

**2004
LODGE
CONTINGENT
LEADER
GUIDE**



**National Conference
Order of the Arrow
Boy Scouts of America**

“Chosen To Serve, Inspired To Lead”

**Iowa State University
July 31- August 5, 2004
Ames, Iowa**

Scouting’s National Honor Society



Bradley E. Haddock
Chairman
National Committee

A MESSAGE FROM THE NATIONAL CHAIRMAN

Dear Scouter:

Congratulations on your selection as the council contingent leader for the 2004 National Order of the Arrow Conference! This is a tremendous honor. Of course, with it comes the responsibility for the success of the conference, especially as seen and experienced by each youth who attends.

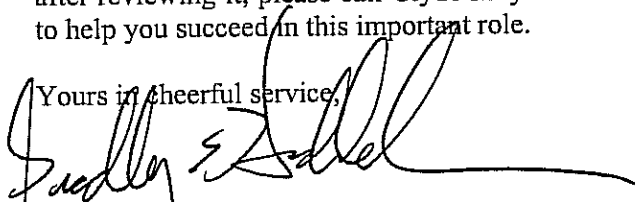
We are excited to return to Iowa State University, located in Ames, Iowa – the site of the 1998 NOAC. The excellent support and facilities provided by Iowa State combined with the creative, fun, and informative program developed by the Conference Planning Committee is a proven formula for success. This year's conference will be an outstanding and memorable experience.

As Scouting's national honor society, the Order of the Arrow is dedicated to developing youth leadership through service. Our strategic plan calls for the lodge to be an integral and valuable part of the council's operations, focused on providing service primarily to the council. This legacy of leadership and service will be emphasized, taught, and demonstrated in every aspect of the conference – from American Indian activities, ceremonies, communications, competition and recreation, and the national council of chiefs, to the outdoor expo, shows, special events, TOAP, and training. It is our desire that the conference program will illuminate and reinforce the significance of the values found in the Scout Oath and Scout Law as we seek to develop a life purpose of servant leadership in each member of the OA.

During the past several years, the National Order of the Arrow Committee has focused on increasing youth participation at national conferences. Although space limitations have reduced the number of adults who may attend, adult volunteers have recognized the importance of providing more opportunities for youth to participate in the conference. With more youth and less adult participation comes greater responsibility for each adult to play a key role in the success of the program and the experience enjoyed by each youth participant. As a part of our leadership team, we need you to set the example, help with administration, and encourage and support your youth members in their conference planning and participation. Your example, leadership, and involvement will have a profound and direct impact on their experience. We want each participant to have the best experience possible.

Please read this material carefully. It is intended to provide all the information you need to ensure a positive experience for you and your delegation at NOAC. If you still have questions after reviewing it, please call Clyde Mayer at the national office. We will do everything we can to help you succeed in this important role.

Yours in cheerful service,



Bradley E. Haddock

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I. 2004 NATIONAL CONFERENCE

The national Order of the Arrow conference is Scouting's second largest national program event. The reason for its growing popularity can be attributed to the fact that it is planned and carried out by Arrowmen themselves. Youth involvement ensures that the conference program will be exciting, relevant and non-stop fun.

As you promote the conference to your lodge membership and plan the details for your lodge's involvement in conference activities, keep in mind the many benefits that are likely to accrue for your lodge and its members. Lodge members will return home with:

- A deeper understanding of the Scout Oath, Scout Law, Order of the Arrow Obligation and what it means to "live" these words in one's daily life.
- A renewed spirit, pride and enthusiasm for Scouting and the Order of the Arrow.
- Ideas their lodge can use to better serve Scouting in their home unit and council.
- New program ideas, knowledge and skills to improve the lodge.
- Increased leadership skills and a better understanding of how to carry out the work of the lodge.
- The latest information on camping and high adventure programming, including how to successfully promote Boy Scout camping.
- New friendships with fellow Arrowmen from all across the country.
- Memories to last a lifetime.

DATES AND LOCATION

The 2004 National Order of the Arrow Conference will begin with dinner on Saturday, July 31, and end after breakfast on Thursday, August 5, 2004, at Iowa State University in Ames. All lodge contingents will be assigned arrival times for Saturday, July 31. (The conference will not include an early arrival day.)

ATTENDANCE

All Arrowmen who are registered members of the Boy Scouts of America and have their council's approval are eligible to participate in the 2004 national conference.

All participants must register as a member of a lodge contingent or be a member of the conference staff.

Councils are expected to provide every opportunity for persons under the age of 21 to attend. Adult participation should be approved on the basis of need to provide responsible leadership supervision for the council contingent. **Every lodge contingent must have two-deep adult leadership.**

CONFERENCE FEE

The conference fee is \$335.00 for youth and adult members who pay their total conference fee by May 31, 2004 (postmark date). Conference fees paid after May 31, 2004, will be \$385.00 for youth and adult members. All late fees must be received by the OA Director no later than June 30, 2004. The fee includes five nights' housing, 14 meals, program and support materials, and recognition items during the six-day conference.

RESERVATION QUOTA FOR YOUTH AND ADULT MEMBERS

For the 2004 NOAC, each council is allowed 10 delegates plus 1.5 percent of the lodge's 2003 charter year membership (10 + 1.5 of a lodge's 2003 charter year membership = council reservation quota) The ratio of youth reservations to adult reservations is set at 2 to 1.

All councils had until March 1, 2004, to use their allotted number of youth and adult reservations. Reservations that were not used by March 1, 2004, were released to other councils on a first-come, first-serve basis only.

CANCELLATION AND REFUND POLICY

The \$100.00 per person deposit is transferable to a substitute within the same council on a one-for-one basis, but it is non-refundable, and may not be applied to the balance due for another person. Deposits may be transferred only from youth to youth, adult to adult or adult to youth. All requests for cancellation made in writing to the OA director by June 30, 2004, will receive a full refund of all fees paid minus their deposit. Participants and staff canceling their reservations after June 30, 2004, will forfeit their entire conference fee. (The OA director will consider refunds for medical cancellations after June 30, 2004.)

LODGE KEY 3 RECOGNITION

The key 3 of your lodge will receive an attractive golf shirt with the 2004 national conference logo on

the left breast for attending the 2004 NOAC. (Lodge Key 3 includes the lodge chief, lodge adviser, and lodge staff adviser or Scout executive.)

2004 NATIONAL CONFERENCE THEME

“Chosen To Serve, Inspired To Lead”

II. CONFERENCE SITE

Iowa “A Place to Grow” will host the 2004 National Order of the Arrow Conference. The conference will be held at Iowa State University, Ames, July 31 – August 5, 2004. ISU is one of the largest Land Grant Act universities in the United States.

IOWA

Iowa is located in the heartland of America near several important metropolitan areas in neighboring states: Minneapolis/St. Paul, Minnesota; Omaha, Nebraska; Kansas City, Missouri; and Davenport, Iowa (Quad Cities). The state capital of Iowa, Des Moines, lies near the center of the state and its major urban area with a population of over 500,000.

Iowa offers visitors an opportunity to experience the Old and New World. It is home to three national immigrant heritage museums: The Norwegian-American Museum and Library in Cedar Rapids; and the Danish Immigrant Museum in Elk Horn. The western part of the state is a land of surprises, from wondrous natural landscapes to Danish windmills sweeping above the American shortgrass prairie. In the central part of Iowa you'll find cityscapes and country lakes, steaming locomotives, historic wagon trails, the covered bridges of Madison County, and the birthplace of John Wayne. In the eastern part of the state, along the Mississippi River, you will discover the birthplace of President Herbert Hoover, the seven villages of the Amana Colonies, and the print shop where Mark Twain worked. The average August day-time temperature is 83 degrees Fahrenheit.

The state has a number of great tourist attractions including the Des Moines Botanical Center, Iowa State Capital, State of Iowa Historical Museum, Boone and Scenic Valley Railroad, Science Center of Iowa, Blank Park Zoo, Living History Farms, White Water University, Pella Historical Village, and Adventureland Amusement Park.

AMES, IOWA

Iowa State University is located in Ames, Iowa 28 miles north of the state capital, Des Moines. Ames was established in 1864 to serve the westward-bound Cedar Rapids and Missouri River Railroad.

The railroad president named the town after a fellow railroad promoter: Congressman Oakes Ames. The population of Ames is approximately 51,000.

Ames is a classic university town, regional entertainment center, All-American City and host to hundreds of thousands of visitors annually. Centrally located in the Midwest and Iowa, it is easily accessed by transcontinental US Highway 30 and 69, as well as Interstate 35. The Des Moines International Airport is located 45 minutes south of Ames and is served by major commercial airlines (i.e., American, Northwest, Allegiant air, America West Express, Delta, Continental Express, Midwest Express, etc.)

THE CYCLONES

Iowa State University was founded in 1858. It is one of the nation's leading institutions of higher learning, serving approximately 27,000 students. The mascot for the university is the cardinal, “Cy”, and the team has been nicknamed the “Cyclones.” Iowa state's colors are cardinal and gold.



Gothic bell tower – is one of campusdom's treasures.”

Campus Highlights:

Iowa State Center

For indoor sports and entertainment, the Iowa State Center provides outstanding facilities: the 2,700-seat C.Y. Stephens Auditorium, one of the finest concert halls in the nation; the J.W. Fisher Theater, an intimate setting for local troupes; and the James H. Hilton Coliseum. The complex also includes the Carl H.



Scheman Continuing Education Building, which contains conference rooms and the Brunner Gallery and Museum.



Artwork, Brunner Gallery and Farm House Museum

Iowa State leads in science and technology; and it has combined this emphasis with a wide range of artistic expression. Works by Christian Petersen, artist in-residence (1934-1955), include figure sculptures of George Washington Carver (an Iowa State graduate) and The Gentle Doctor, which has become an international symbol for veterinarians. The Brunner Gallery and Museum houses one of the world's most extensive collections of ceramics and glass. The Farm House Museum, located in a grove of pine trees on the east side of campus, served for several years as a stagecoach stop. Designated as a National Historic Landmark, the house has been restored and furnished in turn-of-the-century style.

Parks Library

Iowa State University has launched bold new research and technology transfer initiatives in agriculture, biotechnology, materials research, agricultural product and market development, and human nutrition. The electronic digital computer, invented at its Physics Building by Iowa State physicist and faculty member Dr. John Vincent Atanasoff,



exemplifies the ground-breaking research ISU scientists pursue.

Scholars often begin their research in the Parks Library, nationally recognized for its collections in agricultural history of science and technology. A four-story-high glass wall offers a panoramic view of the campus.

Iowa State Memorial Union

The memorial union is located in the center of the Iowa State University campus. Union services include a 55-room hotel, a food court and convenience store, a TicketMaster outlet, automatic teller machines, coin operated post office, copy and fax center, conference and banquet facilities, bowling lanes, billiards and game rooms, lounges, and a covered parking lot. Also located in the memorial union is the ISU Bookstore, which sells textbooks and school supplies, ISU apparel and gifts, greeting cards, and other items.

Reiman Gardens

Located south of the Jack Trice Stadium are the Reiman Gardens. The beautiful 14-acre living laboratory includes eleven individual gardens, an indoor conservatory, tropical and aquatic plant collections and hundreds of varieties of woody plants and trees. Guided tours last about one hour and include either a tour of the Christina Reiman Butterfly Wing and the indoor conservatory or a tour of the Gardens. Whether you are interested in gardening, butterflies, cooking, crafts or design, the Gardens have an activity for you.

III. NATIONAL CONFERENCE ORGANIZATION

The national conference is the result of the planning, coordination, cooperation and effort of a large group of individuals from all parts of the country. Below is a brief explanation of the conference organization which will help you understand the magnitude of the program features offered.

The national conference is produced by the National Conference Committee. The conference is organized along functional lines and divided into the following committees:

Activities and Recreation

Responsible for staging a variety of activities,

including athletic competition, recreation, movies, religious services, patch trading.

Administrative Services

The support arm of the conference, providing for a variety of services that make the conference operate smoothly, including registration, housing, food service, equipment and materials, service lodge, transportation, recognition and awards, security, health and safety, print shop, etc.

American Indian Activities

Responsible for conducting the many and varied American Indian programs, including pageants, dance, singing and regalia competitions, the American Indian Show.

Communications

Oversees all community relations, hometown news, media contacts, information booths, NOAC radio station, and the NOAC Web site. Publishes the daily conference newsletter.

Extreme High Adventure

This committee is responsible for instructing and conducting the extreme high adventure programs at the conference (i.e., climbing, kayaking, scuba, etc.)

Financial Services

Responsible for oversight of daily financial and business operations of the conference. Responsible to the conference director for fiscal operations.

Founders' Day

Responsible for developing and producing the Founders' Day festival held on Wednesday, the last day of the conference.

High Adventure EXPO

This committee is responsible for staging the conference High Adventure EXPO where participants will learn about the latest technologies and equipment for high adventure activities. (Equipment manufacturers and retailers will display and demonstrate their latest products.)

Inductions and Ceremonial Events

This committee will help lodges improve the quality of their OA ceremonies. (Ordeal, Brotherhood & Vigil). This includes staging techniques, presentation, memorization, and American Indian regalia.

Shows

This committee is responsible for the development, production, and staging of the Opening Show, Recognition Show, and Theme Show at the conference.

Special Events

Responsible for all special events and activities at the conference including programs for selected conference participants, Very Important Arrowman (V.I.A.) luncheons, Distinguished Service Award and Red Arrow reception and dinner, professional Scouter dinners, meeting with national officers and committeemen, OA museum, band and chorus, etc.

The Outdoor Adventure Place (TOAP)

This committee is responsible for the development, construction, and operation of the Outdoor Adventure Place skills area. Outdoor skills demonstrated will include cooking, pioneering projects, leave no trace, low impact camping,

camping equipment usage, orienteering, and much more. The TOAP site will also include a disability awareness course.

Trading Post

Responsible for the successful operation of the NOAC and Indian trading posts.

Training

This committee is responsible for developing and conducting more than 130 OA training programs and educational opportunities for both youth and adult conference participants.

These functional committees are staffed by individuals from the following groups:

NATIONAL CONFERENCE COMMITTEE

The National Conference Committee is composed of the national chief and national vice chief, those section chiefs invited to the December 2003 national planning meeting, and members of the national Order of the Arrow Committee.

2003 National Planning Meeting

Section chiefs currently holding office at the time of the National Planning Meeting (December 27-30, 2003) were invited to attend, and upon accepting a responsibility with respect to the 2004 NOAC, became members of the National Conference Committee. At this meeting, the section chiefs in attendance selected the national chief, national vice-chief, region chiefs, and conference vice-chiefs (CVCs).

Each CVC was selected to serve as chairman for one of the conference's program committees. They will work closely with one of the experienced lead advisers listed on the next page.

NATIONAL OA COMMITTEE

The National Order of the Arrow Committee will host and provide overall guidance and leadership to the 2004 national conference.

Veteran Arrowmen from around the nation make up the national committee and bring to the NOAC not only extensive Order of the Arrow and Scouting experience, but years of experience in staging and administering past NOACs.

Matt Walker of Richardson, Texas, has been appointed conference program chairman. Clyde Mayer, Order of the Arrow director, will be the conference staff adviser.

