

OA Unit Election Reporting

Revised unit election forms (for Youth) and adult nomination forms can be easily completed as a “filled” pdf or can be printed and written out for submission. Please use the current forms for each Chapter to keep our submission system consistent.

UNIT LEADER:

1. Complete unit election form and specifically check to confirm that all contact information is accurate, complete and legible.
2. Verify that all Scouts listed on the unit election report meet all of the eligibility requirements for membership in the OA, including the Unit Leader’s recommendation. The unit leader’s signature on the election report means that the Scouts listed on the form are eligible for election. Once the election is complete and a Scout has been elected by his fellow Scouts, the unit leader is NOT permitted to rescind his/her recommendation for eligibility.

Election Team:

3. Verify with the unit leader that all of the contact information is accurate and complete. Ensure that all entries are legible.
4. Conduct the unit election in accordance with the current edition of the “Guide to Unit Elections” which includes a recommended script for the entire election.
5. Announce election results, congratulate nominees, and provide each new candidate with a copy of the following.
 - a. Candidate letter with details of upcoming induction opportunities
 - b. Parent letter
 - c. Spirit Book #1
 - d. Other information as prescribed by the Lodge Chief
6. Send a copy of the completed Unit Election Report to your Chapter Chief and Adviser.

CHAPTER CHIEF/SECRETARY:

7. Verify that all contact information for each candidate is complete and legible.
8. Send an electronic copy of the completed Unit Election Report to the Lodge Elections Chairman, Seth Moran (sethdanielm@outlook.com), and Adviser, Don Miller (millerd@roanestate.edu).
9. Maintain a record of election results and nominees.

LODGE ELECTION CHAIRMAN AND ADVISOR:

10. Check to confirm nominee contact information is complete.
11. Send an electronic copy of the completed Unit Election Report to the Council Registrar, Lodge Chief and Lodge Adviser.
12. Maintain a digital record of all nominations.

REGISTRAR:

13. Check to confirm contact information and current registration for each candidate.
14. Enter the elected youth as candidates in Lodge Master.