



SIPP-O LODGE #377

# ORDER OF THE ARROW

Buckeye Council  
**Boy Scouts of America**  
2301 13<sup>th</sup> St NW  
Canton, OH 44708

## Lodge Officer Application Form

Name: \_\_\_\_\_ Unit Type / No.: \_\_\_\_\_ Rank: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  Ordeal  Brotherhood  Vigil Honor

City / State / Zip: \_\_\_\_\_ School & Grade: \_\_\_\_\_

Email Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Chapter:  Hetuck  Johnny Appleseed  Killbuck  Lou Ott  
 Netawotwes  Sandy Beaver  Tuskegee  Wyandota

Home Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Mobile Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Training Attended:  ALTC/FORUM  NLS  NYLT  NAYLE NOACs Attended: \_\_\_\_\_

Current & Past Unit Positions: \_\_\_\_\_ Conclaves Attended: \_\_\_\_\_

Current & Past OA Positions (Chapter, Lodge, Section): \_\_\_\_\_

Camp Staff Experience: \_\_\_\_\_

<b>Offices Sought:</b> (Rank top choices 1-3)	<input type="checkbox"/> Lodge Chief	<input type="checkbox"/> Administrative Vice Chief	<input type="checkbox"/> Activities Vice Chief	<input type="checkbox"/> Districts Vice Chief
	<input type="checkbox"/> Membership Secretary	<input type="checkbox"/> Recording Secretary	<input type="checkbox"/> Treasurer	<input type="checkbox"/> Chapter Chief

Reasons for wanting to be a Lodge Officer (continue on the back of this sheet if you need more space):

<p><i>I understand the duties and obligations of being a Lodge Officer. I will conduct myself according to the Scout Oath, Scout Law and Order of the Arrow Obligation at all times. I agree to take an active leadership role if elected, and to fulfill my assigned responsibilities fully and in a timely manner.</i></p> <p>_____</p> <p>Arrowman's Signature <span style="float: right;">Date</span></p>	<p><i>I have discussed the duties and obligations with the candidate and believe she/he understands them fully. I believe she/he is capable of fulfilling her/his duties to her/his unit and to the Order of the Arrow.</i></p> <p>_____</p> <p>Unit Leader's Signature <span style="float: right;">Date</span></p>
<p><i>I understand the duties and obligations of my daughter/son being a Lodge Officer. I agree to support her/him in taking an active leadership role if elected, and support her/him in fulfilling her/his assigned responsibilities fully and in a timely manner.</i></p> <p>_____</p> <p>Parent's Signature <span style="float: right;">Date</span></p>	<p><i>I have discussed the duties and obligations with the candidate and believe she/he understands them fully. I believe she/he will be a positive influence on the program and youth members of the Order of the Arrow and in Scouting.</i></p> <p>_____</p> <p>Lodge/Chapter Adviser's Signature <span style="float: right;">Date</span></p>

Revision Date: 2019-09-09



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## Lodge Officer Application – General Information

### Introduction

This information sheet has been developed to assist Arrowmen and their parents in understanding the application and approval process to run for Lodge office, as well as to provide a description of the duties and expectations of Lodge officers.

The ultimate success of Sipp-O Lodge depends on the initiative, follow-through, and commitment of our Lodge officers, working in partnership with their adult advisers. When a youth takes on a Lodge-wide position, every member of the Lodge counts on that youth to make the Order of the Arrow a priority and to do her/his job well.

- Arrowmen interested in running for an elected Lodge-wide office must complete and sign the *Lodge Officer Application Form* and *Lodge Officer Responsibilities* sheet, then get signatures/initials from a parent, their unit leader, and the Lodge Adviser. If applying for Chapter Chief, the Chapter Adviser's signature is needed instead of the Lodge Adviser's. Once all signatures are received, the form must be scanned and forwarded in PDF format to the Lodge Adviser via email to [thoy@sippolodge.org](mailto:thoy@sippolodge.org).
- All application forms and responsibilities sheets must be received by the Lodge Adviser a minimum of one week (7 days) prior to the Lodge officer election. For 2020 officer elections, the *Lodge Officer Application Form* submission deadline is 11:59 p.m. Saturday, October 21, 2019.
- When completing the application, reflect on your training, experience, participation, and reasons you want to be a Lodge officer. It's okay if you haven't attended a lot of training, if you haven't served on camp staff, or if you haven't attended a Conclave or NOAC yet. These sections of the form help you and the Lodge Adviser jointly determine your readiness to hold a Lodge-wide office. They also give you points to mention in your campaign speech.
- The purpose of the Order is to support BSA units and the Scouting program. Therefore, if an Arrowman is needed by one's unit, such as holding a critical position of responsibility, the first obligation is to serve the unit rather than the Order.

**If an Arrowman runs for a Lodge officer position, however, that person must be prepared to put Lodge duties first.**

Before applying to be a Lodge officer, candidates should consider their other responsibilities, transportation, or going away to college. **Speak with the Lodge Adviser or Lodge Staff Adviser before submitting this form if you have any questions or concerns about fulfilling the duties of office.**

- All Lodge officers must be less than 21 years of age for the entire term of office. The term of office begins immediately upon conclusion of Lodge elections and ends at the conclusion of the next Lodge elections.
- To serve successfully as one of the top Lodge officers, the candidate should have a detailed understanding of different operational aspects of the Lodge. Elected and non-elected positions at the chapter and committee level are a great way to gain experience and knowledge before running for Lodge-wide office.
- If you have an interest in more than one office, complete this form for your **top three** choices (e.g., Lodge Chief, Administrative Vice Chief, and Treasurer). Mark the appropriate boxes with a 1, 2, or 3. If a different candidate is elected to your first-choice position, you may run for up to two additional elected positions with the approval of the Lodge Adviser or the Lodge Staff Adviser.

Completed and signed *Lodge Officer Application Forms* and *Lodge Officer Responsibilities* sheets must be scanned and forwarded in PDF format to the Lodge Adviser at [thoy@sippolodge.org](mailto:thoy@sippolodge.org). They

must be received no later than 11:59 p.m. Saturday, October 21, 2019.



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## Lodge Officer Responsibilities

### Attendance

Member Initials: \_\_\_\_\_ Parent Initials: \_\_\_\_\_

- Officers of Sipp-O Lodge are required to attend all Lodge Executive Committee (LEC) meetings, officer meetings, the annual banquet, and the Lodge Leadership Development (LLD) training.
- All officers are encouraged and expected to attend all Lodge functions and activities, Section Conclave, and Section or Area leadership training events.
- The Lodge Chief is required to attend all Lodge functions and activities, Section Conclave, Section or Area leadership training events, and the Council Executive Board Meetings.
- Officers are expected to remain active in their troop, crew, post, or ship.
- Officers must be able to arrange their own transportation to all events in compliance with the *Guide to Safe Scouting* (driving rules) and Youth Protection guidelines.

### Duties

Member Initials: \_\_\_\_\_ Parent Initials: \_\_\_\_\_

- Most duties are found in the *Guide for Officers and Advisers* and *Chapter Operations Guide*. Copies of the guides are found on the National Order of the Arrow website, [www.oa-bsa.org](http://www.oa-bsa.org). Additional duties may be assigned by the Lodge Chief or LEC throughout the year.
- Every officer is expected to work in concert with an assigned Adviser to accomplish the objectives of the position. ***The youth/adult partnership is critical to the success of the officer, the Adviser, and the whole Lodge.***
- Every officer is expected to communicate with the assigned Adviser (or Associate Lodge Adviser) a minimum of once every week throughout the program year (meeting, phone or other agreed-upon method).
- Every officer is expected to assist in conducting at least three unit elections (more if she/he is available) during election season.
- Officers must document their work in a manner which may be passed along to their successors.

### Commitment

Member Initials: \_\_\_\_\_ Parent Initials: \_\_\_\_\_

- Being a Lodge officer is a huge commitment. It involves a significant amount of time, energy and travel to perform the duties of the job.
- Scouting activities are secondary to family and academic responsibilities.
- Other than rank advancement, Lodge officer duties, responsibilities, and attendance should take a higher priority to other Scouting-related activities.
- Therefore, if your present responsibilities are time demanding (e.g., sports teams, difficult school classes, heavy family responsibilities, or other leadership roles in Scouting), you need to decide where the Order of the Arrow fits into your life and priorities before you decide to run for Lodge office.
- No officer shall serve in more than one elected position simultaneously. If you have any intention of running for more than one position, discuss this with the Lodge Adviser and decide where you can best serve the Lodge.

### Code of Conduct

Member Initials: \_\_\_\_\_ Parent Initials: \_\_\_\_\_

- As senior representatives of Sipp-O Lodge, all officers agree to conduct themselves in accordance with the values represented by the Scout Oath, Scout Law, and Order of the Arrow Obligation. Failure to abide by these principles is subject to disciplinary action, including removal from office.

### BSA Uniform

Member Initials: \_\_\_\_\_ Parent Initials: \_\_\_\_\_

- Sipp-O Lodge officers are required to wear a proper, full, and clean Scout uniform, including Order of the Arrow sash, Buckeye Council shoulder patch, and Sipp-O Lodge flap, whenever representing the Lodge and/or the Order of the Arrow.
- Officers shall wear the approved field uniform of their program (Scouts BSA, Venturing, Sea Scouts, or Exploring), which consists of a uniform shirt, uniform pants or shorts, socks, and BSA approved belt, regardless of their individual unit's policies. All uniform parts must comply with the BSA Insignia Guide.