

## Introduction

Welcome to the ACT Conference Management Guidebook. This event is designed to help lodges across the country **Adapt** to face major challenges, **Collaborate** with their peers throughout the section, and, eventually, **Thrive** and become high performing. The leadership theory and pedagogical techniques employed in the course reflect the current test practices in teaching and learning as described in the appropriate literature.

## Who should attend?

The ACT Conference will prepare lodge and chapter leadership to improve upon the three high performing lodge indicators: unit election rate, induction rate, and activation rate. For the conference to be successful, all lodge and chapter officers should plan to attend. Any youth or adult Arrowmen who are involved in unit elections and visitations, induction events, and event planning should also attend. Section leaders should focus on recruiting these key stakeholders to attend the conference.

## Role Descriptions

### *Section Chief:*

The Section Chief is the youth representative who is tasked with organizing and managing the ACT Conference. The chief will work directly with the Section Vice Chief, Section Secretary, and Section Advisers to plan and execute the course during their term.

Leading up to the event, the chief will identify qualified Arrowmen from across the region, section, and local area to serve as members of the ACT Conference staff. The staff positions that need to be filled include session facilitators and lodge mentors. The Section Chief will work with the staff to ensure all materials needed to conduct a successful ACT Conference are secured.

Once the ACT Conference location has been set-up, the staff will need to have a final development session to answer any questions and ensure staff are equipped with



everything they need to fulfill their roles during the conference. Throughout the weekend, the Section Chief and the staff need to be friendly to and regularly interact with participants. This includes sitting with them during meals and cracker barrels. The Section Chief also should not forget their administrative role of guiding the staff and making sure sessions are running efficiently. The Section Chief must model appropriate behavior for all staff and participants; they will be one of the most conspicuous people at the event.

*Lodge Mentor:*

Throughout the conference, lodges will develop action plans to improve their unit election, induction, and activation rates. Section leadership should identify one member of the staff to serve as a mentor for each lodge. These mentors may also serve as a session facilitator. The mentors are responsible for ensuring that their assigned lodge created an attainable plan to create actionable change in the one-year period after the conference.

*Session Facilitator:*

Session facilitators are responsible for briefing the Section Chief on any special materials that are necessary for their session preceding the conference. During the conference, when not presenting, session facilitators should be monitoring lodges' progress and ensuring participants' full attention is on the session at-hand.

## **Pre-Planning**

*Geography:*

The ACT Conference should have the largest cross-section of Arrowmen from across the section by prioritizing geographic centrality. Selecting locations which are accessible to the largest number of Arrowmen will help ensure the most robust turnout.

*Insurance:*

Unless the ACT Conference is held in conjunction with a Council of Chiefs meeting, the section must collect national activity insurance at a rate of \$3 per day for each participant.

*Local Liaison:*

Once a site is under consideration, feel free to engage the local lodge for support. In particular, they can be very helpful with respect to:

- Site selection
- Promotion assistance



- Transportation
- Registration
- Food service

*Infrastructure:*

Important considerations to take into account when identifying a site are as follows:

**Sleeping Quarters** - Adequate sleeping and shower facilities for all staff and delegates, in compliance with BSA Youth Protection Guidelines, are essential. These facilities should be in close proximity to the conference room and dining area. Ensure accessible sleeping quarters are available for delegates/staff who require accommodations.

**Food Service** - Meals should be served in a space which is separate from the conference room. Sharing a space, or having a temporary wall, are not sufficient to ensure no distractions. The space needs to be large enough to accommodate all delegates and staff.

**Parking** - Adequate parking facilities, located near the sleeping quarters, should be sufficient to accommodate participants and staff.

**Conference Room** - The conference room needs to be large enough to comfortably accommodate all of the participants around tables with room for the facilitator to roam, ample Wi-Fi coverage, a projector, and screen. Tables and chairs should be comfortable enough to accommodate many hours of sitting, but easily moveable.

*Technology:*

The ACT Conference relies on slide decks, which can be accessed via PowerPoint to aid the facilitator in delivering the content. Each ACT Conference will require a projector, screen, and laptop to be successful.

*Accessibility:*

**Mobility** - Some delegates may have mobility impairments and need assistive devices such as wheelchairs. The facility should be able to accommodate learners who require accommodations without substantial modifications or drawing attention to them unnecessarily.

**Dietary Considerations** - Ensure food service providers are able to accommodate any dietary considerations including allergies and religious restrictions (Halal, Kosher, Gluten free, vegetarian/vegan).



**Holidays** - Do not schedule courses during significant religious or civic holidays.

**Sight/Hearing Accommodations** - Be prepared to accommodate learners with auditory and visual impairments. Adjusting seating arrangements, providing space for an interpreter, and having someone share notes can make it possible for a learner with accessibility needs to succeed in the course.

**Cost** - Whenever possible cost should be kept to a minimum. Work with a host lodge to identify low-cost transportation options, meal service, and housing, if applicable. Ask lodges to subsidize the registration fee for delegates who cannot otherwise afford to attend.



# Section ACT Conference

## Schedule

Session 1: A Time to ACT	30 Minutes
Session 2: Fostering Relationships	30 Minutes
Session 3: Catalyzing Your Vision	45 Minutes
Session 4: Recognizing Tomorrow's Leaders	45 Minutes
Session 5: The Next Generation	45 Minutes
Session 6: Activating the Future	45 Minutes
Session 7: Realizing Your Vision	45 Minutes
Session 8: The Trail Ahead	30 Minutes



## ACT CONFERENCE - OVERALL

**DESCRIPTION:** The role of an Order of the Arrow section is first and foremost to ensure lodges have the tools, talent, and a template to be successful. This event has been developed in an effort to give sections the resources and the curriculum necessary to help their lodges **Adapt**, **Collaborate**, and ultimately **THRIVE**.

### LEARNING OUTCOMES

1. Understand what it means to think globally and act locally.
2. Learn the facets of the High Performing Lodge Initiative and what it means to be Thriving vs. High Performing.
3. Develop a sense of how much you are able to directly influence the future of the Order of the Arrow.



## SESSION 1: A TIME TO ACT

**DESCRIPTION:** This session will provide a welcome from the section chief, introduction of the staff, and an overview of the training. It is important during this session to emphasize the importance of the fact that the OA can run without regions and sections, but the Order of the Arrow lives and dies on the success of lodges and the contributions of individual Arrowmen.

**DURATION:** 30 MINUTES

### LEARNING OUTCOMES

1. Understand the purpose and structure of the ACT Conference.
2. Describe the HPL metrics and why they matter in measuring lodge performance.
3. Define my role as a leader and accountability partner in promoting growth in the OA.



## SESSION 2: FOSTERING RELATIONSHIPS

**DESCRIPTION:** To be successful, lodge leaders must work together toward a common goal. This session will include experiences that will help build trust and connection between delegates.

**DURATION:** 30 MINUTES

### LEARNING OUTCOMES

1. Understand how to build relationships with your team.
2. Learn how to effectively utilize the advisers in our organization.
3. Develop as a team.





## SESSION 3: CATALYZING YOUR VISION

**DESCRIPTION:** Change is the key to success. Trying new ideas can cause uneasiness among members, but it is necessary if we are to create long-term improvements. Each delegate will also realize that they must be the ones to initiate this change.

**DURATION:** 45 MINUTES

### LEARNING OUTCOMES

1. Understand why change is pertinent to the success of organizations around the world.
2. Understand why the Order of the Arrow must change in order to Thrive.
3. Develop the skills to become the catalyst back home.



## SESSION 4: RECOGNIZING TOMORROW'S LEADERS

**DESCRIPTION:** Unit visitations are the first key step for a lodge to become high performing. Delegates will share best practices, learn about national resources, and create an action plan to create improvement with regards to their unit election rate.

**DURATION:** 45 MINUTES

### LEARNING OUTCOMES

1. Explain the basics of an Order of the Arrow unit visitation.
2. Develop an effective structure to oversee the unit visitation process.
3. Create a plan to innovate and improve lodge unit election rates.



## SESSION 5: The Next Generation

**DESCRIPTION:** After spending so much time and effort to complete unit visitations, the next step of the membership journey is for the candidate to attend their Ordeal. This session will allow lodges to share ideas, develop strategies for success, and then create an action plan to improve their induction rate.

**DURATION:** 45 MINUTES

### LEARNING OUTCOMES

1. Explain the basics of the induction process.
2. Explain the significance and importance of communicating with and making an impact on newly elected candidates.
3. Create a plan to innovate and improve lodge induction rates.



## SESSION 6: ACTIVATING THE FUTURE

**DESCRIPTION:** Ultimately, the health of a lodge's program, communications, and leadership can be seen in its activation rate. Many factors go into activation, making this a difficult area to identify single issues and simple solutions. This session addresses the wide range of issues which influence activation and provides resources for lodges to develop an action plan to increase their activation rate.

**DURATION:** 45 MINUTES

### LEARNING OUTCOMES

1. Explain the stakeholders involved in activating Arrowmen.
2. Demonstrate ways to increase participation and engagement.
3. Create a plan to innovate and improve lodge activation rates.



## SESSION 7: REALIZING YOUR VISION

**DESCRIPTION:** Effective communication is key for a lodge to perform in every aspect. This session will address new ways to effectively communicate with Arrowmen in their lodge, Scouts and Scouters outside the Lodge, and the greater community.

**DURATION:** 45 MINUTES

### LEARNING OUTCOMES

1. Create an actionable plan to execute goals through the Thrive initiative.



## SESSION 8: THE TRAIL AHEAD

**DESCRIPTION:** This session connects all the pieces together and recognizes the staff and delegates. The delegates should leave feeling inspired and prepared to go home and make a difference.

**DURATION:** 15 MINUTES

### LEARNING OUTCOMES

1. Recap the conference and identify key takeaways.
2. Initiate ways to adapt, collaborate, and thrive to ensure the success and future of our organization.

