



BOY SCOUTS OF AMERICA®
ORDER OF THE ARROW

LA210 - How To: Lodge Master-Recharter

On-line Training

Course Overview

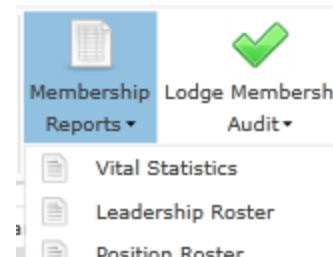
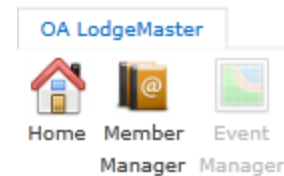
- Getting Prepared
 - Fixing Problems
 - Data to Gather
- Running JTE / Recharter Wizard
 - Importing & Adding Last & Current Years Data into the Wizard
- Printing JTE Petition
- Printing Recharter
- Submitting the Recharter to National



SCOUTING'S NATIONAL HONOR SOCIETY

Getting Prepared

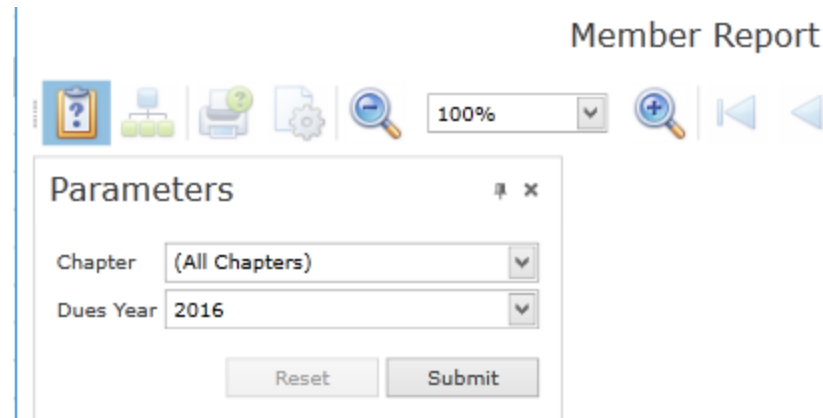
- Finding and Fixing Problems
 - Run the Vital Statistics Report
 - Open Member Manager
 - Select Membership Reports
 - Select Vital Statistics Report



SCOUTING'S NATIONAL **HONOR** SOCIETY

Getting Prepared

- Run the Report for All Chapters & the Current Year



The screenshot shows a web interface for generating a "Member Report". At the top right, the text "Member Report" is displayed. Below it is a toolbar with several icons: a question mark, a tree structure, a printer, a gear, a magnifying glass, a dropdown menu showing "100%", another magnifying glass, and two navigation arrows. Below the toolbar is a "Parameters" section with a close button (x) and a refresh icon. It contains two dropdown menus: "Chapter" set to "(All Chapters)" and "Dues Year" set to "2016". At the bottom of the parameters section are two buttons: "Reset" and "Submit".

- Print this Report it will be Helpful Later



SCOUTING'S NATIONAL HONOR SOCIETY

Getting Prepared

- Look in the Report for Unknowns
 - Youth/Adult Count
 - Level Count

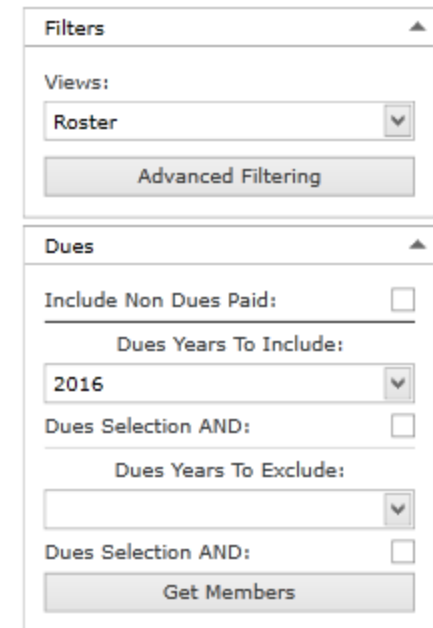
Lodge Membership Total: 759	Inactive: 0	Deceased: 2
Youth/Adult Count	Level Count	
Youth	368 Ordeal	301
Adult	380 Brotherhood	280
Unknown	11 Vigil	173
	Unknown	5



SCOUTING'S NATIONAL HONOR SOCIETY

Getting Prepared

- Resolving Unknown Youth/Adult Count
 - Advance Query to Find Problem Members
 - In Member Manager
 - Set Dues Year to Current Year
 - Open Advance Filtering



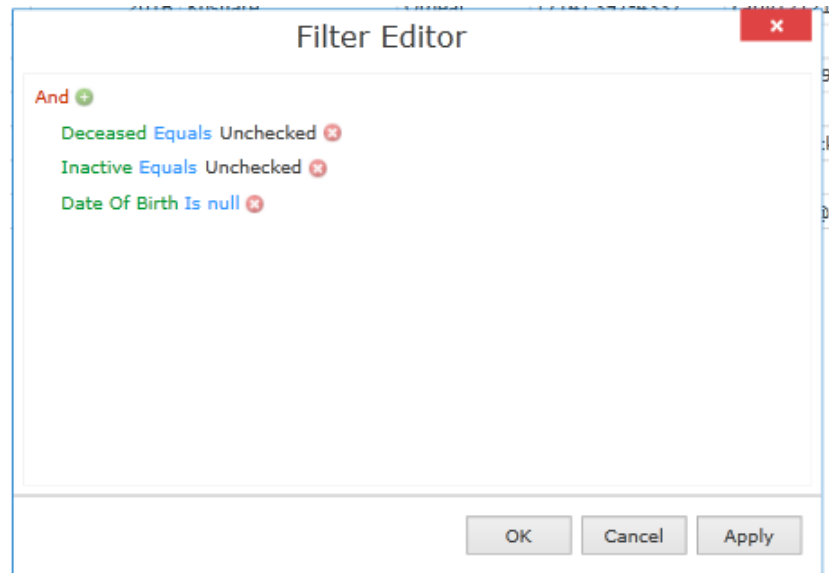
The screenshot shows two panels in a web application. The top panel, titled 'Filters', has a 'Views:' dropdown menu set to 'Roster' and an 'Advanced Filtering' button. The bottom panel, titled 'Dues', contains several options: 'Include Non Dues Paid:' with an unchecked checkbox; 'Dues Years To Include:' with a dropdown menu set to '2016'; 'Dues Selection AND:' with an unchecked checkbox; 'Dues Years To Exclude:' with an empty dropdown menu; and another 'Dues Selection AND:' with an unchecked checkbox. At the bottom of the 'Dues' panel is a 'Get Members' button.



SCOUTING'S NATIONAL **HONOR** SOCIETY

Getting Prepared

- Advance Filter for Unknown Youth/Adult Count
 - Add Date of Birth is null to filter
 - Click OK



SCOUTING'S NATIONAL **HONOR** SOCIETY

Getting Prepared

- Query Result Shows Members with Missing Date of Birth

OALM ID	Full Name ▲	Youth/Adult	Max Dues Year
1000001584	Barnard, Kyle C		2016
1000001900	Blankenstein, Lukas		2016
1000001906	Dunn, Hunter		2016
1000001907	Farrel, Sean		2016
1000000106	Hefler, Carla		2016
1000001885	Hughh, Phillip		2016
1000001920	MacDonald, William		2016
1000001887	McCallum, Jacob		2016
1000001921	McDonald, Hayden		2016
1000001884	Nieswonger, Jimmy		2016
1000001947	Westall, Charlie		2016

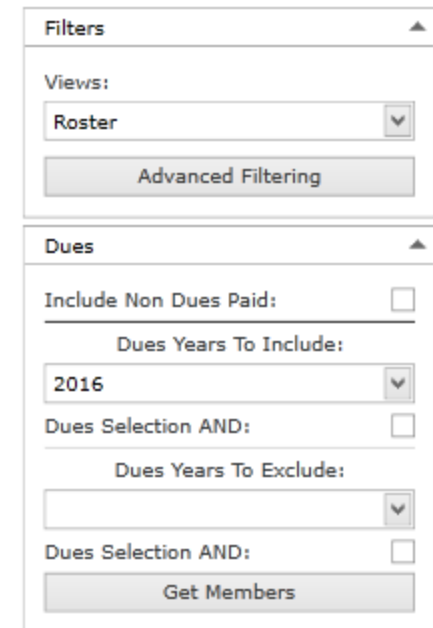
- Fixing Problem
 - Edit Member
 - Add Date of Birth



SCOUTING'S NATIONAL **HONOR** SOCIETY

Getting Prepared

- Resolving Unknown Level Count
 - Advance Query to Find Problem Members
 - In Member Manager
 - Set Dues Year to Current Year
 - Open Advance Filtering



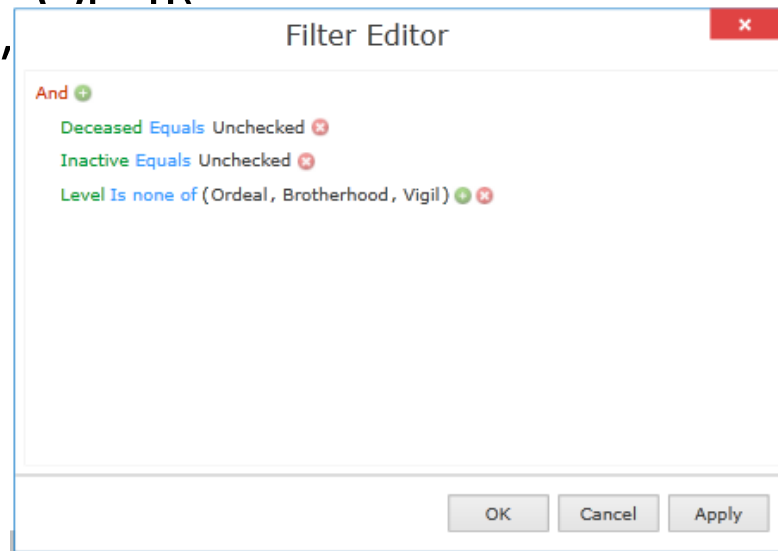
The screenshot shows a web interface for filtering members. It has two main sections: 'Filters' and 'Dues'. The 'Filters' section includes a 'Views:' dropdown menu currently set to 'Roster', and an 'Advanced Filtering' button. The 'Dues' section includes a checkbox for 'Include Non Dues Paid:', a 'Dues Years To Include:' dropdown menu set to '2016', a checkbox for 'Dues Selection AND:', a 'Dues Years To Exclude:' dropdown menu, another checkbox for 'Dues Selection AND:', and a 'Get Members' button.



SCOUTING'S NATIONAL **HONOR** SOCIETY

Getting Prepared

- Advance Filter for Unknown Level Count
 - Add Level is none of (Ordeal, Brotherhood, Vigil)
 - Click OK



SCOUTING'S NATIONAL **HONOR** SOCIETY



Getting Prepared

- Query Results Shows Members with Invalid Levels

OALM ID	Full Name	Level
1000001885	Hughh, Phillip	Non-Member
1000001887	McCallum, Jacob	Non-Member
1000001622	Moy, Jared M	Candidate
1000001392	Murphy, Michelle Chilvers	Non-Member
1000001884	Nieswonger, Jimmy	Non-Member

Fixing Problem

- Edit Member
- In Level Tab
- Add Ordeal Date



SCOUTING'S NATIONAL **HONOR** SOCIETY

Getting Prepared

- Gathering Your Lodge's Data
 - Are all Your Council's Troops & Teams entered into Lodge Master's Unit Manager?
 - Either enter Units or have a count of units available
 - Gather Your Lodge's Financial Contributions to Your Council
 - FOS Contributions?
 - Cash Donations to Council?
 - Capital Contributions (Materials)?
 - Note: Service hours are not counted
 - Endowment Contributions (James E West)?



SCOUTING'S NATIONAL HONOR SOCIETY

Getting Prepared

- Gathering Your Lodge's Data Continued
 - Unit (Troop & Team) Election Count
 - Lodge Wide Events
 - Determine which Lodge Events are Lodge Wide
 - Determine attendance at each event
 - Note: All Events with the Lodge Wide checkbox marked are automatically imported
 - Clear flag in all Events marked incorrectly

The screenshot shows a web form with the following sections:

- Basic Information**
 - Event: [Red X] [Dropdown]
 - Type: [Dropdown]
 - Location: [Red X] [Dropdown]
 - Chapter: [Dropdown]
 - Description: [Text Area]
 - Start Date: [6/7/2016] [Red X] [Dropdown]
 - Start Time: [Dropdown]
 - End Date: [Red X] [Dropdown]
 - End Time: [Dropdown]
- Details** | Fees | Post Report
- Options**
 - Lodge Wide:
 - Annual Pass:
 - Training:
 - Trading Post:
 - Service Project:



SCOUTING'S NATIONAL **HONOR** SOCIETY

Getting Prepared

- Gathering Your Lodge's Data Continued
 - Make sure flags are marked in all Ceremony Events
 - This data automatically imports in JTE Wizard other wise you will need to manually override data

Basic Information

Event: 2016 Crow Ordeal Type: Ordeal

Location: Oso Lake Chapter: Crow

Description: Crow Chapter Spring Ordeal

Start Date: 6/3/2016 Start Time: 5:00 PM End Date: 6/4/2016 End Time: 10:00 PM

Details Fees Post Report

Options

Lodge Wide Annual Pass Training Trading Post Service Project

Ceremonies

Call Out Ordeal Brotherhood Vigil



SCOUTING'S NATIONAL **HONOR** SOCIETY

Getting Prepared

- Gathering Your Lodge's Data Continued
 - Service Hours Data
 - Determine Your Lodge's Total Service Hours for the year
 - Note: All Events marked as Service will automatically populate in JTE Wizard otherwise manually enter your service hours

Basic Information

Event: 2016 Crow Chapter Mem Type: Service

Location: N/A Chapter: Crow

Description: Memory Gardens Memorial Weekend Service Project

Start Date: 5/28/2016 Start Time: 7:00 AM End Date: 5/30/2016 End Time: 12:00 PM

Details Fees Post Report

Options

Lodge Wide Annual Pass Training Trading Post Service Project



SCOUTING'S NATIONAL **HONOR** SOCIETY

Getting Prepared

- Gathering Your Lodge's Data Continued
 - Attendance at National Events
 - Determine your attendance at national events versus your goals set in January
 - National Events
 - » Section Conclave
 - » NOAC
 - » PRISM
 - » NEXT
 - » Summit
 - » OA High Adventure Bases



SCOUTING'S NATIONAL HONOR SOCIETY

Getting Prepared

- Gathering Your Lodge's Data Continued
 - Determine What if Any Council Designed Support Your Lodge Completed
 - This is 1 to 3 Projects determined in January or February when the OA Lodge Key 3 held their planning meeting with Supreme Chief of the Fire, your Council's Scout Executive



SCOUTING'S NATIONAL HONOR SOCIETY

Getting Prepared

- Gathering Your Lodge's Data Continued
 - Determine the Number of in-person troop & team visits made by your Lodge
 - Unit Visits
 - Camping Promotion Visit
 - Unit Election
 - Any other time a Lodge member visited a unit and talked about the OA
 - Determine the Number Units that have earned the OA Unit of Excellence Award



SCOUTING'S NATIONAL HONOR SOCIETY

Getting Prepared

- Gathering Your Lodge's Data Continued
 - Determine what if any Council Program Support your Lodge provided for your Council
 - This is 1 to 5 programs where your Lodge supported Council programs
 - Scout-O-Rama
 - Council Wide Scout Trainings (University of Scouting)
 - Pop Corn Sales Kickoff Day/Distribution
 - Day Camp/Resident Camp Staff
 - Cub Country Days



SCOUTING'S NATIONAL HONOR SOCIETY

Getting Prepared

- Gathering Your Lodge's Data Continued
 - Determine the number of Camping Promotion Visits your Lodge performed for the Troops & Teams in your Council
 - What constitutes a Camping Promotion Visit is determined by either Scout Executive or the council's camping committee if delegated by the Scout Executive



SCOUTING'S NATIONAL HONOR SOCIETY

Getting Prepared

- Gathering Your Lodge's Data Continued
 - Did you Lodge hold a LLD training?
 - How many of your Lodge Executive Board Attended
 - How many members are there on you Lodge Executive Board



SCOUTING'S NATIONAL HONOR SOCIETY

Getting Prepared

- Gathering Your Lodge's Data Continued
 - Leadership and Governance
 - Did your Lodge have a written plan that was submitted to the Scout Executive?
 - Did your Lodge submit annual summary report to the Council Executive Board?
 - Gather the name and address for your Lodge Chief, Lodge Adviser, and Lodge Staff Adviser



SCOUTING'S NATIONAL HONOR SOCIETY

Getting Prepared

Congratulations

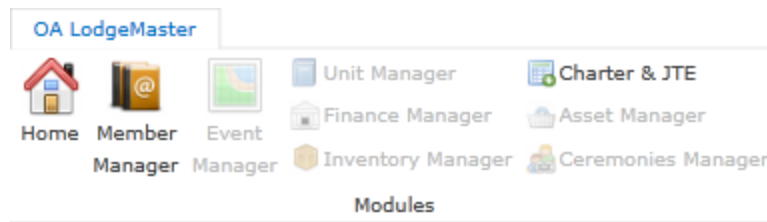
You are now have all the data necessary,
and you ready to run the Lodge Master JTE
/ Recharter Wizard!



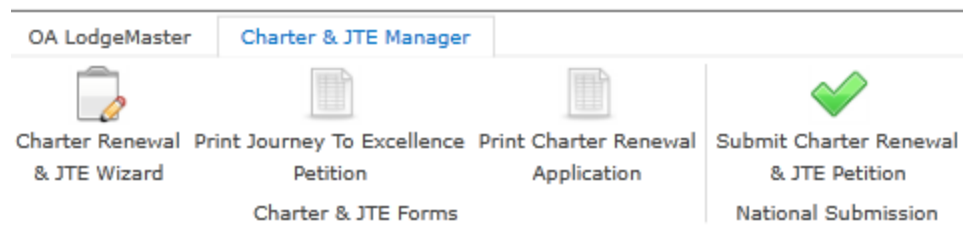
SCOUTING'S NATIONAL HONOR SOCIETY

Running the JTE / Charter Renewal Wizard

- Login to Lodge Master and from the Home Tab Select Charter & JTE



- From the Charter & JTE Manager Select the Charter Renewal & JTE Wizard



SCOUTING'S NATIONAL **HONOR** SOCIETY

Running the JTE / Charter Renewal Wizard

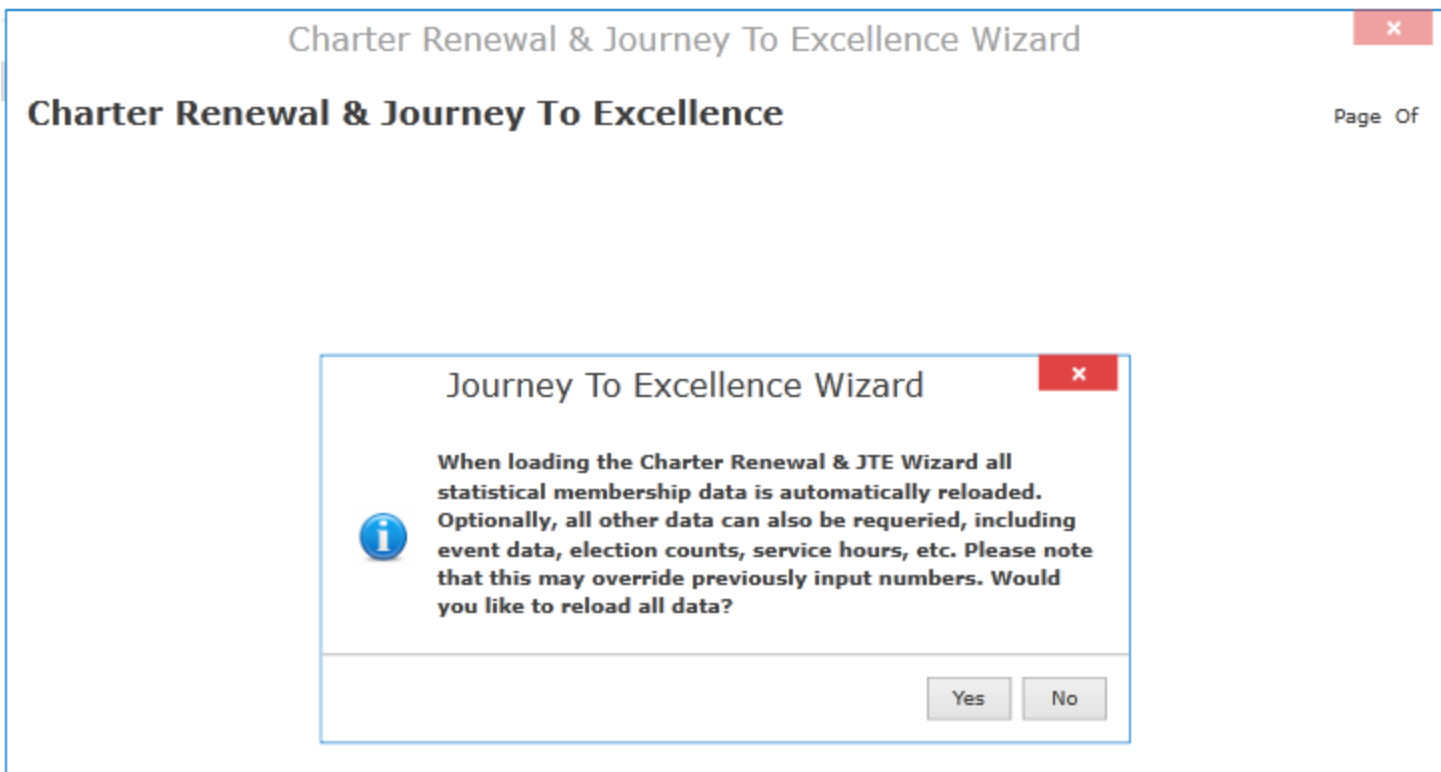
- Importing Data from Lodge Master Database
 - This first question is asking you if you want to import data beyond Membership and Ordeal / Brotherhood Conversion
 - Answer Yes only if you have such data as service hours, unit election, unit visits, lodge wide events entered into Lodge Master, and you want to import it
 - Note: this action will over write any data manually entered in a previous session
 - Answer No if you don't have any data in Lodge Master beyond membership and conversion



SCOUTING'S NATIONAL HONOR SOCIETY

Running the JTE / Charter Renewal Wizard

- Data Import Screen



SCOUTING'S NATIONAL **HONOR** SOCIETY

Running the JTE / Charter Renewal Wizard

- Updating Prior Year's Membership Data
 - This screen shows you the prior year's data
 - The Green boxes allow you to correct any mistakes in the data

Charter Renewal & Journey To Excellence Wizard ×

Charter Renewal & Journey To Excellence 2015 Page 2 Of 23

The first step is the provide and update the necessary statistics - below are the calculated values based on your lodge's data, broken out by year. For certain values, you have the ability to override these values by entering a value into the override columns if needed.

Statistics 1 Of 3 - 2013

Youth / Adult Statistics:

Name	Youth - Calculated	Youth - Override	Adult - Calculated	Adult - Override	
▶ Ordeal Members	13		4		▲
Brotherhood Members	7		3		
Vigil Members	5		5		▼



SCOUTING'S NATIONAL HONOR SOCIETY

Running the JTE / Charter Renewal Wizard

- Updating Current Year's Membership Data
 - This screen show you the current year's data
 - Green boxes allow you to override any incorrect data
 - Click Next when done

Charter Renewal & Journey To Excellence Wizard

Charter Renewal & Journey To Excellence 2015

The first step is the provide and update the necessary statistics - below are the calculated values based on your lodge's data, broken out by year. For certain values, you have the ability to override these values by entering a value into the override columns if needed.

Statistics 1 Of 3 - 2013

Youth / Adult Statistics:

Name	Youth - Calculated	Youth - Override	Adult - Calculated	Adult - Override
Ordeal Members	13		4	
Brotherhood Members	7		3	
Vigil Members	5		5	



SCOUTING'S NATIONAL HONOR SOCIETY

Running the JTE / Charter Renewal Wizard

- More current year Lodge data
- Green Boxes can be Overridden
- Click Next at bottom of page when done

Charter Renewal & Journey To Excellence Wizard

Charter Renewal & Journey To Excellence 2015 Page 3 Of 23

The first step is to provide and update the necessary statistics - below are the calculated values based on your lodge's data, broken out by year. For certain values, you have the ability to override these values by entering a value into the override columns if needed.

Statistics 2 Of 3 - 2014

General Statistics:

Name	Calculated	Override
▶ Number Of Troops / Teams In Council	19	

Youth / Adult Statistics:

Name	Youth - Calculated	Youth - Override	Adult - Calculated	Adult - Override
▶ Ordeal Members	10		7	
Brotherhood Members	6		4	
Vigil Members	4		6	
Ordeal Inductions	0		0	
Brotherhood Inductions	0		0	
Vigil Inductions	0		0	
Candidates - Elected Current Year	8		2	
Candidates - Still Eligible From Prev. Year	0		0	



SCOUTING'S NATIONAL HONOR SOCIETY

Running the JTE / Charter Renewal Wizard

- This page summarizes Lodge Data and show overrides

Charter Renewal & Journey To Excellence Wizard

Charter Renewal & Journey To Excellence 2015 Page 4 Of 23

The first step is the provide and update the necessary statistics - below are the calculated values based on your lodge's data, broken out by year. For certain values, you have the ability to override these values by entering a value into the override columns if needed.

Statistics 3 Of 3 - 2015

General Statistics:

Name	Calculated	Override
▶ Number Of Troops / Teams In Council	19	

Youth / Adult Statistics:

Name	Youth - Calculated	Youth - Override	Adult - Calculated	Adult - Override
▶ Ordeal Inductions	0		0	
Brotherhood Inductions	0		0	
Vigil Inductions	0		0	
Candidates - Elected Current Year	0		0	
Candidates - Still Eligible From Prev. Year	0		0	

Youth / Young Adult / Adult Statistics:

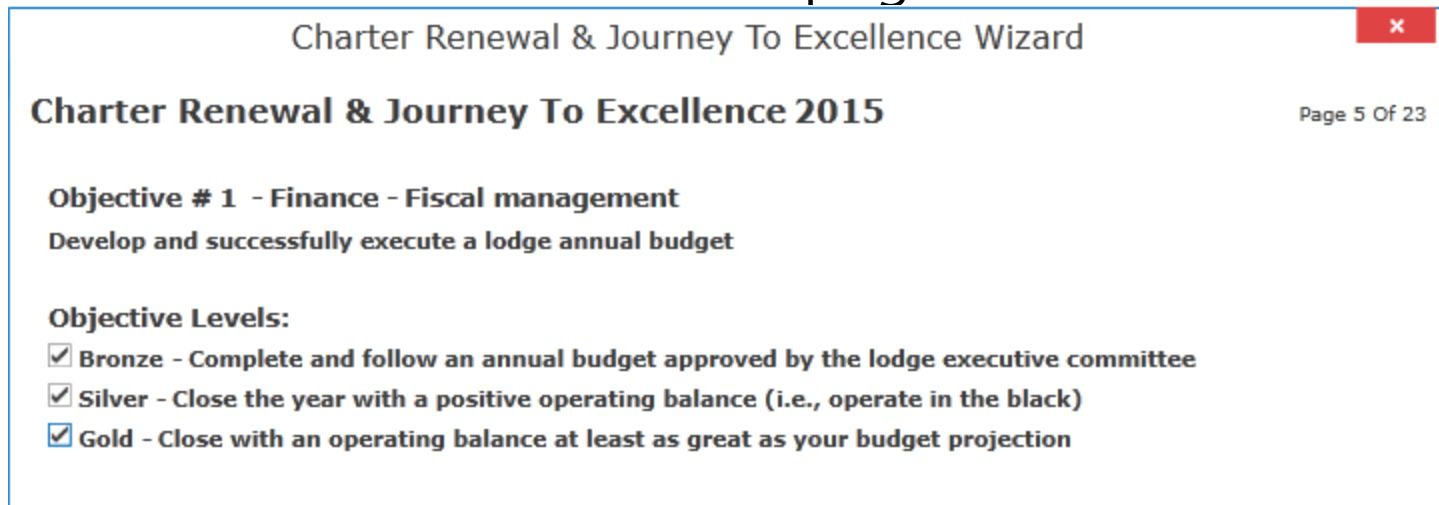
Name	Youth - Calcul	Youth - Overr	Young Adult -	Young Adult -	Adult - Calcul	Adult - Overri
▶ Ordeal Members	0		0		0	
Brotherhood Members	0		0		0	
Vigil Members	0		0		0	



SCOUTING'S NATIONAL HONOR SOCIETY

Running the JTE / Charter Renewal Wizard

- Objective #1 – Finance – Fiscal Management
 - Click all check boxes that apply
 - Click Next at bottom of page when done



The screenshot shows a web browser window titled "Charter Renewal & Journey To Excellence Wizard". The page content includes:

- Page 5 Of 23
- Charter Renewal & Journey To Excellence 2015**
- Objective # 1 - Finance - Fiscal management**
- Develop and successfully execute a lodge annual budget
- Objective Levels:**
 - Bronze - Complete and follow an annual budget approved by the lodge executive committee
 - Silver - Close the year with a positive operating balance (i.e., operate in the black)
 - Gold - Close with an operating balance at least as great as your budget projection



SCOUTING'S NATIONAL HONOR SOCIETY

Running the JTE / Charter Renewal Wizard

- Objective #2 – Contribution to council
 - Fill in the green boxes with that data from the preparation work
 - Service Hours have no monetary value here
 - Click Next at bottom of page when done

Charter Renewal & Journey To Excellence Wizard

Charter Renewal & Journey To Excellence 2015 Page 6 Of 23

Objective # 2 - Finance - Contribution to council
Contribute cash, materials, or both to the council

Contributions are to be in either cash (e.g. an FOS contribution to the council) or materials. In the case of materials, the value should be determined on the basis of current market value or the value determined by the Scout Executive.

Objective Levels:
Bronze - Contribute an average of \$3.50 per lodge member
Silver - Contribute an average of \$7.00 per lodge member
Gold - Contribute an average of \$21.00 per lodge member

Additional Data For This Requirement:

Item	Total
Dollar value of FOS contributions	0.00
Capital contributions (cash)	0.00
Capital contributions (material, not manpower)	0.00
Endowment contributions	0.00



SCOUTING'S NATIONAL HONOR SOCIETY

Running the JTE / Charter Renewal Wizard

- Objective 3 – Membership Impact
 - Enter Lodge Dues, Number of Chapters, and Number of Districts in Council
 - Click Next at bottom of page when done

Charter Renewal & Journey To Excellence Wizard

Charter Renewal & Journey To Excellence 2015

Objective # 3 - Membership - Membership Impact
Experience positive growth in membership over the previous year

Objective Levels:
Bronze - Grow membership by at least 1
Silver - Grow membership by at least 1%
Gold - Grow membership by at least 16%

Additional Data For This Requirement:

Item	2014	2015
▶ Lodge annual dues (per member)	12.00	12.00
Number of OA chapters in the lodge	14	14
Number of districts in the council	2	2

Calculation Data - Current Year:
Total members:

Calculation Data - Previous Year:
Total members:



SCOUTING'S NATIONAL HONOR SOCIETY

Running the JTE / Charter Renewal Wizard

- Objective #4 – Membership Retention
 - LodgeMaster calculated data
 - No Overrides on this screen
 - Click Next at bottom of page to advance

Charter Renewal & Journey To Excellence Wizard

Charter Renewal & Journey To Excellence 2015

Objective # 4 - Membership - Membership retention
Improve retention rate of lodge members

Objective Levels:
Bronze - Achieve 67% or a 4% increase over prior year
Silver - Achieve 76% or a 4% increase over 67%
Gold - Achieve 84% or a 5% increase over 76%

Calculation Data - Current Year:	Calculation Data - Previous Year:
Current total members (minus new inductions): <input type="text" value="0"/>	Current total members (minus new inductions): <input type="text" value="3"/>
Previous total membership: <input type="text" value="37"/>	Previous total membership: <input type="text" value="37"/>
Percentage: <input type="text" value="0 %"/>	Percentage: <input type="text" value="100 %"/>



SCOUTING'S NATIONAL HONOR SOCIETY

Running the JTE / Charter Renewal Wizard

- Objective #5 – Unit Elections
 - Enter data for last 2 year into green boxes
 - Click Next at bottom of page when done

Charter Renewal & Journey To Excellence Wizard ×

Charter Renewal & Journey To Excellence 2015 Page 9 Of 23

Objective # 5 - Membership - Unit elections
Conduct unit elections in all troops and teams within the council

All troops and teams must have been contacted and given the opportunity to request an election. Election team members must be trained, in proper uniform during each unit election, and must be from units other than the one for which the election is being held.

Objective Levels:
Bronze - Complete unit elections in 34% of units
Silver - Complete unit elections in 60% of units
Gold - Complete unit elections in 100% of units

Additional Data For This Requirement:

Item	2014	2015
▶ Elections conducted	0	0



SCOUTING'S NATIONAL HONOR SOCIETY

Running the JTE / Charter Renewal Wizard

- Objective #6 – Ordeal Completion
 - Enter past 2 years of Election data from pre notes
 - Click Next at bottom of page when done

Charter Renewal & Journey To Excellence Wizard

Charter Renewal & Journey To Excellence 2015

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Objective # 6 - Membership - Ordeal completion
Induct Ordeal candidates

Objective Levels:
Bronze - Induct at least 64% of Ordeal candidates or increase 5% over prior year
Silver - Induct at least 76% of Ordeal candidates or increase 5% over 64%
Gold - Induct at least 98% of Ordeal candidates

Additional Data For This Requirement:

Item	2014	2015
▶ Number of ordeals held during year	1	2
Total fee charged to ordeal candidates		



SCOUTING'S NATIONAL HONOR SOCIETY

Running the JTE / Charter Renewal Wizard

- Objective #7 – Lodge event participation
 - Enter Lodge wide events and participation
 - LodgeMaster Events marked Lodge Wide will auto populate here
 - Click Next at bottom of page when done

Charter Renewal & Journey To Excellence Wizard

Charter Renewal & Journey To Excellence 2015

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Objective # 7 - Program - Lodge event participation
Improve lodge membership participation at full lodge events

Objective Levels:
Bronze - Average at least 13% of lodge membership at all lodge-wide events
Silver - Average at least 20% of lodge membership at all lodge-wide events
Gold - Average at least 34% of lodge membership at all lodge-wide events

Additional Data For This Requirement:

Item	Event name	2014	2015
▶ 1	Ordeal and Fellowship	0	0
2			
3			
4			
5			



SCOUTING'S NATIONAL HONOR SOCIETY

Running the JTE / Charter Renewal Wizard

- Objective #8 - Brotherhood Completion
 - If you have used Event module then your data should auto populate
 - If needed you can manually override the data
 - Click Next at the bottom of page when done

Charter Renewal & Journey To Excellence Wizard

Charter Renewal & Journey To Excellence 2015 Page 12 Of 23

Objective # 8 - Program - Brotherhood completion
Convert eligible Ordeal members to Brotherhood

Objective Levels:
Bronze - Convert at least 25% or 5% increase over prior year
Silver - Convert at least 32% or 3% increase over 25%
Gold - Convert at least 49% or 3% increase over 32%

Additional Data For This Requirement:

Item	2014	2015
▶ Number of events with Brotherhood conve	1	1



SCOUTING'S NATIONAL HONOR SOCIETY

Running the JTE / Charter Renewal Wizard

- Objective #9 – Service Projects
 - Any hours from service project events will auto populate
 - Override to set correct total Lodge hours if necessary
 - Click Next at bottom of page when done

Charter Renewal & Journey To Excellence Wizard ✕

Charter Renewal & Journey To Excellence 2015 Page 13 Of 23

Objective # 9 - Program - Service projects
Complete Scout Executive approved service project(s) on council property and in the community

Objective Levels:
Bronze - Complete project(s) equal to at least 3 hours of service per lodge member
Silver - Complete project(s) equal to at least 5 hours of service per lodge member
Gold - Complete project(s) equal to at least 14 hours of service per lodge member

Additional Data For This Requirement:

Item	2014	2015
▶ Man hours of service	0	0



SCOUTING'S NATIONAL HONOR SOCIETY

Running the JTE / Charter Renewal Wizard

- Objective # 10 – Section & National Events
 - Enter your Event Goals
 - Enter your actual event attendance
 - Click Next at bottom of page when done

Charter Renewal & Journey To Excellence Wizard

Charter Renewal & Journey To Excellence 2015

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Objective # 10 - Program - Section and national event attendance
Attend section and national events

Lodge representation at all national events is not required. The intent of this criterion is to encourage lodges to set and meet a goal for participation in as many national events as they can support. Attendance at an OA High Adventure program qualifies under this item. Recognizing that quotas to section and national events can vary from year to year, each year's goal should be set such that the lodge leadership considers it more challenging than the previous year's goal.

Objective Levels:

Bronze - Set and achieve a lodge attendance goal at scheduled section & national events
Silver - Exceed the lodge attendance goal by 10%
Gold - Exceed the lodge attendance goal by 20%

Additional Data For This Requirement:

Item	2014	2015 Goal	2015 Actual
▶ Section Conclave			
OA High Adventure			
National events			



SCOUTING'S NATIONAL HONOR SOCIETY

Running the JTE / Charter Renewal Wizard

- Objective # 11 – Unit Visitation
 - Enter the number of Unit (Troop & Team) visitations your Lodge made
 - Any visit to a unit by an OA member from another unit counts
 - Click Next at bottom of page when done

Charter Renewal & Journey To Excellence Wizard

Charter Renewal & Journey To Excellence 2015

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Objective # 11 - Unit Service - Unit visitation

Conduct an in-person visit to every troop or team in the council. Visits must happen at a unit meeting or event, and be conducted by Arrowmen from another unit

Objective Levels:

Bronze - In-person visits conducted with 31% of units
Silver - In-person visits conducted with 60% of units
Gold - In-person visits conducted with 100% of units

Additional Data For This Requirement:

Item	2014	2015
Units visited in-person by the lodge	0	0



SCOUTING'S NATIONAL HONOR SOCIETY

Running the JTE / Charter Renewal Wizard

- Objective #12 – Unit of Excellence Award
 - Enter the number of units (Troops & Teams) in your Council that earned the OA Unit of Excellence Award
 - Click Next at bottom of page when done

Charter Renewal & Journey To Excellence Wizard ×

Charter Renewal & Journey To Excellence 2015 Page 16 Of 23

Objective # 12 - Unit Service - Unit of Excellence award
Assist troops and teams in the council to earn the OA Unit of Excellence award

Objective Levels:
Bronze - Award earned by 10% of units in the council
Silver - Award earned by 25% of units in the council
Gold - Award earned by 50% of units in the council

Additional Data For This Requirement:

Item	2014	2015
▶ Units earning the Unit of Excellence award		



SCOUTING'S NATIONAL HONOR SOCIETY

Running the JTE / Charter Renewal Wizard

- Objective # 13 – Council Designated Support
 - Enter the Council support project the Chief & Council Executive agreed upon that were completed
 - Click Next at bottom of page when done

Charter Renewal & Journey To Excellence Wizard

Charter Renewal & Journey To Excellence 2015

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Objective # 13 - Council Support - Council designated support
Key 3 meets with Scout Executive and lodge completes agreed upon projects

Scout Executive designated projects are to be developed during a meeting with the lodge Key 3 with consideration for both the current local council and national Order of the Arrow strategic plans.

Objective Levels:
Bronze - Complete one project
Silver - Complete two projects
Gold - Complete three projects

Additional Data For This Requirement:

Item	Project
1	
2	
3	



SCOUTING'S NATIONAL **HONOR** SOCIETY

Running the JTE / Charter Renewal Wizard

- Objective #14 – Council Program Support
 - Enter the names of the project where your Lodge supported Council & District programs
 - Click Next at bottom of page when done

Charter Renewal & Journey To Excellence Wizard

Charter Renewal & Journey To Excellence 2015

Objective # 14 - Council Support - Council program support
Provide OA member staff support for council and district program events

Objective Levels:
Bronze - Support 2 council or district events
Silver - Support 3 council or district events
Gold - Support 5 council or district events

Additional Data For This Requirement:

Item	Event supported
1	
2	
3	
4	
5	



SCOUTING'S NATIONAL HONOR SOCIETY

Running the JTE / Charter Renewal Wizard

- Objective #15 – Council Camping Support
 - Enter the number of camping promotion visits your Lodge did for Troops & Teams
 - Click Next at bottom of the page

Charter Renewal & Journey To Excellence Wizard

Charter Renewal & Journey To Excellence 2015 Page 19 Of 23

Objective # 15 - Council Support - Council camping support
Conduct camp promotion contacts to council troops and teams

What constitutes an acceptable contact under this category is determined by the Scout Executive or the council's camping committee if delegated by the Scout Executive.

Objective Levels:

Bronze - Complete contacts to at least 75% of units or 3% increase over prior year
Silver - Complete contacts to at least 80% of units or 3% increase over 75%
Gold - Complete contacts to at least 85% of units or 3% increase over 80%

Additional Data For This Requirement:

Item	2014	2015
▶ Number of contacts completed	0	0



SCOUTING'S NATIONAL HONOR SOCIETY

Running the JTE / Charter Renewal Wizard

- Objective #16 – Leadership Development
 - Enter the number of Lodge LEC members
 - Enter the number of Lodge LEC members that attended your LLD training
 - If your Lodge did not offer LLD Training enter 0
 - Click Next at bottom of page when done

Charter Renewal & Journey To Excellence Wizard

Charter Renewal & Journey To Excellence 2015

Objective # 16 - Leadership and Governance - Leadership development
Conduct at least one LLD during the year with qualified instructors using current material

Objective Levels:
Bronze - Achieve at least 56% of LEC members trained or 3% increase over prior year
Silver - Achieve at least 83% of LEC members trained or 3% increase over 56%
Gold - Achieve 100% of LEC members trained or 3% increase over 83%

Additional Data For This Requirement:

Item	2014	2015
LEC members (youth and adult)	4	4
LEC members participating in LLD		



SCOUTING'S NATIONAL HONOR SOCIETY

Running the JTE / Charter Renewal Wizard

- Objective #17 – Planning and Reporting
 - Check the boxes for each of the items your Lodge completed
- Click Next at bottom of page when done

Charter Renewal & Journey To Excellence Wizard ×

Charter Renewal & Journey To Excellence 2015 Page 21 Of 23

Objective # 17 - Leadership and Governance - Planning and reporting
Submit a written performance plan and annual report of accomplishments to the Scout Executive and council executive board

Objective Levels:

- Bronze - Submit a written annual lodge performance plan to the Scout Executive
- Silver - Submit a written annual report to the council executive board
- Gold - Verbal annual report given to council executive board by the lodge chief



SCOUTING'S NATIONAL **HONOR** SOCIETY

Running the JTE / Charter Renewal Wizard

- Lodge Key 3 Data
 - Enter the data for each of the Lodge's Key 3 members
 - Click Next at bottom of page when done

Charter Renewal & Journey To Excellence Wizard

Charter Renewal & Journey To Excellence 2015 Page 22 Of 23

The final step in completing the Charter Renewal and Journey to Excellence wizard is the provide contact information for the Charter Renewal application.

Lodge Leadership

Position	Name	Phone	Email Address	Street Address	City	State	Zip Code	
▶ Lodge Chief	Robert Anstett	(402) 348-6		1 Hiller Drive	North Haverbro	OR	12345	▲
Lodge Adviser	Mike Card	(402) 622-0	mcard@lodgemaster.	9559 South McCall A	Shelbyville	OR	12345	
Staff Adviser	Mike Gaffney	(402) 124-1	mgaffney@lodgemas	1034 66th Avenue	North Haverbro	OR	12345	



SCOUTING'S NATIONAL **HONOR** SOCIETY

Running the JTE / Charter Renewal Wizard

- Final JTE Points and Level
 - Your Lodge's Points & Level are shown at the bottom of the screen

Charter Renewal & Journey To Excellence Wizard ✕

Charter Renewal & Journey To Excellence 2015 Page 23 Of 23

The Charter Renewal and Journey to Excellence wizard is complete and the data has been saved. You can return to the wizard at any time to modify your Charter Renewal and Journey to Excellence data. Click 'Print Forms' to see your modified Charter Renewal application and Journey to Excellence petition and worksheet.

If you have fully completed the Charter Renewal and Journey to Excellence wizard and all data is finalized you can begin the national submission process.

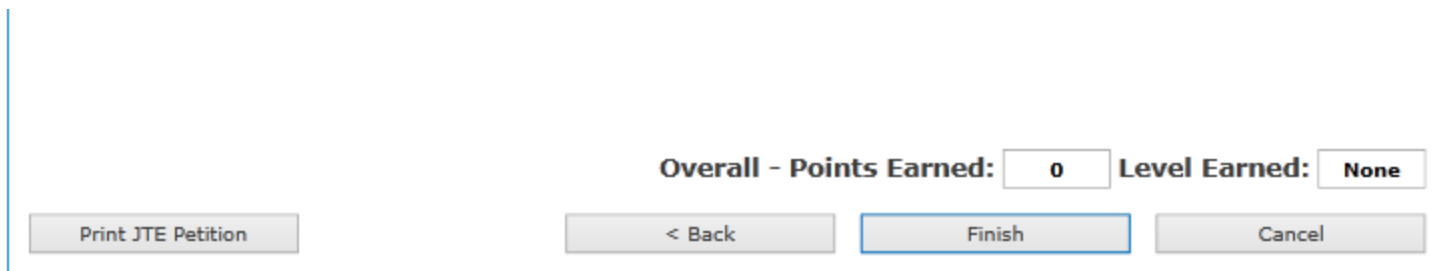
Overall - Points Earned: Level Earned:



SCOUTING'S NATIONAL **HONOR** SOCIETY

Printing the JTE Petition

- Print a hard copy of your Lodge's JTE Petition
- Click Finish at bottom of page when done



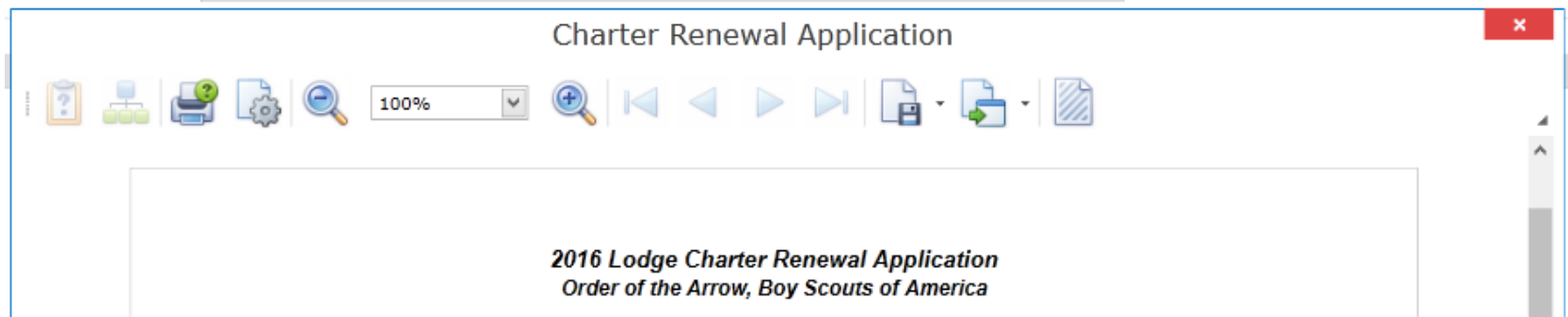
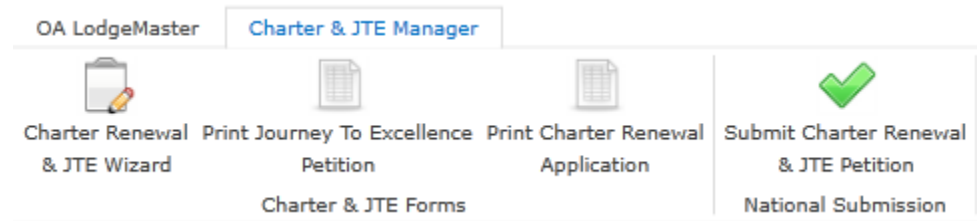
Overall - Points Earned: Level Earned:



SCOUTING'S NATIONAL **HONOR** SOCIETY

Printing Charter Renewal

- Printing Charter Renewal Application
 - Click the icon Print Charter Renewal Application
 - The renewal report will display
 - Click the printer icon to print the report



SCOUTING'S NATIONAL **HONOR** SOCIETY

Printing Charter Renewal

- Report shows you what your renewal fees will be
- Do Not send a check with your renewal report. The Lodge will be billed automatically by National

2015 Membership and Fees

Youth	0	2015 lodge recharter fee:	\$0.00
Adult	0	(total membership x \$3)	
<hr/>			
Total	0		



SCOUTING'S NATIONAL **HONOR** SOCIETY

Printing Charter Renewal

- Get signatures on your printed renewal
 - Lodge Chief
 - Lodge Adviser
 - Council Scout Executive

Council Approval

This application is submitted by our lodge for the 2016 renewal of our lodge charter in the Order of the Arrow, Boy Scouts of America. We certify the information contained herein is true and accurate.

Lodge Chief

Lodge adviser

As Scout Executive, I attest to the fact that all of the members of this lodge are currently registered members of the Boy Scouts of America, and have been checked against our council membership files. I have met with the lodge leadership to discuss 2016 goals, and certify that the council's OA program is in accordance with the current OA Handbook, Guide for Officers and Advisers, Field Operations Guide, Guide to Inductions, and ceremony books. I understand that our council's lodge charter fees will be billed by the National Council for the amount stated above.

Scout executive

For national office use only

Date received

Date billed

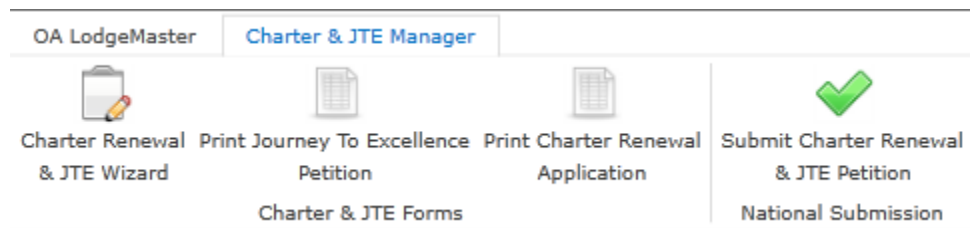
Account # 62025-4920



SCOUTING'S NATIONAL **HONOR** SOCIETY

Submitting the JTE Petition & Charter Renewal

- Submit Your JTE Petition and Charter Renewal Application
 - Click the Submit Charter Renewal & JTE Petition National Submission icon
 - Email a copy of the Renewal application and petition to stephanie.jordan@scouting.org at National



SCOUTING'S NATIONAL HONOR SOCIETY

Final Notes

- Once you Click the Submit Charter Renewal & JTE Petition your can not retrieve it, so make sure you are done and happy by clicking the icon
- Submission and Emails to National must be completed before December 31, start early in December to get it done on time
- After submission is complete go have yourself a great Holiday Season!



SCOUTING'S NATIONAL HONOR SOCIETY