

# Scoutmaster Pre-Unit Election Checklist



## December

- Request a Unit Election date by submitting your three favored dates at [www.nslodge.org/ue/request](http://www.nslodge.org/ue/request).
- When the lodge, via email, confirms your election date, inform your Troop and SPL.
- Encourage your Order of the Arrow Troop Representative to be involved in the Unit Election process by contacting the Chapter Chief. Any questions for Chapter Chiefs or anything about the OA Troop Rep. program can be asked at [www.nslodge.org/contact](http://www.nslodge.org/contact).
- Double check that scout information is up-to-date on rank, camping days, address, etc. so that eligible scouts are recognized (TroopMaster software is very helpful for this).

## Week Before Election

- If not contacted by an Arrowman first, confirm with the Chapter Chief that election is all set as planned.
- Discuss with other adult leaders about Adult Nominations they may have (provided at least one scout is elected). See OA Election Forms at [www.nslodge.org/ue/resources](http://www.nslodge.org/ue/resources) for more information.
- Perform any last-minute rank advancement for eligibility.
- Print off OA Election Forms from [www.nslodge.org/ue/resources](http://www.nslodge.org/ue/resources) (at least 2 copies).
- Print off a list of all eligible Scouts for election, which can be done at [www.nslodge.org/ue/ballot](http://www.nslodge.org/ue/ballot)
- TroopMaster software will provide all needed information for the Unit Election Team and will make their job much easier. It may also create ballots that can be used for your scouts to check off those they vote for, which is a huge advantage for them.

## Night of Election

- Have extra paper, pencils ready for use. A TV (or laptop) with DVD player may also be helpful for Election Team.
- Scoutmaster or trusted adult leader must count ballots with Election Team. Sign paperwork to indicate that all elected scouts' information is correct.

## After Election

- Follow the step-by-step instructions to fill out an online report of your elected scouts at [www.nslodge.org/ue/smreport](http://www.nslodge.org/ue/smreport).
- Wait for confirmation of your election via email. If you have not received confirmation within two weeks, contact us at [www.nslodge.org/contact](http://www.nslodge.org/contact).
- Fill out Unit Election Evaluation Form at [www.nslodge.org/ue/evaluation](http://www.nslodge.org/ue/evaluation) to help improve the Unit Election process for the future.
- Bring a paper copy of election results to summer camp for failsafe backup.