



Octoraro Lodge 22 Order of the Arrow

Council Service Center
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March 14, 2014

Dear Arrowman or Parent:

Octoraro Lodge 22 has developed a new set of procedures for conduct at our service weekends that will go into effect starting at the 2014 April Service Weekend (4/25-27). These procedures are in accordance with the Youth Protection policies set forth by the BSA and will help to ensure that we are in compliance with those policies at our service weekends.

The impetus for these changes stems from several recent incidents where youth were not supervised by an adult leader at a service weekend, and due in part to that lack of supervision, broke several existing rules of conduct. These incidents were not isolated however and several other incidents in the past have been observed. It is incumbent upon us as leaders in the BSA to provide the necessary supervision at these weekends, not only for Youth Protection concerns but also for safety. We recognize that not all youth who participate in service weekends will be accompanied by a leader from their unit, so we have decided to institute a provisional leader program whereby all unaccompanied youth from a unit will be supervised by a qualified provisional leader and housed in a specified location each weekend.

During the discussions about ways to improve Youth Protection compliance at our weekends, we recognized other areas for improvement that will also directly impact that compliance as well as perhaps improve relations amongst brothers in the lodge. These measures are detailed in the attached list of procedures that includes information about the provisional leader program. I would also like to stress the necessity for all those who participate at the weekends to be registered in the BSA, active members in the OA, and Youth Protection Trained.

The best way to have a fulfilling experience as these service weekends is to attend with several members of your unit, including adult leaders. We know that accomplishing this is not always an easy task, but we hope to start a dialogue of culture change with these new procedures.

In the next several weeks, we will be informing all Octoraro Lodge 22 brothers of this policy change via various forms of communication such as Lodgelist and Unit Leader letters, and we also encourage you to take this information back to your unit and share with everyone who is a member of the Order of the Arrow. It is not our intention to make this new change burdensome, and we hope everyone can do their small part in making our weekends productive, safe, and fun experiences.

If you have any questions regarding the changes, you can contact us with your concerns or comments.

Thank you very much and we look forward to seeing you down at the service weekends!

In Scouting,



Andrew Coe
Lodge Adviser
adviser@octoraro22.org



Philip Ruffini
Youth Protection Chairman
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Mona Cook
Youth Protection Adviser
youthprotection@octoraro22.org

Service Weekend Youth Protection Procedures:

Check - in

- All Lodge Members are required to check in at the Goodman Pavilion upon arrival at the Horseshoe Scout Reservation. This includes ALL MEMBERS staying at Camp Ware during the weekend. Lodge Members arriving on Saturday are required to check in at the Camp Office with either the Camp Master or a member of the OA Administration Staff
 - Current Lodge Members will be required to indicate at registration where they will be staying during the entire weekend. Youth scouts with no leader(s) accompanying them will be assigned to Roberts Lodge where a provisional leader will take responsibility for them. If during the weekend the youth Scout(s) decide to change locations, the Scout(s), along with the adult leader taking the responsibility of the youth must report the change to a member of the OA Administration Staff or Camp Master
 - If an adult member is asked to be a provisional leader assigned to Roberts Lodge, then it is their responsibility to ensure the following:
 - Check out and clean up of the area
 - Youth accountability (whereabouts) of their assigned youth at lunch time and evening time prior to lights out

- Candidates who are there for their Ordeal are required to check in at the Goodman Pavilion and go immediately to their assigned waiting area and wait for further instructions
 - Candidates will be required to inform the OA Administration Staff at check – in, the campsite or location that they will be staying at on Saturday evening after the Ordeal Ceremony. If there are no adult leaders staying at the campsite or other location(s) chosen by the candidates then they will be assigned to Roberts Lodge where a provisional leader will take responsibility for them
- Everyone will be given a lanyard that will include their name, troop, and project assignment written on them during check – in at the Goodman Pavilion that MUST be worn at all times during the weekend
 - Lanyards will serve multiple purposes
 - Provide a means for all Lodge Members to start learning other members names
 - Allows for recognition of the project area you are assigned to work during the weekend
 - Allows the Line Leaders to know if they have the correct people working in their group(s)

Lodging

- Cabins and Stock Cades will be divided into youth and adult sleeping areas. If there is no clear separation by room(s) they will be separated based on area(s).
- If there is no clear designated changing area in the cabin or stock cades, then members will need to change in the wash room or down at the shower houses.

Any person 18 year old or older, are categorized as adults per the Youth Protection Guidelines and must sleep in adult designated area(s).

- During registration, the Scout Leader who is in charge of their camping area will be asked to accept responsibility for taking attendance of assigned scouts once during the day (Saturday lunch time) and again that night prior to lights out. The Lodge will provide a list of the assigned youth to the adult leaders to take attendance. The Scout Leader will complete the attendance list and report any missing youth to the OA Staff or Camp Master. The leader(s) in charge of attendance are also responsible for Sunday check out of their scouts and the site which they stayed. Attendance sheets will be collected on Sunday during check out with the Camp Master.

Projects

- All OA Members and Candidates will have lanyards with their name, troop and project assignment written on them that MUST be worn at all times during the weekend.
- Line Leaders will be provided a list of names for all person(s) assigned to their line and what troop they are in.
 - Each Project area will verify that all assigned members are in attendance prior to starting their task(s). If members are missing, they will need to be located. If they can't be found, then the line leader must report the absence to the OA Administration Staff and/or Camp Master immediately
- Ordeal Candidates will be separated into different project lines based on age.
 - Any persons 18 year old or older will be assigned to an adult project line
 - Persons under the age of 18 will be assigned to a youth project line.

- Project Lines are to be dismissed at 4:00 pm. No line is allowed to be dismissed any earlier than that time. If they have accomplished their assigned task(s) then the line leader is required to check in with a member of the OA Staff and receive a new task assignment.

Youth and Adult Accountability during the Weekend

- All youth members are required to maintain the buddy system throughout the day if they go anywhere other than their assigned project area.
- Camp Master(s) and Adult Leaders will check campsites periodically throughout the day to ensure there are no unsupervised youth members during project hours.

Any questions or concerns regarding this policy must be directed to Andrew Coe (Lodge Adviser) or Mona Cook (Youth Protection Adviser)



Andrew Coe
Lodge Adviser



Philip Ruffini
Youth Protection Chairman



Mona Cook
Youth Protection Adviser