**INSTRUCTIONS:**

**To create a letterhead for your specific lodge, section or region, please follow these instructions:**

1. Go to the [OA Brand Guidelines](http://www.oa-bsa.org/pages/content/order-of-the-arrow-brand-guidelines) online and use the OA Signature Generator to create your custom sub-brand logo.
2. Double-click the header area of this document, and then click the Order of the Arrow, BSA logo image.
3. Right-Click the image and select “Change Picture…”
4. In the “Choose Picture” dialogue box, upload the custom sub-brand logo image you generated earlier on the OA website.
5. Click “Insert” and the new logo should replace the placeholder one.
6. When you are done, delete this instruction text and modify the below welcome letter accordingly. Text colored red must be changed.

Brother,

Congratulations on your induction into the Order of the Arrow, and welcome to <BLANK> Lodge! As a Scout, you impressed upon the members of your unit your sincerity of purpose to live in accordance with the high ideals of Scouting. The judgment of your fellow Scouts can hardly have been mistaken!

Now that you have been inducted into our brotherhood, you are entitled to all the rights and privileges of Ordeal membership. However, you should not forget that along with these rights and privileges come certain duties and responsibilities. When you took the Obligation during your Ordeal ceremony, you promised on your honor “to be unselfish in service and devotion to the welfare of others.” This is not an easy pledge to fulfill, but as you return to your units following your induction, we are confident that you will continue to serve them in the same exemplary manner that you exhibited before your election.

As a new Ordeal member, there are a number of ways for you to get involved with <BLANK> Lodge. You can join a lodge committee, become a ceremonialist, run for chapter or lodge office, or serve your unit as a OA Troop/Team Representative, among other possibilities. Perhaps one day you will even have the opportunity to serve as a section chief, or a national officer! For those members who choose to continue their association and membership with the Order of the Arrow, the possibilities are limitless.

We invite you to continue to participate in our lodge events moving forward. This is the easiest way to get to know other members of <BLANK> Lodge outside of your unit, and to see the positive impact that the OA can have on the lives of Scouts and Scouters. Our major events each year are [list of 4-5 major events and months in which they occur].

Finally, remember that, though you were chosen by your fellow Scouts to become a member of the Order of the Arrow, it is up to you to choose to continue that membership and involvement. Will you #ChooseOA? We certainly hope so!

Again, our most heartfelt congratulations on the achievement of Ordeal membership! We’ll see you in ten months as you prepare to seal your bond with Brotherhood membership.

In Brotherhood,

Signature Signature

Firstname Lastname Firstname Lastname

<Blank> Lodge Chief <Blank> Lodge Adviser