



Dear Scoutmaster,

As you may have noticed, there have been many changes to our Council and Lodge over the past few years. One of the changes made is to the Unit Elections process. These changes have all been made with your unit in mind to increase reliability and accountability within Nataepu Shohpe Lodge. We want you to have the smoothest Unit Election possible, from scheduling, to having correct paperwork, to confirmation that your elected youth have been properly entered into our system for inductions. You will find all necessary tools (including all the links below) at the Unit Elections portal at [www.nslodge.org/ue](http://www.nslodge.org/ue).

The first change is that you will be scheduling your Unit Election online. To do this, go to [www.nslodge.org/ue/request](http://www.nslodge.org/ue/request). There are step-by-step instructions on the website to help you request your **three preferred dates** for election (elections run from January through April). Those requests will be sent to your Chapter's Unit Elections team, who will confirm one of the dates with whoever requested them, via email. Your Unit Election will then appear on the **Unit Elections Calendar** found at [www.nslodge.org/ue/calendar](http://www.nslodge.org/ue/calendar). Your Chapter Elections Team will contact you one week before, and the night of, your Unit Election. We encourage you to utilize your **Order of the Arrow Troop Representative** in both scheduling the election and maintaining communication with the Chapter. Please allow them to feel that their position is helpful! If you have already scheduled an election, your chapter will add it to our calendar and confirm your date. Check the online calendar to make sure and contact us if it has not!

Next, all Unit Election files you will need are available online in one location. Visit [www.nslodge.org/ue/resources](http://www.nslodge.org/ue/resources) for the paperwork necessary to ensure your Unit is prepared for election night. This includes a Scoutmaster Pre-Election Checklist that is a timeline of steps to take leading up to, as well as after, your election. One thing you should be thinking about now is any Adult Nominations to the Order of the Arrow you might make (provided that your troop elects at least one youth). Also on the resource page, you will find the Adult Nomination form, as well as the one for elected youth (while the Election Team should have several copies of this, it would not hurt to **be prepared** and print off a copy or two for your election night). Check out the resource page for other files that you may find useful!

Finally, once your Unit Election is complete, your Election Team will be entering all information to our database for the elected youth. We ask that you also fill out an online report as a backup and double-check of the information. Please go to [www.nslodge.org/ue/smreport](http://www.nslodge.org/ue/smreport) and follow the step-by-step instructions there. You will hear from our Records Keeper that confirming your elected youth have been entered correctly and are ready for Call Out in the summer. **Adult Nomination forms must be filled out online at [www.nslodge.org/ue/adultnomination](http://www.nslodge.org/ue/adultnomination)**. Please consider **evaluating your Unit Election Team** by filling out a brief survey online (it should look familiar, as they are the same questions as in years past). This will help us to identify our strengths and weaknesses, and adjust accordingly for next year's process.

It is our goal to make the Unit Elections process as simple and smooth as possible for your unit. You will find that very little has changed during the election night itself, besides a better-prepared Election Team! The major changes are in scheduling elections, communication, accountability, and confirmation, as those are the areas we felt needed the biggest overhaul. We appreciate your patience with our new system, as it is a new experience for us too. If you have any questions, please feel free to contact us at [www.nslodge.org/contact](http://www.nslodge.org/contact), or direct Unit Election questions can be sent to [unitelections@nslodge.org](mailto:unitelections@nslodge.org).

Yours in Brotherhood,

Unit Elections Team  
Nataepu Shohpe Lodge  
[unitelections@nslodge.org](mailto:unitelections@nslodge.org)