

October 23, 2013

First-Year Arrowman Program

Purpose

The First-Year Arrowman (FYA) Program encourages new Order of the Arrow (OA) members to become active in the Wahunsenakah Lodge and their respective Chapter, and seal their OA membership by attaining Brotherhood status after one year of OA membership.

Goals

The goals of the First-Year Arrowman Program are:

- New OA members regularly participate in Lodge activities (not including Beaver Days) – at least 75% of new members attend a Lodge-level event during the first year of membership; at least 50% attend two Lodge-level events during the first year of membership
- New OA members join a Lodge committee – at least 50% of new members join a Lodge committee, and participate in 50% of their respective committee's activities
- New OA members earn the First-Year Arrowman Award (FYAA) – at least 50% of new members earn the FYAA during their eligibility period (see FYAA criteria at Appendix A)
- New OA members provide cheerful service – at least 75% of new members participate in three days of cheerful service during their first year of OA membership (e.g., two Beaver Days and one chapter service project; or three Beaver Days; or two Beaver Days and one Service Weekend; or two Service Weekends and one Beaver Day; or any other combination that provides three days of cheerful service)
- New OA members attain Brotherhood – 50% of new members attain Brotherhood status in the first year of membership; 75% within two years; 90 % within three years
- Improve member retention – 90% of First-Year Arrowmen renew their OA membership

Strategy

The following milestones establish the pathway by which the Lodge plans to achieve the goals of the FYA Program.

- Develop new member interest in Lodge activities
 - During the Ordeal weekend, educate new members about the various Lodge activities
 - Ensure new members know how to access the Lodge Web site for information about Lodge activities
 - Promote the FYAA as a incentive for new members to become engaged in Lodge activities

- Operate a “Committee Carnival” during the Ordeal weekend to educate new members about the opportunities for cheerful service on the various Lodge committees
- Explain the FYAA to new members during their Ordeal weekend and provide them with a copy of the FYAA requirements. Chapter Nimats, with assistance from troop OA Representatives, track each new member’s progress toward earning the FYAA, and proactively provide encouragement and assistance during the first year of membership
- Educate new members during the Ordeal weekend about the concept of “cheerful service”. Explain the importance of “Beaver Days” and ‘Service Weekends” to the overall development and maintenance of Bayport Scout Reservation. Ensure the new members understand that Bayport is “their camp”, and as an OA member they have an obligation to provide cheerful service in support of camp improvement/maintenance projects
- Educate new members on how to obtain Brotherhood status
 - During the Ordeal weekend, explain the process for obtaining Brotherhood status
 - Instruct new members on how to access the Lodge’s Brotherhood Manual, located on the Lodge Web site
 - Ensure new members know about the “Jump Start” Web site
 - The troop OA Representative encourages new members to pursue Brotherhood status at the end of their first year of membership, and check on their progress toward earning the FYAA
 - Send the FYA a letter from Nutiket (2 months after the Ordeal), Meteu (5 months after the Ordeal), Allowat Sakima (8 months after the Ordeal), and Kitchkinet and the Lodge Chief (10 months after the Ordeal) encouraging them to participate in cheerful service and attain Brotherhood status
- Improve member retention:
 - Nimats, supported by the troop OA Representatives, remind and encourage FYA to maintain their OA membership in good standing by paying their annual dues on time
 - Plan "fun activities" during Lodge events to attract members to attend, thereby encouraging continued participation in the OA

Responsibilities

The following Arrowmen administer the First-Year Arrowman Program.

- Lodge Nimat Committee Chair
 - Chair the Lodge Nimat Committee. The committee membership consists of the Lodge Nimat Committee Chair, a Nimat Representative from each Chapter, and one adult adviser
 - Attend the monthly Lodge Executive Council (LEC) meeting
 - Maintain the FYA Program document. Present recommended changes to the LEC for approval
 - Supervise the execution of the FYA Program as outlined in Appendix B (The Journey to Brotherhood)

- Maintain the Wahunsenakah Lodge Brotherhood Manual. Present recommended changes to the LEC for approval
 - Maintain the five letters (from Nutiket, Meteu, Allowat Sakima, Kitchkinet, and Lodge Chief) sent to FYA during the first year of membership. Present recommended changes to the LEC for approval
 - Maintain the eight Spirit Booklets. Present recommended changes to the LEC for approval
 - Ensure up-to-date Nimat related documents (FYAA Program, FYAA Award Criteria, the eight Spirit Booklets, FYAA Record of Progress, and the Brotherhood Manual) are posted on the Lodge's Web site
 - Track the conversion of FYA from Ordeal member status to Brotherhood status. Render a report on the status of FYA Brotherhood conversion at each monthly LEC
 - Collect First-Year Arrowman Award (FYAA) applications from Chapter Nimats and present the applications to the Lodge Chief or Lodge Adviser for approval
 - Orchestrate the presentation of the FYAA to FYA by the Lodge Chief during a Lodge membership meeting
 - Schedule and coordinate the Ordeal weekend Committee Carnival with the other Lodge Committee Chairs
 - Ensure the Elangomat Committee is supplied with sufficient Spirit Booklets (#1-5) for the Ordeal
 - Plan, coordinate, and execute the Brotherhood Walk
 - Prepare the annual Nimat Committee Budget and submit to the Lodge Treasurer
 - Set a proper example for other Arrowmen to follow by participating in Lodge activities and providing cheerful service
 - Wear the Scout uniform correctly, set a good example, practice the Scout Oath and Law
- Chapter Nimat Committee Chair
 - Assist the Lodge Nimat Chair by providing recommendations for improving the FYA Program
 - Assist the Lodge Nimat Chair with execution of “The Journey to Brotherhood” (see Appendix B)
 - Working with troop OA Representatives, maintain periodic contact with the new Ordeal members and encourage them to earn the FYAA and attain Brotherhood status
 - Collect First-Year Arrowman Award (FYAA) applications from troop OA Representatives, present the applications to the Chapter Chief or Chapter Adviser for approval, then forward the applications to the Lodge Nimat Chair
 - Attend monthly Chapter meetings
 - Establish and maintain contact with the troops’ OA Representative. Encourage them to attend Chapter meetings. Seek their assistance in executing “The Journey to Brotherhood” for Ordeal members
 - Assist the Lodge Nimat Chair with the Ordeal Committee Carnival
 - Assist the Lodge Nimat Chair plan, coordinate, and execute the Brotherhood Walk
 - Set a proper example for other Arrowmen to follow by participating in Chapter and Lodge activities and by providing cheerful service
 - Wear the Scout uniform correctly, set a good example, practice the Scout Oath and Law

- Troop OA Representative
 - Attend monthly OA Chapter meetings
 - Report on future OA activities at weekly troop meetings
 - Report on troop participation in OA activities
 - Encourage and assist Ordeal members in attaining Brotherhood
 - Post, and maintain, the FYAA Record of Progress in the troop meeting place
 - Promote and teach Leave No Trace camping in the troop
 - Promote camping by reporting new camping venues to the PLC
 - Plan and coordinate the troop's annual OA election
 - Proactively encourage and coordinate the use of OA Ceremonies Team with the troop's feeder Cub Scout Pack
 - Set a proper example for other Arrowmen to follow by participating in Chapter and Lodge activities and by providing cheerful service
 - Wear the Scout uniform correctly, set a good example, practice the Scout Oath and Law

- Lodge Nimat Adviser
 - Mentor the Lodge Nimat Committee Chair
 - Maintain the mailing schedule for the five letters (from Nutiket, Meteu, Allowat Sakima, Kitchkinet, and Lodge Chief) sent to FYA during the first year of membership. Ensure the five letters are mailed according to schedule
 - Maintain a roster of FYAA awardees
 - Set a proper example for other Arrowmen to follow by participating in Chapter and Lodge activities and by providing cheerful service
 - Wear the Scout uniform correctly, set a good example, practice the Scout Oath and Law

- Chapter Nimat Adviser
 - Mentor the Chapter Nimat Committee Chair
 - Set a proper example for other Arrowmen to follow by participating in Chapter and Lodge activities and by providing cheerful service
 - Wear the Scout uniform correctly, set a good example, practice the Scout Oath and Law

- Assistant Scoutmaster for OA Activities
 - Mentor the troop's OA Representative
 - Attend monthly OA Chapter meetings
 - Provide the troop OA Rep with transportation to chapter meetings if necessary
 - Set a proper example for other Arrowmen to follow by participating in Chapter and Lodge activities and by providing cheerful service
 - Wear the Scout uniform correctly, set a good example, practice the Scout Oath and Law

Measures of Effectiveness

To evaluate the effectiveness of the FYA Program, the following data will be collected:

- Percentage of FYA who renew their OA membership
- Percentage of FYA who earn the FYAA
- Percentage of FYA who earn Brotherhood status by the end of their first year in the OA

September 8, 2013



FIRST-YEAR ARROWMAN AWARD CRITERIA

A First-Year Arrowman (FYA) who completes the requirements below, prior to the next year’s corresponding Ordeal, will be awarded the Wahunsenakah Lodge First-Year Arrowman Award (FYAA) – the Bronze Duck. As the FYA works to earn this award, he/she will make new friends, find new interests, and begin a life of service that is the hallmark of the Order of the Arrow (OA). The Bronze Duck matches the Wahunsenakah Lodge Totem, and is designed to be pinned on the Lodge flap to signify the FYA’s achievement. Eligibility to earn the FYAA began with the 2008 Winter Ordeal. Only a FYA, who joined the Wahunsenakah Lodge beginning with the 2008 Winter Ordeal, can earn this prestigious award. Scouts and Scouters who were Wahunsenakah Lodge members prior to the 2008 Winter Ordeal cannot earn the FYAA. Below are listed the requirements for this award. Except for #3 and #4a, all requirements must be initialed by the Lodge Chief, a Vice Chief, Lodge Adviser, Staff Adviser, Chapter Chief, or Chapter Adviser.

YOU MUST COMPLETE THE REQUIREMENTS IN YOUR FIRST YEAR OF MEMBERSHIP

Do all of the following:

- _____ 1) Attend at least one Lodge event, other than when you attain Brotherhood, in the year following your Ordeal
- _____ 2) Attain Brotherhood status between the tenth and twelfth months following your Ordeal
- _____ 3) Participate actively in your troop/team/crew/ship (unit leader must sign_____)

Complete one of the following:

- _____ 4a) Join and participate on a Lodge or Chapter committee (adviser/chairman must sign_____)
- _____ 4b) Participate in a Lodge Beaver Day or Chapter Day of Service (Ordeal service weekends do not count)

Complete two of the following:

- _____ 5) Attend two Lodge meetings (your Ordeal Lodge and Brotherhood Lodge meetings do not count)
- _____ 6) Attend the Lodge Leadership Development Program
- _____ 7) Attend the Section SR7-A Conclave (cannot be double counted as a Lodge Event – Rqmt #1)
- _____ 8) Attend four chapter meetings (other than meetings held during Lodge events)
- _____ 9) Help conduct a unit OA election in a unit other than your own (9 & 10 can be done together)
- _____ 10) Participate in a camp promotion presentation to a unit other than your own (9 & 10 can be done together)

BE A MEMBER IN GOOD STANDING - This means current year lodge dues have been paid

Name: _____ Date of Ordeal: _____

Email: _____ Chapter: _____

Chapter Adviser or Chief Recommendation & Signature: _____

Lodge Adviser or Chief Approval & Signature: _____

Explanation of First Year Arrowman Award Requirements

Complete 1, 2, and 3:

1) Attend at least one Lodge event, other than when you attain Brotherhood, in the year following your Ordeal

Neither the induction Ordeal nor the Brotherhood induction can be counted as a Lodge Event to satisfy Rqmt #1. Examples: Subsequent Ordeals; Lodge Banquet; Fall Fellowship; Conclave - if used to satisfy Rqmt #1, Conclave cannot be double counted to satisfy Rqmt #7; Lodge Service Day/Project - the same service day/project cannot be double counted to satisfy both Rqmt #1 & Rqmt #4b.

2) Attain Brotherhood status between the tenth and twelfth months following your Ordeal

To be eligible for the FYAA, Brotherhood status must be obtained not later than the next corresponding one-year anniversary Ordeal weekend. For example, if the FYA is inducted into the OA at the 2009 Winter Ordeal, then he must complete all requirements for Brotherhood status and attend the Brotherhood ceremony not later than the 2010 Winter Ordeal weekend.

In the event that the corresponding one-year anniversary Brotherhood ceremony is cancelled or delayed, then the FYA is still eligible for the FYAA provided he attends the next Brotherhood ceremony. However, he must have completed all other FYAA requirements prior to the corresponding one-year anniversary Ordeal.

Other extenuating circumstances (e.g., family emergency, conflict with a once in a life-time event such as a high school prom, etc.) that prevent the FYA from attending the corresponding one-year anniversary Brotherhood ceremony may be grounds for a one-time extension to the next available Brotherhood ceremony. All other FYAA requirements must have been completed prior to the corresponding one-year anniversary Ordeal weekend. The FYA will submit a written request (by email or regular mail) to the Lodge Chief that explains the reason for the one-time extension. The request must be accompanied by the Chapter Chief's recommendation for approval. The Lodge Chief's decision is final.

3) Participate actively in your troop/team/crew/ship (unit leader must sign)

For Scouts, the Scoutmaster's or Adviser's approval is based on his/her assessment of the FYA's demonstration of Scout spirit, and the FYA's consistent support of and participation in unit activities. The unit leader's assessment is subjective in nature, and his/her decision is final.

For adult Scouters, the corresponding OA chapter adviser is the approving authority. Approval is based on the FYA's demonstration of Scout spirit and his/her participation in OA activities. The Adviser's assessment is subjective in nature, and his/her decision is final.

Complete either 4a OR 4b:

4a) Join and participate on a Lodge committee (adviser/chairman must sign)

Be an active participant on one of the Lodge's committees. The Committee Chair or Adviser must validate the FYA's active participation.

4b) Participate in a Lodge Beaver Day or Chapter Day of Service (Ordeal service weekends do not count)

Examples: Beaver Days, chapter service projects, & other lodge service projects. A service day used to satisfy Rqmt #4b cannot be double counted as a Lodge Event to satisfy Rqmt #1. Service rendered during the induction Ordeal, subsequent Ordeals, and the Brotherhood induction does not satisfy this requirement.

Complete two of the following:

5) Attend two Lodge meetings

Neither the Lodge meeting attended during the induction Ordeal nor the Lodge meeting attended at the Brotherhood induction can be counted as one of the two required meetings. Lodge meetings attended during subsequent Ordeals, Conclave, Fall Fellowship, and other Lodge events satisfy this requirement.

6) Attend the Lodge Leadership Development Program

LLDC attendance cannot be double counted as a Lodge Event (Rqmt #1). You must attend the entire LLDC.

7) Attend the Section SR7-A Conclave

Conclave attendance cannot be double counted as a Lodge Event (Rqmt #1).

8) Attend four regular monthly chapter meetings

Chapter meetings attended in conjunction with Lodge Events (e.g., Ordeals, Conclave, Fall Fellowship, etc.) do not satisfy this requirement.

9) Help conduct a unit OA election in a unit other than your own (9 & 10 can be done together)

Participate in a unit OA election other than your unit's election. The unit election can be done in conjunction with a camp promotion (Rqmt #10).

10) Participate in a camp promotion presentation to a unit other than your own (9 & 10 can be done together)

Participate in a camp promotion to a unit other than your unit. The camp promotion can be done in conjunction with a unit OA election (Rqmt #9).

To receive the FYAA, the FYA must be a member in good standing (dues paid for the current year).

The Journey to Brotherhood

Communication & Education Matrix

Letter to New Scoutmasters
Roundtable Presentation

UNIT ELECTION

CALL OUT

Spirit of the Arrow #1
"Upon a Lofty Journey"

Letter to Parents of Elected Scouts

ORDEAL

Spirit of the Arrow #2
"Are You Prepared"

Spirit of the Arrow #3
"Good Morning My Friend"

Spirit of the Arrow #4
"What am I?"

Spirit of the Arrow #5
"A New Task Lies Before You"

New Member Orientation

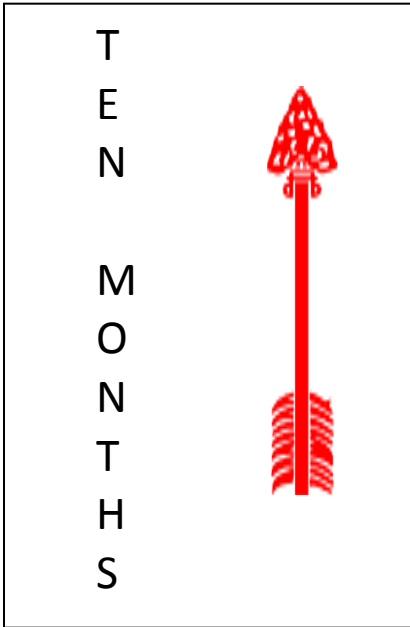
Within 24 hours after Ordeal Ceremony

Letter from Nutiket
(2 months after Ordeal)

Letter from Meteu
(5 months after Ordeal)

Letter from Allowat Sakima
(8 months after Ordeal)

Letter from Kitchkinet &
Lodge Chief
(10 months after Ordeal)



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A vertical red arrow with a feathered fletching at the bottom and a decorative arrowhead at the top, pointing upwards.

Spirit of the Arrow #6
"Those Who Chose You, Need You"
(5 months after Ordeal)

Spirit of the Arrow #7
"The Ties of Brotherhood"
(8 months after Ordeal)

Brotherhood Walk & Ceremony
(10-12 months after Ordeal)

BROTHERHOOD

Spirit of the Arrow #8
"Journey's End..."
(Given prior to Brotherhood Walk)

Distribution of Spirit of the Arrow Booklets and Letters

The Spirit of the Arrow booklets are to be distributed as follows:

Booklet 1 <i>"Upon A Loft Journey"</i>	Given immediately after Call Out
Booklet 2 <i>"Are You Prepared?"</i>	Given shortly before pre-Ordeal Ceremony
Booklet 3 <i>"Good Morning, My Friend"</i>	Given when candidates awakened in the morning
Booklet 4 <i>"What Am I?"</i>	Given at evening meal, before Ordeal Ceremony
Booklet 5 <i>"A New Task Lies Before You"</i>	Given immediately after Ordeal Ceremony
Letter from Nutiket	Mailed 2 months after Ordeal
Booklet 6 <i>"Those Who Chose You, Need You"</i>	Mailed 5 months after Ordeal, with letter from Meteu
Booklet 7 <i>"The Ties of Brotherhood"</i>	Mailed 8 months after Ordeal, with letter from Allowat Sakima
Letters from Kitchkinet & Lodge Chief	Mailed 10 months after Ordeal
Booklet 8 <i>"Journey's End and a New Beginning"</i>	Given just prior to Brotherhood Walk

The candidate should be given time during the Ordeal to read booklets 2, 3, 4, and 5. No one should comment about or attempt to interpret the booklets for the candidate. There is a place for the candidate to commit himself /herself in writing on the back of Booklet 8. This commitment is a personal matter, thus should not be turned in or reviewed.