

## Section W4B, Conclave Plan Book, 2005

### FROM THE SECTION OFFICERS:

Hello everyone,

Thank you for taking the time to look through this immense resource for Conclave 2005. Inside you will find all the information on EVERYTHING at Conclave! How to plan, promote, and execute the most spectacular Conclave in Section W4B's History. We have all labored long and hard to prepare this planbook for you, so we hope you will be able to use it to help make your conclave experience more enjoyable. Whether it is to plan an intricate lodge spirit escapade or just to find your Indian Affairs class, use this book to help guide you on your way. Stop by Administration if you have any questions at Conclave, and/or contact any of us beforehand if you have any questions about the event. We're always here to help! Good luck and HAVE FUN!

Yours in Brotherhood,

Michael Gollner

Michael Gollner  
Section W4B Chief

Joshua Insalaco

Joshua Insalaco  
Section W4B Vice Chief

Brandon Guzik

Brandon Guzik  
Section W4B Secretary



*"Our 32<sup>nd</sup> At 32<sup>nd</sup>"*

# Section W4B, Conclave Plan Book, 2005

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### 2005 Final Budget

		Arrowmen Attending			
		400	450	500	550
<b>Fee</b>	<b>30.00</b>				
<b>=</b>					
<b>Income</b>					
<b>2004 Holding Account</b>		<b>3,000.00</b>	<b>3,000.00</b>	<b>3,000.00</b>	<b>3,000.00</b>
Host Council		2,000.00	2,000.00	2,000.00	2,000.00
2004 National Planning Meeting		750.00	750.00	750.00	750.00
2004 Region Gathering		250.00	250.00	250.00	250.00
<b>Registration Fees</b>		<b>12,100.00</b>	<b>13,600.00</b>	<b>15,100.00</b>	<b>16,600.00</b>
Regular Registration Fees		11,700.00	13,200.00	14,700.00	16,200.00
Late Registration Fees (10 @ Regular + \$10)		400.00	400.00	400.00	400.00
<b>Trading Post</b>		<b>850.00</b>	<b>650.00</b>	<b>450.00</b>	<b>250.00</b>
Conclave Patches (Remainder @ \$ 4.00)		600.00	400.00	200.00	0.00
Section back patches		250.00	250.00	250.00	250.00
Lodge Flaps (Set of 4) 100 @ \$20.00		0.00	0.00	0.00	0.00
Arrowman Visors		0.00	0.00	0.00	0.00
Lodge Commission Sales 10%		0.00	0.00	0.00	0.00
Commission (Outside Sales) 15%		0.00	0.00	0.00	0.00
<b>Patch Auction</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<hr/>					
<b>Total Income</b>		<b>15,950.00</b>	<b>17,250.00</b>	<b>18,550.00</b>	<b>19,850.00</b>
<b>Expenses</b>					
<b>2005 Holding Fees</b>		<b>3,000.00</b>	<b>3,000.00</b>	<b>3,000.00</b>	<b>3,000.00</b>
Host Council		2,000.00	2,000.00	2,000.00	2,000.00
Section Chief - 2005 Region Gathering		750.00	750.00	750.00	750.00
Section Chief - 2005 Planning Meeting		250.00	250.00	250.00	250.00
<b>Attendee Expenses</b>		<b>1,900.00</b>	<b>2,137.50</b>	<b>2,375.00</b>	<b>2,612.50</b>
Liability Insurance (\$2.00 per person)		800.00	900.00	1,000.00	1,100.00
Region Conclave Fee (\$2.00 per person)		800.00	900.00	1,000.00	1,100.00
Health Insurance (\$0.75 per person)		300.00	337.50	375.00	412.50
<b>Meals</b>		<b>4,000.00</b>	<b>4,500.00</b>	<b>5,000.00</b>	<b>5,500.00</b>
Breakfast (2 @ \$1.40 per person)		1,120.00	1,260.00	1,400.00	1,540.00
Lunch (1 @ \$2.85 per person)		1,140.00	1,282.50	1,425.00	1,567.50
Dinner ( 1 @ \$2.85 per person)		1,140.00	1,282.50	1,425.00	1,567.50
Crackerbarrel (2 @ \$0.75 per person)		600.00	675.00	750.00	825.00
<b>Conclave Entertainment</b>		<b>700.00</b>	<b>700.00</b>	<b>700.00</b>	<b>700.00</b>
Guest Expenses		300.00	300.00	300.00	300.00
Show Expenses		400.00	400.00	400.00	400.00

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<b>Officer Expenses</b>	<b>902.94</b>	<b>902.94</b>	<b>902.94</b>	<b>902.94</b>
Section Chief - 2004 Nat'l Planning Mtg.	601.70	601.70	601.70	601.70
Section Chief - 2004 Region Gathering	178.20	178.20	178.20	178.20
Section Retreat	123.04	123.04	123.04	123.04
<b>Printing and Publications</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>1,000.00</b>
Registration (packets, paper, training, etc.)	500.00	500.00	500.00	500.00
Participation Booklets and CD's	150.00	150.00	150.00	150.00
Promotional Materials	50.00	50.00	50.00	50.00
Newsletter & Communications & Website	300.00	300.00	300.00	300.00
<b>Program Area</b>	<b>250.00</b>	<b>250.00</b>	<b>250.00</b>	<b>250.00</b>
Native American Affairs Expenses	50.00	50.00	50.00	50.00
Sports	50.00	50.00	50.00	50.00
Camping Promotion / OA Expo	0.00	0.00	0.00	0.00
Recognitions	150.00	150.00	150.00	150.00
<b>Conclave Site</b>	<b>320.00</b>	<b>360.00</b>	<b>400.00</b>	<b>440.00</b>
Site Fee (\$6.00 per person)	0.00	0.00	0.00	0.00
Portable bathrooms (\$40/50 attendees)	320.00	360.00	400.00	440.00
<b>Trading Post and Patch</b>	<b>2,130.00</b>	<b>2,130.00</b>	<b>2,130.00</b>	<b>2,130.00</b>
Section Chenile	0.00	0.00	0.00	0.00
Re-border Patches (400 @ \$0.50)	0.00	0.00	0.00	0.00
Conclave Patches (600 @ \$1.50 per person)	900.00	900.00	900.00	900.00
Participation Pins (500 @ \$1.50 per person)	750.00	750.00	750.00	750.00
Training Patches (400 @ \$1.20)	480.00	480.00	480.00	480.00
Section Patch (200 @ \$ 3.00)	0.00	0.00	0.00	0.00
<b>Endowment / Maury Clancy Fund (TBD)*</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Contingency (7.5%)</b>	<b>1,065.22</b>	<b>1,123.53</b>	<b>1,181.85</b>	<b>1,240.16</b>
<b>Total Expenses</b>	<b>15,268.16</b>	<b>16,103.97</b>	<b>16,939.79</b>	<b>17,775.60</b>
<b>Net Profit (Loss)</b>	<b>681.84</b>	<b>1,146.03</b>	<b>1,610.21</b>	<b>2,074.40</b>
<i>* Amount to be voted on based on actual surplus</i>				
	<b>400</b>	<b>450</b>	<b>500</b>	<b>550</b>
<b>Expenses</b>				
Holding Fees	7.50	6.67	6.00	5.45
Attendee Expenses	4.75	4.75	4.75	4.75
Meals	10.00	10.00	10.00	10.00
Conclave Entertainment	1.75	1.56	1.40	1.27
Officer Expenses	2.26	2.01	1.81	1.64
Printing and Publications	2.50	2.22	2.00	1.82
Program	0.63	0.56	0.50	0.45

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Conclave Site	0.80	0.80	0.80	0.80
Trading Post	5.33	4.73	4.26	3.87
Maury Clancy Fund	0.00	0.00	0.00	0.00
Contingency	2.66	2.50	2.36	2.25
<b>Expenditure per Arrowman</b>	<b>38.17</b>	<b>35.79</b>	<b>33.88</b>	<b>32.32</b>
<b>Income</b>				
Holding Fees	7.50	6.67	6.00	5.45
Registration	30.25	30.22	30.20	30.18
Trading Post	2.13	1.44	0.90	0.45
Patch Auction	0.00	0.00	0.00	0.00
<b>Income per Arrowman</b>	<b>39.88</b>	<b>38.33</b>	<b>37.10</b>	<b>36.09</b>
<b>Net Profit (Loss) per Arrowman</b>	<b>1.70</b>	<b>2.55</b>	<b>3.22</b>	<b>3.77</b>



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### Schedule of Events

#### Friday, April 29, 2005

2:00 PM - 5:00 PM	Early Staff Arrival and Staff Registration Site Preparation and Committee Meetings	NAVSTA NAVSTA
5:00 PM - 8:30 PM	Conclave Registration and Pre-Order Pick-up Conclave Trading Post Opens BEAR OVERBOARD GAMES! Personal Setup Time Indian Village (TeePee) Setup Lodge Sports Competitions Sign-Ups OA Induction Ceremony Sign-Ups	Welcome Center Trading Post Conclave Midway Camping Area Indian Village Welcome Center Welcome Center
8:00 PM	Camping Promotion Competitions	Welcome Center
9:00 PM - 9:30 PM	Opening Show	Shows Arena
9:45 PM - 11:00 PM	Cracker Barrel Council of Chiefs and Staff Gathering Training Committee Meeting (MU Professors)	Conclave Midway Administration Administration
11:00 PM	Lights Out - Quiet Time	Campsites

#### Saturday, April 30, 2005

6:00 AM	Wake Up	Campsites
6:45 AM	Registration Re-Opens Morning Assembly- Flag Ceremony	Administration Campsites
7:00 AM – 8:00 AM	BREAKFAST – All in attendance	Galley
8:30 AM	Conclave Midway Opens! Ceremony Evaluations Open Indian Regalia Judging Sand Painting Opens	Conclave Midway Indian Village Racquetball Courts Racquetball Courts
8:15 AM – 8:45 AM	Cahuilla vs. Wiatava Basketball Navajo vs. Tiwahe Basketball	Basketball Courts Basketball Courts
8:45 AM – 9:15 AM	Wiatava vs. Tiwahe Soccer Navajo vs. Cahuilla Soccer	Soccer Field Soccer Field
9:45 AM – 10:15 AM	Cahuilla vs. Tiwahe Ultimate Frisbee Wiatava vs. Navajo Frisbee	Soccer Field Soccer Field
10:30 AM	Administrative Events Submissions Due Ceremony Evaluations CLOSE Sand Painting CLOSES	Administration
10:30 AM – 11:45	LUNCH	Galley
12:00 AM - 4:00 PM	<u>Machquigen University: (Hourly Sessions)</u>	

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	<ul style="list-style-type: none"> <li>• Session 1</li> <li>• Session 2</li> <li>• Session 3</li> <li>• Session 4</li> </ul>	Various Locations Various Locations Various Locations Various Locations
4:00 PM – 4:45 PM	Final Round Basketball Final Round Soccer Final Round Ultimate Frisbee Adviser Volleyball Tournament	Basketball Courts Soccer Fields Soccer Fields Volleyball Courts
5:00 PM – 6:00 PM	DINNER – All in attendance	Galley
6:00 PM – 7:00 PM	Indian Affairs Open Pow-Wow	Indian Village
7:00 PM	Doors Open/ Pre-Show	Shows Arena
7:30 PM – 8:20 PM	Theme Show	Shows Arena
8:30 PM – 10:00 PM	PATCH AUCTION & ICE CREAM	Racquetball Courts
9:00 PM – 11:00 PM	Bowling at the Base! (Bring a Few Dollars)	Bowling Alley
10:30 PM – 11:00 PM	Council of Chiefs Meeting	Administration
12:00 AM	Lights Out – Quiet Time	Campsites
<b><u>Sunday, May 1, 2005</u></b>		
7:00 AM	Wake Up	Campsites
8:00 AM – 9:00 AM	BREAKFAST – All in attendance	Galley
9:15 AM – 9:45 AM	Interfaith Service and Gathering	Shows Arena
10:00 AM – 11:00 AM	Section Officer Elections Adviser Coffee	Shows Arena Conclave Midway
11:00 AM – 12:00 PM	Closing Ceremony	Shows Arena
12:00 PM – 12:30 PM	Personal Clean-up/ Lodge Responsibilities Campsite Inspection Check-Out	Campsites Campsites Administration
12:30 PM	Final Departure	



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### Conclave Code of Conduct

The general welfare of any group depends upon the conduct of each individual member of that group. As an Arrowman, I understand this and on my honor, I pledge the following:

1. I will observe the Scout Oath, the Scout Law, and the OA Obligation as the Law of the Section W-4B Conclave.
2. I will wear a **complete** Scout or Explorer uniform at all times when appropriate, including **ALL MEALS**, I will wear an OA sash only with my uniform or when in Native American attire. I understand I will not be able to eat at the Navy Galley without a full uniform.
3. I will attend all general sessions and assemblies called by the Section or Lodge.
4. I understand that certain items may not be purchased, possessed, or used at the Conclave or on site. These include alcoholic beverages, illegal narcotics, firearms, explosives, ammunition, or knives with a blade of over three and three-quarter inches. I will refrain from gambling and use of any foul language during the Conclave. Even if I am over 21 years of age, and there is a designated alcoholic beverage vendor, I will still refrain from drinking while attending the Conclave.
5. I will refrain from smoking if I am under 18 years of age and if over 18, will smoke only in designated areas.
6. I will obey all rules enforced by the Military Police on base as well as all Conclave Personnel. I will wear my Name Badge and Wristband at **ALL TIMES**. I will not leave the Conclave site or enter a restricted area without the permission of my Lodge Advisor or the Section Advisor.
7. I will confine all trading/swapping to appropriate locations during free periods. I will also refrain from selling anything at the Conclave without permission from the Section.
8. I will observe a quiet period from taps to reveille.
9. I understand that speed limits and traffic rules are strictly enforced for everyone's safety. I will park only in designated areas and will refrain from using a vehicle during the Conclave unless issued a driving/parking pass.
10. I will refrain from using any open flames anywhere on or near the site.
11. I will at all times be a considerate guest of our host, Naval Station, San Diego.

I have read the above 2004 W4B Conclave Code of Conduct and on my honor as a Scout/Scouter, will abide by the Code.

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# I. FACILITIES

### Parking

We will be using one main parking lot at Naval Station, San Diego. Although some adults will have base passes and will want to park close to the camping area or elsewhere on the base, base security asks that you please do not. All participants regardless need to park in the main parking area, located across from the main Conclave entrance. Only one entrance will be used for the participant entrance. Once entered, conclave site staff will direct your vehicle into the parking lot on the left.

CARS WILL NOT BE ALLOWED TO PARK INSIDE CAMPSITES. The main parking lot will be used for all parking. If you are disabled or have large items you can contact conclave staff at registration in the parking lot for a pass to go help you to your campsite, or we can help load the items for you. You **MUST** go to the parking area first.

ALL VEHICLES MUST PARK PROPERLY BY 10PM, FRIDAY NIGHT! Be mindful of all rules and regulations on base, **MP's will enforce them!**

### Meals

All meals will be prepared in the Galley.

**FULL UNIFORMS WILL BE REQUIRED AT ALL MEALS!** This includes Khaki/Venturing/Exploring shirt, Scout Pants or Shorts, Boy Scout Socks, Dress shoes or boots, A Scouting Belt, and of course the uniform being neat and tucked in. These regulations on the base will be enforced strictly. You **WILL** be charged extra for your meals if you refuse to wear your uniform to meals. Section Staff will have several extra uniforms for those scouts who have difficulty providing their own, please contact the section in advance of Conclave.

Friday night we will have a full cracker barrel and Saturday we will hold an Ice-Cream social during the patch auction. All complete meals are served in the dining hall. (Consult base map for location).

### Lodge Camping

All Camping will be in the designated areas on the Softball Fields labeled "Camping" on the official Conclave maps. Out of Section Guests as well as lodges will have labeled areas to place their tents.

### Theme

The Section Council of Chiefs selected the following as the theme for the 2004 Conclave:

**"Our 32<sup>nd</sup> At 32<sup>nd</sup>"**

*"Our 32<sup>nd</sup> At 32<sup>nd</sup>"*

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We have also adopted a "Navy" theme to many events and the patch design because of our location and the generosity of the Navy in supporting our location for the event.

### Location

Tiwahe Lodge will be serving as the host council for the 2005 Section W-4B Conclave. They have arranged the Naval Base at 32<sup>nd</sup> St. in San Diego to serve as grounds for the event. A map of the base is located within the plan book.

### Participant Guide

Each Conclave participant will be supplied with a participation booklet, containing the schedule, event locations, code of conduct, dress code, meal schedule, map, etc. It is vital that all Arrowmen keep this passport in their possession at all times during their stay at Conclave. This participation booklet will also contain the requirements for the participation award, which should be completed by Saturday Afternoon.

### Religious Services

On Sunday morning before breakfast there will be a non-Denominational (Scouts Own) service located in the Shows Arena.

### First Aid

All injuries at the Conclave, no matter how minor, should be reported immediately to the EMT on duty. He/She will be located at Conclave Headquarters for assistance throughout the weekend. Lodge advisors will serve as the point of contact for any parents needing to contact their youth while at Conclave.

**All participants are required to have a permission slip, medical release, or trip ticket with medical information, (allergies, etc), on file with the section and their lodge. Lodges will be responsible for handling these permission slips following the policies of their councils.**

**Safety is everyone's responsibility.** Please be aware of what you are doing and report any unsafe situations that are discovered to the Conclave Committee. Everyone can avoid accidents with the use of a little common sense. BSA policy will be enforced. Navy Base Policy will also be STRONGLY enforced.

### Special Arrangements

If your lodge will require disability access, special assistance or arrangements during the Conclave, that are not covered in the guide, please contact the host lodge chairman (CVC of Site Coordination) or adviser in advance of the event. Your specific needs can be address as long as the host lodge is made aware of your needs in advance.

### Conclave Headquarters

Conclave Headquarters will be located in (TBD). Please relay any questions or concerns to the headquarters. The location will be indicated by Signs at the Conclave and on the Official Event Map to be distributed On-Site.

### Communications

The communications headquarters will be located adjacent to the Conclave headquarters (Location). At various times throughout the Conclave, the Bear Facts will be distributed to keep participants informed about what is going on.

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### Trading Post

There will be a trading post at Conclave. The trading post will be selling refreshments and memorabilia. Pre-approved lodge items will be sold on consignment with a 15% commission fee to the Section. Contact the Section Advisor for information regarding selling those items. **NO ONE** without prior approval will be able to sell items at Conclave. **ONLY** the conclave trading post will sell items unless it has been approved by the base and the Section Advisor. **Only "Not For Profit" organizations may sell items or advertises items on base! NO EXCEPTIONS!**

### Tobacco

As of 1996, the BSA policy on the use of tobacco is as follows: "Adult leaders should support the attitude that young adults are better off without tobacco and may not allow the use of tobacco products at any BSA activity involving young participants." Use by adults in camp is highly restricted to areas where Scouts will not see the use at any time. Please notify your guests of this policy.

### Check Out

After the closing ceremony on Sunday, each Lodge will be asked to work together to clean up certain areas that were utilized during the course of the Conclave. Lodge responsibilities will be distributed out at the Saturday night Council of Chiefs Meeting. Immediately following this time the Lodges will assist in cleaning up their respective campsites.

All participants will be required to check out individually with their lodge contingent leader. More information is located under Registration.

### Section Elections

The sections elections this year will be held on Sunday before the closing ceremony. Each scout that wish's to run for a section officer position must have a sign letter from the council scout executive or there designee. The nominations for the Section Chief position will close at the Section meeting just before the election (Sunday Morning) per F.O.G. guidelines. (Check [www.oa-bsa.org](http://www.oa-bsa.org) to download the F.O.G.). All persons running for section office must attend the "So you want to be a section officer?" training class on Saturday morning in order to run as well as submitting their letter to the Section Advisor. The positions that are open are as follows: Section Chief, Section Vice Chief and Section Secretary. Each Lodge will get 10 votes to vote for each position. The votes can be spilt or as a whole it's all up to the lodge.

### Conclave Dress Code

At all times during the Conclave, participants should be encouraged to wear the field uniform. During some parts of the Conclave, participants are permitted to wear their activities uniform. These occasions include sports and ceremony events, lunch, and free time. Keep in mind however, that during assemblies, breakfast, lunch, dinner, training, religious services, and for all shows, Arrowmen must be in their field uniform. If not, he or she will be asked to go back to camp and return with the necessary articles. Uniform guidelines are listed in the Boy Scout Handbook.

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### Training

Special time has been devoted to training at the conclave. No other scheduled events will take place during the training portion of conclave. All courses are available online or can be found in the training portion of this book. In the event that you do not get the chance to register for a class, you may attend any class of your choice. Please be aware that many of the classes will fill to their maximum capacity, so it behooves you to pre-register. Registration can be done at anytime prior to 8:00 a.m. Saturday inside the Administration Office.

### Training Course Schedule

Session 1	12:00 PM – 12:45 PM
Session 2	1:00 PM – 1:45 PM
Session 3	2:00 PM – 2:45 PM
Session 4	3:00 PM – 3:45 PM

## II. AMERICAN INDIAN EVENTS

The following guidelines and judging criteria are in use by the National Order of the Arrow and sections are encouraged to adopt these same guidelines for section conclaves. W4B will be abiding by all national guidelines and criteria for judging of the American Indian Events at the 2004 Section Conclave.

### CONTENTS:

Individual Dance Competition  
Sand-Painting Competition  
Team Sing Competition  
Indian Crafts Competition  
Judging Criteria

### **DANCE COMPETITION GUIDELINES**

#### **Individual Dance Competition**

Any number of contestants from a lodge may participate in the Individual Dance contest. The top dancers may be asked to demonstrate their skills at the evening show. Awards will be received at the Sunday show. The rules are as follows:

1. All contestants must confirm their registration when they arrive at the conclave.
2. There will be five categories of individual dance competition:
  - ? Fancy-Dance (one class)
  - ? Grass
  - ? Straight Dance
  - ? Old Style

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? Traditional (contemporary traditional).

**Awards will be given to the top finishing dancers according to the judges' discretion.**

3. Dancers must wear appropriate authentic clothing. There are many styles, but they may include as their basic elements: a hair roach, neck and/or back bustles, moccasins, bells, apron (breechclouts), and miscellaneous accessories, such as beaded cuffs, belt, arm bands, choker, headband, etc. War bonnets and chief's clothing are only acceptable for Old Style competition.

In an effort to distinguish between Old Style and Traditional, these categories will be determined by the judging staff. Consideration will be given for bustle type, clout or apron, and quill and beadwork designs. As a general guideline, Old Style is considered as pre-1920. If in doubt as to which category to dance, the dancer should bring a photograph of his dance clothes to registration. The judges will assist in placing the dancer in the proper category.

4. Dancers must dance in the style of their clothing. In preliminary competition, if the dancer is eliminated in one dance style, he may change outfits and dance in another style, if scheduling time permits. The dancer must be registered in both styles. Dancers may not compete in the finals in more than one category.

5. Losing a major article from a dancer's attire during the contest means automatic disqualification. Having the attire properly maintained and tightly secured easily eliminates this problem.

6. All dancers must be younger than 21 and be a registered participant of the event. If a question regarding age arises, proof of age (driver's license, copy of your birth certificate, etc.) must be provided.

7. All dancers must be members of the Order of the Arrow and registered conclave participants.

8. Dancers must be prepared to dance indoors or outdoors.

9. Dance practice and outfit construction should not take place during conclave activities.

10. Each participant will be issued a contestant number, which must be visible while dancing in any competition.

11. Overstepping the song may lower a dancer's placement in the overall standing.

**12. NO PARTS OF ANY PROTECTED SPECIES ARE PERMITTED ON ANY OUTFIT.** Violation of this rule will result in automatic disqualification. Please be

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aware of any federal and state laws regarding endangered species parts. (See Chapter 4, Section Conclave.)

13. Within the guidelines found in the U.S. Code pertaining to the American Flag, flags are not to be used as wearing apparel. With this in mind, no type of U.S. flag(s) will be permitted as part of dance attire. If a dancer has these items on his outfit, they must be removed prior to the conclave. Flag motifs in quillwork and beadwork are acceptable.

14. National Order of the Arrow Face Paint Policy: national Order of the Arrow conferences and activities conducted beyond the individual lodge will not permit face paint, body paint or wigs to be used in social or competition dancing or in ceremonies. (See Chapter 4, Section Conclave.)

15. The Boy Scouts of America policy regarding weapons will be followed. All dancers are encouraged to participate in the judging of American Indian clothing. This judging will be held immediately before or after the dance competition. A panel of selected judges will give out clothing critiques and ribbons.

**The judging criteria will be as determined by the judging committee. All judges' decisions are final.**

## **TEAM SINGING COMPETITION**

### **Rules & Guidelines**

Singing will be done in team fashion. Teams will be required to sing 2 songs and are required to submit written documentation on the songs with their pre-registration form.

Awards will be given to the top teams. The judging criteria shown below are guidelines that are subject to the interpretation of the judging committee. All judges' decisions are final.

**EACH LODGE IS REQUIRED TO BRING ITS OWN DRUM AND DRUMSTICKS.**

### **Team Singing (Drumming) Competition:**

1. All singing will be done in a team fashion.
2. Written documentation is required for each song (include where the song was obtained, what tribe it's from, etc).
3. Teams will be required to sing a general song and a song for a special event.

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4. Songs are restricted to Southern and Northern Plains singing.
5. Teams will be judged on the authenticity and quality of presentation of songs.
6. Anyone singing must be younger than 21, a member of the Order of the Arrow, and a registered conclave participant. All team members must be from the same lodge.
7. Minimum time of 2 minutes, maximum time of 10 minutes for each song.
8. A representative from each team must be present at the team and judges meeting; check schedule for time and location.

## **SAND-PAINTING COMPETITION**

### **Rules & Guidelines**

- Youth may compete in the youth section of this event and Adults over 21 may compete in the Adult section
- No prior experience of sand painting is involved
- The colored sand will be provided
- You may draw anything, as long as it is not obscene, inappropriate, or against the policies of the BSA.
- No registration is required prior to drawing, just fill out the form and start drawing
- You may not copy or destroy anyone else's artwork
- Modern and Traditional Painting may use only Red, White, Black, and Yellow Sand or a mix of these colors
- Traditional may use only their hands, fingers, and a piece of yarn to paint
- Modern may use other instruments such as ball point pens and rulers
- Traditional may paint only traditional Indian designs
- Modern may paint any design, such as a patch design

## **INDIAN CRAFTS JUDGING**

### **Rules & Guidelines**

- Only Youth-Made crafts may be entered

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- The crafts must be finished 15 minutes before the competition
- You may compete in Headgear (bonnets, roaches, hats), Body Apparel (Leggings, vests, shirts), Bustles, Hand Held Items (Spears, shields, medicine wheels, fans), Miscellaneous Accessories (breastplates, chokers, belts moccasins)
- The items must be brought to the competition table at the Irvine trading post before 11:00 (they may be brought back to the ceremony competitions for competing with prior judge approval)
- You must fill out a card stating the following about your item:
  - What the article is
  - The date from which the article was produced
  - The use and history of the article
  - The research
  - The materials used to make the article

## JUDGES

### Requirements to be a Judge

1. Each judge must be a member in good standing of the Order of the Arrow and a Lodge within Section W-4B in addition to being a registered delegate at the Section Conclave, or an invited guest of the Section Indian Affairs Coordinator (CVC).
2. Each must be at least 21 years of age.
3. Must have considerable knowledge and experience with Indian lore.
4. Each judge may be asked questions to prove his or her knowledge by the Section Indian Affairs CVC.

### Competition Judges

An American Indian Events Judging Staff will include one judge from each lodge participating in the event, which will be approved by the Section American Indian Events Coordinator, his adviser, and the Section Chief. The staff will be responsible for judging Group Dance, Individual Dance, Team Sing, Indian Crafts, and Sand painting. All decisions are final!

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**Sand Painting Judging**

**Lodge Name:** \_\_\_\_\_ **Lodge Number:** \_\_\_\_\_

**Painting Name:** \_\_\_\_\_

**Painter Information:**

**Name:** \_\_\_\_\_

**Are you the only Painter from your lodge competing? Y / N**

**Style:**                      **Traditional**                      **Modern**

**Judging:**

***Creativity (40 pts):***

**Did the painter pick something totally creative, or did he copy someone else's work?**

**Points:** \_\_\_\_\_

***"Coloring in the Lines" (20 pts)***

**Did the painter "color in the lines" making straight lines as best as he could where needed.**

**Points:** \_\_\_\_\_

***Use of Color (20pts)***

**Did the participant use color in order to enhance the painting?**

**Points:** \_\_\_\_\_

***Style (20pts)***

**Did the painter's work seem to stand out among the other work? Was it exceptional in a certain way? In what style was it made?**

**Points:** \_\_\_\_\_

**Total Points:** \_\_\_\_\_ **out of 100 pts**

**Comments for the Painter:**

\_\_\_\_\_

\_\_\_\_\_

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**Sand Painting Judge's Information:**

**Judge's Name:** \_\_\_\_\_ **Lodge:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Judge's Name:** \_\_\_\_\_ **Lodge:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Judge's Name:** \_\_\_\_\_ **Lodge:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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**Indian Crafts Judging**

Lodge Name: \_\_\_\_\_ Lodge Number: \_\_\_\_\_

Craft Number: \_\_\_\_\_

**Crafter Information:**

Name: \_\_\_\_\_

Are you the only Crafter from your lodge competing? Y / N

Style:                      Traditional                      Modern

Judging:

***Creativity (40 pts):***

Did the Crafter pick something totally creative, or did he copy someone else's work?

Points: \_\_\_\_\_

***"Coloring in the lines" (40 pts)***

Did the Crafter do quality work?

Points: \_\_\_\_\_

***Research (20pts)***

Was the research going into the work accurate and descriptive

Points: \_\_\_\_\_

Total Points: \_\_\_\_\_ out of 100 pts

Comments for the Crafter:

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**Indian Crafts Judge's Information:**

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**Judge's Name:** \_\_\_\_\_ **Lodge:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Judge's Name:** \_\_\_\_\_ **Lodge:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Judge's Name:** \_\_\_\_\_ **Lodge:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

### III. ADMINISTRATIVE EVENTS

W4B will be abiding with the following guidelines and criteria for judging of the Administrative Events at the 2005 Section Conclave, held at the 32<sup>nd</sup> Street Naval Station.

**CONTENTS:**

Judges  
Lodge Newsletter  
Lodge Plan Book  
Lodge "Where to go Camping Guide"  
Web Site Competition

#### **Section Administrative Guidelines**

All lodges are required to turn in items wishing to be judged in the administrative events portion of conclave. The section must receive these before the start of the Friday night COC. At no point may a lodge work on or develop new works of art while at conclave. All items being judged will be returned to the lodges at the section meeting, Sunday. All decisions are final.

Each Lodge participating in administrative events is asked to provide one adult (over 21 years of age) judge for each of the following events: Newsletter, Plan Book, Where to go Camping Guide, and website. Judges names must be given to Brandin Guzik, Section Secretary prior to Conclave.

Administrative Events will be judged by a team of judges representing all four lodges, overseen by the Section Chief, Section Vice Chief, and/or Section Vice Chief. All materials will be due **by the Friday night Section COC**. Materials will be judged before Sunday.

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### Lodge Newsletter

A lodge should enter at least four newsletters to compete for this award. A lodge must enter its newsletters published during the past year in order to compete for the award. Past year is defined as between the last Conclave and the present one. The newsletter will be judged on such things as context, print, quality, photographs and captions, as well as the use of graphic art. **The newsletters to be entered in the competition should be turned in by the Lodge Key 3 at the Friday night COC meeting.**

#### Judging Standards:

Were four editions submitted for scoring, all being dated since **May 1, 2004**?

(No = 0, Yes = 15) (0 or 15)

Category	Range	Points
<b>I. Appearance</b>		
A. Masthead neatly identifies newsletter	(0-5)	
B. Columns neatly separated – easy to read	(0-5)	
C. Overall consistent neatness	(1-5)	
<b>II. Informative Value</b>		
A. Variety of Articles	(0-10)	
B. Concise and direct wording	(1-5)	
C. Pertinence of information to reader	(0-10)	
D. Completeness of information	(1-15)	
<b>III. Mechanics and Miscellaneous</b>		
A. Grammar and lack of typographical errors	(1-10)	
B. Use of clip art, diagrams, and bold headlines	(0-5)	
C. Use of calendars and original artwork	(0-5)	
<b>IV. General Impression</b>		
A. Impression of the quality of the entire year's newsletters	(1-10)	
	<b>Possible</b>	<b>Total</b>
<b>TOTAL SCORE</b>	<b>100</b>	

Lodge Judged: \_\_\_\_\_

Judge's Lodge: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

## Section W4B, Conclave Plan Book, 2005

### Lodge Plan Book

A lodge can enter only one Plan Book and it must be the current year's edition. The Lodge Plan Book may be presented on any type of computer median, yet no computers will be furnished for viewing. **The Plan Book will be judged on context and print quality. The Lodge Key 3 should turn in this book at the Friday night COC meeting.**

#### Judging Standards:

Category	Range	Points
<b>I. Format</b>		
<b>A. General appearance</b>	(1-5)	
<b>B. Use of graphic material</b>	(1-5)	
<b>C. Organization</b>	(1-5)	
<b>II. Informative Value</b>		
<b>A. Quality of information for officers</b>	(1-10)	
<b>B. Information about the OA and the particular Lodge is presented clearly and in a manner easy to understand</b>	(1-10)	
<b>III. Contents</b>		
<b>A. Lodge Calendar</b>	(0-5)	
<b>B. Lodge Goals</b>	(0-5)	
<b>C. Listing of Lodge/Chapter officers with addresses and phone numbers</b>	(0-5)	
<b>D. Description of Lodge activities</b>	(0-5)	
<b>E. Lodge History</b>	(0-5)	
<b>F. Lodge Budget</b>	(0-5)	
<b>G. Lodge Rules</b>	(0-5)	
	<b>Possible</b>	<b>Total</b>
<b>TOTAL SCORE</b>	70	

Lodge Judged: \_\_\_\_\_

Judge's Lodge: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



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### Lodge "Where to go Camping Guide"

Each lodge may enter only one Camping Guide and it should be current. It will be judged on such topics as correct information, actual use to the Unit Leader, print quality, and content. **The Camping Guide should be turned in by the Lodge Key 3, at the Friday night COC meeting.**

#### Judging Standards:

Category	Range	Points
<b>I. Format</b>		
A. All information is contained within one cover	(0-5)	
B. Materials produced by the Lodge are of good quality	(0-10)	
C. The information is arranged by categories	(0-10)	
D. Layout enables user to easily utilize	(0-10)	
E. Information is easily updated	(0-5)	
<b>II. Informative Value</b>		
A. Information contained is informative to Scoutmasters	(1-5)	
<i>(For all of the following, if the answer is NO, then they receive a "0". If the answer is YES, then assign a value of "1-10" based on the depth of the information.)</i>		
B. Contains information about the local camp, including use of the camp in the off-season and use of camp equipment (or policy statement thereof).	(1-10)	
C. Contains information about camping opportunities in the council	(1-10)	
D. Contains information about camping opportunities in the state, including state and national parks and forests	(1-10)	
E. Contains information on hiking trails, rivers, lakes, and other specialized camping facilities	(1-10)	
F. Contains information on tour permits, touring and insurance	(1-10)	
G. Contains information about camping opportunities in the BSA "High Adventure" programs	(0-5)	
	<b>Possible</b>	<b>Total</b>
<b>TOTAL SCORE</b>	<b>100</b>	

Lodge Judged: \_\_\_\_\_

Judge's Lodge: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_

*Judges: Please make explanatory comments on the back of this form*

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### Lodge Web Site Competition

A lodge web site is currently one of the new requirements a lodge can choose to complete for National Quality Lodge. **Each lodge must supply the section with a copy of their Lodge website (burned to CD) by the Lodge Key 3, at the Friday night COC meeting.**

#### Judging Standards:

Category	Range	Points
<b>I. Web Site</b>		
A. Does it give normal information about the lodge and the council?	(1-10)	
B. Is the site current and updated?	(1-10)	
C. Is the site neat and organized?	(1-10)	
D. Is there and E-mail link to the Webmaster and/or Lodge? (No=0 Yes=5) (0 or 5)	(0-5)	
<b>II. Informative Value</b>		
A. Are the different pages topic specific?	(1-5)	
B. Is there a current lodge calendar? (No=0 Yes=10) (0 or 10)	(0-10)	
C. Is there a current officers list available? (No=0 Yes=5) (0 or 5)	(0-5)	
D. Is there information on current lodge events?	(1-10)	
E. Are the internal pages neat and organized?	(1-5)	
F. Is there a "Links" page with appropriate links?	(1-5)	
<b>III. Overall Appearance</b>		
A. Are all graphics used appropriate and uncluttered?	(1-5)	
B. Are there pictures in the page with appropriate text?	(1-5)	
C. Is the text large or small enough?	(1-5)	
D. General feel of the whole site	(1-10)	
	<b>Possible</b>	<b>Total</b>
<b>TOTAL SCORE</b>	<b>100</b>	

Lodge Judged: \_\_\_\_\_

Judge's Lodge: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

## IV. COMPETITIONS AND ACTIVITIES

The following guidelines and judging criteria are to be used by Section Competition Committee. Any dispute with the guidelines will be left up to the discretion of the CVC of Competitions, his adviser, or the Section Chief.

### Contents:

“Bear-Overboard Games” - Friday Night Activities

Camp Promotions

Sport Competitions

\*Newsletter, Website Competitions Listed Under Administrative Events

### I. Bear Overboard Games (BOG)

Bear Overboard Games (BOG) will consist of a series of competitive games involving smaller groups of Arrowmen. They are designed to occupy scouts arriving early to Conclave, and bring scouts from other lodges together in fun. Specifically, the BOG games are as follows:

A. **Treasure Hunt:** This Scavenger Hunt-styled game will let Arrowmen find where various objects are hidden around the conclave site in teams of 3-5, requiring each team to have at least one Arrowmen from another lodge with them, encouraging teamwork among the different lodges. Arrowmen receive the Treasure hunt information in their registration packet.

B. **Trolley:** Arrowmen will race with a 2 x 4 tied to each foot, a team-building activity.

D. **Dance Dance Revolution “DDR”:** This popular video game will be made available to Arrowmen that want to participate for some fun times in a tent set up near registration. DDR games will be borrowed from some conclave staff using Playstation Game consoles.

E. **Bean Bag Tic Tac Toe:** Arrowmen will attempt to toss a bean bag on tic-tac-toe squares

F. **Board Games:** Arrowmen will be able to play Battleship and other popular board games.

F. **Movie Night:** After the closing of the Friday night show, and during the cracker barrel, two Navy-themed movies will be played near the camping area.

### II. CAMPING PROMOTION COMPETITION

The Camping promotions competition will take place adjacent to Friday Night Registration near the parking lot. Camping Promotions competitions will be held Friday

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night because in past years scouts were unable to participate in Saturday afternoon activities, so Lodges should be sure to have their Camping Promotion Booths ready by 8:00 on Friday Night for Competition.

Camp promotion competition will be divided into two categories; unit presentation, and static display/presentation. Judging criteria for each category is listed below.

### **A. Unit Presentation**

This category is to judge the presentation that is given to local units when visited by the Order of the Arrow. Topics of discussion should include both local long term and year round camp opportunities.

#### **Appearance (9 points)**

Are the presenters in full Class "A" Scout uniform? Did they promote their council camping programs?

#### **Comprehension (9 points)**

Did the presenter speak slowly and clearly? Did he make himself understood?

#### **Presentation/Staging (9 points)**

Did they use visual aids? Is there identification of the Order of the Arrow?

#### **Resources (9 points)**

Do they have current event flyers or an up to date Council calendar? Do they have the Lodge where to go camping guide? Do they have flyers or information about their Council camp programs?

#### **Impression (9 points)**

Did the presenters leave you with a better understanding of camping in their council?

#### **Time Limit (5 points)**

Was the presentation under 15 minutes?

### **B. Static Display - Presentation**

This category is to judge the display/presentation that might be set up at council/civic events by the Order of the Arrow to promote Scout camping.

#### **Appearance (10 points)**

Is the display manned? Are they in full Class "A" Scout uniform? Did they promote their council camping programs?

#### **Comprehension (10 points)**

Did the presenter speak slowly and clearly? Did he make himself understood? Was he knowledgeable of the topic?

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### Presentation/Staging (10 points)

Is there a booth or display area? Are there visual aids? Is there identification of the Order of the Arrow? Are there pictures? Is the display well put together with thought and planning?

### Resources (10 points)

Are there current event fliers or an up to date Council calendar? Are there copies of the Lodge where to go camping guide? Are there fliers or information about their Council camp programs?

### Impression (10 points)

Did the display/presenters leave you with a better understanding of camping in their council?

## C. Recognition and Awards

1. Awards will be given to the top three teams according to the judges.
2. Awards will be presented in both categories and an overall award for combined.
3. Combined award will be presented only if a lodge competes in both categories.

## D. Judges

Each lodge will be required to provide two judges, one youth and one adult.

## III. SPORTS COMPETITIONS

### A. *Ultimate Frisbee*

**Overview:** The team will consist of six Arrowmen. The games will last fifteen (15) minutes. The team must catch the Frisbee in the designated end zone. Teammate has two steps to slow down only. No steps if standing still. Defending team must give thrower a 1 yard circle. Frisbee in air is fair game to catch/knockdown. Goals count as one (1) point. Intent to injure or harm a player will be a disqualification of a player. This player may not be replaced for this game. A team losses possession if the Frisbee touches the ground, goes out-of-bounds, caught by opposing team, or the player runs with the Frisbee. **The Referee has the final say in all calls.** Overtime is Sudden Death, First Goal Wins!

**Materials Needed:** Score sheets, ribbons for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> place, and participant.

**Judges:** Two Referees will be needed for this event.

### B. *Basketball*

**Overview:** Each lodge will provide one team, additional teams may be allowed to play as time allows. Each game will be no more than 15 minutes. Team size will be less than 7, determined during sign-ups Friday Night and Saturday Morning.

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**Rounds:** Round one - Tiwahe vs. Navajo; Round two - Cahuilla vs. Wiatava  
The winners from each round will compete in the final round.

**Materials Needed:** Basketballs, Score sheets provided by section

**Judges:** Four Judges will be needed for this event.

### C. Soccer

**Overview:** A team of six Arrowmen will compete in a fifteen-minute game.

**Location:** Soccer Field

**The Game:** The game will last fifteen (15) minutes. There will be no goalies but a player may stand in front of the goal. Substitutions may be made at any time throughout the game. A flagrant foul ejects a person from the games. A team may not replace that player during that game. The goal will be twelve feet wide. A goal must go between the cones and below shoulder length. **The referee has final say on a goal!** Once a goal is scored, the ball is placed at mid-field and a kickoff takes place. Coin toss at the beginning to decide whose ball. **No Cleats will be allowed!!** Overtime is Sudden Death, First Goal Wins!

**Materials Needed:** Score sheets, ribbons for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and participant. Soccer Balls.

**Judges:** Two Referees will be needed for this event

## IV. Non-Denominational Religious Service

We will run a Non-Denominational Religious service Sunday Morning. It will be held in the shows arena.

## V. INDUCTIONS

### Committee

The Conclave Inductions Committee shall consist of the Conclave Vice-Chief of Inductions, his adviser, any assistant that the Conclave Vice-Chief sees necessary, and twelve (12) adult evaluators. The evaluators will consist of three (3) adults from each of the following lodges: Cahuilla, Navajo, Tiwahe, and Wiatava.

### Registration

Sign-ups for the ceremony evaluations will be at Conclave Headquarters, beginning **Friday, April 29, 2005 at 6:00 PM.** Teams should sign up so the Conclave Inductions Committee will be aware of the number of participating teams. Sign-ups will be open until the end of breakfast on Saturday morning. **Make sure to sign-up early.**

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### Evaluations

The Conclave Inductions Committee will be conducting evaluations of all ceremonies that would like to participate and receive a critique. **THERE WILL BE NO PLACES AWARDED!** Please arrive with parts memorized, necessary props, and in appropriate costuming for the ceremony setting. The Conclave Inductions Committee will only provide the fire lay.

Evaluations will be held on Saturday afternoon. The order is first come, first serve, **not in the order of sign-up!** Make sure to be on time and ready to perform your ceremony to the best of your ability. Remember that this is simply an evaluation, not a competition. Enjoy the process and be willing to learn and improve your performance.

### Performance Expectations

PRE-ORDEAL CEREMONY: Your team will be expected to perform the entire Pre-Ordeal ceremony, including the investing. (Pages 3-10)

ORDEAL CEREMONY: Your team will be expected to perform from the beginning of the Ordeal Ceremony to the Explanation of the Ordeal. (Pages 11-16)

BROTHERHOOD CEREMONY: Your team will be expected to perform the entire Brotherhood Ceremony. (Pages 5-15)

Please follow the rules outlined in the *Order of the Arrow Ceremony Guide*.

## VI. TRAINING GUIDELINES

In past years, the section has continuously attempted to produce and utilize a university style of instruction. To further develop our existing program, in conjunction with other sections, we have produced a training and registration program that itemizes every delegate's history within the section, which will remain on-file for all future conclaves.

Conclave participants will receive a permanent ID number, which will serve as their identification number for Conclave 2005, and every future conclave within the section. Offered courses at all section conclaves will be taught through the sections newly adopted university, **Machquigen University**. Within the university are six colleges one may chose to attend:

- College of Indian Affairs
- College of Leadership and Program
- College of Outdoor Adventure
- College of General Studies
- College for New Arrowmen
- College of Professors

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Starting last year, participants started earning associate's degree from a college of their choice. In future years, a participant can continue in the same college earning a bachelors degree or select another college to earn an associate's degree from. Once the participants complete the required courses, a degree will be printed in their name and a *Machquigen University* patch will be given to them, with a different color border for each degree. In 2003, everyone received a red-bordered patch, as an associate's degree. in 2004, qualifying members received a blue-bordered patch, as a bachelor's degree. In 2005, members who qualify will receive a green-bordered patch as a master's degree.

The College of Professors is limited to only those individuals training a session at the Conclave. Trainers may be anyone registered in the Order of the Arrow but must have the approval of the Section Chief and CVC of Training. Those selected to attend the College of Professors will receive a gold-bordered *Machquigen University* patch for their services.

A list of all training sessions can be found here within or on the section website. Please note that individuals registering on-line have priority selection with course registration. Many of the courses being offered do have a maximum attendance for the class. In the event a session that you registered for is full, you will be placed in another class from your selected college. Your final course schedule will be printed for you upon check-in.

Please note that in order to obtain a degree from your selected college of choice, you must attend a minimum of three classes from that college. You are more then welcome to change your classes at any time, if need be. If you have not selected three sessions from the same college, your degree will automatically be changed to the College of General Studies. If you have not specified any classes on your registration form, then you will be ineligible to obtain a degree from any of the colleges within Machquigen University. The training portion of conclave will take place Saturday morning. No other events and scheduled to take place during instruction.

If you are not registered for any sessions, you may show up to any course of your choice and your information will be changed in the section database.

The Machquigen University sessions all contain abbreviations based on their college of origination, and the time of day it is being offered. The college's abbreviations are:

- College of Indian Affairs - CIA
- College of Leadership and Program - CLP
- College of Outdoor Adventure - COA
- College of General Studies - CGS
- College for New Arrowmen - CNA
- College of Professors - COP

The courses are then divided into levels of difficulty ranging from 101 to 441, and this will serve as the course number from the selected colleges. Lastly attached on the end is A, B, C, or D, which serve as the session times of training.

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- **A: 12:00 PM**
- **B: 1:00 PM**
- **C: 2:00 PM**
- **D: 3:00 PM**

An example of this in use is the class CIA141B. This course is being offered through the College of Indian Affairs, course number 141, offered at 2:00 PM.

### GOALS FOR 2005 TRAINING

- 1 Increase participation by utilizing the Machquigen University.
- 2 Present more courses to be taught by the best trainers in the nation.
- 3 Have the College of Professors attend the section train the trainer.
- 4 Increase overall quality of section training.

### Course Documentation

Contained in the section are the guidelines and training materials for the 2005, Section W-4B Conclave. In your first class session at 12:00 PM, everyone will receive a training record sheet. This will be your ticket to obtaining your degree and prove that all courses were completed. Upon completion of each course, your instructor will hand out a course completion sticker, with the course name, to be placed next to your session time on the evaluation and degree application form, which will be included in your registration packets. Arrowman that do not register will not be able to participate in the section training or conclave activities. Additionally, an evaluation of each course is required prior to handing in your completed form to administration officials at the welcome center no later than 5:00 PM Saturday afternoon.

Sunday morning or late Saturday, you may pick up your degree and patch, along with you participation award upon showing proof of completion of your participant guide.

### Participation Pin Requirements

In order for a delegate to receive a Participation Pin, he must fulfill the requirements listed in the participant guide, which includes attending four training sessions.

### Participant Guide

The participant guide will be provided with the registration packets, which will be handed out at the administration headquarters upon registration confirmation. It will contain a schedule of all training events, their trainer for each class, and their locations.

### Name Badges

The identification name badge is required to be worn on the uniform at all times! This is your ticket to training, activities, meals, and shows.

## Section W4B, Conclave Plan Book, 2005

### Training Schedule

Training will begin at 12 Noon and end at 3:45 PM Saturday afternoon. There will be four training sessions, each lasting approximately 45 minutes with a 15 transition time.

Additionally included is the complete training session list that includes the courses being offered within each college, the trainers instructing the courses, course times and classroom locations.



## Section W4B, Conclave Plan Book, 2005

### Lodge Excellence

Council Name \_\_\_\_\_ Council No. \_\_\_\_\_

Lodge Name \_\_\_\_\_

\*The Lodge Excellence shows a Lodge's progress from the end of the previous year's Section Conclave to this year's Section Conclave.

**"We are what we repeatedly do. Excellence, then, is not an act, but a habit." --Aristotle**

#### I. Membership

##### A. Elections

1. Elections were conducted in \_\_\_\_\_% of eligible units desiring one.
  - a. 25%-49% 3 Points
  - b. 50%-89% 6 Points
  - c. 90%-100% 10 Points \_\_\_\_\_ (10)
2. Election teams were properly pre-trained by the lodge to present effective elections.
  - a. No Teams Were 0 Points
  - b. Some Teams Were 3 Points
  - c. All Teams Were 5 Points \_\_\_\_\_ (5)
3. The Lodge contacted all troops and teams in the council concerning the implementation of the Order of the Arrow Troop/Team Representative Program.
  - a. No Troops/Teams 0 Points
  - b. Most Troops/Teams 3 Points
  - c. ALL Troops/Teams 5 Points \_\_\_\_\_ (5)

##### B. Brotherhood Retention

1. Our Lodge inducted into the Brotherhood \_\_\_\_\_% of the Ordeal members last year.
  - a. 10%-19% 5 Points
  - b. 20%-29% 10 Points
  - c. 30%-34% 15 Points
  - d. 35% and up 20 Points \_\_\_\_\_ (20)

##### C. General Growth

1. Our Lodge had a \_\_\_\_\_% growth in membership this year.
  - a. 15%-19% 4 Points
  - b. 20%-29% 7 Points
  - c. 30% and up 10 Points \_\_\_\_\_ (10)

**Subtotal: \_\_\_\_\_ from a possible of 50**

#### II. Administration

##### A. Training

1. The Lodge conducted one or more Lodge Leadership Development courses with qualified instructors using the LLD resources.
  - a. No 0 Points
  - b. Yes 10 Points \_\_\_\_\_ (10)
2. The Lodge Leadership Development was attended by \_\_\_\_\_% of our eligible officers and advisers.
  - a. 25%-49% 10 Points
  - b. 50%-74% 15 Points
  - c. 75% and up 20 Points \_\_\_\_\_ (20)

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## Section W4B, Conclave Plan Book, 2005

### B. Planning

1. Our Lodge held regular Key 3 meetings.
  - a. No (less than 6) 0 Points
  - b. Yes (6 or more) 5 Points \_\_\_\_\_ (5)
2. The Key 3 reviewed the OA Strategic Plan for 2003-2007 and then met with the Scout Executive and council board to set up ways the Lodge can help the council and the community.
  - a. No 0 Points
  - b. Yes 10 Points \_\_\_\_\_ (10)
3. The Lodge contributed cash, materials, or both, to the council in an amount equal to at least \$2.00 per lodge member.
  - a. No 0 Points
  - b. Yes 5 Points \_\_\_\_\_ (5)
4. The lodge published and distributed a Lodge Plan Book containing goals, objectives, a lodge officer and adviser phone roster, officer responsibilities, a lodge history, a budget, the Lodge Rules, and an event calendar by\_\_\_\_\_.
  - a. No Book 0 Points
  - b. Complete Book 10 Points \_\_\_\_\_ (10)
5. The Lodge confirmed its commitment to OA ScoutReach Mentoring with the council ScoutReach committee.
  - a. No 0 Points
  - b. Yes 5 Points \_\_\_\_\_ (5)

### C. Newsletters

1. Our lodge published and distributed a newsletter \_\_\_\_\_ times to all current lodge members this year.
  - a. No (0-2) 0 Points
  - b. Some (3) 3 Points
  - c. Yes (4 or more) 10 Points \_\_\_\_\_ (10)

**Subtotal: \_\_\_\_\_ from a possible of 75**

## III. Induction

### A. Ceremonies

1. Our teams were trained to present ceremonies in an effective and impressive manner.
  - a. No Trained Teams 0 Points
  - b. 50% of Teams 5 Points
  - c. 80% or more 10 Points \_\_\_\_\_ (10)
2. Our Lodge conducts the Ordeal Ceremony in such a way that there are no more than 50 candidates per ceremony.
  - a. No 0 Points
  - b. Yes 5 Points \_\_\_\_\_ (5)
3. Our Lodge publicly recognizes candidates by a Call-Out Ceremony.
  - a. No 0 Points
  - b. Yes 5 Points \_\_\_\_\_ (5)

### B. Administration

1. Our Lodge uses and enforces the Ten Induction Principles.
  - a. No 0 Points
  - b. Yes 10 Points \_\_\_\_\_ (10)
2. Our Lodge follows all guidelines as outlined in the *Lodge Inductions Handbook*.
  - a. No 0 Points
  - b. Yes 10 Points \_\_\_\_\_ (10)

**Subtotal: \_\_\_\_\_ from a possible of 40**

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## Section W4B, Conclave Plan Book, 2005

### IV. Service

#### A. Projects

1. Our lodge completed \_\_\_\_\_ lodge service projects that benefited the council or the community this year.
  - a. 1-2 5 Points
  - b. 3-4 10 Points
  - c. 5 and up 15 Points \_\_\_\_\_ (15)
2. The lodge provided manpower, resources, and/or program assistance in support of the Scout council's Cub Scout outdoor program.
  - a. No 0 Points
  - b. Yes 10 Points \_\_\_\_\_ (10)

**Subtotal: \_\_\_\_\_ from a possible of 25**

### V. Camp Promotion

#### A. Unit Contact

1. Our Lodge Camp Promotion Committee gave \_\_\_\_\_ visitations this year.
  - a. 65%-74% 5 Points
  - b. 75%-84% 10 Points
  - c. 85%-100% 20 Points \_\_\_\_\_ (20)
2. Our Lodge published a *Where to Go Camping* guide to all of the units in the council.
  - a. No 0 Points
  - b. Yes 5 Points \_\_\_\_\_ (5)

#### B. Contributions

1. The Lodge made a minimum contribution of \$1000.00 to the council's endowment fund.
  - a. No 0 Points
  - b. Yes 10 Points \_\_\_\_\_ (10)

**Subtotal: \_\_\_\_\_ from a possible of 35**

### VI. Program Events

#### A. Section Events

1. The previous year's Section Conclave was attended by \_\_\_\_\_% of our membership.
  - a. 10%-19% 5 Points
  - b. 20%-39% 10 Points
  - c. 40% and up 15 Points \_\_\_\_\_ (15)
2. This year's Section Conclave was attended by \_\_\_\_\_% of our membership.
  - a. 10%-19% 5 Points
  - b. 20%-39% 10 Points
  - c. 40% and up 15 Points \_\_\_\_\_ (15)
3. The lodge participated in presenting a closing report to the section for the previous year at Conclave.
  - a. No 0 Points
  - b. Yes 5 Points \_\_\_\_\_ (5)
4. The Lodge participated in presenting one or more of their unique programs to other lodges during their lodge presentation Friday night. (Points given by judges based on presentation). \_\_\_\_\_ (10)

## Section W4B, Conclave Plan Book, 2005

### B. National Events

1. Our lodge was represented at the last NOAC by at least five youth members.
  - a. No 0 Points
  - b. Yes 5 Points \_\_\_\_\_ (5)
2. Our Lodge sent \_\_\_\_\_ youth members to one of the National High Adventure Programs.
  - a. 1 point per Arrowman (10 Points max.) \_\_\_\_\_ (10)
3. Within the last two years a minimum of two youth members attended a National Leadership Seminar and on adult attended a National Lodge Adviser Training Seminar.
  - a. No 0 Points
  - b. Yes 10 Points \_\_\_\_\_ (10)

**Subtotal: \_\_\_\_\_ from a possible of 70**

**Lodge Excellence Total: \_\_\_\_\_ from a possible of 295**

### The lodge excellence program will be administered as follows:

- Lodges will be required to submit their **"lodge books"** with copies of their charters, etc. to the Section by the Section Meeting Friday Night of Conclave. The books must include all the data asked for by the above score sheet, as well as any other relevant data that may change the perception of the judges on how you met those requirements. The books should not have more than 20 pages written for the competition. An index of past newsletters, flyers, the website, charter, etc should be attached, and DOES NOT count towards that 20 pages. A lodge will not be disqualified for going over the limit, as well as lodge is not docked for having less than the required number of pages, judging is based on QUALITY and NUMBERS.
- Books should also include detailed description of not only the numbers related to each requirement, but how your lodge fulfilled that requirement. For example, for service projects you should list the project and provide a brief summary of the work done and hours of service provided. Specific emphasis is placed on ideas that can be shared to other lodges, such as any special program your lodges use to entice members to earn their Brotherhood, or attend Ordeals.
- The three elected Section Officers will judge the lodges along with 3 out of section representatives appointed by the section chief. This panel will judge the books based on the criteria above. Changes to the above criteria should not be made unless in the event of a tie or confusion on a subject, in which case it is to the discretion of the entire committee on how they will judge all the lodges. Any changes to judging will apply to ALL LODGES, regardless. All lodges will be judged fairly and without regard to anything but what is presented to the committee within the books and the lodge presentation. If, based on the information provided in the books, the committee feels a lodge inadequately met a requirement, they can consult the lodge advisor and lodge chief together of the lodge for clarification, or must interpret the information they have been provided the best they can.
- Lodges will be given the opportunity to provide a report to the section at the Friday night COC meeting, be it written or a presentation. The lodge will receive full points if it provides a good, well-planned presentation, focusing on unique programs the lodge uses to help increase its effectiveness. **FULL POINTS FOR THE PRESENTATION WILL ONLY BE GIVEN TO LODGES WHO PRESENT PROGRAMS THEIR LODGE HAS THAT ARE SOMEWHAT UNIQUE, THAT MAY BE USED IN OTHER LODGES TO HELP THEM!** For example, if your lodge has a quality chapter program or award, you can talk about that and show how your lodge administers that program to other lodges. **PRESENTATIONS SHOULD BE LESS THAN 20 MINUTES.** There is no minimum, and a 3 minute presentation with a good handout can be better than a 20 minute presentation, but in fairness to everyone on Friday night there is a 20 minute limit to the time you can present.

## Section W4B, Conclave Plan Book, 2005

### Spirit Award

1. The scoring committee shall consist of four guests not members of any Lodge in Section W4B as well as the three elected officers for that year, including the chief, vice-chief, and secretary. The outside section guests shall submit a recommendation on which lodge won the spirit award, at which time the three section officers shall make a final decision on the winners of the spirit award.
2. Consideration for the spirit award shall begin the moment the scoring committee member receives his/her scorecard (see appendix A). Scorecards must be signed and certified by 11:00 PM Saturday evening. The Section Chief, upon agreement with the Section Adviser, has the option of not revealing the members of the scoring committee until after the Conclave.
3. The spirit award shall measure the following:
4. Negative spirit detracts from the effectiveness of Scouting spirit and thus shall not be tolerated. Negative spirit is defined as; any act or acts by any person or persons that is contrary to the ideals of the Brotherhood of Cheerful Service and more importantly, to the ideals of Scouting. The scoring committee member has the option of subtracting points or eliminating that Lodge from spirit consideration dependent upon the severity of the act.
5. A "gig" used by a Lodge as a spirit item is defined as; any device, apparatus, or other item issued to all conclave participants in that Lodge for the purpose of promoting spirit at the conclave. Each Lodge is limited to one gig. The official gig must be from that year only; all other gigs from previous conclaves cannot be used unless a Lodge is officially reusing a gig for that conclave.
6. Noisemakers are not permitted as spirit items with no exceptions. Any Lodge violating this will lose all points for their spirit item but will not be eliminated from competition.
7. Each judge's scores will be weighted to make each judge's different scoring techniques balance. By this method, each lodge's score will actually be compiled by subtracting their score from the judge's average score.
8. To insure the continued emphasis on our Order's mission and purpose, each Lodge must have a camping promotion booth in order to be eligible for the Spirit award.

### The Niganet

The Niganet Award will be based on each lodges overall performance at the 2003 Conclave. This year the section has opted not to include a score sheet due to the amount of events. The awards will be an enumeration of the total competitions for the weekend (excluding the Lodge Excellence and Spirit.) Emphasis will be placed on team-building activities, all competitions (Sports and Indian Affairs), and camping promotion. Each event being scored will be assigned points based on the Lodge's performance in each area.

5 points for Superb  
4 points for Excellent  
3 points for Good

The winner will be determined by adding the total number of points for each event being scored. The winner will be announced at the closing ceremony on Sunday.

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**Section W4B, Conclave Plan Book, 2005**

**Spirit Award Evaluation Sheet**

Judge's Name \_\_\_\_\_

Certified Signature X \_\_\_\_\_

Lodge Name \_\_\_\_\_ Number \_\_\_\_\_ Turn-in Time \_\_\_\_\_

Section Chief's Certification X \_\_\_\_\_

**\*Rate all categories from 0-5; 5 being the best\***

Spirit Yells \_\_\_\_\_ Competition Participation \_\_\_\_\_

Lodge Cohesiveness \_\_\_\_\_ Training Participation \_\_\_\_\_

Uniform Ethic \_\_\_\_\_ Show & Special Event Participation \_\_\_\_\_

Overall Scout Spirit \_\_\_\_\_ \*Gig \_\_\_\_\_

**TOTAL POINTS(40)** \_\_\_\_\_

**Additional  
Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Section W4B, Conclave Plan Book, 2005**

[MAP OF NAVSTA]

MAP WILL BE AVAILABLE CLOSER TO EVENT DATE.



*"Our 32<sup>nd</sup> At 32<sup>nd</sup>"*

**Section W4B, Conclave Plan Book, 2005**  
**2005 Section W4B Conclave Evaluation**

Your Name \_\_\_\_\_ Lodge \_\_\_\_\_

Please evaluate the following ( 5 being the Highest.) Please place the in the evaluation box on your way out

1.	How was the conclave overall?	5	4	3	2	1
2.	How were the meals?	5	4	3	2	1
3.	How where the shows?	5	4	3	2	1
4.	How were the general Assemblies?	5	4	3	2	1
5.	How well did the conclave seem organized?	5	4	3	2	1
6.	How well did the conclave executed?	5	4	3	2	1
7.	How did you like your training sessions?	5	4	3	2	1
8.	Was there a wide array of training topics?	5	4	3	2	1
9.	Did the training seem organized?	5	4	3	2	1
10.	How good was the ceremonies judge?	5	4	3	2	1
11.	How good where the ceremonies organized?	5	4	3	2	1
12.	How did you like sports: Soccer?	5	4	3	2	1
13.	Ultimate Frisbee?	5	4	3	2	1
14.	Basketball?	5	4	3	2	1
15.	Dutch oven cook off?	5	4	3	2	1
16.	Did the dance competition seem organized?	5	4	3	2	1
17.	How was the dance judging?	5	4	3	2	1
18.	How was the sand painting judging?	5	4	3	2	1
19.	How was the spirit judging?	5	4	3	2	1
20.	How were the Bear Overboard Games?	5	4	3	2	1
21.	How was your lodge participation?	5	4	3	2	1
22.	How was the craft competition?	5	4	3	2	1
23.	How was the conclave trading post?	5	4	3	2	1
24.	How did you like the conclave guests?	5	4	3	2	1
25.	Did the conclave suit the theme	YES		NO		

Please List any comments, complaints, critiques & suggestions below:

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**Thank you and have a safe trip home!**