



**Order of the Arrow**  
**Wipala Wiki Lodge #432**  
**Grand Canyon Council, BSA**



**Wipala Wiki Standard Operating Procedures**

- 1) Standard Operating Procedures
  - a) The Wipala Wiki Lodge Standard Operating Procedures, referred to herein referred to as “SOPs”, are defined in the Wipala Wiki Lodge Rules (9a.).
  - b) These SOPs detail the operational procedures of Wipala Wiki Lodge, herein referred to as the “Lodge”.
- 2) Lodge Executive Committee (LEC) Meeting Procedures
  - a) Absences
    - i) If the Lodge Chief is absent from an LEC meeting, it shall fall to the next present officer in order of succession to chair the meeting. As such, that officer shall not vote except in the instance of a tie, but may appoint one of their committee chairs to vote in their stead, in the process outlined below
    - ii) If a voting member other than the Lodge Chief is absent from an LEC meeting, they may appoint a substitute attend the meeting and vote for them. Depending on the position, those substitutions may be made in one of the following ways:
      - (1) Lodge Officers: In the event that a officer is absent from an LEC meeting, that officer may appoint, in writing, one of their Lodge operating committee chairmen to take their place as a voting member. If no such appointment is made, the Lodge Chief may select one of that officer’s Lodge operating committee chairman to serve as a voting member instead.
      - (2) Chapter Chiefs: In the event that a Chapter Chief is absent from an LEC meeting, that Chief may appoint, in writing, a current youth member of their Chapter to take their place as a voting member. If no such appointment is made, a Chapter officer may act as the voting member for their Chapter, with Chapter Adviser approval.
  - b) Remote Participation in an LEC meeting
    - i) A member of the LEC may request to participate in a meeting remotely. Such requests shall be submitted to the Lodge Chief and adviser in writing at least one week prior to the meeting in question.
    - ii) Requests of this nature should only be granted if the member in question faces extreme difficulty in physically attending the meeting in question, as determined by the Lodge chief and adviser.
    - iii) Once a request is granted, the LEC and the member in question shall agree upon the manner in which the remote participation shall take place. At a minimum, the member in question must be able to participate verbally in the meeting.
  - c) Business between LEC meetings





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- i) Should the Lodge Chief request an electronic discussion and vote outside of a regularly scheduled meeting, the following procedures shall be adhered to:
    - (1) Business shall only be discussed electronically when the business is determined by the Lodge Adviser and Chief to be too urgent and time sensitive to wait until the next LEC meeting.
    - (2) All members of the LEC must be notified in writing at least 48 hours before the meeting.
    - (3) All members of the LEC must be able to participate in the discussion either verbally, or in real time chat.
    - (4) All voting must be conducted in a way that can ensure all voting members are able to vote, and that no one can impersonate a voting member.
    - (5) All voting shall come to an end within 24 hours of the electronic discussion.
    - (6) No voting member may appoint a substitute to vote in their stead for an electronic discussion and vote.
  - d) Scheduling LEC Meetings
    - i) To schedule the next year's LEC meetings, the Lodge Executive Board (LEB) shall set a proposed schedule for the upcoming year.
    - ii) The schedule shall be voted at the next regularly scheduled LEC meeting. A simple majority vote shall be required after quorum is met.
    - iii) A meeting schedule must be set before the last regularly scheduled LEC meeting of the year.
- 3) Lodge Elections
- a) Letters of intent to run for Lodge office must be submitting in writing either in person at the September LEC or online by emailing the Lodge Adviser before the September LEC.
  - b) At the Lodge elections, each candidate for office shall be given no more than five (5) minutes to speak for each round of voting.
  - c) Lodge election votes will be collected on paper ballots by the presiding officer of the election.
- 4) Ad Hoc Lodge Operating Committee Procedures
- a) In order to create an ad hoc Lodge operating committee, the following procedures shall be adhered to:
    - i) The officer to be responsible for the committee shall create and propose a committee charter for the ad hoc committee
    - ii) Each voting member of the LEC shall be provided with a copy of the charter in writing.





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- iii) The LEC may approve the creation of the committee and the charter with a simple majority vote after quorum is met.
- 5) Finance Procedures
  - a) Lodge Fees
    - i) Lodge Event Fees are to be included in the budget each year.
    - ii) All Lodge Event fees must be published in the Lodge newsletter during the first quarter of each year.
    - iii) Lodge membership Dues are calculated to be ten (10) dollars per person. In any Dues price change, it should be the goal of the Lodge to keep Dues as low as possible, and only to change them when absolutely necessary.
    - iv) The prices for items in the Lodge Trading Post are set by the Trading Post committee.
  - b) Lodge Expenses
    - i) The Lodge has certain fixed expenses every year which are as follows:
      - (1) Camp Chief salary: \$50.00 per week per Camp Chief for every week of camp worked.
      - (2) Camp Vice Chief salary: \$25.00 per week per Camp Vice Chief for every week of camp worked.
      - (3) Summer Camp Program supplies: \$300.00 per camp.
      - (4) NOAC: The Lodge will pay 50% of NOAC conference fees for the Lodge Chief, Lodge Adviser, the NOAC Contingent Adviser, and NOAC Contingent Leader. If the Lodge Chief, or Adviser, is not attending as part of our contingent, the person filling their role at the event will receive the money.
      - (5) National Conferences: If the Lodge requires the Lodge Chief, or the Lodge Adviser, to attend a National, or Regional, training, or planning event, the cost will be paid by the Lodge.
      - (6) Training: \$500.00 each is to be budgeted for the Lodge Chief, and Lodge Adviser, to attend Regional, or National, Training. In the event that the Chief, or Adviser, has already attended National Training, they may use the money to attend another Order of the Arrow sanctioned event.
      - (7) Friends of Scouting: The Lodge shall make a \$1000.00 donation each year.
  - c) Fundraising
    - i) Fund Raising activities can be carried out by Lodge Committees, and Chapters, in accordance with BSA fund raising guidelines.
    - ii) The Lodge will not accept the responsibility for any fund-raising activity, except for those activities sponsored by the Lodge.





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- iii) Chapter fund raising activities may not conflict with Lodge fund raising activities or with the Lodge Rules.
- iv) All funds collected by any member of the Lodge for any purpose must be submitted to the Lodge Adviser or the Lodge Finance Adviser be placed into the appropriate Council Account. No Chapter, or Committee can hold funds separate from the Lodge Accounts managed by the Council.
- d) Reporting
  - i) Financial reports for Lodge Events and Programs must be submitted to the treasurer no later than one (1) month after the conclusion of the event or program.
  - ii) Event and Program financial reports must be typed and include the expected budget, the actual budget, the funds spent, and the revenue earned.
  - iii) All receipts for reimbursement must be submitted to the Lodge Finance adviser and documented.
- e) Budget procedures
  - i) Should a committee wish to reallocate funds between line items of their committee subsection of the Lodge Budget, without increasing the total amount of funds spent by the committee, they may do so, but must inform the LEC at an LEC meeting before spending the adjusted amounts
  - ii) The LEC may choose to overrule any change in Lodge Budget subsection by a simple majority vote, after quorum is met.
- 6) Lodge Internet Procedures
  - a) Lodge Social Media Accounts
    - i) The Lodge Adviser will approve all Arrowmen who receive the Lodge social media log in information.
    - ii) All Arrowmen who receive access to the Lodge social media log in information shall sign a privacy agreement.
  - b) Lodge Email Accounts
    - i) Any Arrowmen with a Lodge or Chapter leadership position may receive a Lodge email account. All OA business should go through this account.
    - ii) All Arrowmen who receive a Lodge email account shall sign a privacy agreement.
  - c) Lodgemaster
    - i) Any Arrowman with Lodge Adviser approval may be given view-only access to Lodgemaster.
    - ii) Editing access to Lodgemaster shall only be given to adult Arrowmen over the age of twenty-one (21) with Lodgemaster approval. Lodgemaster editing access should go to





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as few Arrowmen as possible to avoid a lack of accountability for changes to Lodgemaster.

iii) Any Arrowmen who wants access to Lodgemaster must sign a privacy agreement.

7) Communications Procedures

a) Lodge Newsletter

i) The Lodge newsletter is known as “ Tom Tom”.

ii) The Lodge newsletter shall publish at least 10 editions throughout the year.

iii) Any active member of the Lodge may submit content to be published in the newsletter by submitting to the Lodge Content Committee.

iv) All Lodge newsletters shall be proofread by the Lodge Communications Adviser to assure all content is appropriate.

b) Lodge Print Publications

i) The Lodge Print Publications may print any fliers or other publications it deems necessary to promote the success of the Lodge.

ii) Any active member of the Lodge may submit content to be published in a print publication by submitting to the Lodge Content Committee.

iii) All Lodge print publications shall be proofread by the Lodge Communications Adviser to assure all content is appropriate.

c) Lodge Website

i) The official Lodge website is wipalawiki.org.

ii) The website shall be updated as often as necessary by the Lodge Website committee.

iii) Any active member of the Lodge may submit content to be published on the website by submitting to the Lodge Content Committee.

iv) All changes to the Lodge website shall be proofread by the Lodge Communications Adviser to assure all content is appropriate.

d) Lodge Social Media

i) A list of all Lodge social media pages shall be kept by the LEC.

ii) The creation of any official Lodge social media page must be approved by the Lodge Vice Chief of Communications and his Adviser. The LEC may veto this approval with a simple majority vote once quorum is met at any LEC meeting.

iii) Any active member of the Lodge may submit content to be published on social media by submitting to the Lodge Content Committee.

iv) All changes to the Lodge social media shall be proofread by the Lodge Communications Adviser to assure all content is appropriate.

8) Lodge Event Procedures





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- a) A Lodge Event is any event put on by the Lodge for the purpose of inducting, training, or entertaining members of the Lodge.
- b) Each Lodge Event shall have an ad hoc committee created for it no later than three months away from the date of the event.
- c) The annual Lodge Events are described below:
  - i) Lodge Banquet- This event is traditionally held in January of each year to celebrate and award the achievements of the Lodge and Arrowmen in the past year, and to take a look forward to the next. It is a perfect time for parents and Scout leaders to see what the Order of the Arrow is all about and to install the new Lodge officers.
  - ii) Lodge Fellowships- These events are just that, weekends where members from all Chapters can get together for a fun filled day of sports, games, competitions, and potentially a Brotherhood ceremony. The Lodge has two regularly Scheduled Fellowships in March and December.
  - iii) Lodge Induction Weekends- Four Induction Weekends are planned each year. Two Induction Weekends take place in May at Camp R-C and Camp Geronimo. One induction Weekend takes place in September at Camp Raymond. One Induction Weekend takes place in October at the Heard Scout Pueblo. At these events candidates undergo the Ordeal and are inducted into the Order. Also, members along with the candidates participate in service projects that benefit the Council's camping program. Brotherhood ceremonies are also offered for those interested.
  - iv) Lodge Leadership Development (LLD)- This activity is held each year in February to train the new Chapter and Lodge officers.
  - v) Lodge Leadership Retreat (LLR)- This activity is held in November and is a good time for new officers to meet and lay the course for the next year's plans and goals.
- 9) Section, Regional and National Event Procedures
  - a) The Lodge should encourage participation in all section, regional, and national events including Conclave, National Leadership Seminar (NLS), Developing Youth Leaders Conference (DYLC), National Order of the Arrow Conference (NOAC), Order of the Arrow High Adventure, and any other programs of emphasis. Definitions and descriptions of these programs can be found in section, region and national literature.
  - b) Lodge Leadership at Section, Region and Nation Events
    - i) An ad hoc Lodge operating committee shall be created for each section, region or national event the Lodge expects at least twenty people to attend. These committees shall be under the Vice Chief of Events.
    - ii) At certain Section, Region or National Events, a contingent leader may be required. NOAC and Conclave shall always have a youth and an adult contingent leader. If





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- another event requires a contingent leader, the LEC may create youth and adult contingent leader positions with a simple majority vote after quorum is met.
- iii) The Lodge Adviser appoints all adult contingent leaders and outlines their responsibilities.
  - iv) The Lodge Chief appoints all youth contingent leaders and outlines their responsibilities with LEC approval.
- 10) Lodge Outreach Project Procedures
- a) A Lodge Outreach Project is any project the Lodge helps support an outside organization such as Grand Canyon Council.
  - b) Each Lodge Outreach Project shall have an ad hoc committee created for it no later than three months away from the date of the project.
  - c) The annual Lodge Outreach projects are listed below:
    - i) Scout-O-Rama: The Lodge supports Scout-o-Rama with a booth generally focused around Native American culture and an OA trading post.
    - ii) Scouting for Food: The Lodge supports Scouting for Food in many different ways including working at pick up sites to organize food delivery.
    - iii) Cub Scout Pow Wow: The Lodge supports Cub Scout Pow Wow by providing staff and program for this event which focuses on providing a day of fun and adventure for Cub Scouts, while introducing them to the OA.
- 11) Summer Camp Program Procedures
- a) The Lodge shall put on a summer camp program at Camp Geronimo and Camp Raymond.
  - b) This program shall be run by a Camp Chief and Vice Camp Chief at each camp.
    - i) The Camp Chiefs and Vice Chiefs shall be monetarily compensated for their work.
    - ii) The Camp Chiefs and Vice Chiefs shall be appointed at an LEC meeting by the Lodge Chief, with consultation from the Lodge Adviser and the Camp Directors of the camps.
      - (1) The Camp Chiefs shall already be hired at the camps with other positions.
    - iii) The Camp Chiefs' and Vice Chiefs' responsibilities shall be laid out by the Lodge Chief in consultation with the Lodge Adviser and Camp Directors.
  - c) The Camp Chiefs shall be assisted by a Camp Adviser at each camp.
    - i) The Camp Advisers shall be appointed at an LEC meeting by the Lodge Adviser, with consultation from the Camp Directors.
      - (1) The Camp Adviser shall already be hired at the camps with other positions.
    - ii) The Camp Advisers shall be responsible for handling all Lodge funds used by the summer camp program





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- iii) Other responsibilities of the Camp Advisers shall be laid out by the Lodge Adviser, with consultation from the Camp Directors.
  - d) The Summer Camp Program shall receive funding from the Lodge in the Lodge Budget.
  - e) The Camp Chiefs shall have the authority to conduct elections, Call Out ceremonies, and Brotherhood Ceremonies at camp, following the correct national procedures laid out in The Guide to Inductions.
  - f) The Camp Chiefs shall keep records of camp OA activities using the proper Lodge documents.
  - g) All Wipala Wiki Lodge members who participate in the summer camp program must be current members of the Lodge.
  - h) All Wipala Wiki Lodge camp staff members who participate in the summer camp program shall receive a “camp staff” flap patch.
  - i) The Camp Chief shall select who receives the patches with guidance from his adviser
- 12) Lodge Award Procedures
- a) The Lodge honors individuals annually at the Lodge Banquet for the service they have provided, and the work they have performed. These awards are given to individuals who have shown exceptional Brotherhood in going beyond the expectations of the positions they have responsibility for. It is rare that any individual will receive an award for outstanding service given in a single year; as such an event would have to be extremely outstanding. Awards given are for exceptional work and service performed over several years, not just the current year.
  - b) The following are the definitions of those awards given by our Lodge, and by National.
    - i) Vigil Honor: The Vigil Honor is a high mark of distinction and recognition reserved for those Arrowmen who, by reason of exceptional service, personal effort, and unselfish interest, have made distinguished contributions beyond the immediate responsibilities of their position, or office, to one or more of the following: their Lodge, the Order of the Arrow, Scouting, or their Council Scout Camp. Under no circumstances should tenure in Scouting or the Order of the Arrow be considered as reason enough for a Vigil Honor recommendation.
    - ii) Distinguished Service Award: The Distinguished Service Award was created in 1940 to honor those who rendered service to the Order beyond the Lodge level. The award is presented to those Arrowmen who have rendered distinguished and outstanding service to the Order on a Sectional, Regional, or National basis. The award is presented every two years during NOAC. Since the time the first awards were presented, approximately 500 Distinguished Service Awards have been presented. Presentation of the award is limited; nominations are open to both youth and adult.







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- iii) National Founder's Award: Introduced at the 1981 National Order of the Arrow Conference, the Founder's Award was created to honor and recognize those Arrowmen who have given outstanding service to their Lodge. The award is reserved for an Arrowmen who demonstrates to fellow Arrowmen that the member memorializes in his or her everyday life the spirit of achievement as described by founder E. Umer Goodman and cofounder Carroll A. Edson. Lodges may petition the National Order of the Arrow Committee to present up to four awards annually, based on Lodge membership. If the Lodge presents more than one award, one must be to a youth under the age of 21. All nominations must be approved by the Lodge LEC and the Chief of the Fire.
- iv) A'la Award: The A'la award is a Lodge level award. It is given to those individuals who have provided exceptional service to the Lodge, Council, or District level. Up to 6 A'la awards may be given each year, based on total Lodge membership of 1 for every 300 active members. At least 50% of the awards must be given to youth, or to an adult for youth service.
- v) Axe Award: The Axe Award is a Lodge level award. It is presented to those members who have provided exceptional service to the Council's camps and trails in the form of construction and or maintenance. Service to the Council on the Camping Committee should be given high consideration. A maximum of 4 Axe awards may be given each year. The award is given only to adults as it would be very difficult for a youth to provide the long-term service expected.
- vi) Naatavi Award: The Naatavi award is a Lodge level award. It was created in 1995 to honor those Arrowmen who provide outstanding service to their Lodge, and exhibit outstanding spirit in the support of Lodge traditions and culture. Naatavi, which means "Volunteer to make the Lodge better", is given by the Lodge Adviser to members who have given consistent service over at least an 8 year period for an adult, and a 3 year period for youth. A maximum of 2 Naatavi awards may be given each year.
- vii) Lifetime Lodge Membership Award: The Lifetime Lodge Membership Award is a Lodge level award. It is given to members for exceptional service and devotion to the Lodge consistently during a period of 20 years or greater. Once a member receives a Lifetime Lodge Membership Award he, or she, is no longer required to pay dues to the Lodge. The member must still maintain his, or her, membership in scouting to maintain an active status in the Lodge.
- viii) Camp Builder Award: Given to Arrowmen, and non-Arrowmen, who have taken on the responsibility to complete camp projects requiring: planning, construction,





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- volunteer work coordination, and material purchasing. No award is mandated to be given in any particular year.
- ix) Tomahawk Award: Given to non-OA members who have contributed greatly to the construction or maintenance of Council camps and trails, or, to non-OA members who have contributed many hours of service to the Lodge. The number of awards to be presented in a given year is to be determined at the time of awards selection. No awards need be presented in any given year. Recipients do NOT need to be registered Scouts or Scouters.
  - x) First Year Arrowman Award: This award goes to up to two Arrowmen. At least one must be a youth, and the other may be either an adult or a youth. This award goes to the Arrowman/men who have performed distinguished service in their first year in the Order of the Arrow. This can be service to either the troop, Lodge, Chapter, Section, council, district, etc.
  - xi) Chapter Service Award: This goes to Chapters deemed to have participated in service throughout the entire year. The Chapter must have participated in Scouting for Food and at least one Lodge-sponsored service project such as Build-a-Bike in December. The Chapters must also participate in members' projects for at least 2 of the yearly ordeals and plan and execute their own service project to aid the community.
  - xii) Chapter Camping Promotion Award: This award goes to Chapters deemed to have promoted camping throughout the entire year. The Chapter must participate in either raising funds for a campership or participate at camp as either staff or participants in the OA program. They must also promote camping during District Roundtables and during OA troop elections.
  - xiii) Chapter of the Year Award: This goes to the Chapter who has had the overall best participation in Lodge activities, LECs, and Lodge programs throughout the entire year.
- c) Vigil Honor Nomination and Selection
- i) The Vigil Honor nomination and selection process will be overseen by a Vigil Honor Subcommittee of the Awards Committee.
    - (1) The Vigil Honor Subcommittee will be chaired by the Vigil Chief.
      - (a) The Vigil Chief shall be the immediate past Lodge Chief, provided the member is under 21 years of age.
      - (b) If the immediate past Lodge Chief cannot serve as the Vigil Chief, the Vigil Chief shall be appointed by the Lodge Chief, in consultation with the Lodge Adviser, and approved by the LEC, by a simple majority vote, after quorum is met, at a regularly scheduled LEC meeting.





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- (2) The Vigil Honor Subcommittee adviser will be appointed by the Lodge Adviser. It is customary for the immediate past Lodge Adviser to serve as the Vigil Honor Subcommittee Adviser.
  - (3) The Committee members will be made of one (1) youth member from each active Chapter in the Lodge (usually the Chapter Chief), the Lodge Vigil Chief, the Lodge Adviser, and the Vigil Honor Subcommittee Adviser.
  - (4) Chapters shall have the option of selecting a youth, other than their Chapter Chief, to represent them on the Committee, as long as that youth is not a nominee. This request must be made prior to the selection meeting and should go to the Vigil Chief and the Vigil Adviser. Only a youth may represent a Chapter.
  - (5) Each Chapter has the option of sending one (1) adult to observe the selection process. This will normally be the Chapter Adviser. If the Chapter Adviser cannot attend, another adult may represent the Chapter, but that adult must be authorized by the Chapter Adviser.
  - (6) All members of the committee must be current Lodge members.
  - (7) Normally the committee members are Vigil Honor. However, any current member may be a representative of a Chapter, as long as the member is not eligible.
- ii) The Nomination Process will adhere to the following procedures:
- (1) The Lodge will provide each Chapter Adviser an electronic list of their Vigil Honor eligible members. This list will be distributed no later than the August LEC. It is expected that the Chapter Adviser will review the expectations and procedures for Vigil Honor nomination and selection with the Chapter representative.
  - (2) Each Chapter is expected to make the Vigil Nomination Petition document available to OA members in their Chapter, and to instruct all members that the deadline for turning in the petition to the Lodge Adviser is the September LEC. Nominations will not be accepted after the deadline. Therefore, it is important that petitions be returned to the Chapter Adviser prior to the September LEC, so they can be reviewed prior to submission.
  - (3) Current Lodge members should consider the following when making nominations:
    - (a) Consider the description of the Vigil Honor to pre-qualify your nominee. Do they fit the description given?
    - (b) Make sure your nominee is current for the past three (3) years with dues. Nominations for Arrowmen who are not current members of the Lodge will not be processed.





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- (c) Make sure your nominee has been a Brotherhood member for at least 24 months, as of October 31st of the year of the Vigil selection Chapter Advisers can check with the membership committee to verify nominee eligibility.
  - (4) Current Lodge members should adhere to the following instructions when completing a Vigil Nomination Petition document:
    - (a) Type all the information asked for onto the “Vigil Nomination Petition”. B. Provide the English translation name.
    - (b) Leave the Indian name blank. It will be provided by the Vigil Committee.
    - (c) The essay portion of the nomination must be typed, single spaced, 12 point font, and will cover no more than 1 standard 8½ x 11 page.
    - (d) Describe in the essay the nominee's character and what positive impacts his work in the program provides to his peers and to Scouts. How many youths has the member worked with, or assisted, in his Unit, District, Chapter, Lodge, Council, school, other, etc..., and what has been his impact on them. Be as specific about non-scouting activities as you are with scouting activities.
    - (e) It is important to end the essay with a statement as to why you believe the nominee is worthy to be a candidate.
    - (f) Sign the “Vigil Nomination Petition” and turn it into your Chapter Adviser well before the September LEC deadline.
  - (5) The petition must be completely filled out (with the exception of the Indian translation) to be accepted.
  - (6) The Chapter Adviser will review all petitions turned in, identify needed corrections, and eliminate petitions that do not meet the selection criteria. All remaining petitions will be given to the Lodge Adviser no later than the September LEC.
  - (7) The Lodge Adviser will review all petitions.
  - (8) Nominees will be listed in the Vigil Nominee Spreadsheet. The spreadsheet may be acquired from the Lodge Adviser.
  - (9) Vigil Nominee Score Sheets will be printed from the Vigil Nominee Spreadsheet and distributed to the Vigil Selection Committee at the October Ordeal.
  - (10) Names and other identifying information will be hidden on the Vigil Nominee Score Sheets.
- iii) The Vigil Honor Selection Process will adhere the following procedures:
- (1) On the day of the candidate selection it is important that the Chairman call the meeting to order, verify that those in attendance are authorized to be there by taking roll, and asking each to state their position in their Chapter.





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- (2) 2. The Chairman will hand out the “Vigil Nominee Score Sheet” and the “Vigil Selection Score Sheet Guidelines” documents to each in attendance, and review both in an open forum.
- (3) The Chairman will review the following with the committee:
  - (a) a. A nominee must be current with membership and dues for this year, and the preceding two (2) years.
  - (b) Nominees must have been Brotherhood members for two (2) years, or longer, by October 31st of the year of the Vigil selection.
  - (c) Inform the committee of the number of Vigil positions that are available, based on the standard of 1 Vigil for every 50 current Lodge members at the end of the prior year.
  - (d) At the meeting, a single youth shall read all nominations.
  - (e) Only youth may speak, or make comments during the Vigil selection process. Exceptions will be made if a youth asks an adult to clarify information on a petition.
- (4) Complete each nominee’s evaluation. Mark the scoring you give each nominee for both leadership and the essay. A blank score on the “Vigil Nominee Score Sheet” document will count as a zero score for that nominee.
- (5) After the instructions are reviewed and any questions concerning the process are answered, the process will start by reading each petition listed on the “Vigil Nominee Score Sheet”.
- (6) The petitions and the essay will be used to judge each nominee. Each committee member will use the “Vigil Selection Score Sheet Guidelines” and “Vigil Nominee Score Sheet” provided to score each nominee. After hearing the essay and reading the petition you can ask questions about any nominee to help you make your decision. However, keep your decision private so as not to influence anyone in their decision.
- (7) After all the nominees have been judged by the committee members, the “Vigil Nominee Score Sheets” documents must each be signed and collected for final review.
- (8) The final review will be performed by the Subcommittee Chairman, the Subcommittee Adviser (adult), the Lodge Chief; and the Lodge Adviser, or his designated representative.
- (9) Selected Vigils should be in a 2 to 1 ratio of youth to adults.





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- (10) In the event more candidates are selected than there are allocated Vigil positions, the candidates with the lowest scores will be eliminated until the allocated number of positions available is reached.
  - (11) Final review and selection will be performed by:
    - (a) Filling up to 2/3 of the Vigil candidate slots with selected youth nominees who meet the selection criterion.
    - (b) Filling up to 1/3 of the Vigil Candidate slots with adult nominees who meet the selection criterion.
  - (12) Immediately after the selection process, the committee will turn the Vigil selections, and all supporting documents, over to the Lodge Adviser. The Lodge Adviser will seek Council approval and acquire the Indian Names.
  - (13) The National Vigil paperwork will be filled out and sent to National along with the fee for each candidate.
- d) Chapter of the Year Nomination and Selection Process
- i) The Chapter of the Year award will be selected by the Awards Committee.
  - ii) Nominations for Chapter of the Year will be submitted by Chapter Chiefs and their Advisers after reviewing the scoring criteria for the award.
  - iii) The Chapter of the Year award should be awarded based on the following rubric:
    - (1) 4 points for each Lodge activity (Fellowship, Lodge Banquet, etc.)
      - (a) 1 point for at least one member.
      - (b) 1 point for at least 50% of the Chapter's active members.
      - (c) 1 point for at least 75% of the Chapter's active members.
      - (d) 1 point for at least one "staff" member.
    - (2) 1 point for each LEC: One youth representative or Chapter Chief in attendance. Lodge Vice Chiefs do not count as Chapter representatives.
    - (3) 2 points for Lodge programs:
      - (a) 1 point for camp promotion throughout the year (having members participate at camp counts as camp promotion).
      - (b) 1 point for participating in service as a Chapter throughout the year. Must include one Chapter planned and executed service project and participation in planned Lodge service.
    - (4) If there is a tie, the committee may take into account other Chapter awards earned such as Chapter of Excellence, Chapter Service Award, and Chapter Camping Promotion Award.
  - e) Other Lodge Awards Nomination and Selection Process
    - i) The Lodge Awards will be selected by the Lodge Awards Committee.





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- (1) The Awards Committee shall be made up of one member from each of the active Lodge Chapters.
- (2) Only youth can represent a Chapter, and only youth can vote.
- (3) The Chapter committee member will normally be the Chapter Chief. However, the Chapter Chief may select any other current youth Chapter member to represent the Chapter. That representative must present to the Committee Chairman a letter of authorization from the Chapter Chief the member is representing.
- (4) Any current member may be a representative of a Chapter. If the representative is nominated for an award, the member must leave the voting process during the selection for that award.
- (5) One adult from each Chapter maybe present during the selection of candidates. That adult must be the Chapter Adviser or be authorized by the Chapter Adviser with a written authorization.
- ii) The nomination process for Lodge awards shall adhere to the following procedures:
  - (1) Each Chapter is expected to make the “Award Nomination Petition” available to OA members in their Chapter, and to instruct all members who take a form that the deadline for turning in the form to the Lodge Adviser is the September LEC. Nominations will not be accepted after the deadline. Therefore, it is important that the petitions be returned to the Chapter Adviser at least one month in advance of the September LEC so it can be reviewed.
  - (2) Any current member of the Lodge may nominate any other current member of the Lodge for any of the Lodge Awards listed above using the “Award Nomination Petition” document, except the DSA and the Founders, which have their own forms. When considering a member for any of the awards, a member should adhere the following procedures:
    - (a) Ensure a nominee is a current member with dues paid up for the current year, and the past two years if applicable.
    - (b) Consider the criteria for the award as listed above and be sure the nominee has performed the criteria consistently over the period of time stated, or for a reasonable period of time.
    - (c) Fill out the “Award Nomination Petition” document and essay portion. Either print or type in all information asked for. Use the essay area, and the back of the form, if needed, to describe why you feel this member should be considered for the award. Be very specific with information that describes the





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work and service your nominee has performed, especially that work and service that relates to the award.

- (d) Provide any information in the essay area that you feel will make a good presentation to convince the committee to accept your nomination of this member. Lodge leadership, District and Council work, training received and training given by the candidate, and what work or positions the member has held that gave him the opportunity to have an impact on youth.
- (e) Sign the form and turn it into your Chapter Adviser prior to the LEC meeting at the Camp Raymond Ordeal in September, as the Chapter Adviser will need to review the form and make all corrections to it prior to giving it to the Lodge Advisor at the September LEC which is the absolute deadline for nominations.
- (3) The Chapter Adviser will review all Forms turned in and identify needed corrections. He, or she, will also eliminate any forms for nominees that are not eligible due to the criteria not being met. All remaining Petitions will be given to the Lodge Advisor.
- (4) The Lodge Adviser will review and keep the forms separate by Chapters and copies of each form for each award will be given to each member of the committee at the time of the selection for the appropriate award selection.
- iii) The Awards selection process will adhere to the following procedures:
  - (1) . The Awards Selection will take place after the completion of the Vigil Selection. The Chairman will call the meeting to order and verify that those in attendance are authorized to be there by taking roll and asking each to state their position in their Chapter.
  - (2) The Chairman will hand out all copies of the current “Award Selection Forms” document along with these instructions. These forms and instructions, as will all remaining award forms at their selection time, will be reviewed in an open forum.
  - (3) The Chairman will review the following with the committee:
    - (a) A nominee must be current with membership and dues for this year, and the preceding two (2) years if applicable.
    - (b) Nominees must be at least Brotherhood members.
    - (c) Inform the committee of the number of awards to be given for each award, and how many must be youth if that criteria applies.
    - (d) The Committee Chairman or his designee will read all the forms and the essays unless a Chapter wants to read its own. All Petitions will only be read by a youth however.







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- (e) Only youth will do the talking during the selection process except when an adult is asked to clarify an issue, and except when the Chairman asks for the adults to participate in the discussions.
  - (4) After the instructions are reviewed and any questions concerning the process are answered, the process will start by reading each form for the current award in alphabetical order.
  - (5) The forms and essays will be used to judge each nominee. Each committee member will use his best judgment to score each nominee for the current award, on a separate sheet of paper. Once each nominee is reviewed, and you have scored each, sign and turn in the score sheet to the Chairman who, along with the Committee Advisor, will determine the award recipients based on the highest scores average from the committee. Keep scoring decisions private at all times so as not to influence anyone in their decision.
  - (6) Repeat step 5 for each award.
  - (7) The results of the Awards selection process will not be announced until the Lodge Banquet.
- 13) Lodge Insignia Procedures
- a) Scout Uniform and Sash
    - i) The Official Scout Uniform should be worn at all formal Lodge Events. This includes all LEC meetings, all ceremonies, the Lodge Banquet, and any other event as determined by the Lodge Vice Chief of Events in Consultation with the Lodge Events Adviser.
    - ii) The Order of the Arrow Sash should be worn at all Lodge Events and any other function where one is representing the Order of the Arrow, as determined by the Lodge Chief.
  - b) Lodge Patches
    - i) All Lodge patches that represent and or identify the Lodge, shall be commissioned by the LEC only, and approved by the LEC by a simple majority vote after quorum is met.
    - ii) All Lodge Patches shall conform to National BSA, or OA Policy and shall include the fleur de lis, Lodge name, number, Totem (in the form of the Antelope or the Antelope Kachina), and color (sky blue).
    - iii) The follow patch programs will be implemented by the Lodge:
      - (1) Lodge Flaps: The Lodge Flap is worn on the right pocket of the Boy Scout uniform. These patches signify membership in the Lodge. The Lodge will create a





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standard Lodge Flap, which can only be changed in the year of a NOAC. The Lodge LEC may choose to commission other Lodge Flaps at its discretion.

- (a) The Lodge will keep a list of Lodge Flaps approved for uniform wear.
  - (b) The LEC may approve other Lodge Flaps for uniform wear at its discretion at an LEC meeting with a simple majority vote once quorum is met.
  - (2) **Approved Induction Patch Program:** The induction patches of the Lodge are those patches worn by Lodge members on their uniforms. These patches signify membership in our Lodge. Also included in this set is the official Lodge Back Patch, and an official Lodge Hat Patch when desired. The theme for the design of these Lodge Patches will always center on a significant event, individual, or thing of the Lodge. Each patch of the set will use the design decided upon, with the slight exception of the Back Patch and Hat Patch which can carry a slightly different design, but still have the basic theme designed into them. Normally the theme used for this set of patches will be of a current or past historic item. The Lodge Induction Patches design will be changed only in the spring of the same year of each NOAC.
  - (3) **Activity and Service Patches:** These are patches that are often provided for special events or to staff for the service performed. They are never scheduled to be provided like most of the induction patches, so there are no particular schedule requirements placed on them.
  - (4) **Commemorative Patches Program:** These patches are designed and issued to celebrate or recognize significant events that take place that the Lodge has been affected by, usually events where it is important for the Lodge to document with the issuance of a patch or patches. There is no limit on the number of times a new commemorative patch can be issued, but the committee is responsible to use good judgment in the use of commemorative issues so as not to diminish their importance and value. There are no guidelines for colors or themes for these patches as they should be designed with the significant event in mind. However, it is still important to keep the culture and traditions in mind when providing a design for a commemorative patch or patches.
- c) **Other Lodge Insignia**
- i) All Lodge insignia (i.e.: shirts, neckerchiefs, hats, etc.) that represent and or identify the Lodge, shall be commissioned by the LEC only, and approved by the LEC by a simple majority vote after quorum is met.
  - ii) All Lodge Insignia shall conform to National BSA or OA Policy.





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- iii) Insignia other than patches, fall under the jurisdiction of the Lodge Trading Post Committee as authorized by the Lodge LEC.
- d) Chapter Insignia and Patches
  - i) Chapters may commission their own patches and other insignia. All Chapter patches and other insignia must be approved by the Lodge Patch committee.
  - ii) All Chapter patches shall conform to all National BSA and OA policies.
  - iii) All Chapter patches and insignia shall have the name of the Chapter on it and should be clearly distinguishable as a Chapter patch or other insignia. Chapter patches and insignia shall not have the Lodge name or totem on them, but may have “WWW” and “432” to identify that they are a Chapter of the Lodge.
  - iv) Chapters shall not produce Lodge flaps.
- e) Ceremonial Costuming
  - i) All ceremonial costuming shall conform to National BSA or OA Policy.
  - ii) All ceremonial costuming shall be worn only by Arrowmen under twenty one (21) years old.
  - iii) All ceremonial costuming shall be based on Hopi or Plains Native American affiliations.
- 14) Lodge Rules Amendment Procedures
  - a) Lodge Rules amendments shall be voted on by a roll call vote.
  - b) Once a Lodge Rules amendment is approved, the Lodge shall be notified in the Lodge newsletter.
- 15) Lodge Documents Procedures
  - a) All Lodge Documents will be formatted with Lodge letterhead.
  - b) All changes to Lodge Documents by Lodge Committees must be presented to the LEC at the next regularly Scheduled LEC meeting.
- 16) Chapters
  - a) The following Diagram provides the information for the Lodge’s existing Chapters













































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### Lodge Organization and Kachina Assignments

Chapter	District	Kachina Name	Hopi Kachina Name	Color	Krelman #	Symbol
Hanaga	Old Capitol	Flute	Lelang	Gray	 484	Flute Player 
Kinloni	Route 66	Rainbow	Tsitoto	Multi		Rainbow 
Nadzeaan	Lake Powell					
Tuutulcwi	Zane Grey	Butterfly	Poi	Black	 505	Butterfly 
Weapukapa	Verde	Butterfly	Poi	Green Blue	 526	River 
Dzisha	Apache	Chasing Star	Nangasohu	Orange Red	 493	Star 
Na Shern Na	Silver Creek	Badger	Honan	Silver	 483	Badger Paw 
Palasiva	Gila	White Buffalo	Kocha Mosiru	Orange	 525	Pueblo Sun 
Salado	Coronado	Paralyzed	Tuhavi	Dirty White	 508	Down Horn 
Wapiti	Escudilla	Fox	Letaiyo	Dark Brown	 528	Water 
Zilgot	White Mountain	Deer	Sowiing	Brown	 508	Pine 
Hassayampa	Firebird	Morning	Talavai	Lt Yellow	 498	Rain Cloud 
Oraibi	Pueblo	Sun	Tawa	Yellow	 506	Sun 
Pang	Ocotillo	Mountain Sheep Ram	Pong	Red	 528	Horn 
Tovakinpi	Thunderbird	Eagle	Kwahu Dancer	Turquoise	 518	Giant Bird 
Sikyalki	San Tan	Wolf	Kweo	Lt Green	 508	Mockingbird 
Tuwanasavi	Mesa	Black Ogre	Nataska	Charcoal	 528	Lightning 
Kwatoko	Superstition	Roadrunner	Hospoa	Green	 528	Spruce 
Naala Tuukwi	Picacho Peak	Snipe	Patszro	Gold	 505	Moon 
Hona	Camelback	Great Horned Owl	Mongwa	Red Brown	 488	Coyote Prints 
Walpi Kiva	Salt River	Bear	Hon	Lt Blue	 544	Bear 
We-Ko-Pa	Four Peaks	Snow	Nuvakchina	White		Snow Cloud 
Walpi Paho	Lake Pleasant	Hummingbird	Huhuwa	maroon		



21. Updated 11/4/18



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**Available Kachinas**

<b>Kachina Name</b>	<b>Hopi Name</b>
Bee	Momo
Duck	Pawik
Hano Clown	Kasari
Mockingbird	Yapa
Parot	Kyasii
Turtle	Kaiiiaia
Whipper	Hu
White Bear	Kacha Hanau

