

July 30 - August 4, 2018

Indiana University – Bloomington, Indiana

NOAC

2018

Contingent Leader Guide



BOY SCOUTS OF AMERICA®

ORDER OF THE ARROW

CONTINGENT LEADERS,

On behalf of the National Order of the Arrow Committee, many grateful parents, and our youth Arrowmen (who may forget to say so), THANK YOU for leading your lodge's contingent to the National Order of the Arrow Conference this summer at Indiana University! I hope this guide helps prepare you and your lodge for a fun and most rewarding NOAC.

As you and your youth develop plans to maximize the benefit to each Arrowman attending, this guidebook, the NOAC website (NOAC2018.org), and The Navigator emails will supply you with the most up-to-date and accurate information to organize your experience.

The world is changing faster than it ever has, and what it means to be a young person today is different than it was even a decade ago. Decisions made today will define the next century of our Brotherhood. The time to act is now. The NOAC 2018 theme, "Decide Your Destiny" is a message that reinforces the conference learning objective: today's decisions shape tomorrow's reality. We want our lodges to perform at high levels and this theme and learning objective have the capacity to help delegates learn from and teach others. Fired up and committed to the ideals passed down from our founders we can spread enthusiasm brought on through service as we each return home.

Numerous Arrowmen from across the country have been working for months to prepare for this memorable Scouting experience. We are thrilled with the exciting programs our youth leaders have designed. Nationally, we have made our lists and are checking them twice, but we also realize no one is more important in the NOAC life of our Scouts than YOU. Your leadership and attention to each Arrowmen in your contingent will make more of an impact in the legacy we all leave than all the planning in the world.

You make the difference at this NOAC. I want to thank you for taking on the monumental task of translating the great work, exciting program, and unique opportunities offered at this conference to the youth, by ensuring that they attend, participate, and get home happy and safe.

Yours in Brotherhood,



Mike Hoffman
National Chairman

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2018 NATIONAL ORDER OF THE ARROW CONFERENCE

THE NATIONAL CONFERENCE

The National Order of the Arrow Conference is Scouting's second-largest national program event. The reason for its growing popularity can be attributed to the fact that it is planned and carried out by Arrowmen. Youth involvement ensures that the conference program will be exciting, relevant, and non-stop fun.

As you promote the conference to your membership and plan the details for your council's involvement in conference activities, keep in mind the many benefits that are likely to accrue for your lodge and its members. Participants will return home with:

- A deeper understanding of the Scout Oath, Scout Law, Order of the Arrow Obligation, and what it means to "live" these words in one's daily life.
- A renewed spirit, pride, and enthusiasm for Scouting and the Order of the Arrow.
- Ideas their lodge can use to better serve Scouting at the unit, district and council levels.
- New programs, knowledge, and skills to improve lodge and chapter operations.
- Enhanced leadership skills and a better understanding of how to carry out the work of the lodge.
- The latest information on outdoor and high-adventure programming, including how to successfully promote Boy Scout camping.
- New friendships with fellow Arrowmen from throughout the nation.
- Memories to last a lifetime!

DATES AND LOCATION

The 2018 National Order of the Arrow Conference will begin with dinner on Monday, July 30 and end after breakfast on Saturday, August 4, 2018, at Indiana University in Bloomington. All council contingents will be able to select an arrival time for Monday, July 30 through the NOAC Registration site at registration.oa-bsa.org starting April 2, 2018. *(The conference will not facilitate any contingent early arrivals.)*

ATTENDANCE

All Arrowmen who are registered members of the Boy Scouts of America and have their council's approval, are eligible to participate in the 2018 NOAC.

All participants must register as a delegate of a council contingent or be a member of the conference staff.

CONFERENCE FEE

The conference fee is \$525.00 for youth and adult members who pay their total conference fee by May 31, 2018. Conference fees paid after May 31, 2018, will be \$600.00 for youth and adult members. All fees must be received by the National OA Director no later than June 30, 2018.

The fee includes five night's housing, five full days of program and training, 14 meals, program and support materials, registration materials, insurance, and recognition items during the six-day conference.

COUNCIL CONTINGENT RESERVATIONS

Due to expected interest and capacity constraints at Indiana University, we will institute a *membership-driven delegate allocation by council*. *Each council will initially receive a minimum of 10 delegates. Additional delegates are assigned as a percentage of lodge membership as reported on the 2017 charter renewal application. As of March 1, 2018, we have relaxed the 3:1 youth to adult ratio to majority youth.* Councils were notified of their initial quotas in April, 2017, in a letter to scout executives. Additional delegates beyond your quota may also be requested during the initial registration process. Any unclaimed quota will be released on January 2, 2018, and remaining capacity will be allocated to contingents

requesting additional space. Your council will be billed the same \$100 non-refundable deposit for each additional delegate at that time. Please note that councils are not guaranteed to receive the full complement of additional delegates requested. Assignment of additional delegates will be determined by several criteria including the timestamp when the request was made.

Adult participation should be approved on the basis of need to provide responsible leadership supervision for the council contingent (*at least one adult for every 15 youth*); and all contingents must maintain at least two-deep adult leadership traveling to, from and during the conference.

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Please note that NOAC staff members register separately and do not impact a council's ratio or quota.

To secure the youth and adult spaces desired, each council must complete the online Council Contingent Reservation. Your council will be billed the nonrefundable deposit of \$100.00 per participant. No individual reservations will be accepted. *The Council Contingent Reservation*

must be submitted on the NOAC Registration Site at: <https://registration.oa-bsa.org> beginning October 2, 2017.

Councils will be billed the remainder of *each participant's fee in two installments: \$200 in March and \$225 in May of 2018.*

Encourage adult Arrowmen in your council to establish a special fund to help youth members attend and share in the conference spirit. Your council, lodge and Scouting will benefit for years to come!

REMOTE DELEGATES

Many lodges experience demand to attend the conference beyond what their contingent can accommodate. To ensure these Arrowmen have the chance to participate in the unique experience that is NOAC, there will be a remote delegate opportunity in 2018.

The cost of the remote delegate program is \$75 per delegate. *Remote delegates may register directly through the NOAC registration site at: <https://registration.oa-bsa.org> beginning March 25, 2018.*

Remote delegates will receive a virtual experience that allows them to see and participate in the NOAC program, and a special gift package that includes a limited "remote delegate" variation of the conference patch.

Lodges are encouraged to host "watch parties" for larger groups of Arrowmen unable to attend the conference. Special packages (which include a quantity of the remote delegate patches) are available.

ADDITIONAL INFORMATION

Get the latest updates about conference at noac2018.org.

Questions about registration? Contact the Contingent and Staff Services team at noac2018@registration.oa-bsa.org

LODGE PATCHES FOR THE 2018 NOAC

Any use of Indiana University trademarks, including but not limited to the IU logo, Indiana Hoosiers, and candy striped design are not permitted on lodge patches/memorabilia.

Please see the special guidelines that have been established in working with Indiana University for National Order of the Arrow specific merchandise

at https://oa-bsa.org/uploads/events/noac-2018/NOAC_IU_Guidelines_20170706.pdf. You can also find the guidelines at noac2018.org. Custom patch orders can be ordered through an official BSA licensee at licensingbsa.org

CANCELLATION AND REFUND POLICY

The \$100.00 per-person deposit is transferable to a substitute participant (youth or adult) within the same council on a one-for-one basis, but it is nonrefundable, and may not be applied to the balance due for another person. All requests for cancellation made in writing to noac2018@registration.oa-bsa.org by June 30, 2018, will receive a full refund of all fees, minus their deposit amount of \$100. Participants canceling their reservation after June 30, 2018, will forfeit their entire conference fee.

LODGE KEY 3 RECOGNITION

The Lodge Key 3 will receive a special recognition for attending the 2018 NOAC. (The Lodge Key 3 includes the lodge chief, lodge adviser and lodge staff adviser or Scout executive; and all three must attend to receive this special recognition.)

CONFERENCE SITE

BLOOMINGTON, INDIANA

Bloomington is the home to Indiana University and will serve as the proud host of the National Order of the Arrow Conference this summer. The city of Bloomington was founded in 1818 with Indiana University being established just two years later in 1820. Indiana University is located in the heart of downtown Bloomington and while the city has a population of more than 80,500, the University is responsible for about 40,000 of that figure. Bloomington is located in south-central

Indiana and is 50 miles south of Indianapolis. Indiana's state motto is "the Crossroads of America" due to its central location and easy accessibility with four interstates, I-70, I-65, I-74 and I-69 all running through Indianapolis. NOAC 2018 delegates traveling by air will fly into the Indianapolis International Airport where either Go Express or Star of America shuttle services provide direct shuttles to the IU Bloomington campus.

INDIANA UNIVERSITY

Indiana University was founded in 1820 as a State Seminary. In 1928 the name was changed to Indiana College and then officially became Indiana University in 1938. IU has eight regional campuses located throughout the state but the original Bloomington campus is considered the flagship. IU is a Division I school and is a member of the Big Ten Conference. IU athletics has more than 20 NCAA national titles, most notably of those are from the men's basketball (5) and soccer (8) teams.

Sample Gates

The idea of a gateway entrance to the oldest part of campus was first introduced by the class of 1899 but was not a reality until Edson Sample provided funding for what is now called the Sample Gates. Finished in 1987, the Sample Gates are considered by many to be the main entrance to campus because of their location to Kirkwood Avenue and the downtown area. The Sample Gates are the most photographed structure on the IU campus.

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Indiana Memorial Union

The Indiana Memorial Union building was completed in 1932 and to this day remains as one of the world's largest student union buildings. The IMU was designed to be a place for students, faculty and staff to host meetings, social events and other activities and is viewed by many as the centerpiece of campus. The IMU has many activities for students such as a bowling alley, Movie Theater, food court and many lounge areas where students can relax or study between classes. The IMU also houses the Biddle hotel with 180 guest rooms and over 50,000 square feet of meeting space.

Simon Skjodt Assembly Hall

Simon Skjodt Assembly Hall opened in 1971 and has served as the site for men's and women's basketball teams, commencement ceremonies, concerts and speeches of presidents and world leaders for more than 40 years. Assembly Hall seats 17,472 and is the home of the nation's largest student section (7,800) for NCAA men's basketball. Presidents Bill Clinton and Barack Obama as well as the Dalai Lama have all spoken at Assembly Hall. Some musical performers that have visited Assembly Hall include The Rolling Stones, Dave Matthews and John Mellencamp.

Indiana University Auditorium

The Indiana University Auditorium located in the heart of the IU campus opened its doors in 1941. The IU Auditorium is also the home of Thomas Hart Benton's "Century of Progress" murals located in the entryway that first debuted at the 1933 Chicago's World's Fair. The Auditorium is a 3,200 seat venue that allows IU to bring a wide range of performing arts to campus such as famous Broadway musicals, musicians, comedians and world leaders. The Auditorium also hosts a wide variety of student activities such as New Student Orientation.

Indiana University Arboretum

An ideal place for relaxation and study, the Arboretum is an oasis of beauty, landscaped with hundreds of trees and surrounding greenery a gazebo overlooks numerous walking/bicycle paths and a pond. Originally home to IU's Memorial Stadium and little 500 Bicycle Race, the current site of the Arboretum is nestled between the Herman B Wells Library and the School of Public Health.

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Indiana University Art Museum

With over 40,000 objects, the IU Art Museum's collections include works representing nearly every art-producing culture throughout history. Explore ancient Greek pottery, gold jewelry, Renaissance panels and Asian treasures dating back to the third millennium BC. Discover paintings by Pablo Picasso, Claude Monet and Jackson Pollack. Learn other cultures as you view art from Africa, the South Pacific and the Americas – the museum's African collection is considered among the best in the country. A work of art in its own right, the museum's stunning building was designed by internationally renowned architect I.M. Pei, also responsible for Louvre Pyramid in Paris. Admission is free.

NATIONAL CONFERENCE ORGANIZATION

NATIONAL OA COMMITTEE

The National Order of the Arrow Committee, led by National Chairman Mike Hoffman, will host and provide overall guidance and leadership to the 2018 national conference.

Veteran Arrowmen from around the nation make up the national committee and bring to the NOAC not only extensive Order of the Arrow and Scouting experience, but years of expertise in staging and administrating conferences.

Clint Takeshita of Dublin, California, has been appointed conference chairman and will be assisted by the following deputies: Glenn Ault (Finance), Andy Chapman (Scheduling and Facilities), Chris Grove (Logistics), Jeff Jonasen (Program) and Ed Lynes (Messaging). Matt Dukeman, National OA Director, will be the conference staff adviser.

The following Scouters, each with extensive NOAC experience, have been appointed to serve as LEAD ADVISERS to one of the functioning committees for the 2018 national conference:

Activities and Recreation (ARC)

Steve Gaines

Kennewick, Washington

Email: steve.gaines@charter.net

Responsible for staging a variety of activities, including: athletic competitions, recreational activities, movies, etc. including off-campus activities. Facilitates conference-wide patch trading.

Administrative Services

Don Hough

Washington, D.C.

Email: dthough2003@gmail.com

The support arm of the conference, providing for a variety of services that make the conference operate smoothly: registration, housing, check-in, food service, equipment & material procurement, transportation, storage, etc.

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Adventure Central

Nick Digirolamo

Tampa, Florida

Email: nick.digirolamo@raymondjames.com

This committee is responsible for all high adventure related activities, including the Experience, OA Extreme, STEM, Arrowman Conservation School, high adventure training, and more.

American Indian Activities (AIA)

Ron Bell

Miami, Florida

Email: Ironbell@bellsouth.net

Responsible for conducting the many and varied American Indian programs, including pageants, dance, singing and regalia competitions and AIA components of The Showcase Experience Show.

Communications

Tony Fiori

New York, New York

Email: afiori@gmail.com

Responsible for the various media outlets at NOAC, including the enews, website, live streaming, social media, hometown blogs and NOAC promotions.

Conference Festival

Joe Barton

Benicia, CA

Email: joebarton77@gmail.com

Responsible for all programs and activities associated with the festival on the last full day of conference prior to the Theme Show.

Engagement

Donald J. Cunningham

New York, New York

Email: DonaldJCCunningham@alumni.upenn.edu

Responsible for the overall delegate and staff experience including, delegate orientation, delegate gift, participation award and wide game. Manages the Concierge team and VIP relations. Coordinates religious services.

Financial Services

Craig Davis

Austin, Texas

Email: mail@craigdavis.net

Responsible for oversight of daily financial and business operations of the conference. He is directly responsible to the conference chairman and national director for fiscal operations.

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Inductions and Ceremonial Events (ICE)

Bill Chin

Wallingford, Connecticut

Email: bill@eaglewbcl.com

This committee is responsible for helping lodges improve the quality of the full spectrum of their OA inductions, from conducting unit elections to the Vigil Honor, via classroom sessions and live evaluations of ceremonies teams.

Legacy Center, National OA Endowment

Jason Hood

Memphis, Tennessee

Email: Jason.hood@yahoo.com

Responsible for furthering the efforts of the Order of the Arrow Endowment program at NOAC, through specialized Endowment items at the Trading Post.

Medical

Jon Hobbs

Concord, North Carolina

Email: jonhobbs326@gmail.com

Responsible for on-site medical services. Liaises with local health care providers. Manages staff & delegate medical records and review at check-in.

Region Chiefs

Bob Black

Vestal, New York

Email: cyberkdet@aol.com

Coordinates region engagement at conference. Responsible for the Thursday night Region Gatherings and activities.

Shows

Max Sasseen

Lawton, Oklahoma

Email: maxsasseen@me.com

Responsible for the development, production, and staging of the four original shows produced for the conference.

Security

Gary Williams

Mount Vernon, Illinois

Email: gdub2@hotmail.com

Responsible for conference public safety including enforcing the code of conduct. Provides support to public relations efforts (Info Booth, Transportation Stops)

Service Corps

Steve Bradley

Riverside, California

Email: sbrad8854@aol.com

Responsible for providing and managing manpower requests for all conference committees. Manages the Provisional Staff program (if required). Includes members of OA high adventure staff, service lodge volunteers and provisional staff.

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Special Events

Tony Steinhardt

Indianapolis, Indiana

Email: tsteinhardt@ratioarchitects.com

Responsible for all special events and activities, receptions, Very Important Arrowmen (VIA) luncheons, Distinguished Service Award and Red Arrow reception and dinner, professional Scouter luncheon, meetings with national officers and committeemen, OA museum, and NOAC band and chorus.

Sustainability

Jake Wellman

Albuquerque, NM

Email: jake.wellman@gmail.com

Responsible for coordinating sustainability efforts at conference across all committees. Liaises with university sustainability office.

Technology

Joe Glenski

Minneapolis, Minnesota

Email: joseph.glenski@gmail.com

Responsible for providing all the necessary technology support for all functioning conference committees, administrative and program.

Trading Post

Kaylene Trick

New Berlin, Pennsylvania

Email: ktrick@ptd.net

Responsible for the successful operation of the NOAC Trading Post, American Indian and satellite trading posts at the conference.

Training

David Garrett

Franklin, Tennessee

Email: david@cpgarrettlaw.com

Responsible for planning, developing and conducting all training programs and educational opportunities for both youth and adult Arrowmen; this includes the National Council of Chiefs (NCOC) session at the conference.

NOAC CONFERENCE STAFF

A national Order of the Arrow conference could not function effectively without the dedicated service of those Arrowmen who volunteer to work with one of the conference committees. These Arrowmen are referred to as "conference staff."

Members of the NOAC conference staff pay their own way to the conference and work in a support role to help make the national conference program a successful and enjoyable experience for all Arrowmen.

ADMINISTRATION

CONFERENCE CLINIC

NOAC delegates will have a full-time health care staff available at the conference, with first aid capabilities. The conference clinics will be located in Foster Shea Activity Lounge in the north end of campus and Forest Hall Lounge B in the south end of campus and available 24 hours a day. Assistance will be provided for more complex problems as well.

MEDICAL REQUIREMENTS

2018 Annual Health and Medical Record (AHMR) Procedures

At the 2018 NOAC, the BSA Annual Health and Medical Record forms (AHMR) will not be collected electronically prior to arrival at the conference. The AHMR form can be found at:

https://filestore.scouting.org/filestore/HealthSafety/pdf/680-001_ABC.pdf

No other type of medical form will be accepted for the 2018 NOAC.

Paper copies of all BSA Annual Health and Medical Record forms for the 2018 NOAC must be submitted in person during the check-in process upon arrival at Indiana University. Please bring two paper copies of all BSA Annual Health and Medical Record forms one to travel with and one to turn in during check in.

All medical examinations are required to have been completed within one year of the event. The medical examination must have been performed by a licensed practitioner and been signed on or after August 1, 2017.

Each contingent is required to maintain a paper copy of each participant's BSA Annual Health and Medical Record Form with the contingent leader during the conference and while traveling to and from the event. Contingent leaders will be asked to provide a copy of their youth and adult delegate's medical forms to the OA Medical Staff during registration and check-in of the lodge contingent.

(The BSA Health and Safety Committee does not recommend placing these forms on a jump drive for travel.)

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Immunizations

Immunization requirements are based on recommendations of the U.S. Public Health Service.

Youth and adults must provide proof of immunization for tetanus within ten (10) years (since 2008). In addition, youth delegates must provide verification of the following immunizations since birth:

- Diphtheria and pertussis.

- Measles, mumps, and rubella (MMR).
- Trivalent oral polio vaccine (TOPV) – four doses recommended.

Exceptions to Immunization

If there is a reason why anyone is not able to comply with the vaccination requirements, the BSA Immunization Exemption Form must be submitted with the Annual Health and Medical Record.

SPECIAL SITUATIONS/SPECIAL NEEDS

Some Arrowmen attending the event may have the need for special medical support or consideration. Therefore, it is necessary for the contingent leader and conference staff to be aware of delegates who may require special considerations.

Make sure that any special medical, physical, and/or dietary are entered into the participant's online record in the National Order of the Arrow Event Registration System.

Every effort will be made in advance to provide resources and accommodations for Scouts and Scouters with disabilities of any kind. *Facilities for disabled delegates are limited and require advance arrangements.* Please make sure to list any special needs on the individual's registration

form. *The event committee cannot guarantee that last-minute arrangements for special needs can be accomplished.*

Special dietary needs are a common concern when attending any large function. The Dietary Staff at Indiana University are very familiar with most special dietary needs. Whether they are for religious, medical or personal needs, they are able to accommodate most people. If delegates or staff have questions specific to IU dining you can contact Rachel Noirod at rnoirod@indiana.edu.

Medical waivers will not be required.

Questions and Further Information

For any questions regarding these requirements or other medical issues or concerns, please contact the OA Medical Staff at NOACHEALTH@oa-bsa.org.

LEADERSHIP POLICY FOR ALL ORDER OF THE ARROW TRIPS AND OUTINGS

It is the policy of the Boy Scouts of America that trips and outings may never be led by only one adult. *Two registered adult leaders or one registered adult leader and a parent of a participant, one of whom must be twenty-one (21) years of age or older, are required for all trips and outings.*

It is the responsibility of the council/lodge to ensure that sufficient qualified adult leadership is provided for all local, section, region, and national Order of the Arrow outings, conclaves, training events, and national events.

The interpretation of "adult" leadership and "adult" membership, as opposed to youth membership, in the Order of the Arrow continues to be one determined by age, not BSA registration. Although the Boy Scouts of America recognizes all individuals 18-years of age and older as adult members of the BSA, an individual under the age of twenty-one (21) holds youth membership, while an individual who is twenty-one (21) years of age or older holds adult membership in the Order of the Arrow.

INSURANCE

Accident and sickness insurance is provided to all those attending the 2018 NOAC. The cost of this insurance is included as part of the NOAC fee.

Although they hold youth membership in the Order of the Arrow, a member of the OA between the age of 18 and 21, who is registered as an assistant Scoutmaster or Venturer, may fulfill the leadership requirements as one of the adult leaders for an Order of the Arrow trip or outing.

Contingents that do not meet the minimum requirement of having two adult leaders, as set forth by the Boy Scouts of America, will not be authorized to participate in the conference.

Adult female leaders will be provided housing separate from the males in their contingent.

REGISTERED PARTICIPANTS ONLY

Only those persons officially registered with a lodge contingent or serving as approved NOAC staff will be sanctioned to participate in the national conference.

Coverage for registered members of the BSA will be effective during travel from their homes to the NOAC site, from the NOAC site back home, and during their stay at the conference. The Maximum

Benefit period is 52-weeks from the date of the covered accident. Health Special Risk must have the notice of claim within 90-days after any loss covered by the policy.

Excess Insurance Provision

The plan is an Excess Insurance Plan, meaning that the plan will pay all those eligible expenses incurred from a covered accident or sickness not paid by any other collectable insurance or pre-paid health plan in-force for you or a dependent child(ren). If no other collectable insurance or pre-paid health plan are in effect at the time of the loss, this plan will pay all eligible covered expenses up to the plan limits. There is no deductible under this plan. Also, coverage under this plan does not provide duplicate benefits when an insured member is also insured under another Boy Scout or Learning for Life plan for a national or regional sponsored camp or special event. This provision applies to all benefits offered under these plans, including Accidental Death and Dismemberment.

Accident Medical Expense Benefits

The policy will pay benefits for covered expenses that result directly from a covered accident. The benefits are only payable for usual and customary charges and medically necessary

covered expenses. Covered expenses will be paid only if charges incurred within 60-days after the date of the accident. Maximum benefit period is 52-weeks from the date of covered accident.

Total Maximum Benefits: \$15,000

Sickness Medical Expense Benefits

The plan will pay benefits for covered expenses incurred within the benefit period as a result of a sickness when the participant is participating in scheduled, supervised and sponsored activities.

Benefit Maximum: \$7,500

Benefits for Accidental Death, Dismemberment, Heart Failure, Loss of Sight and Paralysis

When injuries to the insured result in death or dismemberment within one year from the date of the covered accident, and from loss which is independent of sickness and all other causes, the plan will pay as follows: In the event of multiple losses or death resulting from any one covered accident, only one benefit is payable... the larger amount applicable.

Covered Loss: \$2,500 up to \$20,000

Accident Death Benefit: \$10,000

ADDITIONAL BENEFITS

Dental Treatment

This benefit shall be in addition to any other benefits payable under the terms of this plan. Pays for dental injuries, up to a total of \$5,000 for repair, treatment and/or replacement of sound, natural teeth. If within the 52-week period following the date of the accident, the insured's attending dentist certifies that dental treatment and/or replacement must be deferred beyond such 52-week period, the benefits will pay the estimated cost of such treatment; however, benefits will not exceed a total of \$5,000.

Benefit Maximum: \$5,000

Ambulance Expense Benefit

The policy pays ambulance expense for ground transportation from the emergency site to the hospital. The benefit includes air ambulance when, in the judgment of a duly authorized medical authority or senior representative of a camp or activity, such service is required to facilitate treatment of injuries and no other ambulance service is available. Ambulance benefits will be paid in addition to any other benefit payable under the policy.

Benefit Maximum: \$6,000

Return Transportation Expense Benefit

Transportation expenses incurred, as a result of a covered accident, the patient's medical provider requires the injured party to return home from a covered activity. This benefit includes the cost of one person to accompany the injured party on the trip. In the event of a covered death, the policy will pay expenses incurred for an immediate family member to accompany the body.

Benefits will not be paid unless the administrators of the policy authorize in writing or by an authorized electronic or telephonic means all expenses in advance.

Benefit Maximum: \$1,500

Post-Traumatic Stress Disorder

This benefit will pay \$100 per counseling session for up to five sessions, if the covered person suffers a diagnosed PTSD resulting directly and independently of all other causes from a covered accident. The benefit period is for 104- weeks from the date of the accident.

Crisis Management Benefit

This benefit will pay \$100 per counseling session for up to five sessions, if a covered person suffers a covered loss as the result of a felonious assault or from another person's use of a gun or knife to

commit an act of violence, if the accident occurs while engaged in a covered activity. The benefit period is for 52-weeks.

Specified Injury Expense Benefit

The policy pays covered expenses incurred for treatment of a) loss of sight in both eyes; b) dismemberment of any extremity; c) paralysis; d) irreversible coma; e) entire loss of speech; or f) loss of hearing in both ears.

Benefit Maximum: \$35,000

Exclusions

The policy does not cover:

- (a) the cost of medical or surgical treatment or nursing service by a person employed or retained by the Boy Scouts of America

High Adventure Base, or by any immediate family or member of the insured member's household;

- (b) any loss caused by suicide or attempted suicide;
- (c) any loss caused by intentionally self-inflicted injuries;
- (d) eyeglasses, contact lenses, hearing aids, examinations or prescriptions for them, or repair or replacement thereof;
- (e) loss caused by war or any act of war, whether declared or not;
- (f) dental treatment or dental x-rays, except when required as the result of injuries to sound, natural teeth;
- (g) Injury or sickness paid or payable by Workers' Compensation, Employer's Liability Laws or similar occupational benefits.

EMERGENCY PROCEDURES ENROUTE

In case of serious injury or illness enroute to or from the 2018 National OA Conference:

DO THESE THINGS IMMEDIATELY:

1. Take care of injured or sick person(s).
2. Make sure all other personnel are safe.

3. If necessary, get local emergency help.
 - (a) Dial "0" or "911."
 - (b) Inform local law enforcement officers in the event of an accident.

After taking these steps, gather the information indicated in steps 4 and 5. (Before you leave home, make sure you have emergency phone numbers for all your contingent members.)

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4. Notify your local BSA council by telephone. (The council should notify the parents or spouse of the injured participant as soon as possible.)

Daytime office number

()

Emergency night or weekend

()

Alternative night or weekend

()

5. Be prepared to provide the following information:

- (a) Contingent housing location
- (b) Your name and leadership position
- (c) Location of accident (nearest town, highway, etc.)
- (d) Hospital name and location

(e) Name(s) of those ill or injured

(f) Nature of illness or injuries

(g) Action taken — location of ill or injured and current condition

(h) Name of physician and telephone number

(i) Telephone number where a responsible leader in your group can be reached

(j) Local law enforcement officers involved and the name of the officer in charge

Responses to News Queries

Most accidents immediately become public knowledge over police, fire, or emergency radio circuits, and you may receive inquiries from news reporters. Respond factually, truthfully, and promptly. Be as helpful as possible; stick to the facts. Avoid making accusations, claims, charges, or speculations on how the accident happened.

ARRIVAL AND DEPARTURE PROCEDURES

Pre-Conference

Contingent members have the opportunity to indicate roommate preference in the NOAC Registration System but the Contingent Leader should be aware of requests to ensure appropriateness. If you have questions or concerns, contact your contingent registration coordinator. The NOAC Contingent and Staff Services team will do their best to accommodate roommate requests and house the contingent in close proximity.

Roommate requests need to be entered into the NOAC Registration system by May 31, 2018.

If a member of your contingent has a special housing request(s) due to mobility limitations, or other factors, please enter all requests into the NOAC Registration system. Please be very specific about the housing requirements, so that correct accommodations can be provided. Special housing requests need to be entered into the NOAC Registration system by May 31, 2018. If participants or staff have questions specific to special housing accommodations please contact your contingent coordinator or noac2018@registration.oa-bsa.org

The *NOAC Code of Conduct* (page 34) will need to be reviewed by all members of the contingent prior to NOAC, and it will be accessible through the NOAC Registration system.

Contingents will be notified 7-days prior to arrival as to which residence hall they've been assigned. They will also receive detailed directions and instructions on where to go and disembark on the IU campus.

Check-In

If you have attended National OA Conferences in the past, you may recall that check-in day started at a centralized place, generally a large arena on campus. This year, you will go directly to your assigned residence hall. That is your first stop! In fact, whether you are traveling by car or bus, you will pull up to your residence hall curbside to unload your gear. If you are arriving by plane, the airport shuttle bus will take you to your assigned residence hall. Prior to the conference, we will provide details on where your residence hall will be staying on campus, along with directions of how to get there.

Following a quick medical check (contingent leader should have two copies of each participant's medical form one to travel with and one to turn in, you will not get the second copy back), you will be at your home for the week. The goal is to get you and your contingent into your rooms within a few minutes of arriving at NOAC. To help facilitate this process, the Contingent

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& Staff Services team will be located in each residence hall at check-in day and throughout the conference.

In order to make this process smooth and quick, there are some things you can do in advance of the conference. The key is to have your registration information complete and accurate prior to your departure from home. The following is a brief checklist:

- Each participant attending from your Lodge should be entered in the NOAC Registration database, ensuring that the roster in the system matches the Arrowmen you will actually bring to the conference.
- Medical forms need to be completed and printed (Two copies per person, one will not be returned).
- Roommate assignments should be completed in the Registration System by the assigned deadline.
- Training classes and activities for each Arrowman should be selected and inputted into the Registration System (by individual Arrowman where applicable) prior to arriving at conference

- New Youth Protection Training (YPT-2) must be completed for all Arrowmen 18 years and older. (If this is not completed by the time of arrival you will be required to complete before you an check in)
- An orientation video will be emailed to all conference delegates and staff prior to arrival at IU. Please strongly encourage your contingent members to view the video for the latest information about conference just prior or upon your arrival.

Departure

All linens, including pillows, blankets, and bed pads, are to be stripped from beds.

All rooms are to be inspected, certified clean by the lodge contingent leadership. (All items brought into the room by a NOAC participant must be removed upon departing.)

The contingent leader collects and turns in all room keys and other materials as instructed. Conference staff members are responsible for turning in their room keys and other materials as instructed.

Complete other check-out procedures as may be instructed.

All lodge contingents must depart on Saturday, August 4, 2018 by 10:00 a.m. Meals are "on your own" after breakfast on Saturday, August 4th.

KEEP THE UNIVERSITY GROUNDS CLEAN

One of the challenges in connection with any national event is maintenance of orderly and neat conditions in heavily used areas. The cooperation of all participants is requested to see that all trash is deposited in the containers provided. Constant leader vigilance in this regard will be helpful in preventing a major problem. Make it a practice and a tradition — no one passes by trash — pick it up and put it in the proper container. SCOUTS LEAVE AN AREA BETTER THAN THE WAY THEY FOUND IT!

POLICY ON SMOKING, ALCOHOL AND DRUGS

Whenever a member of the Boy Scouts of America appears before the public, especially in uniform, that member is literally on parade before the citizens of America. This is especially true of the thousands that will be traveling to the national conference, participate in the week's events, and then depart for home. All of us must make sure that the conduct of every single participant is above reproach. This places a great responsibility on each of us.

The national conference committee has instituted a NO-SMOKING policy for all NOAC participants on the Indiana University campus.

The use of alcoholic beverages, non-prescribed drugs, or controlled substances will not be permitted at NOAC or on the IU campus and will result in immediate dismissal from the conference.

YOUTH PROTECTION TRAINING AND BACKGROUND CHECKS MANDATORY

Youth Protection Training

All Arrowmen 18-years of age and older as of July 30th attending the 2018 National Order of the Arrow Conference, must complete the newly revised Boy Scouts of America Youth Protection Training course (YPT-2). *It is mandatory that all registered BSA adult Scouters take the online*

Youth Protection Training, since the newly revised version was posted in January, 2018, prior to attending NOAC. The training must be completed and marked on their individual online NOAC Registration System account PRIOR to arriving on the Indiana University campus. If a member of your contingent who is over the age of 18

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has not completed this mandatory training upon arrival your entire contingent will be stopped from checking in until the course is completed.

The Youth Protection Training can be found at:
<http://www.scouting.org/Training/youthprotection.aspx>

If you suspect Youth Protection violations during NOAC-related activities, you must report the case to the National OA Director. If abuse is reported to you, but it did not occur during conference-related activities, you still have an obligation to report it to the OA Director.

Background Checks

As part of our agreement to hold the 2018 National Order of the Arrow Conference on the Indiana University campus, the Boy Scouts of America must certify that every individual 18-years of age and older has by July 30, 2018 completed a criminal background check, within the last 12-months. As part of the NOAC individual registration process, delegates and staff members 18-years of age and older will be required to agree to this background check electronically, by checking the box on their NOAC Registration System account that they agree, to attend the 2018 NOAC. Personal information from each participant's and staff member's current BSA membership application will be used to complete the background check.

BLOOMINGTON AND IU CURFEW

After 12:00 a.m. nightly, Bloomington and Indiana University will enforce a curfew for youth 16-years and younger. (Youth under the age of 17 must be escorted by a guardian, on campus and in Bloomington, after 12:00 a.m.)

GENERAL INFORMATION

VEHICLE INSURANCE AND DRIVERS

If your contingent is driving please refer to the information at <https://www.scouting.org/health-and-safety/gss/gss11/> to make sure you are following the most up to date travel requirements.

TRAVEL RESPONSIBILITIES

The contingent leader has overall responsibility for the contingent and is the one who determines policy. He may have an assistant in charge of physical arrangements who is also responsible for: coordinating funds, determining start times, mileage to be covered and travel time requirements, and arranging for first aid needs, meals, etc.

In handling funds, do not use personal checks because of the difficulty encountered in cashing them. Along with prepaid credit and/or debit cards, keep only a small amount of cash with your contingent when traveling. When you plan to stop at a restaurant enroute, it would be best to make advance reservations. An assistant leader could also be responsible for gathering general information about any side trips.

IN CASE OF EMERGENCY

Read "Emergency Procedures Enroute" (page 19) in the administration section of this guide for appropriate action to be taken in case medical treatment or hospitalization is needed, including notification of parents, the local council, and the National BSA Council, through the contingent leader.

IU EMERGENCY PHONE NUMBER

An emergency phone number (July 30 - August 4, 2018) for parents/guardians to reach you while you are at Indiana University:

812-855-4848

(campus switchboard / 24 hours per day)

This number is to be used if contingent leadership cannot be reached and for emergencies ONLY! Anyone that may have to use the emergency phone number should be ready to give their name, lodge name and council headquarters city for rapid identification.

BUDDIES AND CREDENTIALS

- All youth should be paired with a buddy during the conference.
- All delegates are required to wear their credentials at all times during the conference.
- Every youth should have pocket money for emergency use.

CONFERENCE PROGRAM

The NOAC conference committee has been working diligently over the last several months to build outstanding program for your contingents. Please refer to the Program Guide located at NOAC2018.org for detailed information about program offerings and opportunities.

On April 2, 2018, the NOAERS system will be available for your contingent members to choose training and program offering preferences (including roommate preferences). The NOAERS system will be available until May 31, 2018.

On or around July 2, delegates will have access to their individual training and program schedules and can make changes based on availability.

PLEASE NOTE: a small number of activities may require incidental fees in addition to the conference fee. If delegates have registered for an activity that requires additional fees, they have until July 16th to make changes if they do not wish to participate and to avoid being charged.

SOCIAL MEDIA @ NOAC

NOAC delegates can stay informed about the latest conference news through social media. We will have dedicated “NOAC” social media updates on Facebook, Twitter, YouTube, Instagram, and Snapchat. All delegates and staff should follow these channels and check them regularly throughout NOAC for information and conference updates. In addition to communicating NOAC-specific updates, the NOAC social media accounts will enhance the overall NOAC experience through thought-provoking content, challenging games, and other fun surprises.

Delegates with smartphones and mobile devices are encouraged to share their conference experiences on social media using the hashtag #NOAC2018. The NOAC social media team may share appropriate and relevant posts from our delegates on the NOAC channels.

Facebook: fb.com/oanoac

Twitter: twitter.com/oanoac

Instagram: instagram.com/oanoac

Snapchat: snapchat.com/add/oanoac

YouTube: youtube.com/oanoac

Flickr: flickr.com/oabsa

NOAC WEBSITE/ENEWS

NOAC delegates are also encouraged to visit the NOAC website: noac2018.org for extensive information about NOAC including activities at the conference. Delegates and staff will receive a monthly e-news called The Navigator which will contain news about NOAC prior to the conference and daily during the event itself. There will be no daily newspaper at the conference; all information will be distributed via electronic means.

SERVICES AND FACILITIES

POSTAL SERVICE

Inasmuch as the NOAC will last less than one week, delegates should not encourage those back home to send mail to the university. However, should the need arise the NOAC mailing address is:

(Your Name)
(Council Name or Staff)
Attn: NOAC
900 E 7th St.
Bloomington IN 47405

ADVANCE SHIPMENTS OF EXHIBITS AND EQUIPMENT

Shipping, receiving, and warehousing will be managed through the NOAC Administrative Services Committee.

Please ship all of your NOAC goods to the address listed below so that Administrative Services can help you get your items in an efficient manner:

Big Boy's Moving LLC
NOAC - (Lodge & Council Name)
5081 Production Dr. Suite A
Bloomington, Indiana 47403

SHIP TO ARRIVE AFTER July 1, 2018
(Deliveries prior to July 1, 2018 will not be accepted.)

Once you arrive on campus, check with the conference Administrative Services office, in the Georgian Room of the Indiana Memorial Union, for instructions on picking up your shipment.

NOAC AIRPORT TRANSPORTATION SHUTTLE

Chartered bus service from the Indianapolis International Airport (IND) to Indiana University is available for \$40 round trip for NOAC delegates on July 30 (arrival day) and August 4 (departure day) only.

If you're flying and plan to use this service, you must make flight reservations between 6:00 a.m. and 4:00 p.m. Travel time between IND and IU is one-half hours. This shuttle service can be requested through the NOAC Registration system for flight(s) by group size.

Departures on Saturday, August 4 will commence at approximately 4:00 a.m. Airport check-in time, security screening, travel and load time on the campus, for your return trip, will be included in the total amount of time needed for your departure (minimum of 3-hours). Please plan your departures with these considerations.

Contingent leaders can reserve the airport shuttle service via the NOAC Registration system for flight(s) by group size beginning on April 2. Detailed information about the shuttle service will also be available on the NOAC website in "PDF" format, [here](#).

NOAC CAMPUS SHUTTLE SERVICE

There will be a no-charge campus bus shuttle service that will circle the majority of the IU campus starting on Monday, July 30. The service will be available Monday through Friday of the conference from 6:30 a.m. to 12:00 Midnight.

A detailed route map will be in your participant guide. Some handicap accessible bus units will be available. There will also be three handicap vans operating, which will be available by phone request on-site.

UNIVERSITY PARKING

Parking is extremely limited on Indiana campus, just as it is at many other college or university campuses. Vehicle storage lots will be available, with a shuttle service available from these lots to the on-campus shuttle route. Please understand the parking limitations and respect the posted parking instructions on campus. Campus parking enforcement will be monitoring lots, and parking tickets are the responsibility of the vehicle owner.

TRADING POST

The NOAC trading post will be available online (tradingpost.oa-bsa.org) and in the Indiana Memorial Union during the conference, offering a full complement of NOAC and Order of the Arrow merchandise. *Conference delegates are strongly encouraged to place a trading post order online by May 31, 2018, to ensure all mementos available can be purchased, thus reducing the risk of popular items not being available at the conference.* Online orders may be placed during the conference; however, quantities may be limited. Please refer to the conference schedule for daily operation hours.

The NOAC trading post will accept MasterCard, Visa, Discover and American Express credit/debit cards and cash.

Online Order Pickup or Shipping

Trading post online orders must be picked up at NOAC no later than 4:30 p.m. on Wednesday,

August 1, 2018. Online orders scheduled for pickup and not picked up by August 1 will be shipped at an additional charge.

All online orders, scheduled for shipping, will be shipped from the NOAC site beginning Monday, July 30, 2018.

ROOM KEYS AND CONFERENCE CARDS

Each conference participant will be responsible for safeguarding his room key and conference card. Local Councils will be billed directly by the National Council for all lost metal keys the cost per key is \$160. It is the Local Council's responsibility to pay the bill to the National Council and to collect reimbursement from the contingent member who incurred the cost if they choose to do so. While key cards do not need to be returned if the card is lost during the conference the delegate will need to pay Indiana University \$15 to get a replacement. This card is used to access their dorm room.

LOST AND FOUND

Indiana University will collect and maintain custody of lost articles left at the University by persons attending the conference, and we will make every effort to return the items to either the rightful owner or the BSA. If a participant or staff member loses an item while attending NOAC, they can check with Administrative Services in the Georgian Room of the Indiana Memorial Union for their lost and found item(s).

UNIFORMS AND EQUIPMENT

NOAC DRESS CODE

All conference delegates and staff are required to be in full Scout uniform at evening shows only.

Official Scout uniform:

- Scout shorts or trousers
- Scout shirt, short-sleeve casual
- Scout khaki web or leather belt
- Scout socks
- Scout visor cap or NOAC cap
- Order of the Arrow sash

ACTIVITY DRESS

For breakfast, lunch, training sessions, day time and evening activities and events, delegates and staff may wear a NOAC, OA or Scout t-shirt or golf shirt with their Scout shorts or trousers during the conference.

The official Scout Uniform is appropriate to wear at any time during the conference.

RECOMMENDED PERSONAL EQUIPMENT

- Beach towel for all water activities (Towels are not to be taken from resident halls.)
- Personal water bottle(s)
- Medications
- Emergency phone numbers (including work #s)
- Toothbrush
- Toothpaste
- Deodorant
- Underwear
- Sun glasses
- Sun screen
- Shaving kit
- Alarm clock
- Small portable fan

TOWELS AND BEDDING AT IU

The university will provide each participant with two sheets, pillow, pillow case, and a towel. A limited number of blankets are available on demand. Towels and bed linens may be exchanged at your residence hall Service Desk during your stay.

REQUIRED CONTINGENT EQUIPMENT

1 – Woden/fabric lodge flap emblem for the opening show (page 33)

2 – Contingent rosters:

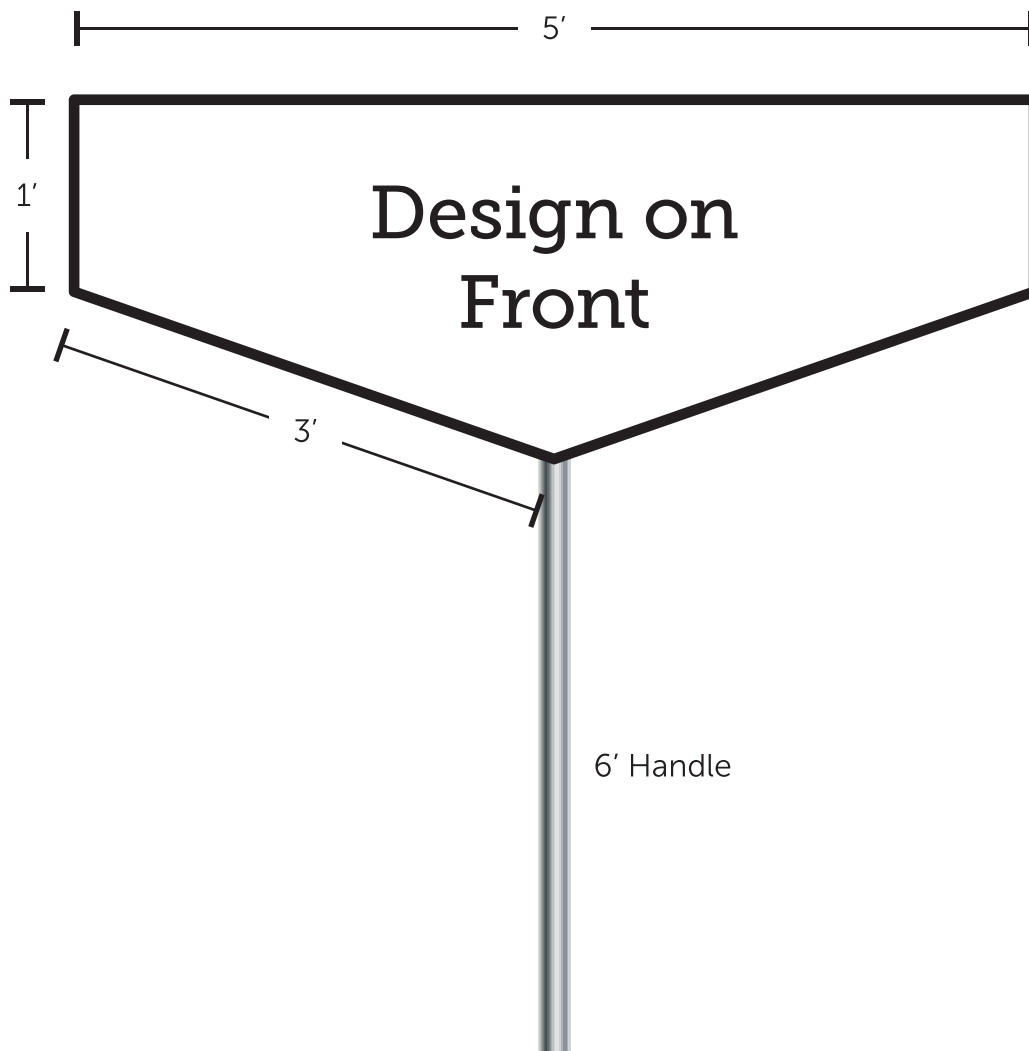
- For the contingent leader, with name, address and emergency contact phone number for each participant.
- Just in case!

REMEMBER! All delegates must have two copies (one for the contingent leader during travel and one to provide at check in) of their completed (signed) BSA Annual Health and Medical Record form (Parts A, B and C). Copies turned in at check in will not be returned.

GIANT LODGE FLAP

The Shows Committee would like all lodges to make a sturdy cardboard, plywood, or fiberboard flap (painted) to the dimensions below. This flap sign will be used in the opening show at the

National Order of the Arrow Conference. One youth representative from each lodge will carry and display his lodge's sign in the opening show.



2018 NATIONAL OA CONFERENCE CODE OF CONDUCT

The general welfare of our group depends on the conduct of each individual; this ensures the success of NOAC and provides the maximum benefit to everyone. As an Arrowman, I understand this and support the reasonable demands of conduct expected of me.

I understand the lodge contingent leadership is responsible for supervision with respect to maintaining discipline and security; and for enforcing the NOAC Code of Conduct.

As a member of the Order of the Arrow at NOAC, I will:

1. Observe the Scout Oath, Scout Law and the Order of the Arrow Obligation.
2. Follow all Youth Protection rules.
3. Use social media apps appropriately and in accordance with the Scout Oath and Law.
4. Be in full Scout uniform at evening shows. For all other meals, training sessions, activities and events, participants may wear a NOAC, OA or Scout t-shirt or golf shirt with their Scout shorts or trousers.
5. Attend all planned training and general sessions.
6. Confine patch trading to free periods and designated areas.
7. Be personally responsible for breakage, damage, or loss of property.
8. Observe quiet hours and lights out from 12:00 a.m. to 7:00 a.m.
9. Keep my room clean and orderly and dispose of trash in proper receptacles.
10. Not change my officially assigned room without permission from NOAC headquarters. The reason: emergency calls, for example, could not be delivered when room changes are unofficial.
11. Allow no unregistered person to occupy my room.
12. Wear suitable covering in the resident hall when going down the corridors. I will also wear suitable covering while swimming or participating in any conference program.
13. Observe all rules regarding the use of the pools and other athletic facilities.
14. Refrain from the purchase, possession, or consumption of alcoholic beverages or illicit drugs at the conference, as they are not permitted and will result in immediate dismissal from NOAC. This standard applies to all youth and adult participants.
15. Comply with federal, state and city laws, and university regulations, including those that prohibit the use of fireworks, firearms, and gambling. Infraction of these laws and regulations will be cause for immediate dismissal from NOAC.
16. Not sell items at the conference. I understand that the official trading post is the only source for sale/purchase of memorabilia and materials at NOAC.
17. Abide by the NOAC and IU NO SMOKING policies at all times.
18. At all times, be a considerate guest of a considerate host university.