

Unit Election Team Checklist A

Troop No. _____

Before the Election

Get information about the unit. Election Date ____/____/____ Time _____

Scoutmaster _____ Ph. _____

OA Rep. _____ Ph. _____

Meeting place _____

Contact the unit leader.

Confirm the date, time, and location of the unit election. Advise unit leaders that they, not the lodge, have the prerogative to determine whether the names of those elected are to be announced to the unit after the election or whether the announcement is to be postponed until a later time. The unit leader should also be offered the opportunity to tell the unit the purposes of the Order of the Arrow as it relates to the troop or team.

List the eligible candidates.

Review with the unit leader the eligibility requirements that were contained in the Letter Announcing Elections so that the unit leader can have a list of eligible members ready for the election.

Remember recommendation of adults.

Advise the unit leader of the unit committee's option to recommend adults to become candidates in the Order of the Arrow. The unit committee should complete the Adult Leader Recommendation Form prior to the meeting and have it available for the unit election team to pick up at the election.

Arrange for a TV and VCR.

Arrange with the unit leader to have a TV and VCR available to show the unit election video.

Send information.

If the unit leader does not have a copy of the Letter Announcing Elections and the Adult Leader Recommendation Form, send him a copy.

Contact the OA troop/team representative.

Ask the OA troop/team representative to announce the election at the unit's preceding meeting and contact all the members to ensure a good turnout for the election. The OA troop/team representative should remind all Arrowmen, both youth and adults, to be in full uniform with sash.

Confirm that the election team is available.

The team leader should check with team members to make sure that they can participate and have no conflicts. If needed, recruit or call alternates and make sure that they are prepared and have all needed resources. A majority of team members should be from outside the unit in which election is being held. Confirm a time and meeting place for departure.

Complete on Side 2

Unit Election Team Checklist A

Before the Election Continued

Reconfirm with the unit.

Contact the unit leader and unit OA troop/team representative three to four days before the meeting to reconfirm the election time, date, and location.

Reconfirm with the election team.

Contact the unit election team three to four days before the meeting to reconfirm the election time, date, and location. Remind the team members of the importance of wearing the complete uniform with sash.

Get supplies ready.

Ensure that the team has paper, pens or pencils, youth and adult election forms, the election videotape, and handouts with information about the upcoming Ordeals.

Deal with scheduling conflicts.

If a conflict should develop that prevents the team from conducting the unit election as scheduled, contact the unit leader as far ahead of time as possible so that the cancellation will have as little negative effect on the troop program as possible and so a new date for the election can be set.

COMPLETED BY: _____ **DATE** _____