



# Chapter Adviser Training

*T'Kope Kwiskwis Lodge #502  
Fall Rally  
October 6 – 8, 2023*



# *Agenda*

- CHAPTER EXPECTATIONS AND GOALS
- CHAPTER ADMINISTRATION AND PROCESSES
- CHAPTER PROGRAM
- CHAPTER ROLE IN NEW ARROWMAN ELECTIONS
- LODGEMASTER SUPPORT FOR THESE ELECTIONS
- CHAPTER ADVISER QUESTIONS AND ANSWERS  
(AND DISCUSSIONS)



## *Chapter Expectations*

- HAVE A MONTHLY CHAPTER MEETING SEPTEMBER THRU JUNE (IN-PERSON, VIRTUAL, OR COMBINED)
- RECORD ATTENDANCE AT THE CHAPTER MEETING & HAVE IT ENTERED INTO LODGEMASTER.
- RECORD ATTENDANCE AT A CHAPTER SERVICE PROJECT ALONG WITH INDIVIDUAL SERVICE HOURS WORKED & HAVE IT ENTERED INTO LODGEMASTER.
- CONTACT ALL CHAPTER UNITS ABOUT UNIT ELECTIONS & COMPLETE ALL REQUESTED ELECTIONS & ENTER RESULTS IN LODGEMASTER IN A TIMELY MANNER.



## *Chapter Goals*

- GROW ATTENDANCE AT THE CHAPTER MEETINGS.
- PROVIDE LEADERSHIP OPPORTUNITIES FOR NEW & EXPERIENCED ARROWMEN.
- PROVIDE NEW, INTERESTING, FUN ACTIVITIES FOR THE ARROWMEN.



## *Chapter Administration & Processes*

- CHAPTER BUDGET OF \$2.00 PER CHAPTER MEMBER (SIZE AT THE END OF THE LAST LODGE YEAR).
- LODGE REIMBURSEMENT FORM TO LODGE TREASURER & LODGE ADVISER WITH RECEIPTS.
- NO CHAPTER PATCHES WITHOUT THE AUTHORIZATION OF THE LODGE EXECUTIVE COMMITTEE (LEC).
- CHAPTER CLOTHING DESIGNS MUST BE APPROVED BY LODGE KEY THREE.
- NEW CHAPTER ADVISER RECOMMENDATIONS TO LODGE ADVISER.



## *Chapter Administration & Processes*

- NEW ASSOCIATE CHAPTER ADVISER NAMES TO LODGE ADVISER FOR VERIFICATION WITH COUNCIL.
- LODGEMASTER ACCESS REQUESTS FOR ADVISERS AND/OR OFFICERS TO ASSOCIATE LODGE ADVISER FOR ADMINISTRATION & LODGE SECRETARY.
- SUBMISSION OF NEWLY ELECTED CHAPTER OFFICER NAMES AT LEAST ONE WEEK BEFORE ANNUAL LODGE BANQUET.



## *Chapter Program*

- MONTHLY CHAPTER MEETING
  - BUSINESS – COMMUNICATING UPCOMING LODGE & CHAPTER EVENTS, MAKING SURE ELECTIONS & OTHER ACTIVITIES ARE PLANNED & STAFFED, BRAINSTORMING FUTURE ACTIVITIES, HOLDING OFFICER ELECTIONS, ETC.
  - PLANNING FUTURE SERVICE ACTIVITIES LIKE: CAMP-O-REE, KLONDIKE, TRAIL TO FIRST CLASS, CAMP SERVICE PROJECT, ETC.
  - FUN & INTERESTING GAMES, ACTIVITIES, PRESENTATIONS, ETC.



## *Chapter Program*

- UNIT ELECTIONS
- SERVICE PROJECTS
- FIELD TRIPS
- REMEMBER THAT YOUR ARROWMEN HAVE FAMILY, SCHOOL, UNIT, VOLUNTEER, ETC. ACTIVITIES, SO DON'T PLAN TOO MANY ACTIVITIES OUTSIDE CHAPTER MEETINGS.





## *Chapter Role in New Arrowman Elections*

- PROVIDE AN OPPORTUNITY FOR SERVICE & LEADERSHIP FOR YOUR NEW & EXPERIENCED ARROWMEN.
- PROVIDE AN OPPORTUNITY TO VISIT OTHER UNITS & SEE HOW THEY OPERATE AND WHAT ACTIVITIES THEY HAVE.
- PROVIDE AN OPPORTUNITY TO REPRESENT THEIR UNIT, CHAPTER, & LODGE TO OTHER SCOUTS.



## *Chapter Role in New Arrowman Elections*

- PROVIDE A TRAINED, KNOWLEDGEABLE ELECTION TEAM FOR EACH UNIT ELECTION.
- KNOW THE ANSWERS TO COMMON QUESTIONS / PROBLEMS OR WHO TO ESCALATE THE PROBLEM TO.
- REPORT ELECTION RESULTS TO THE SECRETARY OR INDUCTIONS VICE-CHIEF OR THEIR DESIGNEES IN A TIMELY (QUICK) MANNER OR ENTER IT INTO LODGEMASTER.



## *Chapter Meeting Attendance & Lodgemaster*

# DEMO TIME!



# *Service Project Reporting & Lodgemaster*

# DEMO TIME!



## *Lodgemaster Support for these Elections*

**Jeff Taylor (Hyas Eena Chapter Adviser) will provide us an in-depth look into Unit Elections from the Chapter point of view.**



## *Chapter Adviser Questions & Answers (& Discussions)*

- QUESTIONS
- ANSWERS
- DISCUSSIONS