



LLD – Unit Relations

Lodge Leadership Development Training

Session Length: 50-58 minutes

Learning Objectives:

- Understand the purpose of the OA Troop Representative and resources available
- Understand some of the challenges in establishing or maintaining the OA Troop Representative program in their chapter/lodge.
- Realize the importance of working closely with the unit leader in developing effective representatives
- Develop methods to establish and/or increase the effectiveness of OA Troop Representatives in your chapter/lodge.

Required Materials:

- Flipchart w/easel
- Markers
- Overhead projector
- Computer w/projector
- Small prizes for participation
- Handouts

Outline of the Session:

- This session was designed to provide Arrowmen with background and information on the Order of the Arrow Troop Representative program. The trainer for this session should be someone familiar with all aspects of the Troop Representative program, ideally, someone who has experience as the chair of the Lodge's Troop Rep. committee, or someone who has served as a Troop Representative. The trainer should also be highly energetic, enthusiastic and able to leverage his past training experiences to create enthusiasm among the participants.

Trainer Preparation:

- Study this syllabus
- Review support materials provided
- Choose Audio/Visual delivery method and prepare accordingly
- Recruit a training assistant (optional)



Session Narrative

Introduction

2 minutes

Trainer Tip: The session trainer should introduce himself and the topic. He should provide information on his Order of the Arrow experience (especially his knowledge and background about the OA Troop Representative program, what lodge and city he is from, and any other relevant items of interest. Although this session narrative is written in the first person, trainers should not read directly from the syllabus and work to develop their own style of delivery while maintaining the integrity of the content.

Today, we're going to take some time to talk about the OA Troop Representative position and how the program can positively impact the unit, lodge, chapter and Scouting in general. However, as many of you have probably discovered, building a successful OA Troop Representative program is not necessarily an easy task. This session will identify those challenges and outline steps to help make the program a success.

The purpose of this session is not to discuss the program in detail but more importantly, increase the awareness of the OA Troop Representative position, identify challenges your lodge or chapter will face during the implementation process, and discover how those challenges can be overcome.

Before we can talk about the challenges and methods the lodge and chapter can take to build a strong OA Troop Representative program, we should understand basic information about the position and program

OA Troop Representative Background:

3 minutes

Trainer Tip: This section contains summary information about the OA Troop Representative program. While there is a great deal of background information that could be discussed, it is critical not to dwell on these points and take up too much time during your presentation. Take the time to understand the information below and summarize.

In 1999, the Order of the Arrow and the Boy Scout Committee introduced the OA Troop Representative position. This marked the first time in the history of the Boy Scouts of America that the Order of the Arrow had a formal role in unit operations.

Another very significant aspect of the OA Troop Representative position is that it is an official unit position and time served counts towards rank advancement. While a First Class Scout, a Scout must serve in a leadership position for four months. While a Star or Life Scout, the requirement is six months. The OA Troop Representative fulfills these leadership requirements.



In addition to the OA Troop Representative, there is also a role for an adult Arrowman in the unit. As with all other youth positions in the Order of the Arrow, the OA Troop Representative should have an adviser as well. This individual should be an Assistant Scoutmaster in the unit.

To quickly summarize, the purpose of the OA Troop Representative is to serve as a 'bridge' between the unit and the chapter or lodge. In an ideal situation, each unit that desires to have one would appoint a representative. This individual would perform several tasks. What are some tasks that a Troop Representative might perform?

Seek answers. Aim for the following:

- *Attends chapter/lodge meetings and pass information onto his unit as well as providing information back to the chapter/lodge.*
- *Serves as the primary contact when information needs to be distributed from the Order of the Arrow to each individual unit.*
- *Actively participates in the induction process by assisting in the coordination and facilitation of Order of the Arrow unit elections, serve as a mentor to younger Arrowmen and encourage members to attain the Brotherhood honor.*
- *Facilitates Camping Promotion visitations for his unit.*
- *Encourages Arrowmen in the unit to participate in Order of the Arrow activities.*
- *Works with and encourages the Patrol Leader's Council to take Order of the Arrow activities into consideration when planning the unit's program calendar.*
- *Serves as a knowledgeable source about Order of the Arrow purpose, program, policy and procedures within his unit.*
- *Sets a good example.*

There are several other potential roles that a Troop Representative can assume, but these are the most important.

The OA Troop Representative must be under 18 years of age. He is appointed by the Senior Patrol Leader or Varsity Team Captain with the approval of the unit leader. He should also be an OA member in good standing.

So now that we know a little about what an OA Troop Representative does and who can serve, exactly how does the program work?

OA Troop Rep. Program Organization/Implementation;

5 minutes

The OA Troop Representative program can be a great benefit to troops, teams, and your lodge if used correctly. It can strengthen the unit, improve the Induction process, increase attendance at chapter/lodge events, and aid in camping promotion or service opportunities. The following are examples of how different lodges may implement the program.



Large Lodge with Chapters

In a lodge with chapters, the chapter chief should appoint a Troop Representative Chairman to the Chapter Executive Committee. This individual could serve under a vice chief or report directly to the chapter chief. If your lodge has large chapters, the Troop Representative Chairman may elect to appoint several liaisons underneath him to help coordinate all of the Troop Representatives.

It will also be important for the lodge chief to appoint a chairman on the lodge level who will serve on the Lodge Executive Committee under the Lodge Vice-Chief most applicable to the program. He could be responsible for coordinating with the camping promotions chairman, activities chairman, publications chairman and others to make sure that the OA Troop Representatives receive the most current and up-to-date information on what they should be doing in their home troops and teams.

Small Lodge Structure with no chapters

If your lodge does not have chapters, the OA Troop Representative Program would run in a similar fashion to a chapter. A chairman would be appointed by the lodge chief to run the program and there may be a need for the liaisons just as with a lodge with chapters.

Chapter/Lodge Responsibilities A chapter/lodge has responsibilities to ensure that the OA Troop Representative program is successful. Here is a summary of chapter/lodge responsibilities:

- Administration – The Troop Representative Chairman should keep an updated roster of the OA Troop Representatives for each unit. This is a critical and difficult task as the OA Troop Representative is a unit position and representatives are appointed based on the unit's calendar instead of the chapter or lodge calendar.
- Communication – The chapter/lodge should mail OA Troop Representative registration forms to all the units at the beginning of each year with instructions on who to contact when a new representative is appointed.
- Training – The chapter/lodge should conduct OA Troop Representative Training Seminars at least twice a year for newly appointed OA Troop Representatives.
- Recognition – The chapter/lodge must recognize the service of OA Troop Representatives and advisers. It is also important to encourage units to recognize these individuals as well.

This all sounds great, but organizing and coordinating an effective OA Troop Representative program is easier said than done. There are many challenges that a chapter/lodge may face. Some of these challenges might be discouraging. Let's look at some of the more common challenges that exist.



Identifying the Challenges of the OA Troop Rep. Program: 8 minutes

Since the introduction of the OA Troop Representative program, lodges, chapters and their respective troops and teams have been implementing the program across the country. As with any new program, the road to success came with some speed bumps, roadblocks, and other hazards.

For our first activity, we will work in small discussion groups to identify possible challenges of making the OA Troop Representative program a success. For those who have worked with the implementation and maintenance of the program before, share your experience, successes, and failures. For those who haven't been active with the program, we need your insight to help us identify every possible challenge the lodge or chapter might encounter.

Take a quick moment to move around the classroom, meet some new Arrowmen and form yourselves into small discussion groups. Focus your conversation on what makes the program difficult to implement and maintain and any other challenges of building a successful program.

Trainer Tip: If Arrowmen do not naturally form into small discussion groups, help facilitate the process.

Now that you've had a chance to identify a few difficulties in creating a successful OA Troop Representative program, is there anyone who would like to share what you discussed?

Trainer Tip: The purpose of this portion of the course is to introduce the five challenges you will discuss in a moment. Try and focus responses into one of the five main categories. Write down their answers on the whiteboard/overhead/flipchart while you facilitate discussion. Also, remember specific examples they share so you can identify them during your presentation of the five challenges.

Those are great examples and insights to challenges you might encounter. With that as our foundation, we can take a more in-depth look into the main challenges of the program.

Five Challenges of the Program: 7 minutes

The key to making this program a success is taking measures to work through the obstacles your lodge and chapter might encounter. In order to do that, we must understand exactly what makes the program difficult to implement and maintain. Let's take a moment to examine these challenges more closely.

Most of the difficulties we identified can fit in five main categories. The five challenges of the OA Troop Representative program, listed in no particular order, are:



1. Awareness
2. Scoutmaster/Coach Buy-In
3. Recruitment
4. Communication
5. Commitment

1. Awareness:

How many of you have heard of the OA Troop Representative program? Ask for a show of hands. I certainly hope so! Most if not all Arrowmen should know about the OA Troop Representative position!

Let me ask another question, how many of you knew what the OA Troop Representative did, what the benefits are or how the program should be organized in your chapter or lodge prior to coming to this session? Once again, ask for a show of hands.

I'm sure there are some of you who have learned one or two things that you didn't know about the OA Troop Representative program. Now imagine that you are a Scoutmaster or junior leader who is not in or active in the Order of the Arrow. How do we increase awareness? You'll find that the Boy Scout Handbook really only mentions the position in the requirements for Star, Life and Eagle Scout and doesn't really discuss or describe the role.

Unfortunately, many of the units in your council may have heard of the program but don't understand the purpose or benefits and the leadership opportunities it can provide for their troop.

Without the lodge and chapters working to increase awareness among units, the program will not build into a success. Furthermore, Scoutmasters and Coaches may be reluctant to find a youth and assistant Scoutmaster to serve in a position that they don't understand.

Awareness challenges also occur from apathy among unit leaders, troop representatives, and chapter and lodge leadership. Lack of concern and interest from all parties can make the process of building a successful program extremely difficult.

2. Unit Leader Buy-In:

Possibly one of the most difficult challenges you might encounter is persuading a Scoutmaster/Coach to participate in the program. Many Scoutmaster/Coaches might not realize or be aware of the value the OA Troop Representative program can add to their unit. The bottom line is that if a Scoutmaster or unit leader doesn't see the value in the position, he/she will not be inclined to fill that role.

The challenge for the chapter or lodge is discussing the benefits of the program,



especially with those unit leaders who are not Arrowmen, and convincing the unit leader that the position will provide real value to the unit. That must be followed by actually providing value to that unit. Only then will you be able to move forward. Once you have the support of the SPL and Scoutmaster, you can begin working on recruiting representatives.

3. Recruitment:

Another challenge chapters and lodges face is recruiting OA Troop Representatives and their respective advisers. As we discussed earlier, the representatives are appointed by the SPL/Varsity Team Captain with approval from the Scoutmaster/Coach.

The recruitment difficulty arises because this essentially gives control over the appointment to the position to the unit leadership, not the chapter or lodge. Without complete control, the success of the program in your lodge/chapter relies heavily on positive relationships between chapter or lodge and units.

Recruitment also becomes a challenge due to the different leadership calendars the lodge and unit have. The OA Troop Representatives only serve a six-month term (First Class Scouts may only serve a four month term), while lodge and chapter leadership positions often last a full year. Furthermore, the dates of the terms will inevitably vary from unit to unit, resulting in constant turnover of representatives at different times of the year. This presents a huge challenge to maintaining a strong program because it makes recruitment a very dynamic and year-round process.

4. Communication:

Effective communication can help lead to the success any project. With the OA Troop Representative program, communication is essential to implement and maintain a strong program in your chapter or lodge. First, representatives need training to understand what their new job entails and how to serve the position effectively. Without proper direction and training from the chapter or lodge, the representatives will be left in the dark, and the SPL and Scoutmaster may be inclined to disregard the program.

However, communicating with units and representatives can be very difficult. Rapid turnover and varying consistency in terms of office make it difficult to maintain up-to-date records and contact information. One of the key challenges the chapter or lodge has is working together with the units and maintaining close communication with the representatives. This is absolutely necessary for the program to succeed.

5. Commitment:

Successfully implementing and maintaining a strong OA Troop Representative program can be difficult and time consuming. Those in charge of the program from the



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chapter/lodge must contact every unit, encourage the SPL and Scoutmaster/Coach to appoint a representative and adviser, provide the unit with training tools and resources, and remain in constant communication with every unit so the representative can do his job effectively. To make the program succeed, it requires a tremendous commitment from the committee chairman and adult adviser.

Unfortunately, we all know how incredibly busy youth and advisers can be, so the challenge arises in finding individuals who can commit themselves and their time to the program. Just as a SPL and Scoutmaster/Coach must choose a leader in the troop to serve as a representative, the chapter/lodge chief and adviser will need to select a chairman and adviser capable and committed to doing the job.

Furthermore, the lodge and chapter must be dedicated to the success of the program. In addition to selecting a quality leader and adviser, the lodge and chapter must be committed to supporting those individuals and recognizing them for their hard work.

Once you have made the units in your council aware of the program, encouraged the SPL and Scoutmaster/Coach to participate, recruited representatives, communicated and trained them effectively, and maintained a strong commitment to the program, your lodge and chapter will have a strong foundation for moving forward.

Addressing Challenges:

15-20 Minutes

Now that we've had a chance to discuss a few of the major challenges your chapter or lodge might encounter, we can focus our attention on how to address and effectively work through each issue. For our next activity, we are going to divide into three teams. Each team will be presented with one or two of the five challenges of the OA Troop Representative program.

Your task is to work together and recommend steps the lodge/chapter can take to resolve the issue at hand. First, your team should brainstorm as many possible solutions to your challenge. Second, as a group, decide which ideas will benefit the lodge and chapter the most. Then each team will have an opportunity to recommend their solutions to the rest of the class.

Ok, now that we are separated into three different teams, let's assign the challenge(s).

- Team 1: Awareness
- Team 2: Unit Leader Buy-In and Recruitment
- Team 3: Communication and Commitment

Please take a few minutes to analyze the challenges you were assigned and determine what steps a chapter or lodge can take to overcome them. Make sure your team has enough time to cover each challenge.



Trainer Tip: As a trainer, you should work with all of the groups to ensure they are continuously coming up with effective solutions and that every idea is valued and respected. Give this activity approximately 10 minutes, but make sure each group has a sufficient amount of time to complete the task at hand.

Now that each group has had a chance to brainstorm possible solutions, let's start with the steps recommended for a chapter/lodge to resolve awareness from Team #1.

Trainer Tip: While each team is sharing their recommendations, have your training assistant write their suggestions on the board/overhead/flip chart. This "idea sharing" will be the most beneficial portion of the session to the participants. After each team presents their recommendations for a particular challenge, you should discuss their ideas with the class, allowing other participants to comment or add suggestions. Ensure every idea is valued and respected. The syllabus also provides recommendations for each challenge. In addition to their ideas, you should share the items discussed in the syllabus as well if not already previously mentioned by one of the teams.

Awareness:

- Lodge Mailing: The chapter/lodge should mail out the OA Troop Representative information and resources to every Scoutmaster in the council. The lodge should include a letter explaining the benefits of the program to the unit, council, lodge and chapter. The mailing should also include a form with the contact information of the unit representative and his adviser, to be updated or filled out by the Scoutmaster and mailed to the council office.
- OA Troop Representative Resource Packet: The lodge/chapter should create many OA Troop Representative resource packets. These packets should include OA Troop Representative resources and information for SPL's and Scoutmasters, with forms including information such as program benefits, lodge/chapter contact information, Q & A, OA Troop Representative/Adviser contact information, etc.
- Unit Visitations: When your chapter/lodge conducts their unit visitation, for either camping promotions and/or unit elections, each team should bring troop representative resource packets. They should also spend some time with the Scoutmaster and SPL to answer any questions, address all concerns and "sell" the program to them.
- Increased Emphasis in Chapter/Lodge: One way to improve the awareness and, more importantly, the concern and interest among chapter/lodge members is to increase the emphasis that is placed on the program. If the chapter/lodge leadership shows how this program can improve attendance and participation at meetings, activities and trainings events, it will inspire members to take an active role in the program. Either by chairing, advising, or helping the committee or by spreading awareness throughout their unit.



- Information Available at Council Offices: Information about the program should be available at every council office. Handouts, resource packets and contact information should be readily available for any Scoutmaster/Coach that might come through the office.
- Information in Council Newsletter: Most councils mail out a newsletter to the Scouts throughout the entire council. The lodge should talk with the editor and place an article about the OA Troop Representative position in the publication. Make sure you direct the readers to a location where they can receive more information. (For example, contact information of a lodge member, council office, lodge website, etc.)
- Summer Camp: When local units visit your summer camp, you can talk with the Scoutmaster and SPL to see if they have a Troop Representative. If not, discuss the benefits of the position in their unit and present them with a resource packet. Furthermore, if they select a youth and adviser to fill the positions, you can collect the representative's contact information from them at camp.
- Chapter/Lodge Website: Have up-to-date information about the program available on a lodge/chapter website. However, unless units know about the website, this method will not be effective. The website should be linked from the council site and advertised in every lodge and council publication.
- Roundtable Presentations: Talk with your district executive and/or commissioner to make a presentation at a local roundtable meeting. Before the presentation, make sure you prepare all the necessary resources and handouts so every unit attending can take information back to their troop. Your presentation should focus on the benefits that this new position can provide to their unit. Also, allow enough time to answer any questions and address any concerns.
- Discussions with New Members: Take the time to discuss the purpose and role of OA Troop Representatives with new members. New members will benefit most from an active OA Troop Representative and through his example, may be encouraged to serve as an OA Troop Representative in the future.
- Scoutmaster Dinner: The idea behind the dinner is inviting every Scoutmaster in the council to a free, banquet style dinner, sponsored by the lodge. The key is to work with the council and find a benefit, besides the free dinner, for the Scoutmaster to attend, like early information on council events or council calendar, Scoutmaster training, etc. Then, at the dinner, you can ensure you have up-to-date contact information for every Scoutmaster, sign troops up for unit elections, spread awareness and information about the OA Troop Representative program and distribute information about the Order of the Arrow, meetings and activities. It provides a great opportunity to promote the OA Troop Representative position and endless benefits to your lodge/scoutmaster relations.

Now let's move onto Team #2, who will share their suggestions for Scoutmaster Buy-in and recruitment.



Unit Leader Buy-In:

- Benefits to Troop: The OA Troop Representative creates more opportunities for leadership in the troop for both youth and adults. It also directly provides a leadership opportunity for older Scouts, emphasizing the importance of OA members serving their troop, rather than taking them away. It presents a method to coordinate the OA calendar with the unit calendar, to prevent OA members from having to choose between OA functions and unit events. The representative can also ensure that your unit receives a unit election and camping promotion visitation each year. Experienced Arrowmen from other units can also be reached through the OA Troop Representative in order to expand and enhance the troop program.
- Q&A Handout: This is another resource the lodge could produce, answering common questions asked by the SPL and Scoutmaster/Coach about the OA Troop Representative position. This sheet should contain answers regarding job description, benefits to the Troop and potential concerns.
- Provide Value to the Unit: A reluctant unit leader will be more inclined to actively participate in the Troop Representative program if he will realize value for his unit. This can be accomplished through training OA Troop Representatives skills that will benefit the unit. OA Troop Representatives can facilitate the sharing of ideas with other OA Troop Representatives in order to improve unit program.
- Roundtable Presentations: You should ensure the chapter is conducting presentations at roundtables. This will help you maintain the program by continuing to spread the word, while more importantly, addressing any concerns that might have risen throughout the year. This will help your lodge/chapter maintain a positive relationship with the troops and teams of your council as well.

Recruitment:

- Improve OA and Scoutmaster/Coach Relations: As we identified earlier, the appointment of this position in the unit essentially lies with the Scoutmaster/Coach. Improving this relationship can come through many different methods: ensuring a unit election and camping promotion are conducted in each unit requesting one, providing efficient communication of OA functions to each unit, conducting annual Scoutmaster dinners, etc. The success of this program relies on building and maintain positive relationships with the Scoutmasters and Coaches in your council. This cannot be accomplished by the OA Troop Representative chairman or adviser, so it must be a focus of the lodge and chapter.
- Recognition: Another possible way the lodge could recruit and retain representatives is through an award or special recognition for those Arrowmen who serve as OA Troop Representatives. The lodge/chapter could develop a service award, similar to those created by the national OA committee in the past. It would have a list of requirements to be completed within a sixth month term.



For example, attend the OA Troop Representative training, 75% chapter meetings, 75% of troop meetings, one lodge function, one service event, etc. The form would be distributed to representatives, signed by the Scoutmaster/Coach, and after completion, presented an award by the lodge. Possible rewards could include a lodge flap, patch, pin for their position patch, etc.

- **Make It a Big Deal:** The OA Troop Representative program is a big deal. Make it a big deal. Provide important tasks to OA Troop Representatives and their advisers. Recognize them at every opportunity. Have special meetings and/or gatherings of OA Troop Representatives at lodge activities.
- **Chapter/Lodge Contact Database:** The challenge of differing leadership calendars from unit to unit and unit to lodge will always be a problem. The only thing the lodge/chapter can do is make this difficulty easier to deal with. An easy way around this problem is creating a master database in each lodge and/or chapter of units, Scoutmaster Contact info, representative contact info, and their leadership term. With this, you have one place to look for the contact information of every Scoutmaster and representative. You also know exactly when their leadership calendar ends and you need to contact them again to get information to the new OA Troop Representative. This is a great tool your lodge can utilize with this program, as well as unit elections and camping promotions.

Finally, let's hear from Team #3 and their ideas for improving communication and commitment.

Communication:

- **OA Troop Representative Training:** The chapter/lodge should schedule semi-annual OA Troop Representative trainings. The position doesn't require a specialized entire day training, it can be done at a fellowship, camporee, and/or a chapter, lodge, and/or district roundtable meeting. The key to success of the training is spreading the word to every unit in your council or district. With proper training and instruction, the representatives will be much more effective and beneficial to their unit and the lodge/chapter.
- **Chapter/Lodge Contact Database:** (see Recruitment) creating a database of OA Troop Representatives is essential to maintain communication between the unit and the lodge/chapter. The database can be utilized to inform representatives of OA meetings, functions and OA Troop Representative training sessions. It will also help the lodge/chapter keep up with the rapid turnover that is inevitable with this position.
- **Chapter/Lodge Mailing:** The lodge/chapter can also send out a letter to the units in the council informing them of upcoming OA meetings, activities and OA Troop Representative trainings.
- **Chapter/Lodge Website:** Up-to-date information for units and their OA Troop Representatives available on a lodge/chapter website. However, the key to making this communication method a success is spreading the word about the website. The website should be linked from the council site and advertised in



every lodge and council publication.

- Council Newsletter: The lodge/chapter could also relay information to representatives through their council's newsletter. The lodge would need to contact the editor and write an article providing any necessary information the OA Troop Representatives would need.

Commitment:

- Chose a Capable Youth and Adviser: In order to expect others to be committed to the success of the program, the lodge/chapter must first commit themselves. To do this, you will need to appoint a youth capable of succeeding in the position and the right adviser to supervise, support, and help whenever needed. As a lodge/chapter chief, you must recognize that the OA Troop Representative program can have a huge positive impact on your lodge/chapter. The benefits of the program are worth appointing one of your best youth and advisers to implement and build a successful program.
- Eliminate other Responsibilities: One of the easiest ways to increase one's commitment to a program is to eliminate his/her other responsibilities. This can be done by creating a special committee position for the troop representative program, instead of placing it under another committee or position. If the youth and adviser can focus their efforts on this one task, it will be much easier for both to make the time commitment necessary to build the program into a success.
- Support: Once you have capable youth and adviser, without any other responsibilities, you must support them. Provide them with all the proper resources, guidance, training and support they will need to succeed. Without the support from their lodge/chapter, the youth, adviser and OA Troop Representative program will not be able to overcome the challenges.
- Recognition: Serving as a chairman or adviser for this program is an extremely time and energy consuming task. We are all here to cheerfully serve the Scouting program but every hardworking individual deserves recognition. If a youth and adviser are committing their time and efforts to the success of this program, the lodge and chapter need to show their appreciation for their hard work. Acknowledging the endeavors of individuals is one of the best ways to keep them committed to continuing their efforts.

Are there any other comments, questions or suggestions? (Resolve any open questions or points)

Thank you for such great recommendations. Hopefully this last activity gave each of you a few ideas you can take back to your chapter or lodge to help you implement and maintain a successful OA Troop Representative program. Realistically, no lodge or chapter will implement all of these ideas. However, the purpose of the last activity was to give your lodge and chapter a basis to build or strengthen your current OA Troop Representative program. Chose the ideas you think will work best with your lodge and put them into action.



We have also created a handout to help identify the common challenges your lodge/chapter might encounter on your journey and some possible solutions to each. This is a great resource to help your lodge/chapter start implementing the program or continue to build upon the one already in place.

Distribute Handout "OA Troop Representative Challenges and Recommendations"

Unfortunately, all the great ideas we came up with today will be useless unless you take them back home and apply them in your chapter or lodge. If you are committed to making the program a success, you will see endless benefits to the units in your council, your chapter and lodge, and Scouting in general.

**Conclusion
minutes**

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Please take the next three minutes to write down some personal goals based on things that you have taken away from this training on how you will better use the new knowledge you should help your Lodge/Chapter to improve/start up their OA Troop Relations/OA Troop Representative Program.



Appendix: Resources and Source Material

- 2016 Guide to Unit Elections, available online at <http://www.oa-bsa.org/pages/content/guide-to-unit-elections>
- 2012 Guide for Officers and Advisers, available online at <http://www.oa-bsa.org/pages/content/publications#goa>
- Chapter Journey to Excellence Workbook, available online at <http://www.oa-bsa.org/pages/content/printable-forms>
- [or whatever materials are relevant for participants in your session]