



BOY SCOUTS OF AMERICA®  
ORDER OF THE ARROW

# LA240 – How To: Organizing a Typical Lodge Function

## On-line Training

# Overview

- There are common elements to all OA functions
- OA events and activities serve multiple purposes
  - Train youth leaders
  - Additional leadership opportunities
  - Retention
- The Adviser brings experience to make sure “what” needs to happen, happens
- The youth Chairman learns/improves skills for “how” everything gets done
- Event/activities are a great chance to teach the benefit of helpers (a committee)



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# Learning Objectives

- Explore the role of Adviser in an OA function
- Discover how to coach the Function Chairman
- Learn how to develop the Function committee
- Understand common key aspects of each function



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# Role of the Adviser

- Roles
  - Coach
  - Mentor
  - Trainer
  - Counselor
  - Cheerleader & Guide
- Key skills the adviser brings
  - Knowledge
  - Experience
  - Planning
- Teach the Chairman “what” and help the Chairman with the “how”



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# Role of Youth Chairman

- Youth Chairman
  - Organizer
  - Recruiter
  - Delegator
  - Project Manager & Integrator
  - Motivator



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# Common Committees

- Common committees include:
  - Program
  - Location/facilities
  - Logo/patch design
  - Memorabilia (patches, t-shirts)
  - Banquet
  - Food
  - Fellowship
  - Promotion
- Multiple committee benefits:
  - The Chairman does not have to do everything
  - Gets more Arrowmen involved
  - Develops future lodge leaders



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# Getting Started

- Discussion with Youth Chair
- Guidance:
  - Avoiding bad habits of past.
  - Planning process
  - Watch for “Want to do Everything”



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# Common Elements

- Purpose
- Audience/attendees
- Expected/desired outcome
- Budget
- Staff
- Backdate calendar
- Function schedule
- Promotion
- Memorabilia
- Location
- Registration
- Recognition
- Risks and Issues
- Cleanup/Closeout



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# Ordeal Checklist

- Most common function/activity:  
Ordeal
- Handy planning guide for Ordeal  
Weekend: *"Chapter Induction Weekend\_Checklist.xls"*
- Includes:
  - Planning topics
  - Back-Date Calendar
  - Staff
  - Equipment
  - Candidate listing
  - Locations
  - Service Projects
  - Budget Table
  - Cost Table
  - Weekend Schedule



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# Function Closeout

- The function is over, time to go home – wrong!
- Review the Function/Event
- Lessons Learned
- What went well, Improve, Eliminate
- Candidates for next function.
- Close on a high note – Recognition
- Remember Multiple Purposes of Function:
  - Lodge Activity
  - Youth Development
  - Member Retention



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# Conclusion

- Roles of youth and adult
- Common Elements
- Dual Purpose of Function/Event
  - Lodge/Chapter Activity
  - Youth Development
- Supports the OA Mission/Purpose



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