Tendeuchen Chapter Unit Election Checklist

**Three to five days before the election:**

____ Call the unit leader and remind him/her of the scheduled election, confirm time and place.

____ Call other youth or adults who are helping you and remind them of the time and place.

**The night of the election:**

Bring: _____ several pens or pencils

_____ blank paper for ballots

_____ blank unit election form and camp promo packet

_____ blank adult leader recommendation form

Wear: _____ full uniform including OA sash

When you arrive:

____ Introduce yourself to the Scoutmaster and Senior Patrol Leader

____ Check to see if there is an OA Troop Representative who can help you

____ Check that at least 1/2 of the registered, active youth are present

____ Get a list of eligible scouts from the Scoutmaster

____ All are First Class or higher rank?

____ All have 15 nights of camping in the last two years?

____ All have attended Boy Scout long-term camp in the last two years?

____ All have Scoutmaster approval?

____ Find out if the troop has prepared ballots to use

____ Get a troop roster that shows full address, phone number, current rank, and BSA ID number for all eligible scouts

**Running the election:**

____ Introduce yourself to the troop

____ Explain the purpose of the Order of the Arrow

____ Explain the requirements to become a member
____ Emphasize that scouts **may** vote for all, some, or none of the eligible candidates, but that they should only vote for those scouts that they feel are worthy; they may vote for themselves

____ Ask for questions and answer them, if any

____ Present the list of eligible scouts

____ Ask if anyone believes he should be on the list of candidates but is not

____ Check with Scoutmaster, and add the name if needed

____ Hand out ballots and pencils, collect them when finished

____ Thank the scouts for their time and turn the meeting back over to the SPL

**After the election:**

____ Tally the votes for each candidate

____ Write the candidates who receive 1/2 of the available votes on the election form, along with their full address, phone number, current rank, date of birth and BSA ID number. Use a second or third form if needed, or write on a separate sheet of paper if you do not have extra forms.

____ **Cross out any unused spaces on the form!**

____ Sign the election form at the bottom on the appropriate line

____ Have the Scoutmaster fill out his/her information at the top of the election form and sign it.

____ Give the pink copy of the election form to the Scoutmaster

____ Return the white and yellow copies of the form to your election coordinator, bring them to the next chapter meeting, arrange a pick up/drop off, or mail them to:

> Paul Post
> 7742 Seddon Dr.
> Dublin, OH 43016-9540

**Please return all completed election forms no later than March 1, 2013.**

If you have any questions before, during or after the election, you can contact:

Paul Post  (614) 799-0086
Aaron Wyckoff  (614) 406-8080