

ORDER OF THE ARROW ELECTION GUIDE for the Unit Leader

Two Meetings Prior to the Election

- Determine which scouts meet the eligibility requirements for the Order of the Arrow, which is listed below. See instructions if your unit uses the Troopmaster Software.
- Decide which scouts you will approve for election to the Order of the Arrow
 - a. The Unit Leader attests that the requirements were met
 - b. The Unit Leader has the ability to withhold scouts from being eligible for election
- Meet individually with each approved nominee and ask if they want to seek election to the Order of the Arrow. If a scout chooses not to seek election, please do not list him on the election form. OA Troop Representative should also be present during this process.

Prior to Election

- Supply a unit roster containing as much information listed below as possible

Full Name	Address	Date of Birth
Phone	BSA ID#	Rank
Email Address		

YOUTH ELIGIBILITY REQUIREMENTS

- ✓ The youth must have reached the rank of First Class
- ✓ The youth must have experienced fifteen days and nights of Boy Scout camping during a two year period prior to the election. The fifteen days and nights must include one, but no more than one, long-term camp consisting of six consecutive days and nights camp approved and under the auspices and standards of the Boy Scouts of America. The balance of the camping must be overnight, weekend, or other short-term camping.
- ✓ Please note, cabin camping may be included as part of the short-term camping.



OBTAINING AN OA ELIGIBILITY REPORT FROM TROOPMASTER SOFTWARE

- ✓ Open Troopmaster and on the Menu Bar go to Report > Order of the Arrow> O/A Eligibility
- ✓ Set the “Start date for counting camping nights” two years before the date of your election
- ✓ The following boxes should be checked- “Include scouts”, “Include eligible members only”, “Include eligibility requirements”, “Generate Unit O/A Election Report”, “Cabin camping” and “Include Email”.
- ✓ Click OK and print the report that displays.
- ✓ If the report indicated no scouts eligible and you believe this to be incorrect, all of the necessary information may not have been entered into Troopmaster.