

FOR FASTER SERVICE, YOU CAN E-MAIL OR FAX
THIS FORM BEFORE YOU ARRIVE ... SEE BACK FOR DETAILS!

Page _____ of _____

| |
|-----------|
| LODGE NO. |
| |



LODGE ROSTER AND ROOM ASSIGNMENT
2000 NATIONAL O. A. CONFERENCE
University of Tennessee
ORDER OF THE ARROW – BOY SCOUTS OF AMERICA
July 29, 2000 through August 3, 2000

| | | |
|---------------------|-----------------------|-----------------------|
| FOR OFFICE USE ONLY | TOTAL 17 & YOUNGER | TOTAL 18 - 20 |
| | TOTAL MALE 21 & OLDER | TOTAL FEMALE ADULTS |
| | TOTAL IN CONTINGENT | CNTGT. LDR. ROOM |
| | MALE RESIDENCE HALL | FEMALE RESIDENCE HALL |

| | | | | |
|-------------------|------|-----------------|-------------|--|
| LODGE NAME | AREA | SECTION | COUNCIL NO. | REGION |
| | | | | <input type="checkbox"/> NE <input type="checkbox"/> S <input type="checkbox"/> C <input type="checkbox"/> W |
| CONTINGENT LEADER | | DAYTIME PHONE # | | EVENING PHONE # |
| | | | | |

CONTINGENT LEADER: BRING THIS COMPLETED FORM WITH YOU (EVEN IF YOU E-MAIL OR FAX) TO REGISTER THE LODGE IN THE THOMPSON-BOLING ARENA. ORGANIZE YOUR LODGE MEMBERS (2 TO A ROOM) ACCORDING TO THE WAY YOU WANT THE ROOMS ASSIGNED. YOU MUST PAIR A YOUTH 17 YRS OLD AND YOUNGER WITH ANOTHER YOUTH 17 YRS AND YOUNGER; A YOUTH 18 YRS OLD THROUGH 20 YRS OLD WITH ANOTHER YOUTH 18 YRS OLD THROUGH 20 YRS OLD; A MALE ADULT 21 YRS OLD OR OLDER WITH ANOTHER MALE 21 YRS OLD OR OLDER; AND, A FEMALE ADULT WITH ANOTHER FEMALE ADULT. DUE TO LIMITED FACILITIES, ADULT FEMALE PARTICIPANTS AND PARTICIPANTS REQUIRING HANDICAP ACCESS MAY BE ASSIGNED TO A SEPARATE HOUSING AREA FROM THEIR LODGE. THIS WILL ALSO APPLY TO SPOUSES OF MALE DELEGATES WHO MAY BE IN THE ORDER OF THE ARROW. DUE TO THE FACILITIES AT THE UNIVERSITY OF TENNESSEE, SOME OF THE RESIDENCE HALLS CONTAIN THREE PERSON ROOMS. THERE IS A POSSIBILITY SOME OF YOUR ROOM ASSIGNMENTS WILL BE CHANGED TO ALLOW US TO FILL ALL OF THE BEDS.

| | NAME | YOUTH | | ADULT | | HANDI-CAP* | RESERVED FOR ROOM ASSIGNMENTS |
|-----|------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------------|
| | | 17 YRS OR YOUNGER | 18 YRS THRU 20 YRS | 21 YRS OR OLDER M | F | | |
| 1. | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2. | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3. | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4. | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 5. | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 6. | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 7. | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 8. | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 9. | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 10. | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 11. | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 12. | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 13. | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 14. | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 15. | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 16. | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 17. | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 18. | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 19. | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 20. | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 21. | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 22. | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

| | | | |
|-------------|--|------------------------|----------|
| TOTAL COUNT | | MEAL BANDS ACCEPTED BY | X |
|-------------|--|------------------------|----------|

* Please attach separate sheet indicating limitation.

DISTRIBUTION: 1. HOUSING 2. MEDICAL 3. RESIDENCE HALL DESK 4. CONTINGENT LEADER

HOW TO FAX OR E-MAIL YOUR ROOM ASSIGNMENT FORM BEFORE ARRIVING

You can FAX or e-mail this form in prior to arriving at the Conference. This will allow the staff to assign your rooms prior to arriving. In order to do this, your contingent must meet the following criteria.

1. Once you FAX or e-mail this form, you cannot make changes to the room assignments, as rooms will already be pre-assigned when you arrive.
2. Please make sure you have completely reviewed the form for errors prior to faxing or e-mailing, as it will be difficult to make adjustments once the rooms are assigned.
3. Only the individuals on this form can attend the Conference from your contingent. It is imperative your contingent not attend the Conference with more participants than shown on this form. If you bring someone who is not on this form, they will not have a room.
4. Your total fees paid to the Conference for both youth and adults should correspond with the total number of youth and adults on this form.
5. If any individuals shown on this form have handicap limitations, please indicate on a separate sheet the nature of the limitation along with any special accommodations.
6. The Contingent Leader must still go through the registration process at the Thompson-Boling Arena upon arrival at the Conference. Sending in a FAX or e-mail prior to arrival does not replace the registration process.
7. If you use e-mail, you must use the Word Template (LODGE ROSTER AND ROOM ASSIGNMENT.dot) which can be found on the Order of the Arrow Website at <http://www.oa-bsa.org/>.

If your contingent meets the above criteria, and you would like to have your contingent's rooms pre-assigned, FAX the completed form to:

**NATIONAL ORDER OF THE ARROW CONFERENCE
ATTN: HOUSING / ROOM ASSIGNMENT
FAX: 865-974-0264**

OR

**E-mail the completed Word Template to the following address:
noachousing@hotmail.com**

If you fill this form out by hand, please print legibly using dark ink, as the FAX may distort. Please send the form only once.

**FAX OR E-MAIL BETWEEN THE DATES OF JULY 1, 2000 AND JULY 28, 2000.
IT IS IMPORTANT THAT YOU INCLUDE THE CONTINGENT LEADER'S
DAYTIME PHONE NUMBER.
PLEASE, NO FAXES OR E-MAILS AFTER JULY 28, 2000.**

**YOU MUST STILL BRING A COPY OF THIS FORM WITH YOU TO THE CONFERENCE ...
EVEN IF YOU FAX OR E-MAIL PRIOR TO ARRIVING.**