

2006-07 Plan Book



Section NE-3B

Ho-De-No-Sau-Nee-Ga
“People of the Longhouse Territory”

Serving the Lodges of
Ga-Hon-Ga • Half Moon • Tahgajute
Kittan • Kayanernh-Kowa
Onteroraus • Otahnagon

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Letter from the Chief

Fellow Brothers,

It is with great pleasure that I provide you with the 2006-2007 Section NE-3B Plan book. This plan book contains the necessary information you need to understand your role in the Section and at the Conclave. In the next several months we will use the plan book as a resource to help conduct the business of the Section and Conclave.

The plan book covers a variety of subjects but the most important of these subjects is the Section Conclave. Much of the book is dedicated to explaining the Section Conclave and the leadership positions available as well as the awards your lodges will be competing for. Conclave is our primary responsibility as a Section; however we must remember to have fun in planning this awe inspiring event as well as to work as a team to ensure its ultimate success.

While this past Conclave was great, we need to hammer down on some critical issues to ensure that the 2007 Conclave will be as great as those we have had in the past. We are poised to be on the right track to have another record breaking Conclave, let us not settle for mediocrity when we have the opportunity to excel beyond all expectations.

I am grateful to have the opportunity to work along side each of you once again as Section Chief and hope to use my experiences from this past year to assist all of us in our continued work to become servant leaders.

Yours in Brotherhood,

Paul "PJ" Berger
2006-07 Section Chief

Purpose of the Section

The Section is the nationally-recognized inter-council and inter-lodge structural unit of the Order of the Arrow. The Section includes all of the Lodges within an area, or part of an area, and is determined by the Region Order of the Arrow Chairman and Region Director. The Section annually elects a youth member of the Order, known as the Section Chief, to serve with the Section Adviser (a volunteer) and the Section Staff Adviser (a professional) as the Key Three of the Section.

The Field Operations Guide explains:

“The Section exists to provide direct inter-lodge contact with Lodge and Chapter leaders; thus its principle purpose is to conduct an annual meeting for the delegates of the Lodges, bringing them together for fellowship and mutual improvement through the exchange of ideas. This annual meeting shall be called the Conclave. The Conclave shall include training and inspirational experiences which will assist Lodges in creating and administering more effective programs that support the overall objectives of the Order of the Arrow”

As the Field Operations Guide explains above, the main purpose for the Section is to coordinate the Section Conclave. The Section does perform many other useful and necessary functions, some of which are listed here:

- Serve as an important communication link between the Lodges within the Section, the Region, and the National Committee.
- Provide direct inter-lodge contact with Lodge leaders in the preparation and execution of the annual Conclave.
- Provide advanced leadership opportunities for older youth Arrowmen.
- Help Lodges recognize and comply with National Policy, and to provide the Lodge with an avenue (through the Section Chief) of influencing the same.
- Provide resources for Lodge program building and problem solving.

Explanation of the Council of Chiefs

The Council of Chiefs (CoC) consists of the Section Chief, Section Vice Chief, Section Secretary, Immediate Past Section Chief, and Lodge Chiefs, or their designee, from every lodge within the section. Other Arrowman are encouraged to attend the CoC meetings, but are not voting members. The CoC meets three times a year, not including the conclave. The primary duty of this body is to host, plan, and execute the section conclave.

Section Goals

The Section Officers and their Advisers, along with key conclave staff, gathered for a meeting prior to the first CoC and created a set of goals for the upcoming year. These goals were established to guide the section throughout the year in an attempt to provide the best possible program for the lodges and the Arrowmen of the section.

- Achieve Quality Section for 2007
- Have 10 people attend the high adventure bases in 2007, Section would like to give a Nalgene® bottle to attendees as a promo item
- Create a new web site, since e-newsletters are no longer being produced. Update section e-mail lists. Update the section web site monthly.
- Encourage each lodge sends at least 2 youth members to all CoC's.
- Have a conclave attendance that meets or exceeds 300
- Encourage each lodge to send a contingent to Summit 2007 (National Leadership Summit)
- Survey lodges for training topics at the Council of Chiefs and Conclave
- Bolster lodges' ability to run a lodge LLDC by providing a section Train the Trainer

Calendar of Events

October

14 Council of Chiefs Meeting – Utica Scout Office, NY

November

3-5 Section Officers Seminar – Camp Alpine, NJ

December

2 Lodge Leadership Development Conference (LLDC)/ Train the Trainer (TTT)
- Price Chopper Community Center, Schenectady, NY

9 Snow Date LLDC/TTT – Price Chopper Community Center, Schenectady, NY

27-30 National Planning Meeting – Dallas, TX

January

22-23 Council of Chiefs meeting and Conclave Retreat – TBD

May

12 Council of Chiefs meeting and Onsite Walkthrough – Rotary Scout
Reservation, Averill Park, NY - *(Date subject to confirmation with Service
Lodge)*

July

28 Summit 2007 (National Leadership Summit) Begins - Indiana State
University, IN

August

3 Summit 2007 (National Leadership Summit) Ends – Indiana State University, IN
17-19 NE-3B Conclave – Rotary Scout Reservation, Averill Park, NY

Council of Chiefs Members

Section Staff

Section Chief: Paul "PJ" Berger E: sectionchief@ne3b.org	Section Vice Chief: Tim Monnin E: vicechief@ne3b.org	Section Secretary: Zach Shepherd E: sectionsecy@ne3b.org
Section Adviser: Bob Black E: sectionadviser@ne3b.org	Associate Section Adviser: Mike George E: vcadv@ne3b.org	Associate Section Adviser Wayne Farnsworth E: secyadv@ne3b.org
Section Staff Adviser: Chris Wilkinson E: staffadv@ne3b.org	Immediate Past Chief: Sean Murray E: smmurray04@yahoo.com	

Lodge Chiefs

Ga-Hon-Ga Chief: Chris Meacham E: houseon69@aol.com	Otahnagon Chief: Dan Higham E: chief@otahnagon.org	Onteroraus Chief: Codie Marsh E: marsh@ccpc.net
Kittan Chief: Matthew Hager E: sooperbusy@yahoo.com	Tahgajute Chief: Seth Molly E: sethman088@aol.com	
Half Moon Chief: Jon Whitaker E: YankeesNY5289@aol.com	Kayanernh-Kowa Chief: Erik Nelson E: eriknels@twcnny.rr.com	

Service Lodge Contacts

Conclave Coordinator: Andrew Crowder E: conclavecoord@ne3b.org	Conclave Adviser: John Kent E: conclaveadv@ne3b.org
Lodge Adviser: Tim Williams E: jwilliams@spa.net	

Regional & National Contacts
National Chief, National Vice Chief & Region Chief

2006 – Sean Murray
E: smmurray04@yahoo.com

2006 – Chris Schildknecht
E: schildknecht.3@osu.edu

2006 – Jon Fuller
E: jefuller@bloomu.edu

2005 – Patrick Murphy
E: foolufast@yahoo.com

2005 – Seth Mollitt
E: welshman04@hotmail.com

2005 – Dan O'Rourke
E: danor2105@hotmail.com

2004 – Jeff Hayward
E: nationalchief04@aol.com

2004 – David Dowty
E: nationalvicechief04@yahoo.com

2004 – Edward Lynes
E: elynes@bu.edu

2003 - Nick Digirolamo
E: bigdog9182@aol.com

2003 - Richard Moore
E: moore145@msn.com

2003 - Ian Pinnavaia
E: Ian@shushugah.org

2002 - Clay Capp
E: claycapp@aol.com

2002 - Riley Berg
E: RiGuy319@aol.com

2002 - Brian J. Favat
E: favat@bc.edu

NATIONAL CHAIRMAN

Bradley E. Haddock
E: bradterrihaddock@msn.com

VICE CHAIR – OPERATIONS

Thomas E. Reddin
E: reddin@erols.com

NATIONAL STAFF ADVISER

Clyde M. Mayer
E: CMayer@netbsa.org

ASSOCIATE STAFF ADVISER

Carey Miller
E: CLMiller@netbsa.org

ASSOCIATE TRAINING ADVISER

John Alline
E: JAlline@netbsa.org

REGION CHAIRMAN

Randall K. Cline
E(H) rk@epix.net
E(B) rcline@hgsc.org

REGION STAFF ADVISER

Douglas C. Fullman
E: DFullman@netbsa.org
E: DougFullman@prodigy.net

The Section Conclave

An Order of the Arrow Section Conclave is the largest inter-council event in a geographic area of the Boy Scouts of America and, apart from National Jamborees and National Conferences, is one of the largest scouting events around (a conclave is considered a national event). A Section Conclave can make a big difference in the effectiveness of a Lodge's program, not only by introducing new ideas to a Lodge, but also by inspiring lodge delegates to the Conclave to give even greater service to their units, their lodge, and their council.

The simplest way to describe the Conclave might be to outline its goals and high points. Besides having fun the main goal of a Conclave is to present a quality training program through a fun and inspiring environment. Training is essential to help youth leaders realize their potential, keep advisers active in the program, and to pool ideas between the participant Lodges with their own information and between that of National.

A Section Conclave is a weekend-long experience planned by and executed by the youth Lodge leaders in the Section, along with guidance from the elected youth Section Officers. The mainstay of the Conclave is training and personal development aimed at helping youth leaders, introducing new program ideas, educating new Arrowman, and helping adults realize their role in the Lodge. Quality training aimed towards the needs of the Section's Lodges is crucial to the success of the Conclave. Also, a Conclave features many other educational, entertaining, competitive, and inspiring aspects.

Opening shows welcome and inspire the participants. Open program areas and camp-wide games allow Arrowman to meet each other and enjoy the weekend. Competitions in ceremonies and Native American events help us to appreciate the rich traditions of both the Order and the first Americans, traditions which bind us together. Overall, the Conclave is for learning and fun, with an atmosphere of total involvement.

The key to the Conclave is inspiration. Arrowman should be inspired by the Conclave to commit to high goals of performance for themselves and their Lodges. The Conclave resembles the National Order of the Arrow Conference in many of its aspects.

Conclave 2007

Here are the basic details of the 2007 Conclave. For the most current information and latest developments please be sure to check the web site (www.ne3b.org).

Service Lodge: Kittan

Place: Rotary Scout Reservation, NY

Date: August 17-19, 2007

Service Lodge

The service lodge is responsible for all physical arrangements, facilities, related logistics and manpower to staff and hold the conclave. Adequate facilities shall include, but are not limited to: dining area, showers, sanitary facilities, satisfactory sleeping quarters, drinking water, and campfire, show or arena area. Facilities should be clean and in a satisfactory state of repair.

Pre-Conclave Responsibilities:

- Select a Conclave Coordinator and Adviser and ensure they attend the Section Officer's Seminar.
- Present the conclave proposal (a proposed budget, facilities report, schedule, menu, and may optionally include a recommended conclave theme and patch design) at the first meeting of the Council of Chiefs. Brief the COC on status of conclave preparations and any special program features planned.
- Procure the material needs and awards as requested from the CVC's.
- Maintain a Conclave Financial account, maintained as a Custodial account within the BSA accounting system. Responsible to maintain all conclave related finances, including tracking to the conclave budget. All lodges spending money for the conclave must clear expenditures through the service lodge, and be reimbursed from the Conclave Finance account. All expenses must be closed and reimbursed prior to the conclusion of the conclave.

On-Site Conclave Responsibilities:

- Provide on-site check-in at conclave; collect outstanding fees and medical forms.
- Prepare and distribute pre-orders by lodge.
- Provide guides, as necessary, to direct participants to housing sites.
- Establish conclave headquarters staff and communications network.
- Provide meal service and clean up.
- Insure proper uniforming of staff personnel.
- Provide facilities for the patch auction. The Special Events committee will take responsibility for the auction itself.
- Provide conclave trading post staff and equipment needed to sell conclave, section, service lodge and service council items.
- Arrange accommodations for handicapped or disabled individuals' adult females and those with special dietary needs as requested in writing by the participating lodges.
- Ensure the staff observes all BSA and camp policies and procedures.
- Provide first aid facilities and personnel in accordance with BSA standards.
- Distribute the material needs to the CVC's.
- Provide the necessary training facilities, program areas, and venues for lodge competitions as requested by the CVC's.
- Provide for the religious requirements of the Conclave participants.
- Operate a lost and found for the weekend.
- Assist the section staff and participating delegates as requested.
- Provide checkout guidelines to lodges to ensure rapid and timely departure from the site.
- By the close of the conclave, determine actual attendance figures by lodge based upon master registration lists. Provide attendance figures and one copy of master registration lists to the section.
- Complete financial closeout with the section staff on the closing day of the conclave in accordance with the *Field Operations Guide* and the section guidelines listed herein.
- Provide conclave evaluations to Arrowmen prior to the close of the conclave. Accumulate the results, summarize, and provide copies to the next service lodge and section staff.
- Transmit "Thank You" letters for any special outside services rendered in support of the conclave.

CVC of Native American Affairs

Goal:

Conduct program features that emphasize American Indian culture that will improve delegate's knowledge and understanding.

Responsibilities:

- Plan and administer training topics and workshops revolving around American Indian Affairs on Saturday morning (ensure Section Vice-Chief schedules them).
- Hold ceremony evaluations for all ceremony teams that enter (ensure Recreation Committee allots time in the schedule).
- Run Dance demonstration and/or competition (ensure Recreation Committee allots time in the schedule)
- Adhere to all dates set forth by the Council of Chiefs and the Service Lodge. Coordinate with the service lodge to ensure all materials, equipment and facilities are acquired and available.
- Be mindful of Native American traditions and follow the rules set forth by the Field Operations Guide.

Adviser Role:

The Lodge Adviser of the lodge assigned American Indian Affairs should appoint an adviser to assist the youth CVC in planning his part of the Conclave.

Goal:

To support the CVC in defining a vision for the American Indian Affair portion of the conclave.

Responsibilities:

- Insure that the CVC considers the necessity of proper planning, staffing, facilities, and material for his event(s).
- Insure that Conclave participant health and safety, and respect for the Conclave property/grounds are considered by the CVC in planning his event(s). The *Guide for Safe Scouting* should be consulted where questions arise.
- Insure that an appropriate "Plan B" is in place, in the event that "Plan A" cannot be executed at the Conclave. If the American Indian Affairs portion of the Conclave doesn't occur, the entire Conclave suffers.
- Insure that the CVC is well researched in his plan, and that the traditions of the Native Americans are preserved. Insure that the event is sensitive to Native American culture.
- Coordinate with the Section staff in cases where direction is unclear, concerns are raised, or as other issues arise that will affect the successful execution of the conclave.

CVC of Publications

Goal:

Be the eyes and ears of the conclave by reporting on conclave events in an entertaining and informative series of newsletters.

Responsibilities:

- Plan and publish a series of newsletters that will provide delegates with up-to-date information of the conclave.
- Ensure the content of the newsletter is appropriate for a Scout setting.
- Adhere to all dates set forth by the Council of Chiefs and the Service Lodge. Ensure all production equipment and materials needed are worked out with the service lodge.

Adviser Role:

The Lodge Adviser of the lodge assigned the Publications role should appoint an adviser to assist the youth CVC in planning his part of the Conclave.

Goal:

To support the CVC in defining a vision for the Publications portion of the conclave.

Responsibilities:

- Insure that the CVC considers the necessity of proper planning, staffing, equipment, and material for his event(s).
- Insure that Conclave participant health and safety, and respect for the Conclave property/grounds are considered by the CVC in planning his event(s). The *Guide for Safe Scouting* should be consulted where questions arise.
- Insure that an appropriate "Plan B" is in place, in the event that "Plan A" cannot be executed at the Conclave. If the Publications portion of the Conclave doesn't occur, the entire Conclave suffers.
- Insure that the Conclave publication is well written, and that the articles are tasteful and appropriate in a Scouting setting prior to going to print. Consult the Section Adviser where a situation is unclear.
- Coordinate with the Section staff in cases where direction is unclear, concerns are raised, or as other issues arise that will affect the successful execution of the conclave.

CVC of Recreation

Goal:

Foster the Scout principles of “Physically strong, mentally awake, and morally straight” through a program of challenging and team building activities that promote lodge spirit.

Responsibilities:

- Plan the recreational and competition events held Saturday afternoon. Activities may include but not limited to:

OA Jeopardy	Basketball
Ceremony Evaluations	Soccer
Ultimate Frisbee	Volleyball
Indian Rock Throw	3k Run
Outdoor Course Relay	Greased Watermelon

- Submit a list of awards needed to the Conclave Coordinator
- Acquire people to run and judge all activities
- Adhere to all dates set forth by the Council of Chiefs and the Service Lodge. Coordinate with the service lodge to ensure all materials needed are acquired and facilities are available.
- Make sure the recreation award is brought to Conclave from the previous year’s winner
- Have a rainy day plan.

Adviser Role:

The Lodge Adviser of the lodge assigned the Recreation role should appoint an adviser to assist the youth CVC in planning his part of the Conclave.

Goal:

To support the CVC in defining a vision for the Recreation portion of the Conclave.

Responsibilities:

- Insure that the CVC considers the necessity of proper planning, staffing, facilities, and equipment for his event(s).
- Insure that Conclave participant health and safety, and respect for the Conclave property/grounds are considered by the CVC in planning his event(s). The *Guide for Safe Scouting* should be consulted where questions arise.
- Insure that an appropriate “Plan B” is in place, in the event that “Plan A” cannot be executed at the Conclave. If the Recreation portion of the Conclave doesn’t occur, the entire Conclave suffers.
- Insure that the CVC coordinates well in advance of the Conclave with the service lodge to insure that appropriate equipment and facilities are available. If equipment can not be supplied by the service lodge, insure that adequate funding is in the Conclave budget for the section to procure adequate equipment. Note that purchase of sports equipment by the Conclave (and hence the section) is highly undesirable. Problems arise with storage and transfer in future years.
- Coordinate with the Section staff in cases where direction is unclear, concerns are raised, or as other issues arise that will affect the successful execution of the conclave.

CVC of Friday Shows

Goal:

Create a show that will entertain, inspire, and encourage the delegates of the conclave, while incorporating the conclave theme.

Responsibilities:

- Organize the Friday Evening Opening Show.
- The service lodge must make all financial commitments.
- If a non-scouting person or group is utilized ensure they are educated in the Scouting principles and understand what is proper for a Scouting show.
- Submit a script to the Section Adviser before/during the last CoC for approval.
- Adhere to all dates set forth by the Council of Chiefs and the Service Lodge. Coordinate with the service lodge to ensure all materials, equipment and facilities are acquired and available.

Adviser Role:

The Lodge Adviser of the lodge assigned Shows role should appoint an adviser to assist the youth CVC in planning his part of the Conclave.

Goal:

To support the CVC in defining a vision for the Shows portion of the conclave.

Responsibilities:

- Insure that the CVC considers the necessity of proper planning, staffing, facilities, and material for his event(s). Note that shows are one of the most visible part of a Conclave.
- An exciting, well planned show makes the difference between a mediocre Conclave and an outstanding Conclave.
- Insure that Conclave participant health and safety, and respect for the Conclave property/ grounds are considered by the CVC in planning his event(s). The *Guide for Safe Scouting* should be consulted where questions arise.
- Insure that an appropriate "Plan B" is in place, in the event that "Plan A" cannot be executed at the Conclave. If the Shows portion of the Conclave doesn't occur, the entire Conclave suffers.
- Make sure that the Shows CVC coordinates tightly with the service lodge, to understand what facilities will be available. Work with the CVC to see what "local talent" is available, and what local council resources are available to create truly memorable shows. Insure that the Shows CVC understands his budget, and knows exactly what funding is available from the Conclave. Work with the Section adviser and the service lodge council executive *prior* to making any financial commitments for the Shows CVC and the Conclave.
- Coordinate with the Section staff in cases where direction is unclear, concerns are raised, or as other issues arise that will affect the successful execution of the conclave.
- Ensure that the CVC submits a script to the Section Adviser before/during the last CoC for approval.

CVC of Saturday Shows

Goal:

Create a show that will entertain, inspire, and encourage the delegates of the conclave, while incorporating the conclave theme.

Responsibilities:

- Organize the Saturday Evening Theme Show.
- All financial commitments must be made by the service lodge.
- If a non-scouting person or group is utilized ensure they are educated in the Scouting principles and understand what is proper for a Scouting show.
- Submit a script to the Section Adviser before/during the last CoC for approval.
- Adhere to all dates set forth by the Council of Chiefs and the Service Lodge. Coordinate with the service lodge to ensure all materials, equipment and facilities are acquired and available.

Adviser Role:

The Lodge Adviser of the lodge assigned Shows role should appoint an adviser to assist the youth CVC in planning his part of the Conclave.

Goal:

To support the CVC in defining a vision for the Shows portion of the conclave.

Responsibilities:

- Insure that the CVC considers the necessity of proper planning, staffing, facilities, and material for his event(s). Note that shows are perhaps the most visible part of a Conclave.
- An exciting, well-planned show makes the difference between a mediocre Conclave and an outstanding Conclave.
- Insure that Conclave participant health and safety, and respect for the Conclave property/ grounds are considered by the CVC in planning his event(s). The *Guide for Safe Scouting* should be consulted where questions arise.
- Insure that an appropriate "Plan B" is in place, in the event that "Plan A" cannot be executed at the Conclave. If the Shows portion of the Conclave doesn't occur, the entire Conclave suffers.
- Make sure that the CVC coordinates tightly with the service lodge, to understand what facilities will be available. Work with the CVC to see what "local talent" is available, and what local council resources are available to create truly memorable shows. Insure that the CVC understands his budget, and knows exactly what funding is available from the Conclave. Work with the Section adviser and the service lodge council executive *prior* to making any financial commitments for the CVC and the Conclave.
- Coordinate with the Section staff in cases where direction is unclear, concerns are raised, or as other issues arise that will affect the successful execution of the conclave.
- Ensure that the CVC submits a script to the Section Adviser before/during the last CoC for approval.

CVC of Special Events

Goal:

Ensure that the special events of the conclave succeed in order to truly make the conclave special.

Responsibilities:

Friday Night

- Organize the Camp Wide Participation Game/Ice Breaker.
- Organize the showing of a movie and/or a Carnival of games
 - Remember to plan time for setup. Arrive early to Conclave so events start on time.
- Submit a list of needed awards to the conclave coordinator

Saturday Night

- Organize the Patch Auction (all revenue is due at the close of the auction. No credit will be extended.)
 - Must collect auction items before the Conclave. Having a short history of the patches and where they are from would help them sell.
 - Remember to plan time for setup so the events start on time.
 - All revenue is due at the close of the auction. No credit will be extended.
- Organize the Lodge Chief's Pie Eating Contest
- Ensure that the newsletter, website, and Where to Go Camping booklet competitions are organized and held
- Submit a list of needed awards to the conclave coordinator
- Adhere to all dates set forth by the Council of Chiefs and the Service Lodge. Coordinate with the service lodge to ensure all materials, equipment and facilities are acquired and available.

Adviser Role:

The Lodge Adviser of the lodge assigned Special Events should appoint an adviser to assist the youth CVC in planning his part of the Conclave.

Goal:

To support the CVC in defining a vision for the Special Events portion of the conclave.

Responsibilities:

- Insure that the CVC considers the necessity of proper planning, staffing, facilities, and material for his event(s).
- Insure that Conclave participant health and safety, and respect for the Conclave property/grounds are considered by the CVC in planning his event(s). The *Guide for Safe Scouting* should be consulted where questions arise.
- Insure that an appropriate "Plan B" is in place, in the event that "Plan A" cannot be executed at the Conclave. If the Special Events portion of the Conclave doesn't occur, the entire Conclave suffers.
- The Patch Auction is the primary way to raise money to send the new Section Chief to the Dallas Planning Meeting. Successful execution of the Patch Auction is critical. This may require that the CVC advertise in the Conclave advance book. The CVC should coordinate with the service lodge to assure that Pies are in place, that a suitable place for the patch auction is available, and that lodge publication competition occurs.
- Coordinate with the Section staff in cases where direction is unclear, concerns are raised, or as other issues arise that will affect the successful execution of the conclave.

CVC of Training – (Section Vice Chief)

Goal:

Offer a variety of training topics on a wide range of topics that will interest all conclave delegates.

Responsibilities:

- Offer a variety of training sessions and workshops on Saturday morning to support the Conclave University.
- Develop the syllabi, recruit trainers, and assist service lodge in providing trainers with their needs.
- Have a Plan B in case trainer(s) don't show up
- Have an alternate plan for rainy weather.
- Adhere to all dates set forth by the Council of Chiefs and the Service Lodge. Coordinate with the service lodge to ensure all materials, equipment and facilities are acquired and available.

Adviser Role:

The Section Adviser should appoint an adviser to assist the youth CVC in planning his part of the Conclave.

Goal:

To support the CVC in defining a vision for the Training portion of the conclave.

Responsibilities:

- Insure that the CVC considers the necessity of proper planning, staffing, facilities, and material for his event(s). Training takes up the better portion of Saturday morning at the Conclave. As such, a poor training program will be highly visible, and affect the successful completion of the conclave.
- Insure that Conclave participants health and safety, and respect for the Conclave property/ grounds are considered by the CVC in planning his event(s). The *Guide for Safe Scouting* should be consulted where questions arise.
- Insure that an appropriate 'Plan B' is in place, in the event that 'Plan A' cannot be executed at the Conclave. If the Training portion of the Conclave doesn't occur, the entire Conclave suffers.
- Work with the CVC to insure that top notch trainers are notified in a timely manner so that the program is successful. Trainers should be notified well in advance of the conclave, provided with a syllabus or course outline, and confirmed immediately prior to the conclave.
- Coordinate with the Section staff in cases where direction is unclear, concerns are raised, or other issues arise that will affect the successful execution of the conclave.
- Insure that Training evaluations are distributed and collected.

Conclave Planning Committee Worksheet

Committee: _____

Next Meeting: / / 2006 (Conclave Planning Day)

Where: _____

To do for next meeting:-

Projects to work on:-

Materials needed:-

People to contact:-

Conclave Awards

Our Conclave Awards were created to recognize outstanding Service to the Section and Order. At each Conclave, two Arrowmen, and two Lodges are recognized for their achievement, dedication, and attitude toward serving others. The guidelines for these awards were decided upon by the Section Officers & Advisers. The recognitions are bestowed upon their recipients through mutual agreement by different parties, depending on the award.

Most Outstanding Lodge

The Most Outstanding Lodge Award was created to recognize the Lodge that not only runs an exceptional local program, but also operates in a timely and outstanding way on the Section level. This Lodge cannot be the Conclave Service Lodge.

Specifically, the award will be presented to the Lodge that most closely exemplifies the following guidelines:

Pre-Conclave:

1. Pre-Registration was submitted in a timely and complete way.
2. Conclave Pre-Order memorabilia was submitted in a timely and complete way.
3. Lodge used a current travel permit.
4. All delegates possessed a valid health form.
5. The lodge behaved and operated in a way that exemplifies the Spirit of the Order in its yearly program. Significant growth and improvement has been shown in the program.
6. If extra delegates are awarded to the lodge after the registration deadlines, all money was submitted prior to the conclave, consistent with Service Lodge guidelines.

At Conclave:

1. All lodge delegates were properly groomed, and wore proper uniform.
2. The behavior of all delegates was in accordance with the Scout Oath and Law at all Conclave events.
3. The teamwork and participation of the Lodge in inter-Lodge competition was exemplary, and the highest degree of sportsmanship was adhered to.
4. All Lodge delegates participated (enthusiastically) in all program areas.

Most Outstanding Arrowman Requirements

This Arrowman has shown exceptional leadership ability and potential, and also has had a role in the success of the Conclave. Specifically, the award will be presented to the Arrowman who most closely exemplifies the following:

1. Arrowman is properly groomed and wears his uniform correctly and proudly.
2. Arrowman is friendly and outgoing, helping those persons and program areas in need.
3. The level and spirit of participation has been outstanding.
4. The Arrowman has made a large contribution to the success of the Conclave.

The Most Outstanding Arrowman Award recipient is selected through consultation of the Section and Lodge Advisers, and all other individuals from whom advice is sought.

Most Cheerful Arrowman Requirements

This is awarded to an Arrowman who has shown exceptional cheerfulness and spirit during the conclave. Specifically, the award will be presented to the Arrowman who most closely exemplifies the following:

1. Promotes theme of the Conclave
2. Maintains cheerful spirit even in the midst of irksome tasks and weighty responsibilities.
3. Cooperates with and helps various members and staff groups at the Conclave to successfully carry out their responsibilities

The Most Cheerful Spirit Award recipient is selected through consultation of the Section and Lodge Advisers, and all other individuals from whom advice is sought.

Lodge Assistance Program

The Lodge Assistance Program makes available the section's extensive resources to help the lodges of the section. With the Section's help, lodges will be able to provide better service to their councils and fulfill the requirements of the Quality Lodge Recognition program.

The assistance program encompasses two major elements, lodge visits by a section assistance team and use of the council of chiefs meetings to provide training. Through a system of evaluation and review, lodge leaders are able to interact and learn from experienced Arrowmen within the section. The lodge visits help identify the resources, training, and guidance that lodges require to ultimately increase the service they provide to their councils.

The section gains first hand knowledge of lodge strengths through the on-site visits. This in turn enables the section to prepare programs to meet the needs of the lodges. The section provides these programs through conclave training and council of chiefs discussions and presentations. The Lodge Assistance Program uses the resources of the section to improve and strengthen the lodges.

<u>Lodge Name</u>	<u>Last Visit:</u>	<u>Next Visit:</u>
Ga-Hon-Ga	2005	2008
Half Moon	2004	2006
Kayanernh-Kowa	2004	2006
Kittan	N/A	2007
Onteroraus	2004	2007
Otahnagon	2003	2006
Tahgajute	2005	2008

Annually, the section vice chief in consultation with the section advisor will determine which lodges the assistance team will visit. Lodges within the section should be visited:

- At least once every three years
- Upon the recommendation of the region
- Upon a direct request from a lodge or its council Scout executive

Extended Lodge Assistance Program

In the beginning of every month section officers will be calling the lodge chiefs to find out how the lodges are doing and what the section can do to help them. The topics of the calls will be determined by the section staff, and will generally focus around promotion of national, regional, and section events along with attempting to help lodge's attain quality lodge. Officers will also discuss what the section can do to be of more assistance to the lodges. The lodges will be split up in the following way.

Lodges:

PJ Berger

- Half Moon
- Kayanernh-Kowa
- Kittan

Tim Monnin

- Ga-Hon-Ga
- Onteroraus

Zach Shepherd

- Otahnagon
- Tahgajute

Duties:

Calls will focus around:

- Quality lodge progress
- Area's in which we can help their lodges (will change every month)
- Promotion of Section Events (CoC's, LLDC, Conclave Retreat)
- Calendar of their upcoming events
- Newsletter
- CVC Report's
- Conclave Promotion (reminders to promote it, registration deadlines etc.)

Website

The official homepage of Section NE-3B is www.ne3b.org. The website is under the direction of the secretary or his appointed webmaster. The website contains up-to-date information, past and current minutes, important announcements, conclave information, and much, much more. The website is an important communication tool within the section and we encourage you to utilize it as much as possible.

Webmaster:

Vacant

E:

Adviser:

Peter Bird

E: psbird@gmail.com

Section History

The current Section NE-3B was formed in 2000 following the region realignment. Prior to 2000 the predecessor sections of NE-3B consisted of Haudenosaunee 19, Half Moon 28, Nacha Nimat 86, Loon 364, & Onteroraus 402 and NE-5B consisted of Ona Yote 34, Otahnagon 172, Kayanernh-Kowa 219, Tahgajute 247, Kamargo 294, & Ganeodiyo 417. The sections were merged together and the following lodges made up the membership Haudenosaunee, Half Moon, Ona Yote, Otahnagon, Kayanernh-Kowa, Tahgajute, Kamargo, Loon, and Onteroraus. Nacha Nimat and Ganeodiyo were merged into other sections. The section kept the NE-5B name of Hau-De-No-Sau-Nee-Ga, which translates to "People of the Longhouse Territory." In 2006, the lodges of Haudenosaunee 19 and Loon 364 merged to form Kittan Lodge 364 which translates to "The Great Rivers" Lodge.

Past Section Officers:

Section Chief:

2001-02 Chris Cairns (Loon)
 2002-03 Tyson Ford (Kayanernh-Kowa)
 2003-04 Tyson Ford (Kayanernh-Kowa)
 2004-05 Sean Murray (Otahnagon)
 2005-06 Sean Murray & PJ Berger (Otahnagon)
 2006-07 PJ Berger (Otahnagon)

Section Vice-Chief:

2001-02 Kevin Nagel (Haudenosaunee)
 2002-03 George Stiefel (Loon)
 2003-04 Sean Murray (Otahnagon)
 2004-05 Josh Greenman (Onteroraus)
 2005-06 Matt Slimowicz (Otahnagon)
 2006-07 Tim Monnin (Tahgajute)

Section Secretary:

2001-02 Tyson Ford (Kayanernh-Kowa)
 2002-03 Peter Bird (Haudenosaunee)
 2003-04 Peter Bird (Haudenosaunee)
 2004-05 Matt Slimowicz (Otahnagon)
 2005-06 Zach Shepherd (Kayanernh-Kowa)
 2006-07 Zach Shepherd (Kayanernh-Kowa)

Past Conclave Award Recipients:

Most Outstanding Lodge:

2001 Kayanernh-Kowa Lodge
 2002 Loon Lodge
 2003 Otahnagon Lodge
 2004 Onteroraus Lodge
 2005 Otahnagon Lodge
 2006 Otahnagon Lodge

Most Outstanding Arrowman:

2001 Andy Gianfagna (Kayanernh-Kowa)
 2002 George Stiefel (Loon)
 2003 Josh Greenman (Onteroraus)
 2004 Josh Greenman (Onteroraus)
 2005 Matt Hait (Onteroraus)
 2006 Tim Monnin (Tahgajute)

Most Cheerful Arrowman:

2001 Chris Cairns (Loon)
 2002 Tyson Ford (Kayanernh-Kowa)
 2003 John Farnsworth (Loon)
 2004 Fritz Fowler (Ga-Hon-Ga)
 2005 Tim Monnin (Tahgajute)
 2006 Greg Churchill (Otahnagon)

Quality Section Petition

REQUIREMENTS

1. The Section Key-3 met and prepared a written set of goals at the start of their term.
2. The Section Key-3 met at least two other times during the 12 month period to review their progress toward the goals.
3. The Council of Chiefs met at least twice and not more than four times during the 12 months to plan the Conclave.
4. At least 80% of the Section's Lodges were represented at each Council of Chiefs meeting.
5. Each member of the Council of Chiefs received copies of the Section goals, Council of Chiefs mailing list, Conclave rotational schedule, Section calendar, and Conclave back-dater.
6. The Section Chief and Section Adviser attended the last Northeast Region Section Officers Seminar.
7. All Lodges in the Section were represented at the Conclave and each Lodge fulfilled some responsibility for the Conclave program.
8. Training was held at the Conclave to address Lodge and Section needs and goals for the year.
9. The Conclave held at least two competitive events to encourage increased OA skills and/or Lodge pride (E.g., ceremonies, dance, elections, Lodge newsletter, theme displays, sport, etc.) through friendly competition.
10. The Conclave Closeout Report and Financial Statement were distributed to the required recipients within 45 days following the Conclave.
11. At least 30% of the Section's Lodges achieved National Quality Lodge on the latest re-charter application.
12. The number of National Quality Lodges in the Section increased by at least one over the previous year or achieve 100%.
13. The re-charter applications for all Lodges in the Section arrived in the National Office by December 31st.
14. At least 60% of the Section's Lodges had members attend the 2004 National Order of the Arrow Conference.
15. The Section successfully completed Lodge Assistance Program visits with one third of its lodges during the year, and completed visits with all of its lodges in the last three years.

Quality Lodge Petition

REQUIREMENTS

To qualify as a National Quality Lodge, the lodge must renew its charter on time with appropriate fees, achieve items 1 through 10 below, and achieve five of the remaining items.

1. The lodge complies with all requirements in the current printings of the OA handbook, *Guide for Officers and Advisers*, *Field Operations Guide*, *Guide to Inductions*, and ceremony books. The council has only one Order of the Arrow lodge organization.
2. The lodge experienced positive growth in membership.
3. The lodge inducted a minimum of 30% of its eligible Ordeal members into the Brotherhood.
4. The lodge conducted one or more Lodge Leadership Development (LLD) course with qualified instructors and used current LLD materials (available at www.oa-bsa.org) to train lodge and chapter officers, lodge and chapter committee chairmen, and their advisers. Collectively, the LLD course were attended by a minimum of 75% of all members eligible to attend
5. The lodge completed service projects for the council camp or service center, AND a council approved service project. A written report for each project was included in the lodge annual report. During the year lodge members contributed an average of three hours of service per person.
6. After contacting each troop and team in the council, the lodge conducted elections in every unit desiring and election. The election teams were trained and all team members were in proper uniform during the election.
7. Following a review of the Order of the Arrow 2003 – 2007 Strategic Plan, the lodge Key 3 met with the Scout Executive and members of the council executive board to identify ways for the lodge to be more effective in cooperating and coordinating with council programs and events. The lodge calendar permits members to actively participate in unit, district, and council events.
8. The lodge leadership actively participated in the development and implementation of the council's plan for the promotion of the council camping, high adventure, and other outdoor programs. Working closely with district and council leadership, the lodge camping promotion committee helped establish and conduct promotional contacts to a minimum of 75% of the troops and teams in the council as of June 30, 2007.
Contacts: _____ The Number of troops/teams in council: _____
9. The lodge contributed cash, materials, or both to the council in an annual amount equal to \$2.00 per lodge member.
10. The lodge submitted an annual report of accomplishments to the council executive board.

ELECTIVE REQUIREMENTS (at least an additional 5)

11. In addition to contributions made in item 9, the lodge made a minimum contribution to the council's endowment fund.
12. The lodge published a "Where to go Camping" Pamphlet, CD, or information on the lodge or council website which has been updated within the last three years
13. Each ceremony team member memorized his part and each ceremony was presented in an effective and impressive manner in accordance with the official ceremony books and the *Guide to Inductions*.
14. The lodge Key 3 met at least six times during the year to discuss the progress of the lodge.
15. The lodge provided manpower, resources, and/or program assistance in support of the council's Cub Scout outdoor program and Webelos transition to Boy Scouts.
16. Within the last two years, two youth have attended a National Leadership Seminar and completed their contracts, and one adult attended a National Lodge Adviser Training Seminar and completed the required discussion with the Scout executive.
17. The lodge created a plan to serve the OA Scout Reach mentoring Program. The plan was approved by the Scout executive or the council Scout Reach committee and was included in the lodge annual report.
18. The lodge produced and distributed (by hardcopy, email, or lodge website) a minimum of four newsletters to its members and contributed articles to the council's newsletter or website. Lodge websites conform to the council's website policies.
19. One youth member attended a national OA high adventure program. A minimum of three youth and two adult members attended the section conclave. At least three members attended Summit 2007 as lodge contingent members.

OA Trail Crew

The Order of the Arrow is offering you an opportunity to join other Arrowmen in cheerful service and the formation of lasting brotherhood on the trails of Philmont Scout Ranch. Under the direction of the Philmont Conservation Department, experienced Philmont staff members with strong Order of the Arrow backgrounds will lead participants on the two week trail crew and trek.

The Program is a fourteen day experience. The first week focuses on trail construction and maintenance under the guidance of Philmont trail crew foreman. The second week is a seven day backpacking trek that is designed by the participants. The program is not simply building trail and hiking through, the OA Trail Crew is ultimately a journey that challenges Scouts mentally, physically, and spiritually.



Philbreak

Philmont Scout Ranch is offering you an opportunity to join other Scouters in giving meaningful service, the formation of lasting friendship, and development of your leadership skills on the beautiful trails of Philmont Scout Ranch. Under the direction of experienced Philmont staff members you will take part in a week-long service-based program.

The program is a seven day experience. Each day you will providing Philmont with valuable service, from base camp to the far reaches of the backcountry and everywhere in between. The program is not simply service though, the program will also challenge you mentally, physically, and spiritually.

The work will be strenuous. You will be expected to work eight or nine hour days in all types of conditions. It will be imperative that you work with great diligence, as your time to make a positive impact on Philmont will be limited.

OA Ocean Adventure

The Order of the Arrow Ocean Adventure is a unique opportunity to experience the programs at the Florida Sea Base, while providing a new type of service to the Atlantic Ocean. In a two-week period, participants will complete PADI SCUBA certification, as well as interact with undersea wildlife like no other Scouts do.

For one week, participants will undergo intensive SCUBA certification in preparation. Arrowmen will also provide meaningful service to the staff of the Florida Sea Base, and enjoy fun in the Florida sun while brushing up on their volleyball skills.

The second week of OAOA is spent using the SCUBA certification to its fullest extent. Participants will spend their time taking wildlife samples in the Florida Keys, performing island restoration and other meaningful projects to the surrounding area.



OA Wilderness Voyage

The National Order of the Arrow is offering you an opportunity to join Arrowmen from across the country in cheerful service and the formation of lasting brotherhood on the pristine US/Canadian Boundary Waters. Under the direction of the United States Forest Service, experienced Charles L. Sommers staff members with strong Order of the Arrow backgrounds will lead participants on a two week voyage into the Boundary Waters Canoe Area Wilderness (BWCAW).

The program is a fourteen day experience inspired by the traditions of the French and Canadian Voyageurs who ventured the northern wilderness during the 1700-1800's. Traveling thousands of miles by water and portage, these Voyageurs were hired to haul goods and furs to trade with Native Americans and Europeans. In the spirit of these adventurers, Arrowmen will embark on a voyage that is twofold.

One-half of the OA Northern Tier Wilderness Voyage focuses on portage trail and campsite maintenance within the Boundary Waters. The Remaining expedition is spent on a canoeing adventure that is planned and chosen by the participants in the program. In other words, each crew plans their own voyage! However, the program is not simply portage trail work, camping, and canoeing. The OA Northern Tier Wilderness Voyage is ultimately a journey that challenges Scouts mentally, physically, and spiritually.

National Leadership Seminar

The National Leadership Seminar is a weekend conference focusing primarily on the skills and attributes of leadership. It is intended primarily to enhance the leadership skills of the Order of the Arrow's key youth and adult members as they seek to improve their service to the Boy Scouts of America and the greater community.

It is recommended that youth participants should be at least 15 years of age or a lodge officer. Prior completion of the Lodge Leadership Development Course is desirable. The seminar is an intensive experience in learning about the nature of leadership and practicing some of the skills that leaders use. While it is designed to be fun, the course is also mentally challenging. Participants should be developmentally, physically, and mentally prepared to actively engage in an exhausting invigorating weekend.



National Lodge Adviser Training Seminar

The National Lodge Adviser Training Seminar (NLATS) is a weekend conference focusing on the skills and attributes of effective lodge advisers. It is intended primarily to enhance an adviser's knowledge of and connectivity with the Order of the Arrow's strategic plan, program, and resources, while emphasizing personal skills that are essential to the development of effective youth leadership and ultimately the OA's service to the council.

It is recommended that participants be lodge advisers and those with lodge adviser potential, as approved by the local council Scout executive. Prior completion of a Lodge Leader Development Program and the National Leadership Seminar are desirable. The NLATS is an intensive experience in learning about the nature of lodge program, delivery of service to the council, and development of youth leadership necessary to both. While it is designed to be fun, the course is mentally challenging as well. Participants should be open to learning and prepared to actively engage in an invigorating weekend.

Closing & Acknowledgments

I would like to thank everyone that assisted me in putting together this Plan Book, especially:

Tim Monnin
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Bob Black
Mike George
Wayne Farnsworth
The Lodge Chiefs of NE-3B
Past Section Chiefs of the NER

Without their help, all of the information contained within this plan book would not have come together. I look forward to an outstanding year in our section and working with all of you to improve our Lodges and to make the 2006 NE-3B Conclave one to remember for years to come.

For more details on the programs listed please visit the NE-3B web site (www.ne3b.org), the Northeast Region Web Site (www.northeast.oa-bsa.org) or the National Order of the Arrow Web Site (www.oa-bsa.org). More detailed information on programs such as NOAC, Philbreak, OATC, OAWV, and the Troop/Team Representative program, is available via these web sites. Also available are the 2003-2007 Strategic Plan and detailed information regarding the Lodge Plan. For more rules on the section operating procedures please view the Field Operations Guide.

This Plan Book contains excerpts from the *FOG*, The OA 2003-2007 Strategic Plan, Northeast Region Web Site, Several Plan books from the Northeast Region, and The National OA Web Site.