

Wahunsenakah 333 Conclave Workday Guidelines

Purpose:

To provide service to the Camp and Section SR-7A before and after hosting a conclave.

Scope:

Work performed shall be age appropriate, within the personal physical & mental limits for both youth and adult, must be in full compliance with the Guide to Safe Scouting, Council and Camp rules, regulations and guidelines.

Prerequisites:

Any registered Scout or Scouter.

Responsibilities:

It is the responsibility of the youth Service Chairman in coordination with the Lodge Service Adviser to coordinate all aspects of this event not otherwise assigned. This includes but is not limited to LEC concurrence, required permissions from the Lodge, Council(s) and camp, Health & Safety, Job assignments, schedules, documentation and oversight.

Unit leaders and adult drivers are required to have parental permission for youth under their charge if not accompanied by a parent to participate.

Everyone is responsible for their own safety and each other's safety. The participant has the right and obligation to refuse any job assignment they are not qualified for or are not comfortable doing. The youth Service Chairman in coordination with the Lodge Service Adviser shall find an assignment acceptable to the participant.

Award Design:

All designs must go through the Insignia Committee before submission to the LEC for design and funding approval.

Award Eligibility:

Registered Scout or Scouter, not a 333 or 349 lodge member **(Patch only)**

OA member 333 or 349, adult and youth. **(Flap 1st, then purchase of Flap or Patch as appropriate)**

OA member(s) from a lodge not specified above shall not be awarded or allowed to purchase a flap without the approval of the LEC.

Exception: the youth Service Chairman in coordination with the Lodge Service Adviser may make an appropriate gift on behalf of Wahunsenakah Lodge to anyone at their discretion for any reason when deemed necessary.

Award Requirements:

Patch

(Award Requirements continued)

Day of service (4 hours or more)

1st patch earned and provided by the Lodge free of charge for a day (4 hours or more) of service.

Additional patches are required to be requested based on the total accumulated hours worked minus 4, at an additional 4-hour rate for each patch costing the requester \$3 each prepaid before order deadline.

Flap

Two different days of service (4 hours or more each day)

1st Flap earned and provided by the Lodge free of charge for two different days of (4 hours or more) service each day.

Additional flaps or patches are required to be requested based on total accumulated hours minus two days worked at a 4 additional hours rate for each flap or patch costing the requester \$3 each prepaid before order deadline.

Explanation; **Non-333 / 349 Lodge members (4 hours or more), day of service is required;** you are awarded one (1) patch free of charge. Each additional day(s) of service **(4 hours or more each day) entitles you to purchase one patch per 4 hours.**

333 / 349 Lodge members Two different days of service is required, (4 hours or more each day) of service, you are awarded one (1) Flap free of charge. Each additional day(s) of service **(4 hours) entitles you to purchase one flap or one patch.**

333 / 349 Lodge members who do not earn the flap can't be awarded or purchase the patch. Lodge members must work three different days of service (4 hours or more each day) to purchase the patch.

Eligibility Exceptions:

Lodge members who do not participate in on site (camp) service but are required to do extensive preparation for conclave are eligible to claim service hours as stated above. In a few rare cases where the task once started cannot be deferred to another day and must be completed to the end, a waiver of the two-day requirement is authorized at ten hours of continued service. These should include but are not limited to all conclave Advisers, Coordinators, Chairman and where appropriate supporting members.

It is acceptable for Lodge members to combine on site (camp) service with the additional extensive preparation service when appropriately reported.

The Advisers, Coordinators or Chairman are responsible to notify the youth Service Chairman in coordination with the Lodge Service Adviser as soon as possible upon the date of service including names involved, date, hrs. served and task completed.

Reports containing service hrs. older than 14 days **could** result in disqualification or rejection of service hrs. by the youth Service Chairman in coordination with the Lodge Service Adviser.

Reporting Deadline:

All service hrs. must be reported as soon as possible not to exceed 14 days after all post conclave service work has been completed.

Award Ordering:

The Trading Post shall finalize the count for the order and submit to Council no later than 45 days after the end of conclave, utilizing the Final Workday Service Hour Record List (Earned patches & flaps) with any paid purchases. The Council shall make the order no more than 60 days after conclave or 10 business days after receipt of final numbers.

The Lodge will order sufficient quantity using price breaks to its advantage and to provide the History Committee ten (10) each (flap & patch) for prosperity.

NOTES:

- The Lodge will only provide the maximum of one (1) free Patch **or** flap per person as stated above. Lodge members contributing three (3) days (**4 hours or more each day**) of service, are entitled to additional patch(es) and or flap(s) to be requested and purchased using additional earned service hrs. as stated above.
- The youth Service Chairman in coordination with the Lodge Service Adviser reserves the right to require explanation of service and if required the Key 3 shall arbitrate any conflict that arise, resulting in a final decision.
- **Travel time to and from camp should not be included and is not allowed.**
 - The number of hours required has been reduced to fairly account for travel time from all areas of the Lodge / Council and to simplify record keeping.
- Trading Post responsibilities begin after the youth Service Chairman in coordination with the Lodge Service Adviser provides the **Final Workday Service Hour Record List** that includes Name, Unit, 333/349 OA member, non-333/349 OA member, Earned **Patch or Flap**, number of additional qualifying purchases allowed and **Pickup or Mail To:** option. There will be a **flat fee of \$5.00 pre-paid** for any mailings to be collected by the Trading Post at time of purchase or when mailing is requested.
- The Trading Post will begin to receive monies and tabulate quantities of both patches and flaps to be purchased as indicated eligible to purchase on the final **Workday Service Hour Record List** and add to the final order count Awarded patches and flaps plus ten of each (10) for the History Committee.
- The Trading Post will receive, hold and distribute the patches and flaps for the Service Committee until the distribution is completed using the final **Workday Service Hour Record List and the purchased List**. All excess patches and flaps above required quantity shall be turned over and held by the History Committee to be auctioned off as per committee guidelines for at least three(3) years unless directed otherwise by the LEC.

END