YOUTH UNIT ELECTION REPORT - OVER 20 NOMINEES

AINA TOPA HUTSI LODGE – ALAMO AREA COUNCIL, BSA #583
ALL ELECTIONS ARE FINAL
NO SUBSTITUTIONS MAY BE MADE AT A LATER DATE FOR ANY REASON

*An Order of the Arrow Unit Election is authorized for **Scouts BSA Troops, Venture Crews & Sea Scout Ships.** Your Unit Election must be conducted by an authorized Unit Election Team that will consist of at least one member from outside your unit. Unit Elections must be conducted within the council where your unit is chartered.*

BEFORE STARTING, PLEASE REVIEW INSTRUCTIONS ON PAGE 4

Date of Election: _____   **Troop #:** _____ – _____   **Crew #:** _____   **Ship #:** _____
mm/dd/yyyy format, please   Only **ONE** unit can be reported on this form

(Candidacy good for **ONE YEAR** from Date of Election)   District: _____

WHERE do you plan to Recognize these Candidates? : . . . . _____
                                                                                                Name of Campout or event

WHEN do you plan to Recognize these Candidates? (Specific date, please): . . . . _____

WHERE do you plan to attend Summer Camp? : . . . . _____
                                                                                                Name of Summer Camp

WHO is to receive the Letter of Verification? This letter should be taken to the call-out of your Candidates

First Name	Last Name	Contact Phone	E-mail	Street Address	City	State	Zip

Number of Youth **ACTIVELY REGISTERED** in your Unit: _____

(At least **HALF [_____]** of the **Actively Registered** unit membership must be **Present** to hold an election)

UNIT LEADER CERTIFICATION STATEMENT

I CERTIFY THAT THE YOUTH MEMBERS LISTED ON OUR BALLOT ARE **ELIGIBLE** AND **APPROVE** THEM FOR ELECTION. EACH HOLDS AT LEAST THE **Scouts BSA FIRST CLASS rank,** the **VENTURING DISCOVERY award,** or the **SEA SCOUT ORDINARY rank** AND HAS MET THE **CURRENT CAMPING REQUIREMENTS.** I CERTIFY TO THEIR **SCOUTING SPIRIT**, ADHERANCE TO THE **SCOUT OATH AND LAW**, AND **PARTICIPATION** IN UNIT ACTIVITIES.

Unit Leader Signature: _____   Home Phone: _____

Unit Leader Printed Name: _____   Mobile Phone: _____

Your Position in the Unit: _____   E-mail: _____

If you have any Adult Recommendations, click on this link [ADULT RECOMMENDATION FORM](#) **and complete for each** Adult.

Do you intend to Recommend any Adults?		
YES ☐ If YES, how many? _____ List names, please	1._____	5._____
NO ☐	2._____	6._____
	3._____	7._____
All Adult forms are due by Election Night	4._____	8._____

On the following page, please fill in all the information for each Youth with Unit Leader approval

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***************************** **FOR ELECTION TEAM USE ONLY** *****************************

Number of **Ballots Returned:** _____ ÷ 2 = Votes Required: _____ *   Number of **YOUTH** Present _____

Second Ballot **(IF NEEDED)** ⚡: _____ ÷ 2 = Votes Required: _____ *

(The number of Votes Required is **HALF** of the Number of Ballots Returned rounded up)   Number of **YOUTH** Elected _____

* Votes Required is determined by dividing the Number of Ballots Returned **by 2.** *IF* result is a fraction, **ROUND UP**

⚡ *IF* **no one is elected**, a second vote may be held immediately and the result of this vote will be final.

OVER 20 NOMINEES

Rev 05/15/2019

TROOP #: _____-_____

CREW #: _____

SHIP #: _____

District: _____

Election Date: _____

Election Team use

Votes Required	Check if Elected	First Name	MI	Last Name	Suffix	Date of Birth	BSA Person ID	Home Phone	Mobile Phone	Email	Street Address 1	ADD 2	City	STATE	Zip Code
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2															
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Name should appear the same as on your Unit Charter Roster Middle Name may be initialized

mm/dd/yyyy format, please

Area Code first, please

Apt. #

TROOP #: _____-____

CREW #: _____

SHIP #: _____

Rev 05/15/2019

District: _____

Election
Date: _____

Votes Required	Check if Elected	Name should appear the same as on your Unit Charter roster. Middle Name may be initialized.			Suffix	mm/dd/yyyy format, please	BSA Person ID	Area Code first, please		Email	Street Address 1	Apt. #	City	STATE	Zip Code
		First Name	MI	Last Name		Date of Birth		Home Phone	Mobile Phone			ADD 2			
33															
34															
35															
36															
37															
38															
39															
40															

Remember to print enough ballots from the following page for all the members in your unit (two ballots per page)

ELECTION TEAM: Print your Name & Unit –
leave Pages 1 & 2 with the Unit so they may
submit them to the Lodge

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

Save, then click this link **CONTINUE** *to move on to the council Submissions Page*

Order of the Arrow Election Ballot

Remember: The election is by secret ballot, so no one will know for whom you are voting.

Vote for only those you believe will continue in unselfish service to your Troop, Crew or Ship.

	Candidate Name	Vote Here
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INSTRUCTIONS for Preparing the Youth Report

YOUTH and ADULT forms can be downloaded at

https://www.alamoareabsa.org/camping-and-outdoor-adventure/order-of-the-arrow/oa-resources/

FIRST: Save form to your computer – hold down CTRL and press S key then click Save box – work on it offline. Prepare the Youth and Adult forms with all fields filled. All information is needed so please start early to allow enough time for research of items not readily available such as Dates of Birth and E-mails. Print out Pages 1 & 2 of the Youth form for the Election Team on Election Night so they can record your results.

NEXT: Submit the Youth digital file to the Lodge a day or two _in advance_ of the Unit Election by uploading it to the council's Submission Page. ↳ Save and click the CONTINUE box on Page 2 of the Youth form.

> **NOTE:** If you send scanned or photo files, please include the digital file as well to ensure accurate transfer of data. Use only the forms provided by our Lodge at the link above.

THEN: On the Night of the Election, the Election Team will record the results of your election on Pages 1 & 2 of your Youth Report for you to submit to the Lodge. NOTE: All Adult Recommendation forms must be ready for submission on Election Night _along with_ Pages 1 & 2 of the Youth form. ↳ Click the CONTINUE button on Page 2 of the Youth form. When the screen appears, key in the information, attach all your files by clicking on Browse Files, select each file and click on Open. The file name(s) will then appear below Browse Files on the Submission page. Scroll down and click on the **Submit** button.

> **NOTE:** A current version of Adobe Acrobat Reader is needed for these forms to function properly. Some fields use _AutoFont_, meaning as the field fills up, the font reduces in size so that all characters are displayed. If the characters do not reduce on your computer, download the latest free version of Adobe Acrobat. For a direct link, Ctrl+click Adobe web site.

The UNIT ELECTION PREPARATION FORM (Youth form)

PAGE 1 The Unit Leader or their designee is to **key in all information** from Date of Election through the Adult Recommendation information. The Election Team will complete the bottom portion on Election Night.

PAGE 2 Please **key in all information** for each Nominee from First Name through Zip Code. The Election Team will complete the first two columns on Election Night. Save the report, then click on the CONTINUE box for the next screen. Fill in the required information, upload all the forms then click the SUBMIT button at the bottom of the screen.

PAGE 3 First and Last names entered on Page 2 automatically drop to each of the two ballots on Page 3. The Unit Leader is to print and distribute one ballot to each Registered and Active Youth member of the unit under age 21. The Unit Election Team will collect, count, record and dispose of the marked ballots.

Youth Eligibility requirements:
1. Currently **registered** in your unit.
2. At the time of their election, youth must be under the age of 21, hold the Scouts BSA **First Class** rank, the **Venturing Discovery** Award, or the **Sea Scout Ordinary** rank or higher.
3. Have experienced 15 nights of camping while registered with a troop, crew, or ship within the two years immediately prior to the election. The 15 nights must include one, but no more than one, long-term camp consisting of at least five consecutive nights of overnight camping, approved and under the auspices and standards of the Boy Scouts of America. Only five nights of the long-term camp may be credited toward the 15-night camping requirement; the balance of the camping (10 nights) must be overnight, weekend, or other short-term camps of, at most, three nights each. Ship nights may be counted as camping for Sea Scouts.

One Adult may be recommended for each **three** Youth elected or fraction thereof. In addition, the Unit Leader (but not assistants) may be recommended provided this person has served as Unit Leader for the previous 12 months.

AFTER the election, the Unit Election Team will give the Unit Leader Pages 1 & 2 of the Youth report with their hand-written results of the unit's election before they leave

A Letter of Verification including a listing of all Youth elected and Adults approved will be sent to each unit **in time for the first council call-out opportunity.** This letter can be used as Call-Out verification and to let the Unit know who the Lodge considers a legitimate Candidate.