



RE: UNIT ELECTION PORTAL

Dear Unit Leaders (and/or Unit OA Representative Advisers),

On or about January 15th of this year, you were sent an automated email from our online system, Lodgmaster, to let us know when you were running your election. This way our Lodge can help you support this important part of the Unit program. This document will walk you through both pre-election and the post-election process.

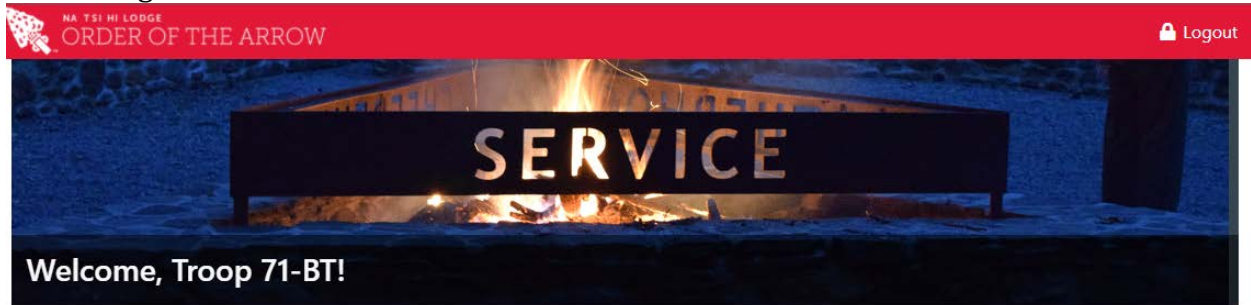
As part of the January email, there was a unique link generated for your unit to login to our webserver. If you cannot find it, please reach out to our Elections Team at the email address found at the end of this email.

If you do not have anyone eligible for election this year, our team would still gladly come to your unit and talk about the Order as to show Scouts the additional opportunities available within our Lodge. You can arrange this visit through the portal or we would appreciate it if you emailed us to let us know you have no one eligible this year.

Please note: Some of the below images are for illustrative purposes, and may not reflect current text or graphics.

Part 1 – Notifying the Lodge of your Planned Election

1. Please click on the Unit Link sent as part of the January Email to bring you to units.oa-bsa.org



Unit Elections & Visitations

Troop 71-BT has not scheduled an election and unit visit for 2022 yet. You can request to schedule an election and unit visit between 1/1/2022 and 6/1/2022. Please click the button below to start your request:

▶ Request An Election / Unit Visit



2. Click on REQUEST AN ELECTION / UNIT VISIT Schedule Election

Election & Visit Request

Cancel

Please complete the form below to schedule an election and unit visit for Troop 71-BT. Elections can be scheduled between 1/1/2022 and 6/1/2022, please select three possible dates when the election and unit visit can take place. Please complete all of the information below to help the unit election team in scheduling your election. Please reach out to the unit election team, whose contact information is at the bottom of the email you received, with any questions about scheduling any election.

Possible Dates To Schedule Election

Date Option 1: * Date Option 2: * Date Option 3: *

Election Information

Election Address: *
Meeting City: * State / Province: *
Time Of Election: * Virtual Visit:
Special Notes:

Election / Visit Options

Unit Election: Camp Promotion:

Unit Leader

First Name: * Last Name: *
Phone Number: * Email Address: *

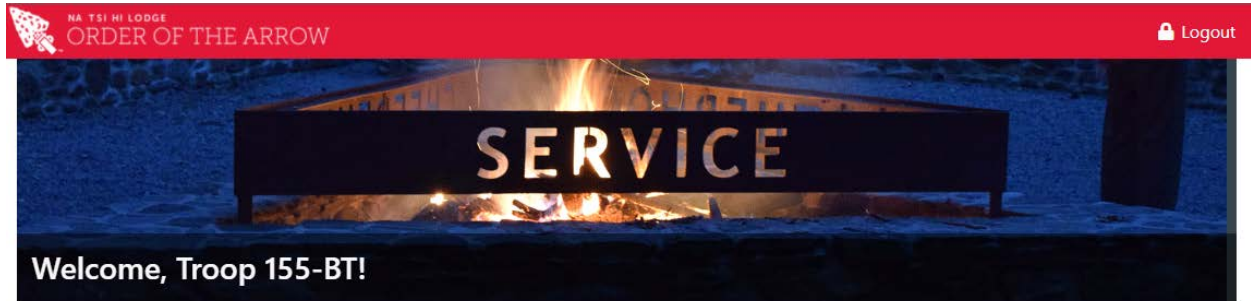
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3. Click SUBMIT REQUEST after filling out all the requested fields. Uncheck *Unit Election* if you just want us to come to talk about the Order of the Arrow program.
4. Our team will confirm our availability with you as soon as possible. It is strongly recommended that one of our team members (or a trained OA youth from another unit) be present for your Election to avoid any confusion on current OA election guidelines and policies.



Part 2 – Add Eligible Youth for your Election to our Database

1. Please click on the Link sent in the email confirmation about your scheduled election. This will bring you back to units.oa-bsa.org with a screen asking you to add Eligible Youth. Click the button to begin



Unit Elections - Add Eligible Youth

Troop 155-BT has an election and unit visit for 2022 scheduled on 2/9/2022 at 7:30 PM. You can add eligible youth who meet the requirements for election to the Order of the Arrow below; the election team will use this information to conduct the election, create ballots, and contact candidates who were elected.

Submission Status:

No eligible youth have been submitted so far.

[▶ Add Eligible Youth](#)

2. This will bring you to the following screen letting you know the basic rules of eligibility. Click ADD AN ELIGIBLE YOUTH to begin.

Unit Elections - Add Eligible Youth

[◀ Cancel](#)

Each year, each Scouts BSA troop, Venturing crew and Sea Scout ship with qualified Scouts hold a unit visit to elect eligible youth to the Order of the Arrow. Prior to your unit's election, the unit leader must certify each eligible Scout's spirit and youth membership qualifications:

1. Be a registered member of the Boy Scouts of America.
2. At the time of their election, youth must be under the age of 21, hold the Scouts BSA First Class rank, the Venturing Discovery Award, or the Sea Scout Ordinary rank or higher, and following approval by the scoutmaster, crew advisor or Sea Scout skipper, be elected by the youth members of their unit.
3. The youth must have experienced 15 nights of camping while registered with a troop, crew or ship within the two years immediately prior to the election. The 15 nights must include one, but no more than one, long-term camp consisting of at least five consecutive nights of overnight camping, approved and under the auspices and standards of the Boy Scouts of America. Only five nights of the long-term camp may be credited toward the 15-night camping requirement; the balance of the camping (10 nights) must be overnight, weekend, or other short-term camps of, at most, three nights each. Ship nights may be counted as camping for Sea Scouts. For temporary changes to this qualification for 2021, please [click here](#).
4. Assistant scoutmasters who are 18, 19 or 20 years old are also considered to be youth members for the purpose of OA elections. All requirements shown above must be met for a young assistant scoutmaster to be eligible for election.

Please complete all of the information below for each eligible youth. The election team will use this information to conduct the election, create ballots, and contact candidates who were elected. Please reach out to the unit election team, whose contact information is at the bottom of the email you received, with any questions about your election.

Pending Eligible Youth - Not Saved

No eligible youth added yet.

[+ Add An Eligible Youth](#)

[Submit To Lodge](#)



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- Using the Spreadsheet Template on our website as a guide, please enter each eligible youth (one-by-one). Please fill out all of the fields paying particular attention to Name, Scout Email, Scout BSA ID# and Date of Birth

Add A Youth

Basic Information

First Name: *	<input type="text" value="firstname"/>	Middle Name:	<input type="text"/>
Last Name: *	<input type="text"/>	Suffix:	<input type="text"/>
Nickname:	<input type="text"/>	Gender: *	<input type="text" value="Select..."/>
Date Of Birth: *	<input type="text" value=""/>	BSA Person ID: *	<input type="text"/>
Rank / Award: *	<input type="text" value="Select..."/>		

Mailing Address

Street 1: *	<input type="text"/>	Street 2:	<input type="text"/>
City: *	<input type="text"/>	State / Province: *	<input type="text" value="Select..."/>
Zip / Postal Code: *	<input type="text" value="___-___"/>	Country: *	<input type="text" value="United States"/>

Email Addresses

Scout: *	<input type="text"/>	Parent:	<input type="text"/>
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Phone Numbers

Home: *	<input type="text"/>	Scout Mobile:	<input type="text"/>	Parent:	<input type="text"/>
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- Once completed, find the option marked SEND TO LODGE to complete the process.
- These youth would be the names on your unit's ballot. We recommend filling this ballot out in advance for both in-person and virtual elections.



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Part 3 – Send the Lodge the Election Report

Hint: This is the PDF file with the elected scouts' names on it and signatures of the youth/adults who oversaw the unit election

1. After you have completed your election, please send us the PDF file with the results of the election by email. If your unit is planning on holding a special event to notify these candidates, please hold the report until that event.
2. As the Lodge approves your election, the Scouts will be notified immediately by email of their election into the Lodge with information on how to sign up for the upcoming Induction Events.
3. We will also send you a report showing the approval status. In this email, will be a link you can submit ADULT nominations to us for review/consideration.

If you have any additional questions that are not answered above, please reach out to us.