

## INSTRUCTIONS FOR COMPLETING THIS FORM

- Before conducting the election ensure that at least half of the active members of the troop are in attendance. If not an election cannot be conducted. Remember that an election can be held at any time, but only once a calendar year.
- While the election video is being viewed, have the Scoutmaster check over all of the eligible members' information to ensure that the information is accurate. If unsure, ask the scout. This is just for eligible members. They have not been elected yet.
- When the video is complete, explain the procedures for the elections and conduct the elections. To become elected, eligible candidates must have at least half the votes of the scouts present. (i.e. 15 scouts present/8 votes needed)
- Just because a scout was not elected does not mean you need to take their information off of the form. Just leave the elected check box empty. This helps us keep better statistics at the lodge level about the elections process and inductions.
- It is better to have this form completed before the election by the Scoutmaster. If it has not been completed ahead of time, it needs to be done before the election begins. Do not just complete after the election and add only the elected scouts.
- After the election is complete and the form has had all information filled in, check only the scouts that were elected.
- Remember to complete all sections of this form before it is turned in for processing. The only section that is optional for candidate information is the email. All others (including BSA ID) need to be included to be processed in a timely manner.
- Do not hold on to the form. Turn it over to the Chapter Adviser or Designee for final review and to be submitted. Scoutmasters are not allowed to turn in election forms. This ensures that proper elections were held and recorded.
- If the form is going to be submitted after the deadline provided (i.e. first of month of Ordeals) make sure the candidates receive a copy of the letter. @ letters are mailed on the first day of the month the Ordeal is being held.
- Do not hold onto forms just because they will not get a letter. The forms need to be submitted as soon after the election as possible so that the information may be uploaded to LodgeMaster for the Ordeal. Candidates cannot attend if not entered.
- **Any questions or problems with the elections or forms, email the Inductions Adviser at [croataninductions@hotmail.com](mailto:croataninductions@hotmail.com). Completed elections should only be sent by the Chapter Adviser or designee to [elections117@hotmail.com](mailto:elections117@hotmail.com).**
- **ONLY USE THE MOST RECENT ELECTION FORMS WHICH CAN BE FOUND ON THE LODGE WEBSITE. THESE FORMS ARE CONTINUOUSLY UPDATED TO BE COMPATIBLE WITH THE CURRENT VERSIONS OF LODGEMASTER. CHECK REGULARLY.**

Check One:  Troop  Team      Unit No. \_\_\_\_\_      City: \_\_\_\_\_, NC      Date: \_\_\_\_\_  
Number of Active Boys Currently Registered: \_\_\_\_\_      District: \_\_\_\_\_      Chapter: \_\_\_\_\_

I understand that to be eligible for election to the Order of the Arrow, these qualifications must be met:

1. Be a currently registered member of this unit
2. Under 21 years of age at the time of election
3. Hold the rank of at least First Class
4. Have met the following camping requirements within the last two years:
  - 15 days and nights under the auspices of the Boy Scouts of America
  - including 6 consecutive days and 5 nights of long term camping

I certify that all boys listed below meet the above requirements and I hereby approve them for an election to be conducted by an authorized election team from Croatan Lodge or a local Chapter of the Lodge. I also certify that this unit has not held any previous O.A. election during this calendar year.

Unit Leader: \_\_\_\_\_ Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_, NC Zip Code: \_\_\_\_\_  
Phone #: \_\_\_\_\_  Home  Cell  Work Email Address: \_\_\_\_\_

Number of Boys Registered: \_\_\_\_\_ Number of Boys required to be present\*: \_\_\_\_\_ Number of Boys present for Election: \_\_\_\_\_

\*At least half of the active boys registered must be present to hold an election. Refer to unit election procedure in the *Order of the Arrow Guide for Officers and Advisers*.

	First Ballot	Second Ballot**	Names of Election Team Members
Number of ballots turned in:	_____	_____	_____
Number of votes required to be elected:	_____	_____	_____
Number of boys elected:	_____	_____	_____

\*\*Second ballot only if no one is elected on the first ballot

Elected	Name of Candidate		Mailing Address	City	Zip Code
	BSA ID Number		Email Address	Date of Birth	Phone Number
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					

Elected	Name of Candidate		Mailing Address	City	Zip Code
	BSA ID Number		Email Address	Date of Birth	Phone Number
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					