



YOUTH UNIT ELECTION REPORT

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?		1. _____	5. _____
YES <input type="checkbox"/>	If YES, how many? _____ List names, please	2. _____	6. _____
NO <input type="checkbox"/>		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

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

Number of **Ballots Returned**: _____ ÷ 2 = Votes Required: _____ * **Number of YOUTH Present** _____
 Second Ballot (IF NEEDED) \hookrightarrow _____ ÷ 2 = Votes Required: _____ * **Number of YOUTH Elected** _____
 (The number of Votes Required is **HALF** of the Number of Ballots Returned rounded up)

* Votes Required is determined by dividing the Number of Ballots Returned by 2. **IF** result is a fraction, **ROUND UP**
 \hookrightarrow **IF no one is elected**, a second vote may be held immediately and the result of this vote will be final.

Aina Topa Hutsi Lodge – Alamo Area Council BSA #583
RECORD OF YOUTH NOMINATED

TROOP #: _____ - _____

CREW #: _____

SHIP #: _____

DISTRICT (Chapter): _____

Date of Election: _____

**ELECTION
TEAM USE**

Votes Received	Check if Elected	Name should appear the same as on your Unit Charter roster Middle Name may be initialized				Gender	mm/dd/yyyy format, please Date of Birth	BSA Person ID	Area Code first, please		HOME E-MAIL	Address Line 1	Apt. # Addr. Line 2	City	State	Zip Code
		First Name	MI	Last Name	Suffix				Home Phone	Mobile Phone						
1																
2																
3																
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Remember to print enough ballots from the following page for all the scouts in your unit (two ballots per page)

Save then click this link [**CONTINUE**](#) to move on to the council Submissions Page

Click to follow link

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

Election Team Member	Unit #

Order of the Arrow Unit Election Ballot

Remember: The election is by secret ballot, so no one will know for whom you are voting. The OA is not a popularity contest! Don't vote for someone just because you are friends, or they are older than the rest. What really counts is their loyalty to the Scout Oath and Law.

You may vote for **everyone, no one** or **any number of Names in between.**

If you are new in the unit and do not know the nominees well enough to vote wisely, you may abstain by not turning in a ballot at all; this will not affect the final result.

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

	Nominee Name	Place Vote Here
1		
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16		
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19		
20		
	All of the above	

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	All of the above	

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 YOUTH UNIT ELECTION REPORT (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 handwritten 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.