



C. P. & E.



2025

CAMPING PROMOTIONS AND ELECTIONS
KITTATINNY LODGE V
ORDER OF THE ARROW
HAWK MOUNTAIN COUNCIL
SCOUTING AMERICA

2025 Camping Promotions and Elections

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NOTE: **@kittatinny5.org email addresses satisfy YPT compliance by copying both the youth chairman and the adult adviser.**

Scheduling elections or camping promotions needs to be coordinated through one of the people listed above only.

All Unit Elections must be held by an authorized and trained Lodge Election Team member and may not be conducted by someone from your own unit.

Kittatinny Lodge V

Order of the Arrow

2025 Camping Promotions and Elections

The *Order of the Arrow* is Scouting's National Honor Society chartered by Scouting America. It recognizes those campers who best exemplify the Scout Oath and Law in their daily lives and by such recognition, cause other campers to conduct themselves in such a manner as to warrant similar recognition, to promote camping, and to crystallize the habit of helpfulness as a life purpose.

Each Scouts BSA Troop, Venturing Crew, or Sea Scout Ship with qualified Scouts is eligible to schedule and have a Camping Promotion Program and a Unit Election beginning **January 1, 2025**. This program must be conducted by the Order of the Arrow Elections Teams no later than **March 28, 2025**. Youth candidates may request an invitation to one of the three Induction Weekends scheduled for 2025 at the Hawk Mountain Scout Reservation.

The date and place of the Camping Promotion and Unit Election is selected by the unit and coordinated via the online LodgeMaster software & your district's youth CP&E chairman.

NOTE: THE CAMPING PROMOTION PROGRAM IS REQUIRED TO HOLD A UNIT ELECTION.

Every Scouts BSA Troop, Venturing Crew, and Sea Scout Ship should have a Camp Promotion and OA Presentation, even if you have no youth eligible for election!

All units need to have a Camping Promotion Presentation on the night of the election. Slides or video of Hawk Mountain Scout Reservation or High Adventure Camps can be shown, or last year's Summer Camp can be reminisced. Even if you have no current members or eligible Scouts for the Order of the Arrow, we are requesting you accommodate a visit to talk to your Scouts about what the OA is and to promote camping in your unit.

Enclosed are a typical Camping Promotion-Election Parents' Night Plan, a 2025 Lodge Event and Fee schedule, and a 2025 Youth Election Roster form.

The *Order of the Arrow* Camping Promotion & Election Team will conduct the election and present the camping promotion night to your unit. CP&E will contact each Scoutmaster via LodgeMaster, email and/or phone to request a time and date for the Camping Promotion & Election night. **Please arrange your unit election as soon as possible to avoid scheduling problems. In the past we have had problems with late scheduling which causes difficulties for our election teams. The last election should be held no later than March 28, 2025.**

NOTE: The person(s) conducting your unit election must NOT be a youth or adult registered in your unit. It must be conducted by someone from outside your unit.

The elected candidate, if attending Summer Camp at the Hawk Mountain Scout Reservation, will be called out again for recognition in front of the camp.

There are 3 Ordeal weekends, **April 25-27, 2025** (registration deadline 4/11); **May 16-18, 2025** (registration deadline 5/2); and **September 19-21, 2025** (registration deadline 9/5).

After the unit election and selection of candidates, a scout must complete their Ordeal on one of these weekends within 18 months of their election.

PLEASE PLAN EARLY!

MEMBERSHIP REQUIREMENTS

Unit Leader approval:

To become eligible for election, a member of Scouts BSA, Venturing or Sea Scouts must be registered with Scouting America and have the approval of their unit leader prior to the election. The unit leader must certify their Scouting Spirit, their adherence to the Scout Oath and Law, and participation in unit activities. The unit leader must also certify that the prospective candidate meets all specified requirements at the time of this annual election.

Youth membership qualifications:

- Be a registered member of Scouting America.
- Have experienced 15 nights of camping while registered with a troop, crew, or ship within the two years immediately prior to the election. The 15 nights must include one, long-term camp consisting of at least five consecutive nights of overnight camping, approved and under the auspices and standards of Scouting America. Only five nights of the first long-term camp may be credited toward the 15-night camping requirement; a second long-term camp may be counted for an additional 3 nights of camping; the balance of the camping (7-10 nights) must be overnight, weekend, or other short-term camps of, at most, three nights each. Ship nights may be counted as camping for Sea Scouts.
- At the time of their election, youth must be under the age of 21, hold the Scouts BSA First Class rank in their Troop, the Venturing Discovery Award in their Crew, or the Sea Scout Ordinary rank in their Ship, or higher, and following approval by the Scoutmaster, Crew Advisor or Skipper, be elected by the youth members of their unit.

NOTE: If a Scout is cross-registered, they must meet the appropriate rank requirement for the unit type in which they are elected.

Voting for youth candidates will be based on their spirit of brotherhood, cheerfulness (no matter how tiresome their duties), and a willingness to give unselfish and wholehearted service to others at all times.

Adult Membership qualifications:

Each year, upon holding a Troop, Crew, or Ship election for youth candidates that results in at least one youth candidate being elected, the unit committee may nominate registered unit adults, 21 years of age or older, to the lodge adult selection committee. **The number of adults nominated can be no more than 2 adults for every 3 youth candidates elected. Youth number is rounded up where the number of youth candidates is not a multiple of three.** In addition to the 2:3 limit, the unit committee may nominate the currently serving unit leader (but not assistant leaders), as long as he or she has served as unit leader for at least the previous 12 months. Recommendations of the adult selection committee, with the approval of the Scout executive, will be candidates for induction, provided the following conditions are fulfilled:

- Selection of the adult is based on the ability to perform the necessary functions to help the Order fulfill its purpose and is NOT for recognition of service, including current and prior achievements and positions.
- The individual will be an asset to the Order because of demonstrated abilities that fulfill the purpose of the Order.
- The camping requirements set forth for youth members are fulfilled.
- The adult leader's membership will provide a positive example for the growth and development of the youth members of the lodge.

NOTE: ADULTS SHOULD NOT ASSUME APPROVAL AND REGISTER FOR THEIR ORDEAL UNTIL THEY HAVE RECEIVED A CONFIRMATION LETTER FROM THE ADULT SELECTION COMMITTEE.

Submitting an adult nomination is NOT an automatic approval. Nominees, after approval by the Adult Selection Committee, will be notified by a confirmation letter of their selection and invited to register to take the Ordeal. Failure to follow the established procedure will only delay the adult selection/registration process.

NOTE: Paper forms are no longer accepted for adult nominations. After your youth election has been entered into the OA LodgeMaster system, the Scoutmaster will be sent a confirmation email electronically,

which includes a link to enter adult nominations. Adult nominations must be submitted electronically by March 22, 2025.

Adults in Council or District positions:

NOTE: Only the **DISTRICT CHAIRMAN, COUNCIL PRESIDENT, SCOUT EXECUTIVE, or MEMBERS OF THE PROFESSIONAL STAFF** may propose adults in council or district positions to the lodge Adult Selection Committee for consideration as candidates for induction. 2025 Adult Nominations for District and Council level positions are available from the Lodge Adviser or the Lodge Staff Adviser. All requirements set forth for adult Scouters must be fulfilled, with the exception of the camping requirements, which may be waived by the Lodge Adviser and Scout Executive.

SAMPLE AGENDA

CAMPING PROMOTION-ELECTIONS-PARENT NIGHT

7:00 Unit Opening

7:05 Introduction and Camping Promotion program

video / explanation of procedures / questions

7:25 Elections

7:35 Announce election result (if one or more elected)

7:40 Re-election (if needed)

7:45 Announce result of final election

7:50 Continue with regular unit program

Unit Election Procedures

To become a member of the *Order of the Arrow* a Scout is chosen by vote of the youth (under 21 yrs. of age) in their unit. This is a unique feature of the *Order* since the majority of those who select their candidates for this honor are not members of the lodge. However, lodge members in the unit have a vote as well as nonmembers. In this way membership is controlled by the youth in their own units and not by those who are already Arrowmen.

NOTE: It is important that the members of the unit have the membership requirements properly explained to them.

**Be sure to discuss what type of an election you will need with your
District CP&E Representative
A virtual election can be arranged.**

Registered active member.

In Scouts BSA Troops, Venturing Crews, and Sea Scout Ships, every registered active member of the unit under age 21 at the time of election is eligible to vote.

A Scout who carries a current national membership card and participates in at least some unit activities during the year is considered to be a registered active member of the unit. For example, a youth away at college who participates in some unit activities when home, such as a campout, camporee or occasional unit meeting, should be considered a registered active member.

A youth who moves away or drops out of the unit because of other interests would not be counted in the registered active membership figure.

Unit Election Process

1. The lodge shall determine the time of year unit elections will be held and should inform unit leaders of this by email well in advance. The lodge, through the unit elections committee, should work with the unit leader via emails and LodgeMaster correspondence, in establishing the actual time and place to conduct the election.
2. Hold the election at the time and place determined by the unit leader and have Scouts assembled with their unit leader ready to elect candidates. The *Order* should be represented by a two- or three-member youth team from the lodge or district unit elections committee.
3. Before the election, the OA team must secure from the unit leader verification that at least 50 percent of the registered active unit membership is present. If 50 percent is not present, an election cannot be held. The number registered and the number present are entered in the spaces provided on the unit election report form. If the unit leader is an Arrowman, he may explain to the group the purpose of the *Order of the Arrow* and the basis upon which candidates should be selected and describe the method of election. If the unit leader is not a member of the *Order*, a member of the OA team should make this presentation with the unit leader's consent, demonstrating that election leadership is a cooperative effort of the unit leader and the OA team.
4. The unit leader provides a list of all registered active members of their unit who they have certified as meeting all eligibility requirements, including attitude and participation. **The names of these members are entered electronically**, by the unit, on the **2025 Youth Election Roster** on-line form via LodgeMaster. The election team will provide a paper copy, during the election visit, for unit leader certification.

5. The election team leader explains the following to the unit leader:

This is the current method of election approved by the national OA committee in use by the lodge and supersedes all previous methods.

All eligible youth who receive votes from at least 50 percent of those who turn in ballots are elected. If no one is elected a second vote may be held immediately and the result of this vote will be final.

6. The election team will provide election ballots that list the names of eligible youth provided by unit leader:

The youth may vote for any combination of eligible candidates, who they believe are worthy to become members of the Order of the Arrow.

In the case of co-ed troops all candidates from the troop shall be listed on one ballot and every eligible member of the troop may vote in the election. Co-ed troops may have 2 separate troops listed on their roster in LodgeMaster; candidates' names should be entered using the roster on which they are listed. Once the names are submitted to LodgeMaster, a CP&E team will consolidate the names onto one ballot to be used by the troop in the OA election.

The following announcement was provided regarding Unit Elections for Scouts BSA Combined Pilot Troops

"Order of the Arrow elections are important program aspects of all troops, crews, and ships. A unique feature of the OA election is that each unit may conduct one unit election annually. With the introduction of the Scouts BSA pilot program allowing girls and boys to be in one unit, it is important that clarification be shared about conducting that unit election.

Following the direction of the Scouts BSA division, units participating in the pilot should be operating as a single unit and using a single unit number. As such, those units participating in this pilot program should conduct only one unit election and all eligible members, girls and boys, should be presented on the voting ballot during the unit's OA election.

Operationally, the OA understands that the previous unit numbers of the combined troops should exist in Lodgmaster and reflect individuals by those old troop numbers. For data entry purposes, individuals elected in their respective troop for boy and troop for girls will need to be updated in separate units in Lodgmaster. However, that does not mean there should be two elections for a combined pilot troop where there is one election by the girls and one election by the boys.

As an example, if Troop 1234, a troop for boys, and Troop 5678, a troop for girls, are participating in the pilot, and they choose to use Troop 1234 as their identifying unit number, Troop 1234 will hold an election. Once the election is concluded, Lodgmaster records for the boys would be updated within Troop 1234 and records for the girls would be updated within Troop 5678, because those two units are where the youth are currently represented in Lodgmaster.

If the council creates a new unit, which is not recommended, Troop 9876 for the units in the above scenario, records for all elected members would be updated in Troop 9876."

Cortland Bolles
National OA Director

7. The OA team conducts the election and must be sure to stress the following points:

- *With a check mark select the candidates, who, in your opinion, have set the best examples of brotherhood, cheerfulness and service.*
- *Vote only for those you believe will continue in unselfish service to your troop or team.*
- *If you feel that no one is worthy, turn in a blank ballot.*
- *If you feel that all are worthy - write ALL*
- *If you are new in the unit and do not know the candidates well enough to vote wisely, you may abstain by putting a single X through the whole ballot; this will not affect the final result.*
- *If you vote for fewer than the maximum number allowed, you will, in effect, be casting a vote against all others listed.*
- *Youth eligible for election also vote, and they may vote for themselves if they feel they are worthy.*

8. When the voting is finished, the OA election team counts the number of ballots turned in and enters the numbers on the Unit Election Report form and completes the Youth Election Roster form.
9. The OA team determines the minimum number of votes one must receive to be elected, as follows: If the number of ballots turned in was even (2, 4, 6, 8, etc.), divide this number by two. If the number was odd (1, 3, 5, 7, etc.), add one and then divide by two. The number of votes a youth must receive to be elected is entered on the report form.
10. The votes are counted in private by the election team and the unit leader to determine who has been elected. All votes count equally. If at least one has been elected, this result is final. If no one is elected, the OA team announces this fact and states that the unit will now be given the opportunity to vote again. Time is allowed for further explanation of the purpose of the *Order* and the election procedures and for any questions. (No information about the votes received by candidates is to be revealed at any time.) The second election is then held immediately and if the unit still elects no one, this is the final result for the year's election. The OA team circles "Y" next to the names of those who have been elected on the Unit Election Report.

Announcement of results

The results of the election will be announced as soon as the Election Team and the unit leader have counted the votes and have determined who was elected. At this time the elected candidates will be recognized in front of their Troop, Crew, or Ship. Instructions for registering for the Ordeal Weekend will be sent to the elected youth directly by the Lodge after the results are received and processed.

The electronic Adult Nomination Form(s) will be emailed to the Unit Leader or Committee Chairman after a successful unit election.

NOTE: IT IS IMPORTANT THAT THE ELECTION RESULTS BE FORWARDED BY THE CP&E ELECTION TEAM WITHIN 48 HOURS FOR ELECTION PROCESSING TO PROCEED.

Candidate status

After election, a scout remains a candidate until completion of the Ordeal and Ordeal Ceremony. If this period of candidacy exceeds 18 months from the date of the election, the candidate's name is dropped, and they no longer are a candidate. To become a candidate again, they must be reelected. The executive committee of the lodge may extend the 18-month limit between election and induction if a candidate is ill or there are other unusual circumstances. Candidates must inform the Lodge Secretary in writing and send their request to the council service center.

Candidate Ordeal Weekend Reservations

After their election paperwork has been processed, parents will be emailed an initial letter congratulating their scout on their election, explaining what the OA is, and how to register online for one of the three Ordeal Weekends. Candidates will be directed to the Council Calendar in the same manner as regular members register for the weekends. They will have the option to select the **April, May, or September** weekend date, and should choose the option for Youth Candidate when they sign up using the Council registration system. Please help your elected Scouts understand this procedure should they have questions. This way, parents and Scouts know the standard procedure for signing up for OA events. Approved adults should choose the option for Adult Candidate when registering.

Candidates – A Friend! The Elangomat System

Kittatinny Lodge will be utilizing an Extended Elangomat program for candidates. “Elangomat” is the Lenape word for “friend”. Once a Scout/Scouter is elected as a candidate, an elangomat will be assigned to them. Their elangomat should be contacting them in person within 2 weeks of their election to answer any questions they may have and to encourage them to register and attend their Ordeal weekend. Elangomats will also be there to greet them when they attend their Ordeal, and be with them through the weekend. They will further encourage them to become active in lodge events, and encourage them to take Brotherhood as soon as they are eligible (which is 6 months after completing their Ordeal).

Brotherhood

Initially the *Order* had only two honors or degrees. The second degree was similar to the present Vigil Honor, the first was a combination of the present Ordeal and Brotherhood status. The members of the *Order* were to be all the same, all one degree, but it was unfair to a new candidate to expect them to know all about the *Order* and agree to its principles, however noble. The first degree was separated into two parts, with a waiting period between so the new member could see if this was the type of organization they wanted to associate with. Initially, this significance of Ordeal and Brotherhood was noted, but as the years progressed it gradually became obscure and was not really emphasized. Several years ago, that significance reemerged, and programs and ceremonial parts were changed to correctly focus on the Brotherhood.

The waiting period between induction and eligibility for Brotherhood membership has been reduced to six (6) months.
All other requirements are unchanged.

The Brotherhood membership is outlined in the *Order of the Arrow* handbook:

From the beginning of the Order in 1915, all members have been equal. There are no ranks. As an Ordeal member you are entitled to all the rights and privileges of membership in the Order. Yet, so important is the induction sequence that the Order strengthened it by creating Brotherhood membership. It is an opportunity for members to evaluate their past service to Scouting (camping and unit involvement) and to the lodge since their Ordeal induction. Brotherhood membership is sought by Arrowmen seeking to reaffirm their belief in the high purposes of the Order. Before becoming a Brotherhood member, each Arrowman makes a special effort to serve their troop, team or crew and to learn about the Order. Each Brotherhood member commits themselves to even more service to Scouting through the Order.

Completing your Ordeal sets you on the next part of your long and toilsome journey, applying what you learned in your Ordeal to your life. When you have learned about the ideals of the Order and made them a part of your life, you may become a Brotherhood member. Brotherhood membership marks the completion of your induction into the Order of the Arrow.

NOTE: Adults are expected to complete their induction and set the example for youth by completing their Brotherhood within two years of their Ordeal.

Kittatinny Lodge V offers a Brotherhood Day of Service in November.
Candidates completing their Ordeal in April or May now have an opportunity to receive their Ordeal and Brotherhood honor in the same year.

Once a candidate completes their Ordeal they can participate in
all Order of the Arrow events.

We encourage you to take your Ordeal as soon as you are available so you can
participate in Conclave, Fellowship Days,
Trainings and remaining Induction weekends.

2025 OA FEE SCHEDULE

2025 Candidate Fee: \$ 45.00

Includes the following:

- Dues for current year
- Weekend Meals
- Lodge Flap
- OA Handbook
- Ordeal Sash
- Membership Card

2025 Brotherhood Fee: \$ 22.00

Includes the following:

- Brotherhood Sash
- Brotherhood Pin
- Updated Membership Card
- Postage & Handling Fees

NOTE: Brotherhood fee does not include the weekend fee if taking Brotherhood at one of our 3 service weekends.

Note: All fees (both member and candidate) are non-refundable but can be transferred to a following weekend with one-week prior written notice.

2025 Kittatinny Lodge Fees

2025 Lodge Dues: \$ 20.00

Please try to pay by Jan. 31, 2025

NOTE: Dues renewal notice is typically sent out via email to all active members in the Fall (Nov/Dec). Please pay dues upon notice online at <https://www.kittatinny5.org/dues> as soon as possible after receiving to expedite processing.

Ordeal Candidate: \$ 45.00

Includes all weekend fees, Ordeal candidate materials (book, card, flap, sash) and current year dues.

OA Weekends: \$ 25.00

Early Registration - Full Weekend

Brotherhood: \$ 22.00

Includes Brotherhood materials (sash and pin).

NOTE: Must also pay the regular OA Weekend fee if attending one of our three service weekends.

NOTE: There is no additional fee if taking Brotherhood during Summer Camp.

Section Conclave \$50.00

Participant Fee

KITTATINNY LODGE

PROPOSED 2025 CALENDAR OF EVENTS*

January 19, 2025	Lodge Executive Committee Meeting	HMSR
February 16, 2025	Lodge Executive Committee Meeting	HMSR
March 15-16, 2025	Spring Fellowship & LEC Meeting	HMSR
April 25-27, 2025	OA Inductions and Service Weekend	HMSR
May 16-18, 2025	OA Inductions and Service Weekend	HMSR
June 6-8, 2025	Section E11 Conclave	Camp Horseshoe
June 15, 2025	Lodge Executive Committee Meeting	HMSR
July 20, 2025	Lodge Executive Committee Meeting	HMSR
August 17, 2025	Lodge Executive Committee Meeting	HMSR
September 19-21, 2025	OA Inductions and Service Weekend	HMSR
October 4-5, 2025	Vigil Weekend	HMSR
October 19, 2025	Lodge Executive Committee Meeting	HMSR
November 15, 2025	Brotherhood Day & LEC Meeting	HMSR
December 6, 2025	Lodge Leadership Development	Cabela's
December 20, 2025	Lodge Annual Fellowship Feast	TBD

All events are open to all members with the exception of the Vigil weekend.

* Events and dates subject to change.

- Lodge Executive Committee (LEC) meetings are generally held the third Sunday of the month at HMSR, in the Kittatinny Room (Ecology Center) at 2:00 pm, with some exceptions. Required for Officers, Chairmen, and Advisers, but open to all lodge members who would like to understand and participate in the workings of the lodge!
- OA/Camp Maintenance/Service Days are scheduled each 2nd Saturday of the year with some exceptions. Both skilled and general help is needed on these days. Please consider joining us in this important work of the lodge. (1/11, 2/8, 3/8, 4/12, 5/10, 6/14, 8/9, 9/13, 10/11/25)
- National Order of the Arrow offers national programs open to eligible lodge members throughout the year. This year they will include 5 OA High Adventure Base opportunities (Canadian Odyssey, Ocean Adventure, Summit Experience, Trail Crew, and Wilderness Voyage). For more information, visit: <https://oa-scouting.org/high-adventure> or speak to a Lodge Officer or Adviser.
- Check the Lodge website and calendar at kittatinny5.org for the latest updates and changes.
Also follow us on Facebook, Twitter and Instagram, and announcements in ScoutWire.