



Section 8 Program Areas

Section 8 Associate Advisor - Program
"Big Jim" Lewis

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Introduction

The purpose of this document is to serve as a centralized reference and guide in planning the Conclave program. It defines the historical program areas that have been used by Section SR3, SR3A, SR3B, and SR8, and includes the major factors that need to be considered in presenting each part of the program.

In the appendices, the aspects of the program as defined in the Order of the Arrow's "Field Operations Guide," have been included for reference. The intent of this document is that it will continue to grow as a tool, with the addition of resources each year. As resources are collected, they will be added to the appendices .

Each of the program areas has a Conclave Vice Chief (CVC) assigned who is the responsible and accountable party for delivering the program, with the assistance of recruited staff, their CVC advisor, and the Section staff. Historically, every Lodge in the Section would supply a CVC, and recruit the necessary staff and resources to deliver the program for his area. Staffing of a program area does not necessarily have to be supplied by the home Lodge of the CVC, and recruiting members of other Lodges to serve helps foster the brotherhood of Conclave. For areas like training and workshops, recruiting from the resources of the Section provides a greater pool of experience and opportunity to draw from, rather than limiting choices by trying to draw from just one lodge. In this manner, it is also possible for a smaller Lodge to assume a larger role, utilizing the available resources of all the Section Lodges.

Each CVC requires an advisor, and this advisor can either be:

1. Assigned by the Section Advisor
2. Volunteered by the home Lodge of the CVC, and approved by the Section Advisor

Historical practice does not necessarily mandate future decisions, however, past practice can provide a guide for future decisions, and facilitate designing a successful program. More importantly, it provides a starting foundation and the necessary guidance for programs that have dynamic leadership.

Success of the programs is contingent on active participation by the Lodges. CVC's and their advisors must communicate with each other and the Section staff. They must plan properly and come prepared to run their areas. If they do not, the programs areas will not deliver the desired experience

In addition, Lodges must plan to participate in this event. All the entries for Competitions need to be turned in at registration. Ceremonies teams and dancers need to be identified and sign up during registration. Judges for all areas (if a Lodge competes, they need to provide a judge) need to be identified and signed up during registration as well. Judges must attend meetings as defined by the CVC's to prepare for their tasks. If Lodges plan ahead and come to registration prepared, the process will go smoothly and facilitate the program of the Conclave.

Training:

Purpose

- The purpose of training is to provide a forum for education on topics relating to the Order of the Arrow, including aspects of section operations, lodge operations, chapter operations, ceremonies, as well as Native American culture

Logistics

- Training should be centralized, as much as possible based on the local facilities, in order to facilitate moving from one session to another.

Topics

- Training topics should be developed by the CVC and approved by the section leadership (COC) in advance of the conclave, to ensure that the training classes planned meet the needs of the section.

Schedule

- Training is to take place on the Saturday morning of Conclave, after breakfast, but before lunch. While training is ongoing, there should not be any other events taking place. During the morning session, training should be the only focus.

Trainers

- Each lodge should be able to provide resources for training. Trainers should be familiar with the topics they are presenting. Where needed, it is acceptable to use multiple trainers for one session, however a lead trainer should be identified as the accountable party to ensure that the training is conducted properly. Lodges should sign up for training at the COC's and be able to provide the names of their volunteer trainers.
- A "train the trainer" session should be offered by the training CVC as a tool to prepare new trainers to fulfill their tasks.

The training CVC should obtain the syllabi for each scheduled class. These syllabi should be distributed to the respective trainers.

Evaluations

- Random participants should be polled for each training session using a standard form to determine the effectiveness of the training and the trainers.
- Evaluations should be kept confidential by the training CVC

Resources

- The following resources should be made available for training:
 - Covered training areas with tables and adequate chairs/seating
 - Open areas are preferred rather than enclosed tents, as they provide a cooler and more open environment.
 - Flip charts and easels
 - Markers
 - Candy
 - Tape

- If PowerPoint is being used, then power, a projector and a screen are needed.
 - Because of the “outdoor” nature of the event, PowerPoint presentations should be used only on a limited basis and only when necessary.

Workshops:

Purpose

- The purpose of workshops is to provide a forum for demonstration and education for a variety of topics ranging from scoutcraft, Order of the Arrow, to Native American activities. Workshops should encompass those topics that are hands-on, or that do not fit into the traditional one hour classroom time frame. Workshops should be continuous so that participants can come and go, without the necessity of a fixed start or end time.

Logistics

- Workshops should be centralized, as much as possible based on the local facilities, in order to facilitate moving from one session to another. In order to avoid duplication of efforts, the workshops can be planned to utilize the same facilities utilized by training in the morning sessions.

Topics

- Workshop topics are enhancements to the regular training program, and should provide opportunities which are fun but educational. The variety of workshops can change based on available resources and skill base.
- Suggested topics include:
 - Native American Games
 - Woodcarving
 - Flute making
 - Flint-knapping
 - Dutch Oven cooking
 - Beading and beadwork
 - Fishing
 - Medicine Bag construction
 - Group dances
- Topics should be developed by the CVC and approved by the section leadership (COC) in advance of the conclave to ensure that they are conclave appropriate

Schedule

- Workshops will be scheduled in the afternoon, after lunch, and before dinner. Attendance to workshops should be optional

Trainers

- Workshop trainers should be subject matter experts. Each lodge should be able to provide resources to conduct at least one workshop. A workshop can have multiple trainers, but there must be a primary, accountable party to coordinate the workshop

Resources

- The following resources should be made available for workshops:
 - Covered training areas with tables and adequate chairs/seating
 - Open areas are preferred rather than enclosed tents, as they provide a cooler and more open environment.
 - Supplies as defined by the workshop

Quest:

Purpose

- The purpose of quest is to foster friendly competition between lodges and develop lodge pride through head to head competition in a variety of games. Games should encourage teamwork and sportsmanship, as well as provide a challenge. The Lodge scores from Quest events, in combination with the scores from Competition events, will determine which Lodge receives a Golden Arrow which they hold for a year, until the following Conclave

Logistics

- Because of the nature of physical competition, playing fields which are flat and free of hazards need to be identified. Specific fields may need to be identified for specific games, some of which will require specialized equipment.
- Where possible, proximity to the central area is ideal, because several games may be going on at once, and teams may need to move back and forth to compete in round-robin type of competition brackets.

Topics

- Quest is all about competition, and it is meant to be fun. This event has been run using traditional and non-traditional events, and both can work. In choosing events, the following should be considered:
 - How can this be a team event?
 - Can multiple people participate?
 - How can the event be judged fairly?
- Traditional games which have been included in the Quest include:
 - Soccer
 - Volleyball
 - Archery (difficult to involve group)
 - Tomahawk Throwing (difficult to involve group)
 - OA Jeopardy
 - Video games (must be universally known , such as the Wii)
 - Card Games (not encouraged)
 - Kickball
 - Dodgeball
- Other games, of the non-typical nature, have also been used, and add a lot of fun and excitement to the event. Minute-to-win-it type games, modified for the environment and a team, so they are set up as relays, are a great source of ideas.
- Stickball has been banned at several camps due to its physical nature and the potential for injury. This should not be included as an event.
- In addition to physical competitions, other factors that have been included in earning points for quest have been participation in training and Lodge attendance.
- Include activities for advisors. They should not count towards the Quest, but they can provide additional fun and entertainment for all. Advisors need entertainment too.

Schedule

- Quest games are scheduled for the afternoon session, so as not to interfere with any training. Scheduling for events may be based on round robin type bracket structure. Where the same team is scheduled to compete at the same time, allowances must be made to allow teams to compete

Judges

- Every Lodge competing in quest must provide referees. Referees must be provided with a distinct set of rules for competitions, and must be familiar with those rules.
- Referees should be identified at registration

Resources

- Competition brackets
- Defined rules for competitions
- Defined scoring for Quest
- Necessary equipment as specified by competitions, such as balls, nets, etc.
- Awards for 1st/2nd/3rd in events
- Golden Arrow

Competitions:

Purpose

- The purpose of competitions is to improve the functionality of the Lodge by allowing them to have their efforts evaluated and rated, identifying their strengths and weaknesses, with the ultimate goal of continuously improving the services of the Lodges. The Lodge scores from Competition events, in combination with the scores from Quest events, will determine which Lodge receives a Golden Arrow which they hold for a year, until the following Conclave
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Logistics

- Competitions are typically very flexible in regards to venue, but a centralized location is optimal, as it encourages participation.

Topics

- Competitions have included the following:
 - Where to go Camping Booklet
 - Lodge Website
 - Lodge Newsletter
 - Summer Camp Promotions
 - Summer Camp Promotions Video
 - Unit Elections
 - Scouting Photography
 - Theme Display
- The planned competitions should include the basic functionality of the Lodge as a minimum. The plan needs to be approved by Section Leadership
- As major events approach, promotion of those events, such as NOAC promotional videos, can also become events for competition.
- New areas of competition need to be approved by Section Leadership

Schedule

- Because of the nature of the topics, All Lodge submissions will be made during registration so that they are available for review. Unit Elections and Summer Camp Promotions are reviews which need to be scheduled by Lodge.

Judges

- Every lodge involved in competitions should provide judges. Judges should be subject matter experts
- Judged should be identified at registration

Resources

- Computer and internet access to view websites. If access is not available, then lodges will need to bring a copy of the website
- Video screen and player to watch videos
- Awards for 1st/2nd/3rd in events

History and Traditions:

Purpose

- The purpose of History and Traditions is to set up a museum to encourage Lodges to develop and maintain written and oral histories, and physical displays outlining the history of the Lodge. Development of these displays facilitates participation in the NOAC museum (in 2009, 2 Lodges from Section 8 participated in the museum).
- This event is for Lodge history, and to encourage Lodges to build displays for NOAC. Personal collections are secondary to this purpose.
- Personal collections can be displayed and are encouraged, only if room allows, and if pre-approved at the discretion of the CVC and his advisor.

Logistics

- Because of the value of the items displayed, a secure room with adequate lighting and tables need to be provided.
- The amount of space will need to be determined in advance. The CVC will need to communicate with each Lodge to determine if they will be providing a history display, and the size of the display. Individual displays should not exceed
- For maximum traffic, a central location for this event is important. A central location facilitates the number of members who view this event.

Topics

- Lodge written history
- Lodge oral history
- Lodge Historical display

Schedule

- The museum should not be open during training, but should be open in the afternoon, and also in the evening where possible.
- Lodges should register to compete during registration.

Judges

- Judges on historical topics should be provided by contributing Lodges.
- Docents are also required to ensure the security of the museums
- Collections must be supervised at all times

Resources

- A secure room, tables and chairs, are required
- Awards for 1st/2nd/3rd in events

Ceremonial Events:

Purpose

- The purpose of ceremonial events is to provide Lodges a chance to conduct their ceremonies and receive constructive reviews in order to improve the ceremonial teams of the Lodge. At present, this is an evaluation and not a competition. Teams will be evaluated on the ceremonial presentation, memorization, and costumes.

Logistics

- Ceremonies must be conducted in a location segregated from the rest of activities to avoid violation of symbolic progression for members. An area conducive to the conduction of ceremonies must be provided, including an area under cover if weather is bad.

Topics

- Pre-Ordeal
- Brotherhood
- Vigil
- The Ordeal Ceremony has not been included as matter of time management. The length of the ceremony and the number of lodges precludes trying to run evaluations on all ceremonies.

Schedule

- Ceremonies have been scheduled in the afternoon to prevent interference with training.
- Lodge teams should sign up during registration. Names of judges need to be provided at this time.
- Lodges should be scheduled for specific times to present their ceremonies

Judges

- Each lodge participating must provide judges
- Judges must be familiar with ceremonies and be subject matter experts
- Judges should be identified during registration

Resources

- Copies of the most recent ceremonies
- Evaluation criteria
- Awards for Honor and Merit

American Indian Activities

Purpose

- The purpose of American Indian Activities is to foster education in the traditions of the Native American culture. Primary focus is on dancing and costuming, and culminates in an evening Pow Wow.
- American Indian Activities should coordinate with both Training and Workshops and will be responsible to provide the resources for the Native American aspects of both these activities.
- Dance competitions will be part of the evening Pow Wow

Logistics

- An area for the Pow Wow is required, sufficient in size to allow room for the circle. The ideal area will have power for the PA, a large, level area for dancing and benches for the dancers, changing areas for men and women, and seating for viewers. Stadium type seating is ideal.

Topics

- Training and workshop topics have included:
 - Training on various dance styles
 - Group dancing
 - Low cost costumes
 - Historical costumes
 - Bead work
 - Making costuming and accessories
 - Drumming and singing
- Dance Competitions should be offered in the recognized dance styles including:
 - Straight
 - Old Style
 - Grass
 - Fancy
 - Traditional
- Tradition in this region would dictate that a Southern Drum be used.

Schedule

- Training classes should take place in the morning, scheduled with other training
- Workshops should take place in the afternoon
- The Pow Wow should begin immediately after the conclusion of the evening show

Trainers and Judges

- Lodges should provide trainers that are experts in particular topics as they are available across the lodges. One Lodge should not provide all trainers for training and workshops
- Each lodge that participates in the dance competition should provide a judge. Judges must be subject matter experts.

Resources

- Power

- PA system
- Drum (Drum, drummers and singing team)
- MC
- Lead men's and women's dancers
- Benches for dancers
- Pow Wow dance ring
- Supplies for training and workshops
- Gifts for guests
- American Flag
- Awards for 1st/2nd/3rd in events

Special Events:

Purpose

- Special events provide enhancements to the conclave, over and above standard program

Logistics

- Areas for the VIA dinner/Luncheon for dining need to be identified, separate from main dining
- Area for Vigil rededication (often the chapel) need to be identified, separate from the main area to avoid violation of symbolic progression

Topics

- Special events have included:
 - Ice cream social
 - Vigil breakfast
 - Vigil rededication
 - VIA dinner/Luncheon
 - Founder's Day
 - Meet the Man
 - Key 3 Dinner

Schedule

- Scheduling of special events must be done in coordination with Section Staff, who will be developing the master schedule

Trainers

- Not applicable

Resources

- All of these events require coordination and cooperation with other staff, especially the host staff, as special meal and food arrangements will need to be made
- VIA speaker
- Vigil "gift" Gift required approval of Section Staff

Special NOTE: The vigil rededication is a very important event. It is imperative that the part of the chief be executed well, for the event to be a success

Shows:

Purpose

- The purpose of Shows is to provide an opening and closing theme show to entertain participants and highlight and recognize the events and participants of the Conclave.

Logistics

- Shows will be conducted at a stage location.
- Both shows will be presented at the same location
- Stage location should have some type of tiered, stadium, or sloped seating to provide viewing for 500+ participants
- Show location will be used for the business meeting on Sunday morning

Topics

- Theme of the show and content must be developed in accordance with the conclave theme, and approved by Section Leadership
- Theme should carry through from Friday to Saturday
- An additional movie can be shown on Friday night after cracker barrel

Schedule

- Show should be no longer than an hour in length, including any presentation of awards
- Final timing of shows will be determined by Section Leadership
 - Opening show will take place on Friday evening
 - Closing show will take place on Saturday evening

Trainers

- Not applicable

Resources

- Stage/Stage Area
- Power
- Projection Screens
- Video Projectors
- Stage lighting
- PA system/MIC's
- Stage system and support equipment
- Video cameras
- Covered area for electronics
- Computers for editing as required

Trading Post:

Purpose

- The purpose of the trading post is to provide for the sale of OA related items from the Section and the Lodges, in order to provide supplemental financing for the operation of the Section

Logistics

- The trading post will require a secure location to operate an on-site store, with sufficient space for displays and storage of inventory

Topics

- The trading post will coordinate ordering of goods based on the approved section design, working with approved BSA vendors to provide the highest quality at the best price.
- The trading post will coordinate and fulfill pre-orders
- The trading post will provide an on-site store location for on-site purchases

Schedule

- The trading post will operate during the regular hours of the conclave, excluding Saturday morning during training, and during the business meeting
- Additional restrictions on hours of operation are at the discretion of the trading post leadership, with the approval of Section Leadership

Staff

- The trading post will be staffed with sufficient support to adequately serve the customers in an efficient manner
- Staff selection is at the discretion of trading post leadership

Resources

- Display cabinets
- Counter tops
- Power
- Inventory storage
- Cash register
- Credit card machine and access
- Refrigeration
- Pop Machine/Ice machine

Publications:

Purpose

- The purpose of the Publications team is to assist in the creation of promotional documentation for the Conclave, including the booklet, and supply communication updates during the event through newsletters

Logistics

- The publications team should operate from a secure office facility with power and if possible, internet access

Topics

- Communication (general)
- Information on events
- Schedule changes and updates
- Candidate bios
- Information on voting procedures

Schedule

- Newsletters should be published Saturday morning, afternoon and evening (as needed) to communicate schedule changes, and keep everyone aware of Conclave activities.

Point of Contact

- CVC's should communicate needs for communications to publications. If there is no contact, it should then be initiated by Publications

Resources

- Computers with word processing/publishing software
- Copy machine
- Paper
- Digital camera

Host:

Purpose

- The purpose of the Host Lodge is to provide a location, resources and manpower for conducting the Conclave

Logistics

- The location of the Conclave must have suitable facilities to accommodate all the planned activities
- The location of the Conclave must be able to provide space and facilities for 500-700 campers, including restrooms and showers
- The location of the conclave must be able to provide facilities for providing meals for 500-700 campers

Topics

- Meals
 - Friday night cracker barrel
 - Saturday breakfast, lunch, dinner and cracker barrel
 - Sunday breakfast
 - VIA meal
 - Vigil rededication Meal
- Support
 - Meal Service
 - Trash
 - Restrooms
 - Showers
 - Potable water
 - Set up and tear down
 - Security
 - Transportation
 - Coordination of campsites
 - Coordination of facilities
 - Medical and emergency support

Schedule

- Scheduling of all events will be completed in coordination with Section staff

Staff

- The Host Lodge will develop a management structure to ensure all required support areas are covered.
- The Host Lodge will provide names and assignments of accountable leadership
- The Host Lodge will coordinate with the Service Lodge to meet any gaps in staff

Resources

- Facilities
- Radios or other communication method

- Transportation
- Power
- Water
- Restrooms and Showers

Service:

Purpose

- The purpose of the Service Lodge is to provide additional manpower and support to the Host Lodge

Logistics

- A team from the Service Lodge needs to be available to provide immediate support during the Conclave as needs arise.

Topics

- Support

Schedule

- A team from the Service Lodge needs to be available to provide immediate support during the Conclave as needs arise.
- The Host Lodge should coordinate with the Service Lodge to solicit their assistance with work weekends

Staff

- Members of the Service Lodge should be assigned to shifts or specific tasks as requested by the Host Lodge
- The Service Lodge should maintain a group of reserve workers for immediate assignment if special needs arise.

Point of Contact

- The Service Lodge should identify a point of contact for the Host Lodge through which all requests for assistance will be directed
- The contact person is responsible for assignment of the Service Lodge personnel to meet the needs of the Host Lodge

Resources

- Radio or other method of communication

Program Area	COC1 (2 nd Weekend in August)	October 15	COC2 (2 nd Weekend in November)	COC3	April 1, 2 weeks before Conclave
Section Staff	Solicit Lodges for desired program areas	Assign program Areas. Notify Lodges	Conduct training on all program areas. Conduct CVC and CVC advisor training	Camp Areas Assigned	
All Program Areas			Assign CVC	Needs from Host identified Budget completed for submittal # of patches needed defined	All required materials obtained
Training			CVC Attend training at COC2.	Complete training schedule Begin to identify trainers	All resources/trainers scheduled and confirmed
Workshops			Assign a CVC Advisor.	Define Workshops and schedule including AIA workshops	All events planned
Quest			Advisor attend training at COC2.	Quest Games Identified Rules published for distribution	All needs submitted
Competitions			CVC and advisor contact information collected	Competitions identified Rules published for distribution	Awards made
History and Traditions				Competitions identified Rules published for distribution Number/size of displays confirmed	Any changes or issues need to be reviewed with Section Staff
Ceremonial Events			Theme and design approved	Competitions identified Rules published for distribution	
American Indian Events				Events identified Complete Training Schedule Workshops identified Drum scheduled/confirmed	
Special Events				Events identified and planned	
Shows				Show schedule planned	
Trading Post				All product ordered	
Publications					
Host				Service Lodge assignments defined	
Service					

APPENDIX 1: Conclave program, as defined in the 2010 revision of the Order of the Arrow Field Operations Guide:

CONCLAVE PROGRAM

The conclave program should increase the knowledge and understanding of the delegates in all aspects of Order of the Arrow program. Arrowmen should be inspired to set and commit themselves to higher goals of performance for themselves and their lodges, and should be provided the training necessary to achieve these goals.

It is important that all aspects of the program be directed by leaders younger than 21. Adults should stay in the background, serving in advisory capacities only.

Inspiration is the key ingredient of the conclave. The conclave should kick off with a welcome from the service council and a short opening ceremony. It is equally important that the conclave close with an inspirational challenge that will create a lasting impression on every Arrowman who attends. Youth leaders, such as the national chief, national vice chief, or region chief, might be invited to give an inspirational message during the conclave.

Opening and closing ceremonies always have played a vital role in Order of the Arrow traditions, and experience teaches that good ones:

- Are well-planned, adequately rehearsed, and properly presented;
- Focus on rededication to the Scouting ideals;
- Focus on rededication to the principles of the Order of the Arrow;
- Are impressive, dignified, simple, and brief;
- Are dramatic, inspiring, colorful, and sincere;
- Exclude horseplay and initiation-type activities;
- Avoid fraternal, religious, and military rituals; and
- Show proper respect for American Indian traditions.

TRAINING

Training is the most beneficial aspect of the conclave. It is one of the main reasons lodges come together as a section. Conclave trainers must be top-notch; guest trainers from other areas can help bring new ideas. Displays from various state and federal agencies, local colleges, wildlife experts, and camping merchandisers always draw a crowd. Training should be kept to a reasonable length per session, and there should be new topics every year, with a "slate" of standards for new participants.

Information necessary to organize and provide outstanding conclave training has been concentrated in Chapter 5, Section Training, and Appendix 1, Tips for Trainers. The philosophy of training, preparation, and a host of topics, ideas, and outlines are presented.

WORKSHOPS

A special period is often set aside at the section conclave for workshops or skill sessions. Usually these sessions are most successful if they are aimed at providing basic information rather than highly technical knowledge. Workshops could include some of the following:

- Campfire planning
- Camping promotion
- Lodge newsletters and/or web pages
- American Indian dancing
- Making American Indian attire
- American Indian drumming and singing

- Headdress construction
- Beadwork
- American Indian games
- Ceremony team properties
- Lodge record keeping
- Video production

DEMONSTRATIONS

Several lodges may participate in various demonstrations that will be of value or interest to those attending the conclave. These might include:

- Unit election team in action
- Camping promotions
- A well-planned campfire
- Scouting or American Indian pageants
- American Indian dancing
- Ordeal, Brotherhood, and Vigil Honor ceremonies performed by well prepared and rehearsed teams showing techniques of outfitting, staging and speech inflection of memorized parts
- Call-out ceremonies featuring local camp traditions
- Meeting management

DISPLAYS

Lodges should be encouraged to plan and exhibit attractive displays. Some possibilities include:

- Conclave theme
- Lodge publications
- Order of the Arrow supplies and literature
- Ceremonial attire
- American Indian attire and headdress kits
- Pictures, slides or videos of lodge events and service projects
- Ecology
- Local insignia
- Pictures, slides or videos of past conclaves and national jamborees or conferences

OPEN FORUMS – “MEET THE MAN”

This type of activity provides the delegates with the opportunity to direct specific questions to the section officers and advisers, and visiting region or national Arrowmen. It is also a time when delegates may wish to recommend consideration of new or changed policy or programs.

SPECIAL FEATURES

Presentations from persons with specialized backgrounds, skills or unusual experiences may add variety to the program. A professional Scouter could give a brief talk on the opportunities available in professional Scouting. Alpha Phi Omega and the National Eagle Scout Association could also be featured. Reports of jamborees and national conferences, given by youth and illustrated with slides or

film, are always well received.

RECREATION

Time should be provided in the program for recreational activities. Activities must meet the standards outlined in the Guide to Safe Scouting or other camp standards. Each lodge might be assigned the responsibility for a particular recreational event. Some suggested activities are:

- Sports events with inter-council competition (e.g., volleyball, frisbee football, etc.)
- Games and stunts that test camping skills
- Aquatic events (e.g., swimming, boating, canoeing, etc.)
- Movies
- Archery and rifle contests

FELLOWSHIP

Good fellowship is an important element of any conclave. A special committee could be appointed to plan events that will encourage good fellowship and high morale:

- Select capable young song leaders to direct songfests after meals or at other appropriate times.
- Have a fellowship campfire.
- Designate a different youth to preside at each meal, arrange for grace, make announcements, etc.
- Conduct a get-acquainted game before the cracker barrel on the opening night of the conclave.
- Consider an outdoor barbecue, perhaps with a theme, including music.
- Schedule free time for rap sessions and trading of memorabilia. (This period should not encroach upon scheduled activities.)
- Encourage conclave participation through an award (e.g., pin, patch, etc.), similar to a national Order of the Arrow conference participation award

KEYNOTE SPEAKER

If the council of chiefs determines that a keynote speaker will be featured during the conclave, it will be wise to follow these steps:

- Make sure the speaker is cleared for his appearance. Have arrangements been made between all parties?
- Advise the speaker of the conclave theme and any emphasis that you would like presented.
- Tell the speaker the time and how long they should speak.
- Make sure the speaker is the focal point during their presentation:
 - In sight of all the audience,
 - Public address system is set up and functioning so all can hear, and
 - No distractions such as dishes rattling in kitchen, ceremonial or dance teams preparing to "go on," etc.

Plan to use the keynote speaker at additional times during the conclave such as serving as a member of a panel discussion or in a meeting with lodge chiefs and/or advisers.

Make sure travel arrangements are understood in advance and that local transportation and lodging arrangements are made and satisfactory. Are you furnishing bedding, towels, and washcloths? Discuss these issues openly with the speaker to ensure both parties understand who will cover each item.

Introduce the speaker properly, using Scouting background and Order of the Arrow responsibilities held where applicable. If the information covers more than one side of an index card, the introduction is probably too long.

Some available keynote speakers are the national chief, national vice chief, region chief, national Order of

the Arrow committeemen, the Order of the Arrow team leader, or public figures such as an astronaut, business or civic leader, entertainment personality, etc. The following details how to request their services:

- **NATIONAL CHIEF, VICE CHIEF, OR REGION CHIEF**

Attendance by the national chief and vice chief must be cleared with the Order of the Arrow team leader. The region chief can be contacted directly. The conclave budget will have to cover all costs involved, including transportation, meals and lodging.

- **NATIONAL COMMITTEEMEN**

Clear with the individual directly. The committeeman might be able to cover his transportation expenses. Be sure to check on this, however. Offer to provide conclave registration and onsite food and lodging.

- **NATIONAL STAFF PROFESSIONALS**

The service council Scout executive requests the attendance of the Order of the Arrow team leader and other national staff professionals through the region staff adviser. The OA team leader and other national staff professionals participate at no expense to the conclave.

CONCLAVE AGENDA

Each conclave should be conducted from an agenda, prepared by the council of chiefs, which incorporates in an orderly schedule, the events of current interest to the lodges in the section. A conclave agenda worksheet is included later in this chapter.

CONCLAVE BUSINESS MEETING

A business meeting must be held during the conclave. The section chief presides at this meeting. The agenda should be planned in advance in consultation with the section adviser. The business meeting agenda should include:

- Election of section officers for the coming year.
- Location and date of the next conclave.
- Special recognition:

Quality Lodge Recognition; lodge with the greatest attendance at the conclave; best display, demonstration, American Indian dancing, camping promotion exhibit or training leadership; ceremony team evaluation, etc.

- Promotion of national programs (e.g., Philmont Order of the Arrow Trail Crew, Northern Tier Wilderness Voyage, OA Ocean Adventure, National Leadership Seminars, National Lodge Adviser Training Seminars, national jamboree, national Order of the Arrow conference, etc.)

AMERICAN INDIAN EVENTS

If the conclave program includes American Indian dancing, the criteria used at the national Order of the Arrow conference might be helpful. See Appendix 2 for rules and details. A drum, singers, and judges will be needed. American Indian events require a large space. Be sure to have adequate room for dancing, drum, singers, ready area, and spectators.

PROTECTED SPECIES POLICY

Feathers, talons, or other parts from protected species of birds cannot be worn in Order of the Arrow dance competition, or utilized in demonstrations, displays, workshops, or ceremonies. Just about every species of bird is protected except resident state game birds and domestic fowl such as turkey and chicken. The same may be true regarding animal or reptile parts; if so they are equally forbidden. Check with the U.S. Department of Interior, Fish and Wildlife Service, and state conservation authorities for details.

FLAG POLICY

Within the guidelines found in the U. S. Code pertaining to the American Flag, flags are not to be used as wearing apparel. With this in mind, no type of U. S. flag can be worn as a part of ceremony or dance

attire. Flag motifs in quillwork and beadwork are acceptable.

FACE PAINT POLICY

The use of face paint, body paint and wigs by non-American Indians may be offensive to some groups of American Indian people. Therefore, Order of the Arrow conclaves and other events conducted beyond the individual lodge will not permit face paint, body paint, or wigs to be used in social or competition dancing or in ceremonies or ceremony team evaluation.

CEREMONY TEAM EVALUATION

If the council of chiefs believes that improved ceremonies will strengthen the lodges in the section, ceremony team evaluation should be included in the conclave program. Guidelines for ceremony team evaluation can be found in Appendix 3.

MAURY CLANCY AMERICAN INDIAN CAMPERSHIP FUND

The national Order of the Arrow committee encourages sections to collect funds during a conclave for use in providing American Indian camperships. The funds may be collected during American Indian events or at religious services during the conclave. The Maury Clancy American Indian Campership Fund is maintained by the Order of the Arrow team leader to assist in sending American Indian members of the Boy Scout movement to their council summer camps. All collections should be forwarded to the Order of the Arrow team leader. Council inquiries about award of the funds should be made to the OA team leader.

APPENDIX 2: American Indian Dance And Singing Competitions as defined in the 2009 Revision of the Order of the Arrow Field Operations Guide:

The following guidelines and judging criteria are in use at the national Order of the Arrow conference. Sections are encouraged to adopt them.

INDIVIDUAL DANCE COMPETITION

Any number of contestants from a lodge may participate in the individual dance competition. The top dancers may be asked to demonstrate their skills at an evening show, where they will be recognized with their awards. The rules are:

1. Each contestant must confirm his registration and receive his contestant number upon arrival at the competition. If in doubt as to which category to dance, the dancer should bring a photograph of his dance outfit to registration. The judges will assist in placing the dancer in the proper category.
2. There are five styles of individual dance competition:
 - Fancy Feather,
 - Grass,
 - Straight,
 - Old Time Sioux, and
 - Contemporary Northern Traditional.
3. Dancers must wear appropriate authentic clothing. The judges are the final authority on what constitutes appropriate authentic clothing.
4. Dancers must dance in the style of their outfit. In preliminary competition, if the dancer is eliminated in one dance style, he may change outfits and dance in another style, if time permits. The dancer must be registered in both styles. Dancers may not compete in the finals in more than one style.
5. Losing a major article from a dancer's outfit during the contest means automatic disqualification. Having the attire properly maintained and tightly secured eliminates this problem. The judges are the final authority on what constitutes a "major article".
6. Dancers must be under the age of 21 at the time of the competition, members of the Order of the Arrow, and registered participants at the event.
7. Dancers must visibly attach their contestant number to the front of their outfit.
8. Dancers must be prepared to dance either indoors or outdoors.
9. Dance practice and outfit construction should not take place after arriving at the competition.
10. Overstepping a song will lower a dancer's placement.
11. No parts of any protected species are permitted on any outfit. Violation of this rule will result in automatic disqualification. Please be aware of all state and federal laws regarding endangered species parts. (See Chapter 4, Section Conclave.)
12. Within the guidelines found in the U.S. Code pertaining to the American Flag, flags are not to be used as wearing apparel. Therefore, no type of U.S. flag(s) will be permitted as part of a dancer's outfit. Flag motifs in quillwork and beadwork are acceptable.
13. National Order of the Arrow Face Paint Policy: national Order of the Arrow conferences and activities conducted beyond the individual lodge will not permit face paint, body paint or wigs to be used in social or competition dancing or in ceremonies. (See Chapter 4, Section Conclave.)
14. The Boy Scouts of America policy regarding firearms and knives, as stated in the Guide to Safe Scouting will be followed.
15. The judges will determine the judging criteria and all decisions are final.
All dancers are required to participate in a critique of their American Indian clothing. This will take place immediately following the dance competition.

HISTORICAL GROUP DANCE COMPETITION

Group dance teams shall be made up of four or more members (at least three of whom must be dancers). All members **MUST** be from the same lodge. All team members must be under the age of 21 at the time of the competition, members of the Order of the Arrow, and registered participants at the event.

ACCEPTABLE HISTORICAL GROUP DANCES

In choosing the dance(s) to perform, consider the following:

1. Dances must be non-religious and in good taste.
2. Society, clan, or family dances are acceptable ONLY if written permission is granted by the tribal council, society, clan or family of the specific tribe from which the dance comes. Such written permission must be included in the bound packet required for registration. Therefore, permission must be requested far enough in advance to meet the registration packet deadline. Without this permission the dance will not be allowed.
3. The following dances are not acceptable for competition:
 - Masked dances of: Pueblos, Apache, Iroquois, Creek, Cherokee, or Northwest Coast tribes. A mask is defined as anything that covers the face of the wearer, hiding his true identity.
 - Ghost Dance, Pipe Ceremony, Pipe Dance, Sun Dance, Hopi Snake Dance, and the Peyote Ritual.
4. Dances that are kept so secret that information on them is incomplete should be avoided. The team must have accurate information.
5. Synchronized line dancing, as done at modern day powwows is NOT appropriate for historical group dance competition.
6. At the request of several gourd dance societies and their members, Gourd Dancing will not be allowed in historical group dance competition.
7. Time limit is fifteen minutes total time on stage. Total time includes: prop/scenery set up (if any), narrative, dance(s), outfit/clothing changes (if any), and removal of any props/scenery. Timing begins when the first participant steps onto the competition floor. Note: Background scenery is not necessary or required.
8. Teams are limited to a maximum of two dances. Performance of more than one dance is not required, but teams should ensure that judges are provided enough presentation time to fairly assess the team's knowledge and abilities.

RULES CONCERNING ATTIRE

1. No parts of any protected species are permitted on any outfit. Please be aware of all state and federal laws regarding endangered species parts. (See Chapter 4, Section Conclave.)
2. Within the guidelines found in the U.S. Code pertaining to the American Flag, flags are not to be used as wearing apparel. Therefore, no type of U.S. flag(s) will be permitted as part of a dancer's outfit. Flag motifs in quillwork and beadwork are acceptable.
3. National Order of the Arrow Face Paint Policy: national Order of the Arrow conferences and activities conducted beyond the individual lodge will not permit face paint, body paint or wigs to be used in social or competition dancing or in ceremonies. (See Chapter 4, Section Conclave.)
4. The Boy Scouts of America policy regarding firearms and knives, as stated in the Guide to Safe Scouting will be followed.

REGISTRATION PROCEDURES

1. The team must submit seven copies of their required research material (defined below in Judging Criteria) by the assigned due date. Late submissions will result in an automatic 3-point deduction from each judge.
2. The team's chairman and/or adviser must check in to confirm competition registration, receive a performance time, and receive up-to-date information on mandatory meetings, team roster requirements, etc.

JUDGING CRITERIA

Competing teams will be judged and awarded a score by each judge on the judging panel in each of the seven areas discussed below. Each area may receive a point score ranging from 0 to 10. Some areas have mandatory point deductions associated with failure to comply with stated rules. Each judge in the affected area will take the mandatory point deductions. Team standing/placement is determined by totaling all points received from the judges. Actual scores/points given by the judges will not be provided to the teams; however, critique sheets from all judges will be provided to the team at the conclusion of its performance. Relative ranking of the teams will be available the day after the competition is finished.

1. Authenticity MAXIMUM POINTS (10)

- The dance(s) must be historical group dance(s) of specific tribes; therefore, Northern Plains or Pueblo are not appropriate because they are culture areas, not tribes. Inter-tribal is even less specific. The dance(s) and outfit/attire should represent one particular tribe during a particular time in their history. The current and/or historic use of the dance(s) and the proper interpretation by the team will be considered.
- Group dancing is a coordinated effort. It is not a series of solo performances grouped under one title.
- Size of team: No preference is given to large or small teams; therefore, all teams will compete in one category. The judges are looking for quality of presentation and the selection of dance(s) suitable to a lodge dance team and the resources available to them.

2. Research MAXIMUM POINTS (10)

In addition to the seven copies submitted before the event, two complete copies of the team's research material should be brought to the competition. All research must be typewritten and suitably bound. Suitably bound means stapled with a cover and back sheet of at least 65-lb card stock. Three-ring binders, plastic comb binding, duo-tang style folders, etc. are not required. Research submissions must include:

- A description of the dance(s) as they will be performed;
- The historical background of the dance(s);
- The historical background of the song(s) used in the dance(s);
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- A clear description of any props used, including pictures and/or drawings;
- A clear description of the outfits worn for the dance(s), including pictures and/or drawings;
- A description of the music and accompaniment used;
- A complete bibliography of references used to research the dance(s) (i.e., books, publications, unpublished material, interviews, personal correspondence, Website, etc. (www.answers.com/main/citations.jsp is a good guide when citing Web sources));
- A copy of the letter or permission from the tribal council, society, clan, or family as required for certain dances; and
- Name, address, and phone number (E-mail if available) of a contact person representing the team.

NOTE: Xeroxed pages from any published work are NOT acceptable. Videotapes, video CDs, DVDs, and data discs are NOT acceptable. Research booklets should be a minimum of eight single-spaced typewritten pages, not to exceed fifteen typewritten pages, (photos and drawings/diagrams are not part of this limit).

3. American Indian Attire MAXIMUM POINTS (10)

Teams will be judged on the authenticity and completeness of their outfits. If a particular dance does not call for special attire, teams will be judged on the quality and appropriateness of each participant's attire. In the event a team performs more than one dance, points will not be subtracted for using the same attire for both dances, if from the same culture area.

4. Performance of Dance MAXIMUM POINTS (10)

Teams will be judged on the quality of the interpretation and presentation of their dance(s). Good use of allotted dance time will be considered. Teams will lose one point from each judge for every minute, or part there of, that they exceed their scheduled dance time. NOTE: If a team chooses to use the same dance(s) or outfits/attire at consecutive national Order of the Arrow conferences, they can expect to have a more critical review from the judges. Specifically, the judges will look for additional research as well as improvements and refinements in attire, dance, and presentation.

5. Ability to Perform as a Team MAXIMUM POINTS (10)

Teams will be judged on their ability to perform their dance(s) so as to exhibit a true oneness and feeling for the dance(s). Teamwork and perceptive interpretation of the dance(s) by the team as a whole will be considered.

6. Music MAXIMUM POINTS (10)

Teams will be judged on their use of drumming, singing and any other necessary musical Accompaniment that should be used for their particular dance(s). As always, quality as well as authenticity of the musical aspect will be considered. The use of recorded music will be allowed, but it will cost the group a mandatory deduction of three points by each judge in this judging area.

7. General Effect and Impression MAXIMUM POINTS (10)

The general effect and impression of the overall presentation will also be evaluated. This somewhat subjective area will permit judges to evaluate the educational, entertainment and informational worth of the overall presentation.

RECOGNITION AND AWARDS

Awards will be given to the top finishing teams according to the judges' discretion. Awards for authenticity may be given, if deemed appropriate. Certificates will be awarded to each competing team.

Northern and Southern Singing Competitions

Drum members **MUST** be from the same lodge. All drum members must be under 21 years of age at the time of the competition, members of the Order of the Arrow, and registered participants at the event. Each lodge is allowed to enter one team. All singing must be done in a team fashion. Drums must furnish their own drum and drum stand, if used. Drum sticks are the responsibility of the singers. Chairs are provided.

ACCEPTABLE SONGS

1. Northern Drums must sing two northern songs. One of these must be a song that is sung for a special occasion, at a special time during the dance or for a special dance. (e.g., Flag songs, Veterans songs, Sneak-up, Rabbit Dance song). The other song can be a Northern Plains powwow song.
2. Southern Drums must sing two southern songs. One of these must be a song that is sung for a special occasion, at a special time during the dance or for a special dance. (e.g., Flag songs, Veterans songs, Trot songs, Snake and Buffalo). The other song can be a Southern Plains inter-tribal powwow song. Family songs should be avoided as well as songs of a religious nature, such as Sun Dance, Native American Church or Peyote songs.
3. Drums that sing northern-style songs in the southern competition, or vice versa, will receive a 5-point deduction from each judge.
4. Northern singing is a high falsetto voice with the honor beats in the melody of the song, normally in the second chorus.
5. Southern singing is a more nasal tone with the honor beats between the first and second chorus.
6. A list of two primary songs and four alternate songs may be submitted with proper documentation.
7. Time limit is fifteen minutes. Timing begins when the judges invite the team to sit at the drum. Any narrative is included in the time allotted. If teams wish to warm up, this should be done away from the competition. Any ceremonies or local rituals should take place privately away from the competition. Going over the allotted fifteen minutes will result in a 5-point deduction from each judge. All teams must be ready to perform fifteen minutes prior to their assigned times.

RULES CONCERNING ATTIRE

1. Northern Drums rightly wear dance outfits, long pants, short pants, and shirts while at the drum. No bare feet or open-toe shoes. Improper attire will result in a 5-point deduction from each judge.
2. Southern Drums are much more formal. Long pants are required. No bare feet or open-toe shoes. Improper attire will result in a 5-point deduction from each judge.

REGISTRATION PROCEDURES

1. The team must submit one copy of their required research material (defined below in Judging Criteria) the assigned due date. Late submissions will result in an automatic 5-point deduction from each judge.
2. The team's chairman and/or adviser must check in to confirm competition registration, receive a performance time, and receive up-to-date information on mandatory meetings, team roster requirements, etc.

JUDGING CRITERIA

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Drums will be judged and awarded a score by each judge on the judging panel in each of the eight areas discussed below. Some areas have mandatory point deductions associated with failure to comply with stated rules. Each judge in the affected area will take the mandatory point deductions. Team standing/placement is determined by totaling all points received from the judges. Actual scores/points given by judges will not be provided to the teams, however critique sheets from all judges will be provided to the team at the conclusion of the competition. Relative ranking of the teams will be available the day after the competition is finished. The judges will determine the judging criteria and all decisions are final.

1. Research MAXIMUM POINTS (20)

In addition to the one copy submitted before the event, two additional copies of the team's research material should be brought to the competition. All research must be typewritten and suitably bound. Suitably bound means stapled with a cover and back sheet of at least 65-lb card stock. Three ring binders, plastic comb binding, duo-tang style folders, etc. are not required. Teams will be evaluated on the quality of the research they have done for the songs they have chosen to sing. Research submissions must include: origin of song (tribal affiliation), meaning of song (if any), how the song is structured, and references (professional recordings, etc). Historical background of the songs should also be included.

2. Synchronization of Drum and Voice MAXIMUM POINTS (10)

All competition songs should be sung in the appropriate manner: lead, chorus, honor beats, and pickup beats. The singers should sing as a group instead of individuals, and the ending of the song should be definite with no over-beats.

3. Sound Quality MAXIMUM POINTS (15)

The singers should match in pitch and harmony for the most part. The drum beat should not overpower, be louder than, the song. The second/chorus should not be lower in pitch/volume from the lead.

4. Dance-ability MAXIMUM POINTS (10)

Songs should be sung at the appropriate tempo. If a song was composed as a slow, medium or fast song it should be presented that way for competition.

5. Language and Pronunciation MAXIMUM POINTS (20)

Songs should be sung with the correct vocables and/or words.

6. Teamwork MAXIMUM POINTS (15)

Teams will be judged on their ability to sing the songs as a group. The individual singers should work as one group instead on one or two "stars" pulling the weight for the entire group.

7. General Effect and Impression MAXIMUM POINTS (10)

The overall general effect and impression of the songs will also be considered. Some of the factors that will be considered are: the teams' confidence, presentation and explanation of the songs, care of the drum and stick, timeliness, not going over the stated time limit, etc.

8. Constructive Comments NOT SCORED

RECOGNITION AND AWARDS

Awards will be given to the top three drums. Special Honorable Mention awards may be given, if deemed appropriate. Participation certificates will be awarded each drum.

APPENDIX 3: Ceremony Team Evaluation as defined in the 2010 Revision of the Order of the Arrow Field Operations Guide:

There are two methods of conducting ceremony team events at a conclave. One is an evaluation of team performances against a standard; the other is an evaluation along with the top teams competing against one another to determine an overall winner. Both approaches are designed to improve ceremonial performance and to maximize the quality of the induction experience for the candidate.

EVALUATION

The council of chiefs is encouraged to conduct ceremony team evaluation at all conclaves. Evaluation provides an opportunity for teams to learn how to improve ceremonies from qualified evaluators. Ceremony team evaluation is purely educational. There is no need for teams to be highly experienced to participate.

The objective of evaluation is to help each team learn through a thorough and positive critique with suggestions for improvement. Ceremony teams are not evaluated against each other but rather against a national standard. One team's rating does not affect any other team's rating. Each team is rated only on its own performance. No attempt is made to identify or reward the "Best Ordeal Team" through ceremony team evaluation. "Honor Team" is the rating awarded to the teams that meet the national standard.

COMPETITION

The council of chiefs should conduct ceremony team competition at their conclave only if the section has several high quality ceremony teams that would benefit from an opportunity to compete against each other. Ceremony team competition motivates experienced teams to improve their ceremonial performance. It fosters a healthy competitive atmosphere where teams are compared with one another. Ceremony team competition should never be held without ceremony team evaluation. All teams that participate in a ceremony team competition are required to participate in a ceremony team evaluation so that they may benefit from the feedback.

No attempt should be made to identify or reward the best principal in a particular ceremony (i.e., "Best pre-Ordeal Meteu"). The true test of a ceremony team is how the team members work together in presenting the ceremony for the candidates, not how one individual performs. The council of chiefs must decide whether to recognize the top one, two, or three teams in each ceremony. The team ratings to be awarded are: 1st , 2nd , and 3rd Place Team.

ORGANIZING THE EVENT

The council of chiefs must decide whether to conduct only ceremony team evaluation or evaluation with competition at the conclave. They must also decide well in advance of the conclave which ceremonies will be performed. At a minimum, ceremony team evaluation should include the pre-Ordeal ceremony. Evaluations may also be held for call-out, Ordeal, Brotherhood, and Vigil ceremonies. Ceremony team competition can be for any ceremony but it is most commonly held for the pre-Ordeal and Brotherhood ceremonies. Information regarding which ceremonies will be performed, how many teams per ceremony each lodge can enter, and any pre-registration deadlines should be distributed well in advance of conclave. Lodges may need to pre-register teams to ensure adequate facilities and staff.

Allow a minimum of 45 minutes (preferably an hour) for each performance, evaluation, and judging of the pre-Ordeal ceremony. Allow a minimum of an hour (preferably 75 minutes) for the Ordeal or Brotherhood ceremonies. The council of chiefs may elect to omit the "Lodge Closing Ceremony" from the Ordeal and Brotherhood ceremonies in the interest of time. Allow sufficient time for all Vigil participants to view all of the performances for Vigil evaluation or competition.

The fundamental principle in providing a fair ceremony team competition is that all teams for a given ceremony must have the same set of judges view the performances. Any system that uses different sets of judges (i.e., numerical scores or some other means to rate teams viewed by different judges) is subject to bias and should not be used.

Hold an orientation meeting for team representatives and ceremony events staff early in the conclave

weekend. The staff will arrange the teams in venues so that no staff member evaluates their own lodge except as a memory judge. Each team representative will bring back the information to their lodge about when and where the team(s) will perform.

One staff member should be designated as the memory judge to check the team against the text as they perform. They will mark the text with words missed, added, or transposed and incorrect movements to assist in assessing conformity with the printed text and movement diagrams.

RATINGS

The goal of this conclave event is to produce teams that perform better induction ceremonies. The true test of a ceremony team is how they work together in presenting a ceremony for candidates. Judges should watch the team as a group, seeking good examples of continuity, the flow of the ceremony from one principal to another, and the impression that would be made on the candidates in a real ceremony back home.

An evaluation sheet with a chart of evaluation categories and national standards is at the end of this Appendix. Each staff member should record their ratings for each team's performance and make notes for the team on the reverse side. Each of the principals is to be rated using the evaluation categories shown. Assign an overall rating of Outstanding, Excellent, Good, or Fair for each principal based on how well the principal did on average in all evaluation categories.

For ceremony team evaluation the national standard for "Honor Team" is:

- At least three of the four principals must be rated "Excellent" or "Outstanding".
- No more than one principal is rated "Good".
- No principal is rated "Fair" overall or in any category.
- No movements in the movement diagrams may be altered.

For ceremony team competition the process, standard, and evaluation categories are the same. There is an additional step of selecting the 1st, 2nd and 3rd Place teams from among the "Honor Teams". Hopefully, the team rating can be determined by consensus. If consensus is not possible, the head judge may call for a show-of-hands vote. In the event of a tie the head judge will decide the rating. Appeals should not be allowed. The decisions of the judges are final.

The ratings should be discussed with the team to help improve their performance. The judges should make a record of the ratings awarded to each team. Give this information to the section chief or his designee for use in a public recognition. Give all other papers and notes to the team's leader

RULES

Lodges with teams meeting and abiding by the following rules are eligible to be rated on their performance. At the discretion of the council of chiefs, teams that do not meet a requirement below may perform for training purposes but are not eligible to receive a formal evaluation and will not receive a rating.

1. The lodge must have a current year's charter from the national office.
2. All team members must be from the lodge entering the team with their current year's lodge dues paid and be registered members of the Boy Scouts of America.
3. Each team participant must be younger than 21 on the day of the performance.
4. Lodges may enter more than one team including multiple teams performing the same ceremony (such as two or three different pre-Ordeal teams) as time and logistics permit.
5. Ceremonialists may perform with only one team per ceremony category. An individual may, however, perform in more than one category (i.e. a ceremonialist may perform on both a pre-Ordeal and Brotherhood team but not on two pre-Ordeal teams).
6. Each ceremony team that performs must be an active team performing ceremonies within the lodge. "All-star" or "conclave only" teams are not allowed.
7. All ceremonialists must wear American Indian style dress and their current Order of the Arrow sash. All principals should be of the same tribe, nation, or other historic group to blend with each other.
8. The use of face paint, body paint, endangered animal parts, wigs, or any type of U.S. flag are prohibited. (See Chapter 4, Section Conclave.) Any display of disrespect, carelessness and/or gross

- inappropriateness for American Indian customs may be cause for disqualification of the team.
9. Appropriate undergarments shall be worn under costumes. Each participant must wear shorts for modesty. For safety reasons appropriate footwear should be worn.
 10. The Boy Scouts of America policy regarding firearms and knives as stated in the Guide to Safe Scouting will be followed.
 11. Ceremony teams will provide the required tokens and any additional props they wish to use. The conclave staff will provide markers to indicate the locations of the fire lay and firepots in the performance area. A "burden" will be provided for the Brotherhood ceremony. No other tokens, props or materials will be provided.
 12. Teams are strongly encouraged but not required to have at least two Arrowmen act as candidates for the ceremony performance. Extra personnel may be used to enhance a team's performance limited only by conformity with the appropriate Order of the Arrow ceremony.
 13. All parts must be fully memorized using the latest printing of the appropriate Order of the Arrow ceremony.
 14. Each ceremony team performing must provide at least one staff member to help run the event. Judges will not evaluate teams from their own lodge except as a memory judge.
 15. If call-out ceremonies are performed, a team must bring a typed copy of their call-out ceremony text to be used for judging memorization.

CEREMONY TEAM EVALUATION

Category	Fair	Good	Excellent	Outstanding
Gestures	-Has few gestures or -Gestures don't make sense	-Has some good gestures -Some gestures need improvement	-Emphasizes most important points -Meanings fairly clear	-Emphasizes all important points -Meaning clear to candidates -Could express the message without words
Clarity & Rate	-Lines garbled or mumbled or -Excessively fast or very slow	-Good clarity but could be improved or -Change of rate would improve presentation but understandable	-Projects well overall -Rate stays at same slow pace that is easily understood	-Would be clear to 50 candidates -Rate varies appropriately but is always slow enough to be understood
Bearing	-Body language/facial expression absent or unclear for role	-Non-verbal cues generally appropriate for role	-Non-verbal cues are consistent with spoken words	-Role clear without words
Expressiveness	-Little change in tone or use of emphasis	-Good emphasis and notable changes in tone	-Strong use of pauses and makes words reflect their meaning	-Words always sound like what they represent
Movements	-Missed movement	-Near perfect. No noticeable omissions or errors	-Movements perfect	-Movements perfect
Memorization	-Words or even lines missed or -Obvious pauses or needs prompting	-A few words missed or transposed but not noticeable. No key items omitted and no obvious pauses	-Occasional word missed or transposed but not noticeable. No key items omitted and no obvious pauses	-Letter perfect memorization

Rating the Ceremonialist:

Do not assign the overall rating (Good, Excellent, or Outstanding) based on that principal's best or worst category (Gestures, Bearing, etc). Assign the overall rating based on how the principal did, on average, in all the categories. **However, if a principal is rated "Fair" in any category then the principal must be rated "Fair" overall regardless of the principal's ratings in the other categories.**

Participant Name	Principal	Overall Rating (circle one)			
Nutiket	Fair	Good	Excellent	Outstanding	
Meteu	Fair	Good	Excellent	Outstanding	
Allowat Sakima	Fair	Good	Excellent	Outstanding	
Kichkinet	Fair	Good	Excellent	Outstanding	

Honor Team Criteria:

- At least three of the four team members must be rated Excellent or Outstanding.
- No more than one team member is rated Good.
- No team members are rated Fair.
- No movements indicated in the movement diagrams may be altered.

Honor Team: YES NO

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Lodge Name:

Ceremony:

APPENDIX 4: Ceremony Team Evaluation form as defined in the 2009 Revision of the Order of the Arrow Field Operations Guide:

CEREMONY TEAM EVALUATION

LODGE: _____

ALLOWAT SAKIMA: _____ METEU: _____

NUTIKET: _____ KICKINET: _____

(**Evaluator:** Be aware of the following 13 points during your observation. Keep notes for suggestions to the individual performers and the team.)

MEMORIZATION:

- Confident, strong, clear voices;
- Freedom from unnatural pauses or hesitations;
- Articulate enunciation and correct pronunciation;
- Logical grouping of words and phrases;
- Thoughtful flow of ideas, not mechanical repetitions;
- Correct performance of required actions and movements;
- Memory text errors noted: Major: _____ Minor: _____

INTERPRETATION:

As a team: Evident agreement on what the central themes of the ceremony are, and presentation having well-coordinated flow of ideas and events which keep attention focused on these themes;

As individuals: Natural, conversational speech and gestures which illuminate the spoken words; good eye contact; variety of facial expressions, tones of voice, loudness, speed, and use of dramatic pauses which highlight and emphasize the key points;

Appropriate, distinguishing costume and bearing for each speaker which harmonize with the others to produce an effect of unity, dignity, and wholeness.

TRANSCENDENCE: (Surpassing others, pre-eminent, or supreme; lying beyond ordinary perception.)

"The ceremony was moving, inspiring, awesome!"

"They speak from personal experience: they've been there; they know the pain and the exaltation; they really want to help me!"

"I came to get membership in the Order; what I got was fresh confidence to follow my own deepest inner vision!"

TEAM RATING: (Circle one)

PARTICIPATING NOVICE ACHIEVEMENT MERIT HONOR

APPENDIX 5: Conclave Training as defined in the 2010 Revision of the Order of the Arrow Field Operations Guide:

CONCLAVE TRAINING

The section conclave is a time for unique and exceptional inspiration, training, and fellowship. Care must be taken to secure the best resources for each training topic. It is expected that each conclave training session will be of the highest quality. Timely decisions on topics, lodge assignments, presenter recruitment, communication of topic titles and learning points, outlines, arrangements for audio – visual aids and backup help insure the best presentations.

One popular training mode that has proven highly successful is small discussion groups. Discussion leaders should be younger than 21. Adults should serve as advisers. The discussion leaders should be selected in the early planning stage of the upcoming conclave, so that they have ample time to prepare their presentations.

It has proven successful for the discussion leader to present a brief talk on the topic before the actual discussion begins. If you can make this a "rap session" - you've made it! A youth attending the session should be appointed recorder to take notes of important points raised during the discussion.

Here are several topics that have proven successful for discussion groups:

LODGE/CHAPTER ADMINISTRATION	Relationship of advisers to youth officers; responsibilities of officers and advisers; standing committees and their functions; operation of the lodge executive committee; general policies; lodge rules; election procedures; chapter organization; and program.
LODGE/CHAPTER ACTIVITIES	Importance of a well-balanced, well-planned annual program; social activities; annual banquet; specific ideas for events; distribution of responsibilities in planning events; scheduling and coordination with council/district calendars.
ARROW-SCOUTING RELATIONSHIPS	Arrowmen and the unit; the Order and camp; authority and role of the council Scout executive; relationship to the council.
SERVICE PROJECTS	Promotion of year-round camping; service to local units; council wide service projects; service to the camp; campmaster corps; inner-city; world brotherhood; council fund raising; coordination of service program with council plans, etc.
CAMPING/HIGH ADVENTURE PROMOTION	Promotion of camping in the member's own unit by the individual; types and preparation of visual aids: chapter and lodge promotion in cooperation with the district and council promotion efforts.
UNIT ELECTIONS	Election information for unit leaders; scheduling elections; election ceremony; records and forms used, etc.
CEREMONIES	Training of teams; costuming; staging; physical setting; timing; properties; call-out ceremonies.

CONDUCTING THE ORDEAL	Using Spirit of the Arrow Pamphlets; A Guide to Inductions; duties of the Ordealmaster; the Elangomat Clan System; relationship of candidates to campers; discussion period for candidates; health and safety concerns and safeguards; handling flagrant violations of the Ordeal; summer camp Ordeals versus weekend Ordeals.
ORIENTATION OF NEW MEMBERS	Developing an effective orientation program before, during and after the Ordeal for newly inducted members; techniques of orientation; Spirit of the Arrow Pamphlets; Elangomat Clan System; effect on tenure and service of members.
LODGE PUBLICATIONS	Newsletters; yearbooks; costs involved; frequency; distribution; techniques of publication; Scouting on the Internet.
"WHERE-TO-GO-CAMPING" BOOKLET	What information to include in the booklet; how to get information; organization of information; publication and distribution.
BROTHERHOOD MEMBERSHIP	Purpose; requirements; procedures; notification of eligible members; techniques to enhance Brotherhood conversion/retention.
PERSONAL DEVELOPMENT	Public speaking; time management; running for office; etc.
LODGE RECORDS	Membership; financial; minutes; registration procedures; lodge financial record book; computerization of lodge records.
VIGIL HONOR	Purpose; requirements; procedures; relationship of Vigil Honor members to the lodge.
ADVISERS' SESSION	The section advisers may wish to hold a special session(s) for advisers to discuss the adult role in the Order; answer questions; share techniques of advising, etc.
TROOP/TEAM OA REPRESENTATIVE	Purpose, requirements, procedures, responsibilities, relationship to chapter and lodge.

APPENDIX 5: 2009 Section 8 Conclave Training Schedule

Session 1 (9:00)	Session 2 (9:50)	Session 3 (10:40)
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Customs and Traditions	C & T (continued)	C & T (continued)
Lyle Johnson	Lyle Johnson	Lyle Johnson

National Events	OA High Adventure Programs
Jeremy Duck	Matt Nance

Building & Coaching a Ceremonies Team	Become A Great Ceremonialist
Steve DeFrees	Matt Nance

Newsletters	The Key Three
Ben Robin, Jim Lewis	Dr. John Gastorf

Chapter Management		
Matt Nance	Goal Setting	Running an Effective LLD Program
What You Never Told Your Lodge Advisor, What He Never Told You	Scott Robin	Patrick Kitterlin
Jim Lewis, Scott Robin		

Role of the OA in Cub Scouts		
Lyle Eastman	The Role of the OA in Camp	One Day of Service
Elangomat Training	Chris Phillips	Scott Robin
J. R. Sharp		

The Adult Role in the OA	How to Mentor a New Adviser in Your Lodge	Supporting the Council
Bob Sullivan	David Perez	Wayde Hamilton

B-hood Retention and Recruitment	Using the LLD Website	What Makes a Quality Lodge
Chris Phillips	Patrick Kitterlin	Brian Lovegrove
		Where to Go Camping, Making the Booklet
		Chris Phillips

Section Coffee Social (A)	Section Coffee Social (A)
Section Advisers	Section Advisers

History
National Events
Ceremonies
Logistics
Leadership
Service
Adult
Quality Lodge

2012 Training Topics		
Session 1	Session 2	Session 3
Class	Class	Class
Customs and Traditions	C&T Continued	C&T Continued
Meet the Man: National Chief	Section Coffee Social	SCS Continued
Best Practices	Coaching a Ceremony Team	OA Transition
Brotherhood Recruitment	Brotherhood Retention	Journey to Excellence (QL)
Newsletters	Nuts and Bolts of the Ordeal	Goal Setting
Chapter Management	OA Troop Representative	The Role of the OA in Cub Scouts
Potential Classes		
Advisor and Youth Relations	Coaching a Ceremony Team	
One Day of Service	High Adventure	
The Adult Role in the OA	Supporting the Council	
The Key Three	The Scoutmaster Minute	

2014 SECTION 8 CONCLAVE TRAINING CLASSES

CATEGORY	CLASS	TRAINER	9:00AM	9:50AM	10:40AM
OA HISTORY	CUSTOMS & TRADITIONS	LYLE JOHNSON	X	X	X
NATIONAL EVENTS	THE OA & HIGH ADVENTURE			X	
	CENTURIES OF SERVICE: 100 YEARS OF OA				X
CEREMONIES	BUILDING & COACHING CEREMONY TEAMS		X		
	REGALIA INS & OUTS				X
	BECOME A GREAT CEREMONIALIST			X	
	CEREMONY EVALUATIONS		X	X	X
LOGISTICS	GREAT LODGE NEWSLETTERS			X	
	THE KEY 3				X
LEADERSHIP	EFFECTIVE CHAPTER MANAGEMENT		X		
	GOAL SETTING FOR LODGES & CHAPTERS			X	
	TROOP OA REPRESENTATIVE TRAINING				X
SERVICE	THE ROLE OF THE OA & CAMP			X	
	ELANGOMAT TRAINING		X		
	NUTS & BOLTS OF THE ORDEAL				X
	OA SERVICE PROJECTS		X		
ADULTS	THE ADULTS ROLE IN THE OA			X	
	SUPPORTING THE COUNCIL THROUGH OA				X
JTE	JTE FOR LODGES		X		
	WHERE TO GO CAMPING GUIDES	CHRIS PHILLIPS			X
	BROTHERHOOD RECRUITING & RETENTION			X	
MISC	"MEET THE MAN" -SOUTHERN REGION CHIEF		X	X	X
	COFFEE SOCIAL		X	X	X