ADVISER’S GUIDE TO ADVISING THE SERVICE COMMITTEE

Preparation

The purpose of this outline is to provide a method for coaching the service committee chairman and related lodge leaders on:
- Their goals and how to fulfill them
- The role of service in the Order and the lodge;
- The duties of the service committee;
- Working with others.

The session should be conducted after the Lodge Leadership Development event.

Obtain and review copies of all of the following material:
- Current printing of the Order of the Arrow Handbook and the Guide for Officers and Advisers
- Current printing of the Guide to Inductions
- Previous year’s service committee report.
- Previous year's Quality Lodge Petition.
- Current Quality Lodge petition.
- E. Umer Goodman Camping Award Application.
- An organization chart for the properties and maintenance committee.
- A council calendar for the next year.
- Copies of the past and current lodge budget and financial reports.

Review the material in the Order of the Arrow Handbook and the Guide for Officers and Advisers on lodge program and service. Review the material in the Guide to Inductions on service projects.

Ask committee members to study the Order of the Arrow Handbook, the Guide for Officers and Advisers.

Research the relation of the service function to the other committees of the lodge, especially the Ordeal administration function.

Adviser Tip: This outline refers to the properties and maintenance committee. This may or may not be a sub-committee of the council camping committee. Some councils use various optional organization plans. Substitute the structure your council uses in this discussion.

Most lodges perform most of their service for their council summer camp. Focusing the efforts at summer camp builds emotional attachments that have many good side effects such as attendance promotion. In some lodges, service is given at non-council camps. Such service projects require extra coordination, both with the landholder and the staff adviser to ensure that Scoutings highest standards are maintained.

A lodge may have only a handful of members who are not affiliated with a unit. When a council or district activity arises, the committee for the activity frequently expects that the lodge can be the service crew.
However, the members first responsibility is to his own unit. Thus, all youth members should be working with their units.

The lodge service committee needs to be very careful about accepting such duties. The lodge adviser and staff adviser have the responsibility of educating council and district personnel in this regard. When you do accept such duties make a special effort to recruit non-unit Scouters, unit committee members, and other Arrowmen who will not be missed by their unit.

### ADVISING METHODS

1. Review members’ motivation for accepting job. Ask why did you accept the job of? What do you hope to accomplish? How do you expect to do this?

2. Develop fundamentals of the service program
   a. Service by Ordeal candidates
      i. Review induction principles, especially candidate's compliance, member's compliance, focus and generosity.
      ii. Not so much to get a job done, but teach the virtue of arduous labor creating an opportunity for candidates to see members serving cheerfully, and to question their own motives.
      iii. Attributes
          (1) Lasting is nice
          (2) Productive is essential
          (3) Something a Vigil member could also be found doing
          (4) Must be capable of being done in silence with a minimum of direction.
          (5) Projects are best
              (a) Where candidate determines what he has to do
              (b) Where candidate's success is proportional to his own effort or lack thereof.
   b. Service by members
      i. Involve the members with one another
      ii. Allow fellowship
      iii. Allow learning of new skills (to extent allowed by law and regulations.)
   c. Service at district and council activities *(see Notes)*
   d. Order pays its own way
      i. To extent possible include cost of candidate service projects in Ordeal Fee
      ii. Plan lodge budget
          (1) To include specified amount for specific projects
          (2) To allow for extra revenues from patch sales, etc. for extra projects
      iii. Coordinate any fund raising and donation of goods and services with council finance function. (In general, donations by Arrowmen as Arrowmen are fine Donations are not normally solicited by the lodge from outside the lodge.)

3. Review service program of the lodge
   a. Past year
   b. Commitments for coming years
c. Possibilities for future service - take an actual or mental walk through camp looking for opportunities. Campsite conservation/renovation is an excellent project for candidates or members.
d. Service outside of the council camp.

4. Review other opportunities for service at camp where Arrowmen may participate
   a. Campmaster
   b. Volunteer Ranger
   c. Camp fix-up weekends
   d. Summer camp Staff
   e. Cub day camp and resident camp staffs

5. Review ways that the lodge can motivate members to give added service to camping independent of the lodge
   a. Recognize service by troops led by Arrowmen
   b. Consideration of such service by Vigil nominating committee, Founders Award committee, etc.

6. Review the lodge structure for service
   a. Service committee membership
   b. Chapter responsibilities for service
   c. Service provided through the Ordeal administration function
   d. Service provided by other committees
   e. Service provided by members motivated by their Obligation

7. Review detailed planning process
   a. Estimating (time and budget)
   b. Backdating
   c. Gant charts
   d. Checklists
   e. Sketches and directions for individual work projects

8. Review procedures of working with lodge and council
   a. Relation to Ordeals and ordeal master
   b. Budget and financial
   c. Use of equipment and facilities
   d. Contacts with properties and maintenance committee, professional staff and rangers
   e. Calendar planning
   f. Recruiting manpower
   g. Tracking service hours given

9. Review council's implementation of the Youth Protection program, its health and safety program, and related camp policies

10. Set tentative committee goals
    a. Review the goals of the key three and council property and maintenance committee for service, if any
    b. Requirements of the Quality Lodge Petition
    c. Special and continuing projects
    d. Cash contribution
    e. Manpower available
    f. Training manpower in work group leadership Controlling the group:
       i. Observe Instruct Help Inspect Delegate React
       ii. Representing the group: Reporting progress; getting resources
11. Develop strategy for achieving goals
   a. Recruiting and training additional committee members (Arrowmen to help do the staff work not to do service)
   b. Developing final goals and plans including budget and calendar
   c. Securing approval of goals and plans including budget and calendar
   d. Implementation of the plan
   e. Recognitions and reports

12. Set personal development goals
   a. Development of skills from the Lodge Leadership Development Course
      i. Planning
      ii. Supervising

APPENDIX: SOURCE MATERIALS AND RESOURCES

2003 – 2007 Order of the Arrow Strategic Plan
http://www.oa-bsa.org/programs/splan/

Guide to Inductions (Safeguarded Material)
http://www.oa-bsa.org/resources/pubs/gti/

Order of the Arrow Handbook  #34996C, Revised 2002*

Guide for Officers and Advisers  #34997B, Revised 2002*

*Available from the BSA National Supply Division, must be ordered through your local council.