



# Drafter's Manual

## Nentego Lodge

This manual contains instructions on how to create proposals for the Lodge Executive Committee of Nentego Lodge, Del-Mar-Va Council #81, Boy Scouts of America. It is intended for both adults and youth Arrowmen.

1910 Baden Powell Way  
Dover, Delaware 19904



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DRAFTER'S INSTRUCTIONS

FOR

LODGE EXECUTIVE COMMITTEE PROPOSALS

The Lodge Executive Committee (LEC) is the governing body of Nentego Lodge. This Committee consists of key youth officers and adult advisers. It analyzes opportunities within the Lodge and then determines courses of action related to them. At the annual Lodge Leadership Development weekend, the LEC creates a vision for the Lodge to achieve, including annual goals for the coming year. On average the LEC holds five to six business meetings over the course of the year.

It is at these times that you as an Arrowman have the opportunity to address an important issue in front of the top leaders in the Lodge. In order to do this properly, you must do a lot of planning and preparation. Remember, your ultimate goal is to have the LEC pass your proposal or, should it be a discussion topic, identify a solution to the problem. First, let us take a look at what types of issues you should not bring to the LEC.

- Anything happening entirely within one chapter
- Anything happening entirely within one committee
- A problem between two Scouts
- Helping with District events
- Issues with the food options
- New trading post merchandise of lower value

Although these issues are important, it would be more appropriate to address them in another setting, such as a chapter meeting or an informal discussion between some advisers and youth officers. The LEC focuses on problems that affect a majority of or the entire Lodge. Additionally, they deal with the Lodge's budget, official insignia, annual programs, Council projects, and camping promotions. Essentially, the LEC handles the "big ticket" items. Here are a few examples of issues that you can bring to an LEC meeting.

- Lodge budget items
- New Lodge flaps
- Inter-chapter problems
- Staffing Council events
- Improving fellowship
- New Lodge events
- Lodge bylaw revisions

When in doubt, consult with the Lodge Chief and Adviser. They will give you advice.

Now it is time to begin working on the proposal itself. In many ways it is similar to the scientific method. You have to create an idea, do some research, see if your idea is logical among other Scouts, and then revise it if necessary. Below are the steps that you should take, in order, whenever you would like the LEC to address an issue.

1. Identify the opportunity.
2. Pick an adult adviser (or more) to help you work on the opportunity. If you are an adult, find a youth officer to work with.
3. Create a first draft of the suggested course of action using the official “Lodge Executive Committee Proposal” template.
  - a. Write the youth officer’s name as the author.
  - b. Only include the position if the youth holds one.
  - c. Leave the item number blank. The Lodge Chief will assign a number once you submit it.
  - d. Write in the date of the next Lodge Executive Committee meeting next to “meeting date.”
  - e. Create a title for your proposal. Make it succinct.
  - f. Write out your proposal. Be sure to describe it in as much detail as possible. You want it to leave few questions in the readers’ minds.
  - g. Explain why you created this proposal in the “purpose” section. Describe the opportunity and how you believe your proposal will positively benefit the Lodge.
  - h. If you are submitting a bylaws revision, attach two copies to the template. The first copy should show what you are removing and adding in different colors. The second copy should show what the new edition of the bylaws would look like.
4. Talk to the experts about the opportunity and your suggestion. For example, if your proposal is about streamlining chapter elections, talk to chapter officers and advisers. It is always a good idea to talk to the Lodge Chief and Adviser as well.
  - a. Be cognoscente of the fiscal aspects of your proposal. There may be unforeseen monetary costs associated with it. How does it work into the Lodge’s budget? Does your idea cost the Lodge money, break even, or create a new stream of revenue? If it has a large cost associated with it, you may have to wait until the LLD so that you can put it in the next year’s budget.
5. Revise your proposal based on the feedback.
6. Submit it to the Lodge Chief. Remember to turn it in before the deadline.
7. Talk to the other members of the LEC. Explain your proposal to them before the meeting.
8. Brainstorm possible counterarguments for your proposal. Think of the ways that you can continue to argue for it.
9. Do a quick explanation to the LEC of your proposal on the day of the meeting. Do not talk too long. Answer any questions as best as you can.
10. Should the proposal fail, ask members of the LEC why they voted the way they did after the meeting. Revise your proposal again and resubmit it if appropriate.

These steps do not always guarantee that your proposal will be accepted by the LEC. However, this process will definitely make it easier to get a proposal passed. Remember, the only way the Lodge and the Order of the Arrow can improve is if you play an active role. Therefore, it is beneficial to everyone for you to take the initiative on solving the Lodge’s biggest problems. On the following page you will see an example of a well-written proposal.



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**DEL-MAR-VA COUNCIL, BSA**  
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Position: Lodge Chief

Item: #7

Meeting Date: 9/26/15

Title: Lodge NOAC Patch

PROPOSAL: Nentego Lodge shall create a special set of patches for the contingent that will attend the 2015 National Order of the Arrow Conference (NOAC) at Michigan State University. This set shall:

- I. Consist of five (5) Lodge flap-pocket patch combinations and one (1) delegate flap.
- II. Have no more than five hundred (500) of each patch combination produced.
- III. Have only one (1) delegate flap produced per contingent member.
- IV. Use all proceeds to defray the group costs of the NOAC contingent.
- V. Have a Marvel™ Guardians of the Galaxy theme.
- VI. Be sold to the general Lodge membership after the contingent has returned from NOAC at double the price the contingent paid.
- VII. Be purchased by the Lodge at the price of \$5.00 per patch combination and \$3.00 per delegate flap.

PURPOSE: Patch trading is a popular activity at NOAC. This will provide members of the Nentego contingent a way to participate in this tradition and create a special memento to commemorate the Order of the Arrow's centennial anniversary. Additionally, the proceeds from these patches will help to pay for the costs of travel.

**SPECIAL NOTE:** This is only an example of a proposal. Pictures are not attached (although they would be under normal circumstances). The text above does not explain the actual parameters of Nentego Lodge's 2015 NOAC patch set.