



Election Team Checklist and Procedures

OA Unit Election Team Packet – 2019 Election Year



Packet contents

- Election Team Checklist and Procedures
- Election Procedures & Eligibility Requirements (also mailed to Scoutmasters)
- OA Election Eligibility Form (triplicate)
- Adult Nomination Form
- Unit Election Evaluation Form
- Candidate Notice of Election / Ordeal Info

Online Documents Available to Download

- Ballot Forms
- Adult Nomination Forms
- Election Team Scripts

Before the Elections

- Prior to Sept. 10, 2018 call the Scoutmaster and schedule the election (Oct 1 to Dec 31). Answer any questions. Send him the following documents and request that they be filled out prior to your arrival: Adult Nomination Form, Ballot Form
- At least one week before the election, contact the Scoutmaster and confirm that you will be coming. Remind him that at least half the troop needs to be there and that you will need the Ballot Form and Adult Form filled out. Get directions and confirm the time.
- Call your team and remind them of the date, location and time.

During the Election

- Arrive on time IN FULL CLASS A UNIFORM!!!!
- Greet the Scoutmaster and SPL. Hand the Scoutmaster the **OA ELECTION ELIGIBILITY FORM**, the and the **ADULT NOMINATION FORM**. Ask him to fill out the OA Election Eligibility Form, showing him the requirements for reference as needed. Also ask him if his unit would like to nominate an adult.
- Ask the SM if there are enough scouts present (refer to the form for total scouts and count the scouts present – must be 50%).
- Introduce yourself and the team to the scouts. Conduct your informative speech (using the scripts).
- Perform the election and while one youth and the adult count the ballots, the second youth will give the Summer Camp promotion.
- Give results to Scoutmaster (hand him the **PINK** copy of the triplicate forms) and announce the results. A copy of the letter can be found on the Unit Elections Tab of the lodge website: www.aal-pa-tah.org.
- Using a cell phone, access the online Google Doc at www.aalpatah.org to record the names and addresses from the candidates themselves. **GET ALL INFORMATION. Hand out the Candidate Ordeal Info Form to all elected candidates.**
- Ask the scoutmaster if he wishes to submit the adult nomination form at this time. If not remind him of the December 31st Deadline. Thank the Scoutmaster.

After the Election

- The Adviser is to **IMMEDIATELY MAIL** the **WHITE** copy of the OA Election Eligibility Form and the Adult Nomination Form in the self-addressed stamped envelope immediately to: OA Elections Adviser, 1069 NE Crescent St, Jensen Beach, FL 34957. You may keep the **YELLOW** copy for your records.

PLEASE DO NOT SCAN OR EMAIL COPIES – MAIL ONLY!