pm on the Friday of the Fellowship
 - Is responsible for leading clean up on Sunday (See appendix Q)

- **Kitchen Staff:**
 - In charge of purchasing food and preparing meals for the fellowship weekend. The Head Chef is responsible for recruiting members to work on the kitchen staff. They are to make sure they are on time and shall notify the Events Chair and Fellowship Master of any problems or help they need. The kitchen staff is responsible for having meals ready at the time specified in the schedule. The Host Chapter is responsible for creating a menu for the weekend. A sample menu is available in Appendix N.
- **Lodge Member**
 - The job of a lodge member at the Fall Fellowship is to participate in the events throughout the weekend, promoting brotherhood, cheerfulness, and service. If the arrowman is a Brotherhood or Vigil Honor member, they are expected to attend the Brotherhood ceremony.

Lodge Officer's Responsibilities

- **Lodge Chief:**
 - Will oversee all Lodge operations throughout the weekend.
- **Lodge Vice Chief of Chapter Operations:**
 - Will oversee the chapter program during the weekend and assist the Chapter Chiefs in carrying out their responsibilities which include but are not limited to: Friday night program in the chapter site, and a chapter meeting on Sunday morning.
- **Lodge Vice Chief of Program:**
 - Will oversee the program aspects of the weekend and assist the Committee Chairs who fall under them. Their duties include but are not limited to Saturday morning service, and the Saturday afternoon program and interchapter competitions.
- **Lodge Vice Chief of Induction:**
 - Will oversee the Inductions portion of the weekend and assist the committees which fall under them, including the Brotherhood and Ceremonies Committees.
- **Lodge Vice Chief of Finance:**
 - Will be responsible for all transactions during the weekend, including assisting with registration on Friday and the Trading Post on Saturday and Sunday. As well as assisting wherever needed in the administration of the Fellowship weekend
- **Lodge Vice Chief of Administration:**
 - Will work with the Communications Committee on all Pre-Fellowship communications. as well as preparing all written materials that will be provided to the members. They will assist wherever needed in the administration of the Fellowship weekend.

Lodge Committee Responsibilities

- **Brotherhood Committee:**
 - This committee is responsible for conducting the Brotherhood experience, leading Brotherhood candidates in service, ensuring Brotherhood candidates are familiar with the ideals of the Order of the Arrow, and preparing Brotherhood candidates for the hike and ceremony. They are responsible for preparing promotions for the Brotherhood candidates to be distributed by the Communications Committee prior to and following the event.

- **Ceremonies Team:**
 - This committee is responsible for all aspects of the Brotherhood ceremony that take place during the Fellowship weekend.
- **Communications Committee**

This committee is responsible for all promotions leading up to the fellowship. Working in consultation with the host chapter, and Vice Chief of Administration, the committee will create a promotional plan to promote the event using the theme developed by the host chapter. They will effectively use the Constant Contact email system as the primary mode of communication to the members. Secondary methods of communication will include The Owaneco Observer and the lodge social media accounts. After the weekend they are responsible for recaps of the weekend via photos and articles.
- **Events Committee**
 - The Events Chair with the assistance of the Events Committee and Fellowship Master is in charge of working with the chapters to successfully execute the Fall Fellowship. Their duties include:
 - Works with the host chapter to determine the theme and decorations for the event. The committee should also acquire said decorations.
 - Sets up the dining hall before each meal, arranges servers for all meals, and cleans up after each meal
 - Arrives by 5pm on Friday to assist with set up, and departs at noon on Sunday after clean up
 - Responsible for taking pictures throughout the weekend
- **Membership Committee**
 - The Membership Committee is responsible for assisting with the registration process on Friday night and for assisting with promotion to members before the event.
- **Service Committee:**
 - The Service Committee is responsible for working with the ranger to prepare a service project for Saturday morning. They are then in charge of leading the project.
- **Shows Committee:**
 - The Shows Committee is responsible for assembling the photos taken throughout the weekend into a weekend in review, preparing a Saturday night show in consultation with the Lodge Chief and Vice Chief of Program. They are also responsible for keeping the Sunday Lodge Business meeting presentation up to date.
- **Trading Post Committee:**
 - This Trading Post Committee is responsible for opening the Trading Post when requested by the Lodge Chief or Lodge Adviser. The Trading Post should be run by two youth members, with an adviser and the Lodge Vice Chief of Finance. The committee is also responsible for taking an inventory before and after events and submitting it to the Lodge Chief.

Meals

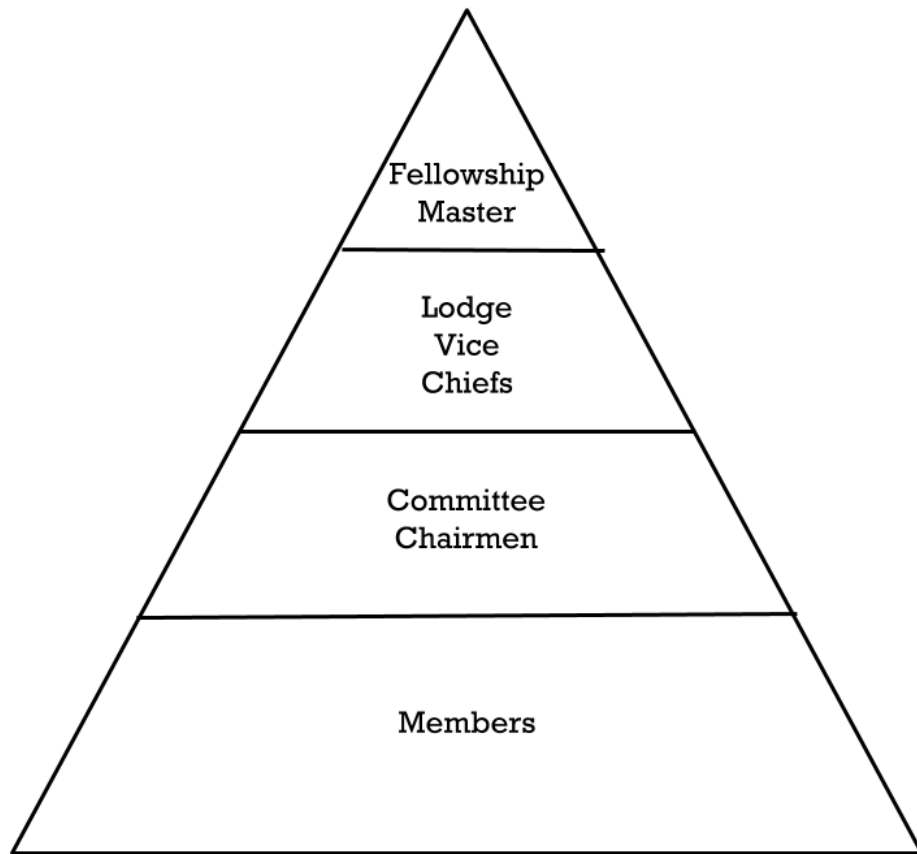
The typical meals during a Fellowship weekend include:

- Friday Evening: A light dinner
- Friday Evening: Cracker-barrel

- Saturday Morning: Breakfast
- Saturday Mid-Day: Lunch
- Saturday Night: The Banquet
- Saturday Night: Dessert
- Sunday: Breakfast

The Service Chapter is responsible for creating the menu for the weekend. The Head Chef is responsible for recruiting members to work on the kitchen staff.

Pyramid of Responsibility



Section 3 - Grill n' Chill

Grill n' Chill Planning Information

Overview

- The Owaneco Grill n' Chill first happened in 2022. This event is an improved version of what used to be the Lodge Picnic. The Grill n' Chill serves as an opportunity for the Lodge to provide a fun day opportunity for anyone in the council, with a special emphasis towards candidates and members. The event occurs annually and should consist of many activities for youth attendees, a chance for all to learn about the OA, and provide lunch, and some kind of focus activity. Typical activities include lawn games, ultimate frisbee, lunch, scavenger hunt, disc golf, and more of the sort (past events have had gaga and ax throwing as well, for example).

Planning Schedule & Reports

- The planning of the event should begin in November of the preceding year. Planning responsibilities are mostly split between the Events Committee, Council Relations Committee, and Service Chapter. To assist with the management of this process there is an Ordeal Back Dater in Appendix I.

Event Promotion

- The Grill n' Chill should be announced several months in advance by placing an article in the *Owaneco Observer* and on www.owaneco.org. The primary method of communicating to lodge members, Ordeal candidates, and other Council members will be Constant Contact. Other important methods of event promotion include lodge social media accounts, paper mailings, call-a-thons, District Round Table presentations, and Unit Election presentations.

Grill n' Chill Personnel Responsibilities

- **Chapter Chiefs:**
 - The responsibilities of Chapter Chiefs include the host chapter's.
 - Inform Unit Election teams of the event, and ensure that the event is heavily incorporated in Unit Election presentations, and all District Round Table presentations.
- **Host Chapter:**
 - The host chapter rotates amongst the six chapters of Owaneco Lodge on a 6-year rotation, See Appendix K for the rotation. Duties of the host chapter include:
 - Selection of a Medical Officer and Head Chef.
 - Preparation of a Meal Plan with the Head Chef, appropriate for a picnic, to be presented to the Lodge Executive Committee 3 months in advance.
 - Planning of several activities for attendees to partake in while at the event, including scheduled activities and open program activities.
 - Finding arrowmen who can assist in running the chapter's activities, and help them execute any other responsibilities.
 - Arriving at 10 a.m. to help set up, and staying until clean up is finished to depart.
- **Kitchen Staff:**

- In charge of purchasing food and preparing a picnic-style lunch. They are to make sure they are on time and shall notify the Events Chair of any problems or help they need. The kitchen staff is responsible for having lunch ready at the time specified in the event schedule.
- **Lodge Member**
 - Actively participate in activities throughout the day, promoting brotherhood, cheerfulness, and service, especially to properly represent the OA to all the non-arrowmen present at the event.

Lodge Officers' Responsibilities

- **Lodge Chief:**
 - Will welcome the non-arrowmen to the Grill n' Chill and oversee all lodge officers and event personnel in order to ensure a successful and well-run event.
- **Lodge Vice Chief of Chapter Operations:**
 - Will oversee the chapter program and assist the Chapter Chiefs in carrying out their responsibilities. They should also support the Council Relations Chair to ensure the event is reaching as many people in the Council as possible, and is accomplishing its purpose of creating a positive image of the OA for the Council.
- **Lodge Vice Chief of Program:**
 - Will oversee the execution and planning of the entire event and assist the Committee Chairs who fall under them. Their duties include but are not limited to overseeing the kitchen, activities set-up and takedown, making and managing the schedule, and at-event communication.
- **Lodge Vice Chief of Inductions:**
 - Will oversee all candidate-centered matters and relations. They should also coordinate an information session and Q&A to inform those unfamiliar with the OA of what the organization does. They should also head any other efforts to educate and inform about the OA.
- **Lodge Vice Chief of Finance:**
 - Responsible for all transactions during the weekend, including assisting with registration and setting up select Trading Post items for sale, as well as assisting wherever needed in the administration of the event.
- **Lodge Vice Chief of Administration:**
 - Will work with the Communications Committee on all pre-event communications, as well as preparing all written materials that will be provided to the candidates and members. They will assist wherever needed in the administration of the event weekend.

Lodge Committee Responsibilities

- **Communications Committee**

This committee is responsible for all promotions leading up to the Grill n' Chill. Working in consultation with the host chapter and Vice Chief of Administration, the committee should create a promotional plan to promote the event. They will effectively use the Constant Contact email system as the primary mode of communication to the members and candidates. The Council Newsletter and other Council mediums should be used to communicate with others in the Council. Secondary methods of communication will include The

Owaneco Observer, Lodge social media accounts, District Round Tables, and Unit Election presentations.

- **Events Committee**

- The Events Chair with the assistance of the Events Committee and Lodge Vice Chief of Program is responsible for the following:
 - Support the host chapter in their duties.
 - Sets up the dining hall before the event and breaks it down afterwards, arranges servers for lunch, makes sure drink coolers are always filled and available. Also responsible for any other dining hall management matters.
 - Arrives at 10 a.m. to help set up, and stays until clean up is finished to depart.
 - Attends for the duration of the event.

- **Membership Committee**

- The Membership Committee is responsible for helping with registration. They are also responsible for helping to promote members' attendance at the event. Gathers and verifies member and candidate contact information upon check in.

- **Shows Committee:**

- The Shows Committee is to take pictures throughout the day.

- **Trading Post Committee:**

- This committee is responsible for selecting a few items to be available for purchase to attendees. They should also organize a raffle for attendees to partake in.

Section 4 - LLD

Planning Information

Overview

- The LLD, or Lodge Leadership Development, weekend is hosted to train the members of the Lodge Executive Committee, and all other members who may be interested. Attendance is free for all lodge members. Held over the span of just under 24 hours, it consists of training sessions conducted by the Lodge Officers and any other members selected by the Lodge Officers and the Training committee. Each year National OA will analyze the Lodge Performance Measurement program and will select training sessions that will help the lodge improve its overall performance.

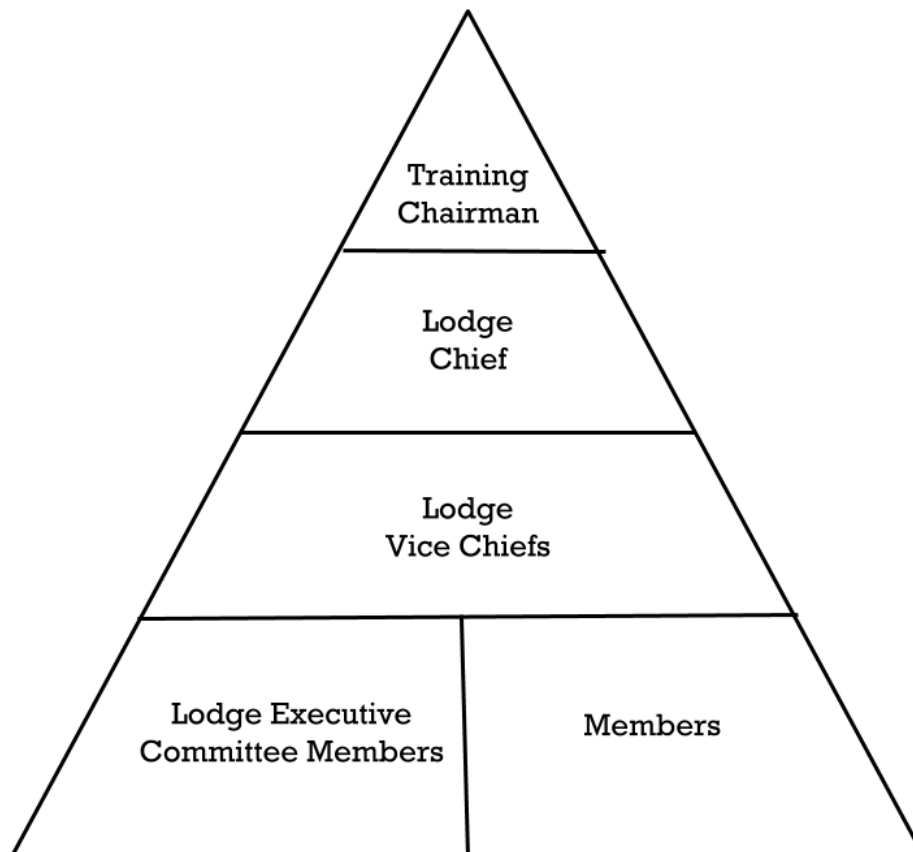
LLD Personnel Responsibilities

- **Kitchen Staff**
 - In charge of purchasing food and preparing meals for the LLD weekend. They are to make sure meals are on time and The kitchen staff is responsible for having meals ready at the time specified in the event schedule. They shall notify the Events Chair and Training Chair of any problems or help they need.
- **Training Chair**
 - The Training Chair and Committee are the primary people in charge of planning and executing the LLD. They will work with the Lodge Officers and Adviser to select the training sessions for the youth members of the Executive Committee as well as the advisers.
- **Trainers**
 - The trainers are responsible for learning the training session of which they have been assigned, most of which can be found on <https://oa-bsa.org/training>. They should know the material they are teaching well.
- **Lodge Member**
 - The responsibility of a Lodge Member attending the LLD is to actively participate in the training sessions and other activities, promoting brotherhood, cheerfulness, and service.

Meals

- During a typical LLD that goes from Friday evening to Saturday afternoon, there are four meals the kitchen staff needs to prepare. They are:
 - Friday Night: Dinner (we have typically budgeted for the lodge to get pizza for this meal)
 - Friday Evening: Cracker-barrel
 - Saturday Morning: Breakfast
 - Saturday Mid-Day: Lunch

Pyramid of Responsibility



Section 5 - Winter Banquet

Planning Information

Overview

- The Winter Banquet is the first event of the new year, and also serves to wrap up the previous year. This event is held at a banquet facility in January and serves to provide a night of fellowship and recognition. The event typically starts with mingling and appetizers before proceeding into dinner and an evening of recognition and reflection. The evening program includes a year in review and the presentation of awards and scholarships. It also features a keynote speaker who will give an inspirational message to attendees.

Planning Schedule & Reports

- The planning of the Winter Banquet needs to begin early in the year as the host chapter needs to begin looking for a speaker who will excite and impress the attendees. No later than the October ECM should the host chapter have picked and booked a speaker as well as developed a theme based on that speaker.

Winter Banquet Personnel Responsibilities

- **Awards Committee**
 - The Awards committee is responsible for handling the selection and presentation of: The Ralph Deer Memorial Service Award; The Founder's Award; The James E. West Fellowship; and the Lodge's Academic and High Adventure Scholarships. The committee will hold a selection meeting early enough for the awards to be ordered and ready for presentation at the Banquet.
- **Events Committee**
 - The Events Committee is responsible for setting up the event beforehand, breaking down the event afterwards, and completing any tasks requested by the Vice Chief of Program.
- **Host Chapter**
 - The host chapter is responsible for selecting and arranging a speaker with the approval of the LEC. They will also develop a patch for the event that fits with a theme based on the speaker.
- **Lodge Chief**
 - The Lodge Chief acts as the emcee for the event.
- **Lodge Member**
 - Lodge members at the Winter Banquet are to be attentive and pay attention during the presentations throughout the evening. Members should promote brotherhood, cheerfulness, and service throughout the evening.
- **Lodge Officers:**
 - The Lodge officers are responsible for assembling a Winter Banquet program as well as making sure that, along with the Events Committee, the event is decorated.
- **Shows Committee**
 - Prepares the year in review prior to the Winter Banquet from pictures and video taken at events throughout the year.

Section 6 - LEC Calendar

The LEC Backdater Calendar was created to help ensure deadlines are met for each event. This calendar is based on the events happening in the following months:

- Winter Banquet = January
- May Ordeal = May
- June Ordeal = June
- September Ordeal = September
- Fall Fellowship = October
- LLD = October

May Ordeal **June Ordeal** **September Ordeal** **Fall Fellowship** **LLD**
Winter Banquet **Grill n' Chill**

January ECM

- **Winter Banquet:** Discuss what went well, what didn't go well, and what can be improved
 - Host Chapter Chief writes an article for Owaneco Observer in April
- **May Ordeal:** Host chapter presents its ideas for:
 - Theme: Approved by LEC
 - Meal Plan: Approved by LEC and Head Chef
 - Ordeal Master, Head Chef, and Medical Officer: Present confirmation from each person, approved by Key 3
 - Elangomat Chair begins search for Elangomats
 - If any issues arise, the host Chapter Chief must resolve it by next ECM

February ECM

- **Grill n' Chill:**
 - Head Chef and Medical Officer are selected and approved by the Key
 - Meal plan has been confirmed with head chef
- **May Ordeal:** LEC has finalized plans, and takes the following actions for:
 - Theme: Events Chair orders decorations immediately following ECM
 - Informs the host Chapter Chief and Lodge Vice Chief of Program
 - Meal Plan: Head Chef or designee orders food
 - Ordeal Master: Meets with the team of lodge officers to understand their responsibilities and roles for the Ordeal
 - Team should include Lodge Chief, VC of Program and VC of Inductions
 - Head Chef and Medical Officer are selected and approved by the Key 3
 - If any issues arise, address at next ECM
- **June Ordeal:** Host chapter presents its ideas for:
 - Theme: Approved by LEC
 - Meal Plan: Approved by LEC and Head Chef
 - Ordeal Master, Head Chef, and Medical Officer: Present confirmation from each person, approved by Key 3
 - Elangomat Chair begins search for Elangomats
 - If any issues arise, the host Chapter Chief must resolve it by next ECM

March ECM

- **Grill n' Chill:**

- Events Chair and Host Chapter Chief provide overview of plan for activities

- **May Ordeal:** Elangomat Chair informs the LEC of Elangomats

- LEC will determine if more are needed based on registration numbers

- **June Ordeal:** LEC has finalized plans, and takes the following actions for:

- Theme: Events Chair orders decorations immediately following ECM
 - Informs the host Chapter Chief and Lodge Vice Chief of Program
- Meal Plan: Head Chef or designee orders food
- Ordeal Master: Meets with the team of lodge officers to understand their responsibilities and roles for the Ordeal
 - Team should include Lodge Chief, VC of Program and VC of Inductions
- Head Chef and Medical Officer are selected and approved by Key 3
- If any issues arise, address at next ECM

April ECM (Last ECM before May Ordeal)

- **May Ordeal:** LEC goes over plans for the Ordeal

- Ordeal Master and host Chapter Chief MUST be in attendance
- Service Chair reports that projects are being finalized

- **June Ordeal:** Elangomat Chair informs the LEC of Elangomats

- LEC will determine if more are needed based on registration numbers

- **Grill n' Chill:** Discuss what went well, and what can be improved

May ECM (Last ECM before June Ordeal)

- **May Ordeal:** Discuss what went well, what didn't go well, and what can be improved

- **June Ordeal:** LEC goes over plans for the Ordeal

- Ordeal Master and host Chapter Chief MUST be in attendance
- Service Chair reports that projects are being finalized

- **September Ordeal:** Host chapter presents its ideas for:

- Theme: Approved by LEC
- Meal Plan: Approved by LEC and Head Chef
- Ordeal Master, Head Chef, and Medical Officer: Present confirmation from each person, approved by Key 3
- Elangomat Chair begins search for Elangomats
- If any issues arise, the host Chapter Chief must resolve it by next ECM

- **Fall Fellowship:** Host chapter presents its ideas for:

- Theme: Approved by LEC
- Meal Plan: Approved by LEC and Head Chef
- Fellowship Master, Head Chef, and Medical Officer: Present confirmation from each person, approved by Key 3
- If any issues arise, the host Chapter Chief must resolve it by next ECM

June ECM

- **June Ordeal:** Discuss what went well, what didn't go well, and what can be improved

- Host Chapter Chief/ Ordeal Master writes an article for Owaneco Observer in August with host Chapter Chief/ Ordeal Master from May Ordeal

- **September Ordeal:** LEC has finalized plans, and takes the following actions for:

- Theme: Events Chair orders decorations immediately following ECM
 - Informs the host Chapter Chief and Lodge Chief
- Meal Plan: Head Chef or designee orders food
- Ordeal Master: Meets with the team of lodge officers to understand the responsibilities and roles for the Ordeal
 - Team should include Lodge Chief, VC of Program and VC of Inductions
- Head Chef and Medical Officer
- Elangomat Chair informs the LEC of Elangomats
 - LEC will determine if more are needed based on registration numbers
- If any issues arise, address at next ECM
- **Fall Fellowship:** LEC has finalized plans, and takes the following actions for:
 - Theme: Events Chair orders decorations immediately following ECM
 - Informs the host Chapter Chief and Lodge Chief
 - Meal Plan: Head Chef or designee orders food
 - Fellowship Master: Meets with the team of lodge officers to understand the responsibilities and roles for the Fellowship
 - Team should include Lodge Chief, VC of Program and VC of Inductions
 - Head Chef and Medical Officer
 - If any issues arise, address at next ECM
- **Winter Banquet:** Host Chapter Chief should begin looking into speaker for the Winter Banquet

NO ECM IN JULY

- **September Ordeal:** Address any issues that arise

August ECM (Last ECM before September Ordeal)

- **September Ordeal:** LEC goes over plans for the Ordeal
 - Ordeal Master and host Chapter Chief MUST be in attendance
 - Service Chair reports that projects are being finalized
- **Fall Fellowship:** Address any issues that arise
 - LEC Approves a Patch
- **LLD:** Trainings for the LLD are selected and discussed
- **Winter Banquet:** Host Chapter Chief confirms a speaker for the Winter Banquet
 - If there is difficulty finding a speaker, Chapter Chief should speak to lodge leadership (officers/advisors) for contacts and return in September with a confirmation

September ECM (Last ECM before Fall Fellowship)

- **September Ordeal:** Discuss what went well, what didn't go well, and what can be improved
 - Host Chapter Chief/Ordeal Master writes an article for Owaneco Observer in November
- **Fall Fellowship:** LEC goes over plans for the Fall Fellowship
 - Fellowship Master and host Chapter Chief MUST be in attendance
- **Winter Banquet:** Host Chapter Chief informs LEC of a confirmed speaker if not done so already

October ECM

- **Fall Fellowship:** Discuss what went well, what didn't go well, and what can be improved
 - Host Chapter Chief/ Fellowship Master writes an article for Owaneco Observer in November
- **Winter Banquet:** LEC Approves Winter Banquet Patch

November ECM

- Budget Meeting

December ECM (Last ECM before Winter Banquet)

- **Winter Banquet:** LEC reviews plans for Winter Banquet
 - Lodge Chief has program booklet ready to print
- **Lodge Key 3:** confirms dates for next year's events

Section 7 - Council Camps

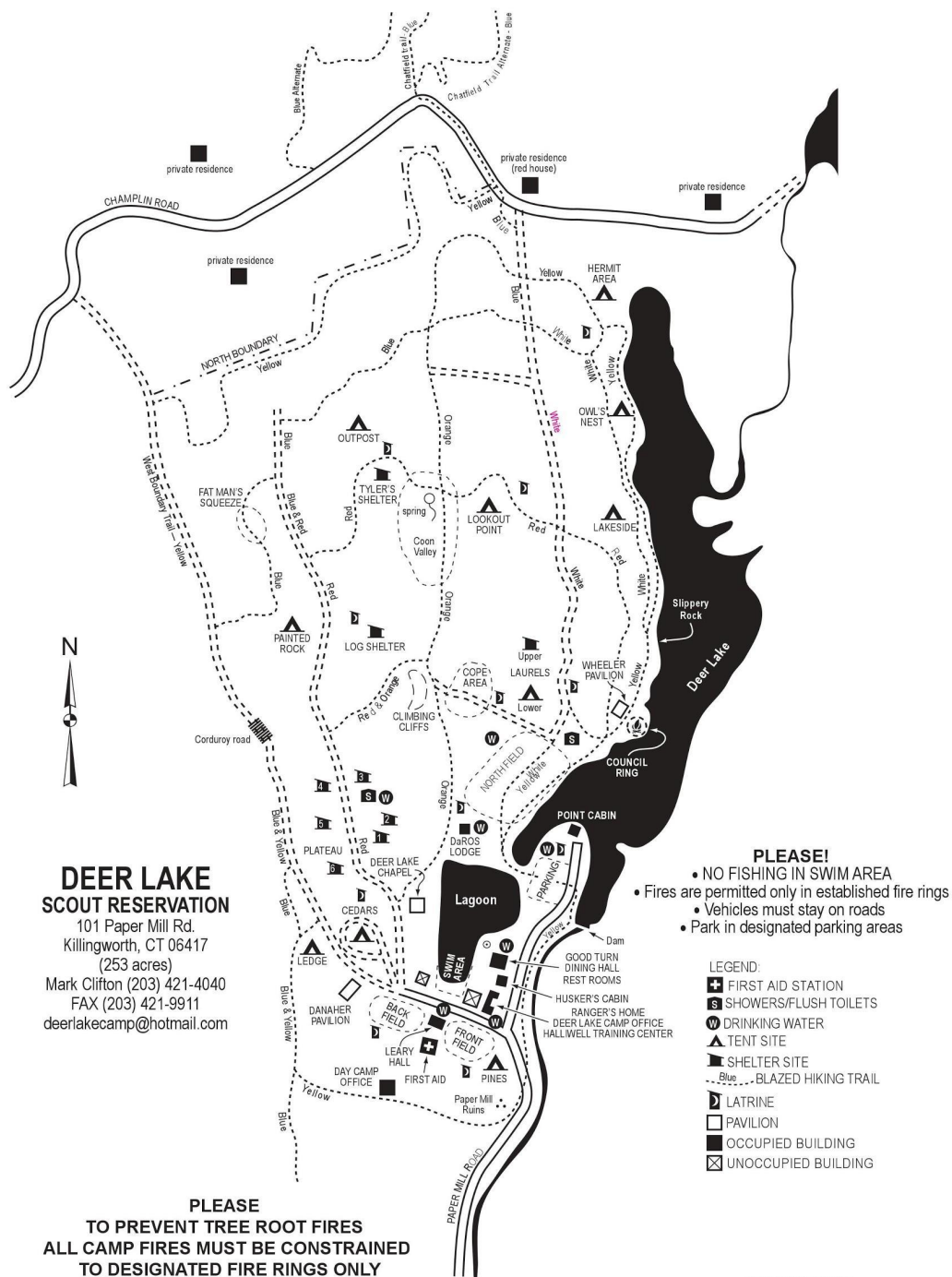
Deer Lake Scout Reservation

Camp Overview

Deer Lake is situated on 253 acres of forestland and fields only 25 miles from New Haven, Connecticut. Whether you are looking for a place to hold your group's annual picnic, or you are searching for a place to hold a retreat, Deer Lake Scout Reservation has the facilities you're looking for to accommodate your group. These facilities include:

- Completely applanced dining facility which can easily accommodate 300 diners
- Three separate indoor sleeping facilities for up to 15, 24 or 30
- Large, open fields for sports and games
- 5 miles of maintained trails for hiking or cross-country skiing
- Quiet groves and open-air chapel for meditation and reflection
- Fully equipped waterfront for swimming, boating and canoeing
- Stocked lagoon ideal for fishing
- Council fire rings that will accommodate 25 or up to 300
- A family camp with 12 sites including picnic tables and fire rings
- Remote camping areas throughout the 253 acres of woodland
- Climbing cliffs perfect for rock climbing and rappelling
- BSA certified COPE course

Camp Map



[MAP REVISED MAY 2017]

Facilities Summary

- Lean-to sites
 - Sites 1-6 (Plateau area) - 6 lean-tos - sleeps 36
 - Laurels - 4 lean-tos - sleeps 20
 - Outback - 4 lean-tos - sleeps 20
- Cabins
 - Point Cabin - Sleeps 17
 - DaRos Cabin - Sleeps 36
 - Leary Hall - Sleeps 26
- Good Turn Dining Hall - Capacity 288

Camp Sequassen

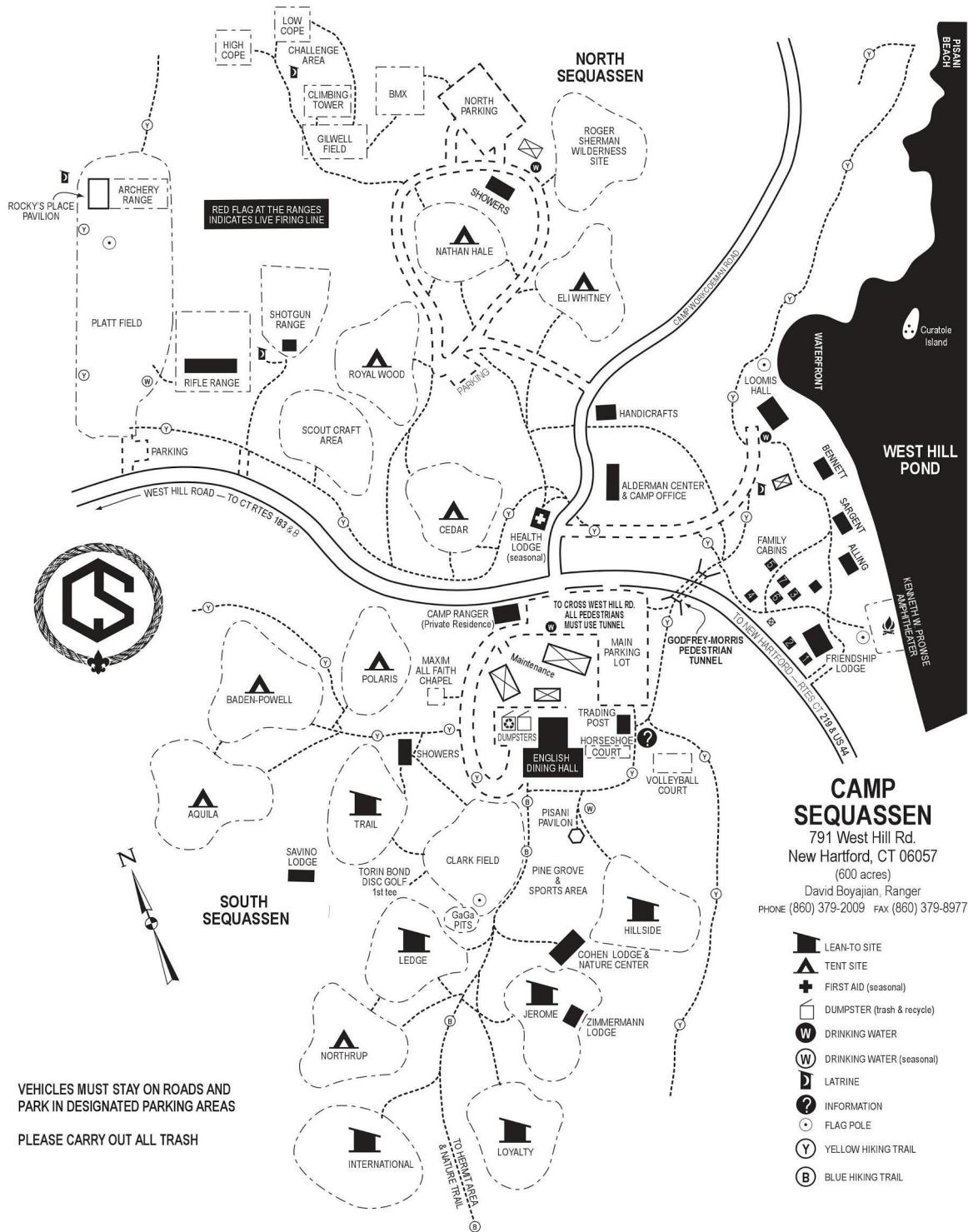
Camp Overview

Camp Sequassen is located in Northwest Connecticut, in New Hartford, at the foot of the Berkshires. The camp consists of 540 acres of forest with over 2500' of shoreline on West Hill Pond, one of the most beautiful spring fed lakes in Connecticut.

The camp is operational year-round except for Labor Day weekend, Thanksgiving weekend, Winter Holidays (December 24-January 1), Spring Holidays (Good Friday – Easter Sunday) and Memorial Day weekend. Weekend camping is not available from mid-June through August due to summer resident camp programs.

Year-round programs consist of lean-to or lodge camping, climbing tower, rifle/shotgun range, fishing, hiking, water sports, boating, low COPE, sports and/or improvised games/outdoor activities. A campmaster is always available to help you plan a fun Scouting weekend.

Camp Map



FIRES ARE PERMITTED ONLY IN ESTABLISHED FIRE RINGS

[MAP REVISED FEBRUARY 2017]

Facilities Summary

- **Lean-To Sites**
 - Trail - 6 Lean-Tos - Sleeps 24
 - Hillside - 7 Lean-Tos - Sleeps 28
 - Ledge - 7 Lean-Tos - Sleeps 28
 - Jerome - 6 Lean-Tos - Sleeps 24
 - International - 7 Lean-Tos - Sleeps 42
- **English Dining Hall - 350 Capacity**
- **Cabins**
 - Loomis (2 Sides) - Sleeps 24 Each Side
 - Friendship - Sleeps 33

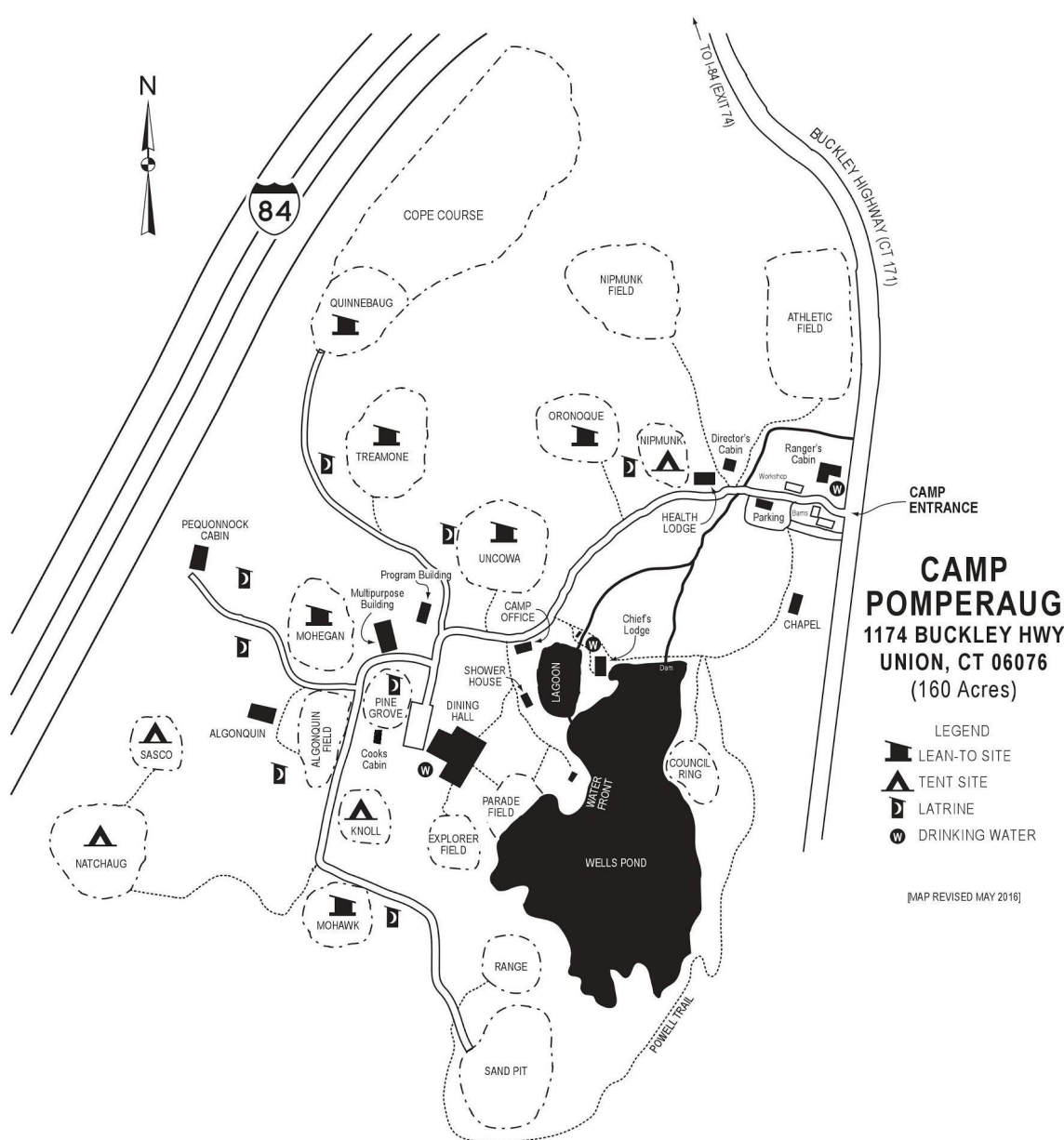
Camp Pomperaug

Camp Overview

Camp Pomperaug is located adjacent to the Massachusetts border in Northeast Connecticut, in Union, easily accessible from Interstate 84, Exit 74 and within easy access to Sturbridge Village and UCONN programs. The Camp consists of 160-acres of forest including our own Wells Pond, as well as access to Lake Mashapaug, one of the most beautiful lakes in Connecticut with record-breaking fishing opportunities. Camp Pomperaug is surrounded by [Nipmuck State Forest](#).

Year-round programs consist of tent, lean-to or lodge camping, fishing, hiking, water sports, canoeing, boating, cross country skiing sports and/or improvised games/outdoor activities. A Campmaster will be available to help you have a fun Scouting weekend.

Camp Map



PLEASE — TO PREVENT TREE ROOT FIRES
ALL CAMP FIRES MUST BE CONSTRAINED TO DESIGNATED FIRE RINGS ONLY

Facilities Summary

- Lean To Sites
 - Oronoque - 5 Lean-Tos - Sleeps 30
 - Uncoway - 4 Lean-Tos - Sleeps 24
 - Treamone - 4 Lean-Tos - Sleeps 24
 - Mohegan - 4 Lean-Tos - Sleeps 24
- Cabins
 - Algonquin Cabin - Sleeps 24
 - Program Building - Sleeps 20
 - Health Lodge - Sleeps 14
 - Directors Cabin - Sleeps 10
- Dining Hall - 250 capacity
- Multipurpose Building - Bathrooms and Office

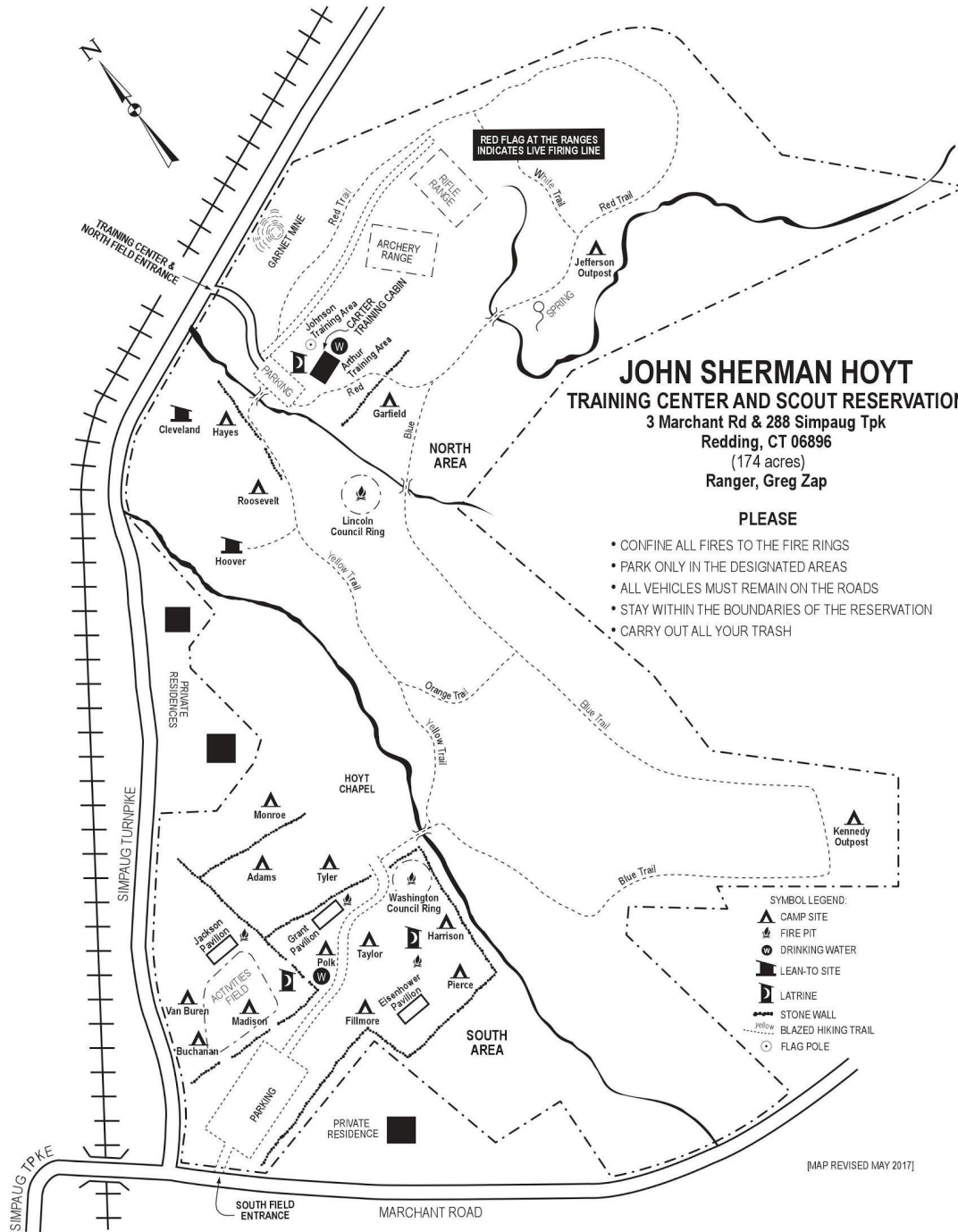
Hoyt Scout Camp

Camp Overview

The John Sherman Hoyt Scout Reservation is located on 170 acres of pristine forest and fields in **West Redding, Connecticut**. This is primarily a tent camping facility, with two lean-to sites (4 and 6 lean-tos, respectively). The camp also has three pavilions with picnic tables, three latrines, a heated training cabin with kitchen and bathrooms, and a heated cabin for sleeping. Trails circumscribe the camp which provide for rigorous hikes and up close encounters with myriad wild creatures and native trees and plants. An orienteering course is available for those looking for a more challenging adventure.

Electrical service and potable water are available adjacent to each pavilion to the south field (completed in 2017 and 2018). The camp offers a rifle range, archery range, as well as a 9 hole disc golf course.

Camp Map



Section 8 - Appendices

Appendix A - **Required Equipment for All Lodge Events**

1. Trailer
 - a. Radios & Charging Station
 - b. A/V Equipment
 - c. Kitchen/Food Supplies
 - d. Trading Post
 - e. Events Supplies
 - f. Crew Buckets
 - g. First Aid Kit and Medical Forms
 - h. Router w/ Network Cables
 - i. Lodge Printer
2. Camera
3. Event Decorations

Appendix B - **Required Documents for All Lodge Events**

1. New Member Packets (one for each new member)
 - a. New Member Guide
 - b. Conclave Form
 - c. Next Event Form
2. Blank Member and Candidate Forms (25 Copies)
3. Blank Dues Form (25 copies)
4. Schedule and Map – Double Sided
5. Pickup Reminder Index Cards
6. Chapter Index Cards
7. Folded Spirit of the Arrow Booklets # 3-5
8. Blank Medical Forms
9. Campsite Assignments
10. Chapter to District (map and written)
11. Scavenger Hunt
12. Sunday Morning business meeting powerpoint
13. Brotherhood powerpoint
14. Elections Powerpoint (June Only)
15. Radio Sign-out sheet
16. Committee Sign-up forms

Appendix C - **Spirit Of the Arrow Booklets**

1. **Upon a Lofty Journey:** Given out when the candidate is called out.
2. **Are You Prepared? :** Given out at the crew meeting Friday evening of the Ordeal before going to the Pre-Ordeal ceremony.
3. **Good Morning, My Friend:** Given out at Saturday Breakfast by Kitchkinet.
4. **What Am I?:** Given out at Saturday afternoon snack by a member of the Lodge Executive Committee and not the Elangomat or Kitchkinet.
5. **A New Task Lies Before You:** Given out after the Ordeal Ceremony and before dinner by the Elangomat.
6. **Those Who Chose You Need You:** Mailed to the new members in November of the year they completed their Ordeal.
7. **The Ties of Brotherhood:** Mailed to the Ordeal members with the invitation to seal their Brotherhood. This typically happens in March in the year following their induction.
8. **Journey's End ... and a New Beginning:** Given to the Brotherhood candidates immediately before the Brotherhood ceremony.

Appendix D - **Opening Speech To Candidates**

Good Evening, my name is _____, the Lodge Chief for Owaneco Lodge #313. This is _____, the Ordeal Master; and their assistants: _____ and _____.

We are glad that you have chosen to undergo the Ordeal and become a member of the Order of the Arrow. You may have heard many different things about what will occur during the next twenty-four hours. I want you to forget what others have said and to make room for the experience that is quickly approaching.

As you were told in your invitation, you are about to embark on a thought-provoking and challenging journey. We will do everything we can to keep it safe and uplifting. You have the absolute right to seek help from me or anyone else in camp if you need it. You have the absolute right to withdraw at any moment without a shadow upon yourself and without compromising your election to the Order.

In a few minutes we will be dividing you up into crews, these groups will be who you will be working with all weekend. These crews are comprised of candidates from all over our council. We call your leader an Elangomat. If you get separated from your crew, you will need to know your Elangomat's name so we can get you back with them. Pay close attention when they introduce themselves.

If you need first aid at any time, see your Elangomat immediately. First aid will be located here in the dining hall throughout the weekend.

We are already aware of your medical history, but for your safety, we need to check again. Let your Elangomat know of any medical problems you have, any food allergies or insect allergies, or if you have asthma, a bad back, or any other hidden problems. If you are regularly taking prescription medicine and you have not seen our medical officer, inform your Elangomat prior to leaving the dining hall.

You are responsible for your own safety. Water will be available throughout the weekend, so be sure to drink plenty. Do not attempt anything for which you are not trained. If you do not know how to use a knife, axe or other tool, this is not the time to learn. Do not try anything that you cannot do safely.

Are there any questions? *(After answering relevant questions and politely declining the irrelevant ones, continue.)*

I will now announce what crew you will be in so pay attention after I have finished. If you do not hear your name please come and see me. Once I have completed this you will meet your elangomat, get to know them, and help them get to know you as they will be your crew's leader for the weekend.

Appendix E - **Ordeal Radio Assignments**

	Friday Night	Saturday Morning	Saturday Afternoon	Saturday Evening
OA 1	Lodge Chief	Lodge Chief	Lodge Chief	Lodge Chief
OA 2	VC Program	VC Program	VC Program	VC Program
OA 3	VC Inductions	VC Inductions	VC Inductions	VC Inductions
OA 4	Events Chair	Events Chair	Events Chair	Events Chair
OA 5	None	Service Chair	Service Chair	None
OA 6	Lodge Adviser	Lodge Adviser	Lodge Adviser	Lodge Adviser
OA 7	Medical Officer	Medical Officer	Medical Officer	Medical Officer
OA 8	Kitchen	Kitchen	Kitchen	Kitchen
OA 9	Ordeal Master	Ordeal Master	Ordeal Master	Ordeal Master
OA 10	Ceremonies Chair	Ceremonies Chair	Ceremonies Chair	Ceremonies Chair
OA 11	None	Brotherhood Chair	Brotherhood Chair	None
OA 12	Ranger	Ranger	Ranger	Ranger
OA 13	Open	Open	Open	Open
OA 14	Open	Open	Open	Open

Appendix F -**Ordeal Schedule****Friday**

5:00	Kitchen and Registration Staff Arrives	
6:15 - 7:30	Registration	Dining Hall
7:30 - 8:30	Dinner	Dining Hall
7:00 - 7:30	Elangomat Meeting	Dining Hall
8:30 - 9:00	crews Form	Dining Hall
9:00 - 9:30	Candidates Hike to Pre-Ordeal Ring	From Dining Hall
9:30 - 10:30	Pre-Ordeal Ceremony	Ring
10:45	Cracker Barrel & Mandatory Lodge Meeting	Dining Hall

Saturday

6:15	"K" Arises	Chapter Sites
6:45 - 7:00	Candidates Awakened	Sleeping Areas
7:00 - 7:15	Candidates Drop-Off Gear	Chapter Sites
7:15 - 8:00	Candidate Breakfast	Algonquin Field
	Arrowmen Breakfast	Dining Hall
8:00 - 12:00	Work Projects	Work Sites
8:30 - 9:30	Brotherhood Meeting and interviews	Dining Hall
9:30 - 12:00	Brotherhood Work Party	Work Sites
12:00 - 12:45	Candidate Lunch	Algonquin Field
	Arrowmen Lunch	Dining Hall
12:45 - 4:00	Work Projects Resume	Work Sites
3:30 - 4:00	Work Ends	Work Sites
	Arrowmen Cleanup and head to ring	Chapter Sites
4:00 - 4:30	Candidate clean up	Chapter Sites
4:30 - 5:00	Dance Team and Snack	Algonquin Field
5:00 - 6:30	Ordeal Hike and Ceremony	Ordeal Ring
6:30 - 7:45	Brotherhood Hike and Ceremony	Ordeal Ring
6:30 - 7:45	New Member Party and snacks	Dining Hall
8:00 - 9:30	Lodge Banquet	Dining Hall
9:30 - 11:00	Inter-chapter Competition/Show	Dining Hall

Sunday

7:30	Members Awakened	Chapter Sites
7:30 - 8:15	Chapter Meeting and site cleanup	Chapter Sites
8:15 - 9:00	Breakfast	Dining Hall
9:00 - 9:20	Scout's Own Service	Dining Hall
9:20 - 10:30	Lodge Meeting (Committee Fair)	Dining Hall
10:30 - 11:00	Arrowmen Depart	

Appendix G - New Member Packet

- To be included in the new member packet
 - 1 lodge flap
 - 1 membership card
 - 1 OA handbook
 - Promotional materials for upcoming lodge and section events
 - Spirit of the Arrow book 5
 - Chapter meeting time and locations
 - New Members guide
 - Lodge Events for the rest of the year
 - Crew Picture

Appendix H - New Member Party

- Purpose and background
 - The purpose of the new member party is to jumpstart the brand new members' excitement about the OA and to begin to build the ties of brotherhood amongst them.
 - This was implemented for the first time at the May Ordeal in 2016 following a rewrite of the schedule, where the Ordeal and Brotherhood ceremonies switched times.
 - It should take approximately 75 minutes.
- Attendees
 - All Ordeal members, both those who have just completed their Ordeal and those that did it at a previous event and are ineligible for Brotherhood.
 - 1-2 Lodge Officers, The Vice-Chief of Program and either the Vice-Chief of Finance or Administration
 - Events Committee Chair
- Activities
 - Some sort of interpersonal activity. Some examples include inter-crew jeopardy or any number of camp and team-building games. The reward may be getting to eat dinner first.
 - Hors d'oeuvres should be served, it should be light items like cheese and crackers, nachos, fruit, etc.

Appendix I - Event Rotation

	2021	2022	2023	2024	2025	2026
May Ordeal	Powahay	Arcoon	Scatacook	Achewon	Chief Pomperaug	Keewayden
June Ordeal	Arcoon	Scatacook	Achewon	Chief Pomperaug	Keewayden	Powahay
September Ordeal	Scatacook	Achewon	Chief Pomperaug	Keewayden	Powahay	Arcoon
Grill n' Chill	Achewon	Chief Pomperaug	Keewayden	Powahay	Arcoon	Scatacook
Fall Fellowship	Chief Pomperaug	Keewayden	Powahay	Arcoon	Scatacook	Achewon
Winter Banquet	Keewayden	Powahay	Arcoon	Scatacook	Achewon	Chief Pomperaug

Appendix J - Brotherhood process:

A) The Challenges of Brotherhood Membership

- a) Memorize the signs of Arrow membership. Memorize the Obligation of the Order of the Arrow, which you received from Allowat Sakima (printed on the back of your membership card and in the handbook). Also, memorize the Order of the Arrow Official Song, the Admonition, the sign of Ordeal membership, and the Order of the Arrow handclasp.
- b) Advance in your understanding of the Ordeal. Gain a thorough understanding of the Ordeal through which you have passed. See “The Customs and Traditions of the Ordeal” in the handbook.
- c) Serve your unit. Maintain your registration in Scouting. During a period of at least 10 months, strive to fulfill your Obligation by continuing and expanding your service to your own unit.
- d) Plan for service in your lodge. Pay your dues in your Order of the Arrow lodge. Be aware that acceptance of Brotherhood membership involves a pledge of future service to the lodge. Develop a concrete idea of how you plan to fulfill this pledge.
- e) Review your progress. When you earnestly feel that you have met the four challenges above, write a letter to your lodge or chapter secretary (depending on who is administering the induction). In this letter:
 - i) Explain what you think the Obligation means,
 - ii) Describe how you have been fulfilling this Obligation in your unit and in your daily life, and how you have used your understanding of the Ordeal to aid in your service, and
 - iii) Describe your specific plans for giving future service in the lodge program.

B) The Brotherhood Class

- a) Brotherhood Class
 - i. The Brotherhood Committee will organize a review session during an event weekend to review the requirements with eligible Brotherhood candidates.

Appendix K - Fall Fellowship Schedule

Friday

6:30 - 7:45	Registration & Gear Drop-off	Dining Hall
8:00 - 8:45	Dinner	Dining Hall
9:00 - 9:45	Cracker Barrel	Dining Hall
10:00 - 11:30	Evening Fellowship: Games n' More	Dining Hall
11:30	Lights Out	Chapter Sites

Saturday

7:00 - 7:30	Reveille	Chapter Sites
8:05 - 8:15	Flag Ceremony	Clark Field
8:15 - 8:55	Breakfast	Dining Hall
9:00 - 11:00	Brotherhood Class	Dining Hall
9:00 - 12:00	Lodge Service Project	
12:05 - 1:00	Lunch	Dining Hall
1:00 - 5:00	Lodge Afternoon activities	
4:00 - 4:25	Brotherhood Candidates Clean Up	Chapter Sites
4:30 - 4:55	Brotherhood Hike	From Dining Hall
4:55 - 5:45	Brotherhood Ceremony	Ordeal Ring
6:15 - 6:45	Members Clean Up	Chapter Sites
6:15 - 7:00	Setup Dining Hall	Dining Hall
7:00 - 7:05	Flag Ceremony	Clark Field
7:05 - 8:05	Dinner	Dining Hall
8:15 - 9:30	Saturday Night Activity	Dining Hall
9:45 - 12:00	Cracker Barrel & Dessert	Dining Hall
9:45 - 12:00	After Party	Dining Hall
12:00	Lights Out	Chapter Sites

Sunday

7:30	Reveille & Clean Up Chapter Sites	Chapter Sites
7:45 - 8:15	Chapter Meetings	Chapter Sites
8:30 - 9:15	Breakfast	Dining Hall
9:20 - 9:40	All Faith Service	Maxim Chapel
9:45 - 10:30	Lodge Meeting & Weekend Review	Dining Hall
10:30	Members Depart	

Appendix L - Fall Fellowship Radio Assignments

	Friday Night	Saturday Morning	Saturday Afternoon	Saturday Evening
OA 1	Lodge Chief	Lodge Chief	Lodge Chief	Lodge Chief
OA 2	VC Chap Ops	VC Chap Ops	VC Chap Ops	VC Chap Ops
OA 3	VC Program	VC Program	VC Program	VC Program
OA 4	Events Chair	Events Chair	Events Chair	Events Chair
OA 5	None	Service Chair	None	None
OA 6	Lodge Adviser	Lodge Adviser	Lodge Adviser	Lodge Adviser
OA 7	Medical Officer	Medical Officer	Medical Officer	Medical Officer
OA 8	Kitchen	Kitchen	Kitchen	Kitchen
OA 9	Fellowship Master	Fellowship Master	Fellowship Master	Fellowship Master
OA 10	Ceremonies Chair	Ceremonies Chair	Ceremonies Chair	Ceremonies Chair
OA 11	Open	Brotherhood Chair	None	Brotherhood Chair
OA 12	Ranger	Ranger	Ranger	Ranger
OA 13	Open	Open	Open	Open
OA 14	Open	Open	Open	Open

Appendix M - Ordeal Menu Example

Candidate Meal Example (This rarely changes)

- Friday Night Dinner - Dining Hall
 - Penne with Red Sauce
 - Meatballs
 - Garlic Bread
- Saturday Morning Breakfast - Central Field to the Dining Hall
 - Hard Boiled Egg
 - 1 Piece of Toast
- Saturday Lunch - Work Locations
 - Peanut Butter & Grape Jelly Sandwich
- Saturday Snack - Dance Team Performance
 - Granola Bars / Fruit

Member Meal Example (This should change at every event)(All Member meals are served in the Dining Hall)

- Friday Night Dinner
 - Penne with Red Sauce
 - Meatballs
 - Garlic Bread
- Friday Night Desert
 - Chips
 - Crackers
 - Salsa
- Saturday Morning Breakfast
 - Omletes
 - Sausage Patties
- Saturday Lunch
 - Pulled Pork/Chicken Sandwiches
- Saturday Snack (Optional)
 - Granola Bars / Fruit
- Saturday Night Dinner
 - Pork Loin or Brisket or Ribs or Roasted Chicken
 - Mashed Potatoes
 - Mix Vegetables
- Saturday Night Desert
 - Brownies
 - Vanilla Ice Cream
 - Ice Cream Toppings - Whipped Cream, Chocolate Syrup, Sprinkles
- Sunday Morning Breakfast
 - Pancakes - Plain, Chocolate Chip, Blueberry
 - Bacon

Appendix N - Fall Fellowship Menu Example

- Friday Night Dinner
 - Penne with Red Sauce
 - Meatballs
 - Garlic Bread
- Friday Night Desert
 - Chips
 - Crackers
 - Salsa
- Saturday Morning Breakfast
 - Crepes
 - Toppings for Crepes
 - Sausage Patties
 - Hand-made Cinnamon Buns
- Saturday Lunch
 - Pulled Pork/Chicken Sandwiches
- Saturday Night Dinner
 - Pork Loin or Brisket or Ribs or Roasted Chicken
 - Mashed Potatoes
 - Mix Vegetables
- Saturday Night Desert
 - Cobbler
 - Vanilla Ice Cream
 - Ice Cream Toppings - Whipped Cream, Chocolate Syrup, Sprinkles
- Sunday Morning Breakfast
 - French Toast
 - Bacon

Appendix O - LLD Schedule

Evening to Evening Schedule

Day 1

6:00 PM	Arrival and Registration
7:00 PM	Welcome
7:30 PM	Dinner
8:30 PM	Training Cell 1
9:30 PM	Fellowship Event
11:00 PM	Lights Out

Day 2

7:30 AM	Wake Up
8:00 AM	Breakfast
9:00 AM	Training Cell Two
10:00 AM	Training Cell Three
11:00 AM	Training Cell Four
12:00 PM	Lunch
1:00 PM	Team Building Activity
2:00 PM	Training Cell Five
3:00 PM	Training Cell Six
4:00 PM	Closing Ceremony and Clean Up
5:00 PM	Depart

Mid-Day to Mid-Day Schedule

Day 1

12:00 PM	Arrival and Registration
1:00 PM	Welcome
1:30 PM	Training Cell One
2:30 PM	Training Cell Two
3:30 PM	Training Cell Three
4:30 PM	Team Building Activity
6:00 PM	Dinner
7:00 PM	Training Cell Four
8:00 PM	Training Cell Five
9:00 PM	Fellowship Event
11:00 PM	Lights Out

Day 2

7:30 AM	Wake Up
8:30 AM	Breakfast
9:30 AM	Training Cell Six
10:30 AM	Closing Ceremony and Clean Up
11:00 AM	Depart

Appendix P - Friday Setup Procedure

1. Unload Trailer
2. Set up registration
 - a. In the Garage at Pomperaug, Dining Hall at Sequassen
 - b. Table for Candidates, Returning Members and Health Forms for Ordeals. Table for Members and Health form at Fall Fellowship
3. Set Up Dining Hall
 - a. 2-3 Tables for food, 3 Tables for Trading Post, 2 Tables for AV
 - b. Tables to fit all attendees plus some in pods
 - c. Set up AV equipment
4. Make Sure Each Site has enough beds .
5. Label Bathrooms and Lean Tos Adult and Youth Male/Female as needed

Appendix Q - Sunday Cleanup Procedure

1. Take down dining hall
 - a. AV Gear
 - b. Trading post after inventory
 - c. Tables
2. Load trailer
3. Sweep and Mop Dining Hall and Bathrooms
4. Check Chapter Sites and Other Sleeping Locations - Swept and Empty
5. Take trash to dumpster

Appendix R - Parking Rules

- a. When anyone arrives at camp park in the main parking lot.
- b. There are two parking passes.
 - i. Chapter Site
 - 1. Given to the chapter adviser only
 - ii. Dining Hall
 - 1. Given to select members of the Kitchen Crew, The Medical Officer and Lodge Adviser.
- c. If not given one of these two parking passes, they must park in the main lot or receive permission from the Lodge Advisor for special parking accommodations.

Appendix S - Characteristics of Ordeal Personnel

- a. Ordeal Master
 - i. A member of the host chapter who is not a member of the Executive Committee.
 - ii. Should have attended other Ordeals since their own
 - iii. Responsible and able to manage others
 - iv. Able to arrive early and stay until clean up is done
- b. Head Chef
 - i. Served on Kitchen Staff at previous events
 - ii. Approved by the Lodge Advisor
- c. Medical Officer
 - i. A Licenced Medical Professional
 - ii. Able to manage health forms, and medications
 - iii. Approved by the Lodge Advisor
- d. NCAP Certified Scouter
 - i. Someone who has completed the Council provided training and will be on site all weekend