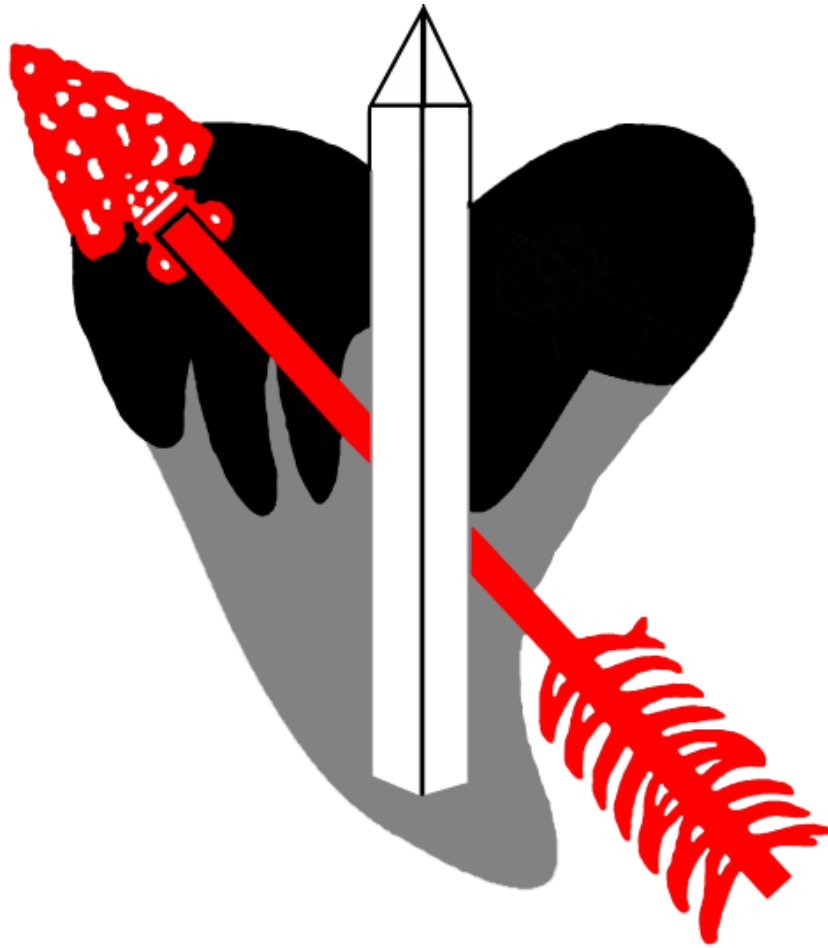


Amangamek-Wipit Lodge: Unit Election Best Practices



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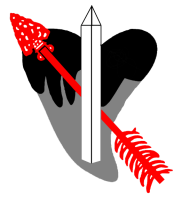
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Lodge Staff Adviser: Mr. Eric Smith

Est. Feb 5, 2021

Last Update: Feb 5, 2021



Introduction

Perhaps the most fundamental elements of organizational growth, unit elections are key to any lodge's success. At Amangamek-Wipit Lodge, we're no exception.

What can seem a daunting task can fortunately be made much simpler with the wealth of information available on our website.

[Complete Guide to Unit Elections](#)

[Zoom Guide For Unit Elections](#)

Should you have any questions or recommendations for this packet please send them to membership@wipit470.org.



Best Practice #1: Electing a Vice Chief of Unit Elections or Appoint a Unit Elections Committee Chair

An important practice for any chapter is the election or appointment of a Vice Chief or Committee Chair of Unit Elections. This is a youth leader tasked with planning and managing unit visits, allowing other chapter officers to focus on their own respective tasks.

The Vice Chief/Committee Chair should be a good speaker and highly organized.

It's also a good practice to assign an adult adviser who works with the Chapter Adviser to assist with this position if possible. This is so the Chapter Adviser can focus on the Chapter Operations and another adviser can provide more attention to Unit Election progress, tracking, data collection and submission.



Best Practice #2:

Appoint and Train Multiple Election Teams

One of the first duties of whoever is in charge of elections should be to appoint and train election teams.

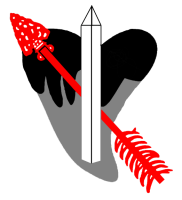
Multiple people may be needed to fulfil the demands of the units in a chapter. By assembling a specialized team, chapters are able to have unit elections on a broader scale, and will be more flexible in the event of someone not being able to attend.

An election team also serves to deliver effective and engaging presentations, they should focus on maintaining interest in the topics and conveying important information. Multiple presenters are able to bounce concepts off one another and good chemistry between well-trained members of a team leaves a lasting impression for a unit of the cheerfulness of the Order of the Arrow.

Teams can meet regularly to practice, or if more experienced can simply catch up at chapter meetings.

Here is a powerpoint that you can use to train teams,

[Unit Elections Powerpoint and Syllabus](#)



Best Practice #3: Create an Election Outline

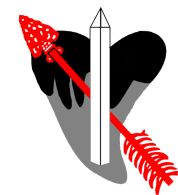
A necessary practice when conducting unit elections is having an election outline in place. This could be anything from a bulleted list of speaking points to a several-page-long script.

Creating a simple outline of the points needing to be addressed during an election works wonders in furthering the clarity, productivity, and first impressions of a unit election.

More experienced teams may be able to conduct unit elections without the help of an outline, but having one in place is always helpful for newer team members.

Here's a helpful election video you can use to develop your outline,

[2020 Unit Election Video - YouTube](#)



Best Practice #4: Unit Election Tracking

Without a proficient background in Microsoft Office or Google Sheets, keeping track of multiple units' status of unit elections might seem quite daunting. But with the right tools and understanding it is really easy, intuitive, and fun!

Just before the election season starts, make sure to request an updated list of all the Units in your District from your District Executive, or Unit Commissioner.

Remember that the Order of the Arrow elects and inducts members all Troops, Ships, and Crews.

Consider arranging your unit election data like so, (might need to use the zoom function to see better)

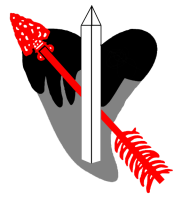
A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Unit	Unit #	Contacted	Scheduled	Team Assigned	Adult for Team	Election Date & Time	POC	Phone 1 (H)	Phone 2 (W)	E-mail	Location	Address
2	Troop	123			Team 1	Mr. John Doe	Tuesday, 3/12/2021 7PM	SM Joe Smith	xxx-xxx-xxxx	xxx-xxx-xxxx	Something@email.com	Meeting place	1 Plaza Rd Bethesda
3	Troop	321			Team 1	Mrs. Jane Arrowm	3/12/2019 7PM	SM Tony Stark	xxx-xxx-xxxx	xxx-xxx-xxxx	Something@email.com	Meeting place	470 Wipit Dr DC
4	Troop	470			Team 2	Mr. Tony Stark	3/19/2019 7:15	SM Frank Sinatra	xxx-xxx-xxxx	xxx-xxx-xxxx	Something@email.com	Meeting place	66 Chief Rd Snyder
5	Troop	123			Team 1	Mr. John Doe	Tuesday, 3/12/2021 7PM	SM Joe Smith	xxx-xxx-xxxx	xxx-xxx-xxxx	Something@email.com	Meeting place	2 Plaza Rd Bethesda
6	Troop	321			Team 1	Mrs. Jane Arrowm	3/12/2019 7PM	SM Tony Stark	xxx-xxx-xxxx	xxx-xxx-xxxx	Something@email.com	Meeting place	471 Wipit Dr DC
7	Troop	470			Team 2	Mr. Tony Stark	3/20/2019 7:15	SM Frank Sinatra	xxx-xxx-xxxx	xxx-xxx-xxxx	Something@email.com	Meeting place	67 Chief Rd Snyder
8	Troop	123			Team 1	Mr. John Doe	Tuesday, 3/12/2021 7PM	SM Joe Smith	xxx-xxx-xxxx	xxx-xxx-xxxx	Something@email.com	Meeting place	3 Plaza Rd Bethesda
9	Troop	321			Team 1	Mrs. Jane Arrowm	3/12/2019 7PM	SM Tony Stark	xxx-xxx-xxxx	xxx-xxx-xxxx	Something@email.com	Meeting place	472 Wipit Dr DC
10	Troop	470			Team 2	Mr. Tony Stark	3/23/2019 7:15	SM Frank Sinatra	xxx-xxx-xxxx	xxx-xxx-xxxx	Something@email.com	Meeting place	68 Chief Rd Snyder
11	Troop	123			Team 1	Mr. John Doe	Tuesday, 3/12/2021 7PM	SM Joe Smith	xxx-xxx-xxxx	xxx-xxx-xxxx	Something@email.com	Meeting place	4 Plaza Rd Bethesda
12	Troop	321			Team 1	Mrs. Jane Arrowm	3/12/2019 7PM	SM Tony Stark	xxx-xxx-xxxx	xxx-xxx-xxxx	Something@email.com	Meeting place	473 Wipit Dr DC
13	Troop	470			Team 2	Mr. Tony Stark	3/22/2019 7:15	SM Frank Sinatra	xxx-xxx-xxxx	xxx-xxx-xxxx	Something@email.com	Meeting place	69 Chief Rd Snyder
14	Troop	123			Team 1	Mr. John Doe	Tuesday, 3/12/2021 7PM	SM Joe Smith	xxx-xxx-xxxx	xxx-xxx-xxxx	Something@email.com	Meeting place	71 Chief Rd Bethesda
15	Troop	321			Team 1	Mrs. Jane Arrowm	3/12/2019 7PM	SM Tony Stark	xxx-xxx-xxxx	xxx-xxx-xxxx	Something@email.com	Meeting place	474 Wipit Dr DC
16	Troop	470			Team 2	Mr. Tony Stark	3/23/2019 7:15	SM Frank Sinatra	xxx-xxx-xxxx	xxx-xxx-xxxx	Something@email.com	Meeting place	70 Chief Rd Snyder
17	Troop	123			Team 1	Mr. John Doe	Tuesday, 3/12/2021 7PM	SM Joe Smith	xxx-xxx-xxxx	xxx-xxx-xxxx	Something@email.com	Meeting place	6 Plaza Rd Bethesda
18	Troop	321			Team 1	Mrs. Jane Arrowm	3/12/2019 7PM	SM Tony Stark	xxx-xxx-xxxx	xxx-xxx-xxxx	Something@email.com	Meeting place	475 Wipit Dr DC
19	Troop	470			Team 2	Mr. Tony Stark	3/24/2021 7:15	SM Frank Sinatra	xxx-xxx-xxxx	xxx-xxx-xxxx	Something@email.com	Meeting place	71 Chief Rd Snyder
20	Troop	123			Team 1	Mr. John Doe	Tuesday, 3/12/2021 7PM	SM Joe Smith	xxx-xxx-xxxx	xxx-xxx-xxxx	Something@email.com	Meeting place	7 Plaza Rd Bethesda
21	Troop	321			Team 1	Mrs. Jane Arrowm	3/12/2019 7PM	SM Tony Stark	xxx-xxx-xxxx	xxx-xxx-xxxx	Something@email.com	Meeting place	476 Wipit Dr DC
22	Troop	470			Team 2	Mr. Tony Stark	3/25/2019 7:15	SM Frank Sinatra	xxx-xxx-xxxx	xxx-xxx-xxxx	Something@email.com	Meeting place	72 Chief Rd Snyder
23	Troop	123			Team 1	Mr. John Doe	Tuesday, 3/12/2021 7PM	SM Joe Smith	xxx-xxx-xxxx	xxx-xxx-xxxx	Something@email.com	Meeting place	8 Plaza Rd Bethesda
24	Troop	321			Team 1	Mrs. Jane Arrowm	3/12/2019 7PM	SM Tony Stark	xxx-xxx-xxxx	xxx-xxx-xxxx	Something@email.com	Meeting place	477 Wipit Dr DC
25	Troop	470			Team 2	Mr. Tony Stark	3/26/2019 7:15	SM Frank Sinatra	xxx-xxx-xxxx	xxx-xxx-xxxx	Something@email.com	Meeting place	73 Chief Rd Snyder
26	Troop	123			Team 1	Mr. John Doe	Tuesday, 3/12/2021 7PM	SM Joe Smith	xxx-xxx-xxxx	xxx-xxx-xxxx	Something@email.com	Meeting place	9 Plaza Rd Bethesda
27	Troop	321			Team 1	Mrs. Jane Arrowm	3/12/2019 7PM	SM Tony Stark	xxx-xxx-xxxx	xxx-xxx-xxxx	Something@email.com	Meeting place	478 Wipit Dr DC
28	Troop	470			Team 2	Mr. Tony Stark	3/27/2019 7:15	SM Frank Sinatra	xxx-xxx-xxxx	xxx-xxx-xxxx	Something@email.com	Meeting place	74 Chief Rd Snyder
29	Troop	123			Team 1	Mr. John Doe	Tuesday, 3/12/2021 7PM	SM Joe Smith	xxx-xxx-xxxx	xxx-xxx-xxxx	Something@email.com	Meeting place	10 Plaza Rd Bethesda
30	Troop	321			Team 1	Mrs. Jane Arrowm	3/12/2019 7PM	SM Tony Stark	xxx-xxx-xxxx	xxx-xxx-xxxx	Something@email.com	Meeting place	479 Wipit Dr DC
31	Troop	470			Team 2	Mr. Tony Stark	3/28/2019 7:15	SM Frank Sinatra	xxx-xxx-xxxx	xxx-xxx-xxxx	Something@email.com	Meeting place	75 Chief Rd Snyder
32	Troop	123			Team 1	Mr. John Doe	Tuesday, 3/12/2021 7PM	SM Joe Smith	xxx-xxx-xxxx	xxx-xxx-xxxx	Something@email.com	Meeting place	11 Plaza Rd Bethesda
33	Troop	321			Team 1	Mrs. Jane Arrowm	3/12/2019 7PM	SM Tony Stark	xxx-xxx-xxxx	xxx-xxx-xxxx	Something@email.com	Meeting place	480 Wipit Dr DC



Best Practice #5: Chapter-District Relations

Reputation is very important for Unit-Chapter relations. Typically the same Units conduct unit elections every year, so it can sometimes be hard to work with a unit that has never had a unit election. If a Chapter is assisting in District Camporees, popcorn distribution, Scouting for Food, and conducting service projects, units and unit leaders will notice and will be more willing or even seeking OA Unit elections. Because of this it's very critical for a Chapter to build and maintain positive rapport with each Unit in their District, here's a few ways how...

1. Every Chapter Chief is a member of their District Committee, so it's important that they regularly attend Districts Roundtables and whenever possible ask District leadership for an opportunity to promote OA programs, such as upcoming events, Chapter Meetings, service projects, and just to offer the Chapter's assistance to Units and the District. It's best to attend Roundtables whenever possible, and not to just show up when it's Unit Election season, but work with your Chapter Key-3 (Chapter Chief, Adviser, and Districts Executive) to develop a plan for how the OA will support the district.
2. If your district holds a Camporee, volunteer to run a station, offer to MC the event campfire on behalf of the OA, and



find unique ways to support your Districts events.

Another great practice is to conduct Brotherhood Ceremonies at these events, it will provide a great opportunity for Scouts who become Brotherhood members to show to their unit their new Sash and to start a conversation within the unit about the OA.