

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