

**2004
LODGE
CONTINGENT
LEADER
GUIDE**



**National Conference
Order of the Arrow
Boy Scouts of America**

“Chosen To Serve, Inspired To Lead”

**Iowa State University
July 31- August 5, 2004
Ames, Iowa**

Scouting’s National Honor Society



Bradley E. Haddock
Chairman
National Committee

A MESSAGE FROM THE NATIONAL CHAIRMAN

Dear Scouter:

Congratulations on your selection as the council contingent leader for the 2004 National Order of the Arrow Conference! This is a tremendous honor. Of course, with it comes the responsibility for the success of the conference, especially as seen and experienced by each youth who attends.

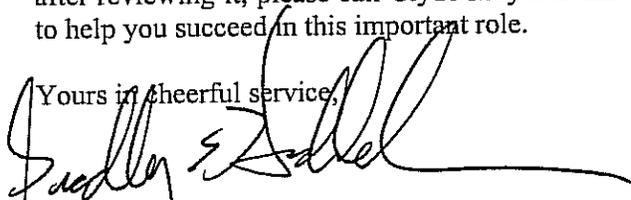
We are excited to return to Iowa State University, located in Ames, Iowa – the site of the 1998 NOAC. The excellent support and facilities provided by Iowa State combined with the creative, fun, and informative program developed by the Conference Planning Committee is a proven formula for success. This year's conference will be an outstanding and memorable experience.

As Scouting's national honor society, the Order of the Arrow is dedicated to developing youth leadership through service. Our strategic plan calls for the lodge to be an integral and valuable part of the council's operations, focused on providing service primarily to the council. This legacy of leadership and service will be emphasized, taught, and demonstrated in every aspect of the conference – from American Indian activities, ceremonies, communications, competition and recreation, and the national council of chiefs, to the outdoor expo, shows, special events, TOAP, and training. It is our desire that the conference program will illuminate and reinforce the significance of the values found in the Scout Oath and Scout Law as we seek to develop a life purpose of servant leadership in each member of the OA.

During the past several years, the National Order of the Arrow Committee has focused on increasing youth participation at national conferences. Although space limitations have reduced the number of adults who may attend, adult volunteers have recognized the importance of providing more opportunities for youth to participate in the conference. With more youth and less adult participation comes greater responsibility for each adult to play a key role in the success of the program and the experience enjoyed by each youth participant. As a part of our leadership team, we need you to set the example, help with administration, and encourage and support your youth members in their conference planning and participation. Your example, leadership, and involvement will have a profound and direct impact on their experience. We want each participant to have the best experience possible.

Please read this material carefully. It is intended to provide all the information you need to ensure a positive experience for you and your delegation at NOAC. If you still have questions after reviewing it, please call Clyde Mayer at the national office. We will do everything we can to help you succeed in this important role.

Yours in cheerful service,



Bradley E. Haddock

Table of Contents

Letter from the National Chairman	i
I. 2004 National Conference	1
Dates and Location	1
Attendance	1
Conference Fee	1
II. Conference Site	2
Iowa	2
Ames, Iowa	2
The Cyclones	2
III. National Conference Organization	3
National Conference Committee	4
National OA Committee	4
NOAC Conference Staff	5
IV. Administration	5
Conference Clinic	5
Medical Requirements	5
Leadership Policy	7
Registered Participants Only	7
Insurance	7
Emergency Procedures Enroute	8
Arrival and Departure Procedures	9
Keep the University Grounds Clean	10
Policy on Smoking, Alcohol and Drugs	10
Child Abuse	10
Youth Protection Training	10
V. General Information	10
Tour Permit	10
Your Trip to and from the Conference	11
Vehicle Insurance	11
Vehicle Drivers	11
Utilization of Time While Traveling	11
Travel Manners	11
Travel Responsibilities	12
In Case of Emergency	12
ISU Emergency Phone Numbers	12
VI. Services and Facilities	13
Religious Observance	13
Postal Service	13
Advance Shipment of Exhibits and Equipment	13
Trading Post	13
Room Keys	13
VII. Uniforms and Equipment	14
Scout Uniform	14
Recommended Personal Equipment	14
Recommended Contingent Equipment	14
Online Information	14

I. 2004 NATIONAL CONFERENCE

The national Order of the Arrow conference is Scouting's second largest national program event. The reason for its growing popularity can be attributed to the fact that it is planned and carried out by Arrowmen themselves. Youth involvement ensures that the conference program will be exciting, relevant and non-stop fun.

As you promote the conference to your lodge membership and plan the details for your lodge's involvement in conference activities, keep in mind the many benefits that are likely to accrue for your lodge and its members. Lodge members will return home with:

- A deeper understanding of the Scout Oath, Scout Law, Order of the Arrow Obligation and what it means to "live" these words in one's daily life.
- A renewed spirit, pride and enthusiasm for Scouting and the Order of the Arrow.
- Ideas their lodge can use to better serve Scouting in their home unit and council.
- New program ideas, knowledge and skills to improve the lodge.
- Increased leadership skills and a better understanding of how to carry out the work of the lodge.
- The latest information on camping and high adventure programming, including how to successfully promote Boy Scout camping.
- New friendships with fellow Arrowmen from all across the country.
- Memories to last a lifetime.

DATES AND LOCATION

The 2004 National Order of the Arrow Conference will begin with dinner on Saturday, July 31, and end after breakfast on Thursday, August 5, 2004, at Iowa State University in Ames. All lodge contingents will be assigned arrival times for Saturday, July 31. (The conference will not include an early arrival day.)

ATTENDANCE

All Arrowmen who are registered members of the Boy Scouts of America and have their council's approval are eligible to participate in the 2004 national conference.

All participants must register as a member of a lodge contingent or be a member of the conference staff.

Councils are expected to provide every opportunity for persons under the age of 21 to attend. Adult participation should be approved on the basis of need to provide responsible leadership supervision for the council contingent. **Every lodge contingent must have two-deep adult leadership.**

CONFERENCE FEE

The conference fee is \$335.00 for youth and adult members who pay their total conference fee by May 31, 2004 (postmark date). Conference fees paid after May 31, 2004, will be \$385.00 for youth and adult members. All late fees must be received by the OA Director no later than June 30, 2004. The fee includes five nights' housing, 14 meals, program and support materials, and recognition items during the six-day conference.

RESERVATION QUOTA FOR YOUTH AND ADULT MEMBERS

For the 2004 NOAC, each council is allowed 10 delegates plus 1.5 percent of the lodge's 2003 charter year membership (10 + 1.5 of a lodge's 2003 charter year membership = council reservation quota) The ratio of youth reservations to adult reservations is set at 2 to 1.

All councils had until March 1, 2004, to use their allotted number of youth and adult reservations. Reservations that were not used by March 1, 2004, were released to other councils on a first-come, first-serve basis only.

CANCELLATION AND REFUND POLICY

The \$100.00 per person deposit is transferable to a substitute within the same council on a one-for-one basis, but it is non-refundable, and may not be applied to the balance due for another person. Deposits may be transferred only from youth to youth, adult to adult or adult to youth. All requests for cancellation made in writing to the OA director by June 30, 2004, will receive a full refund of all fees paid minus their deposit. Participants and staff canceling their reservations after June 30, 2004, will forfeit their entire conference fee. (The OA director will consider refunds for medical cancellations after June 30, 2004.)

LODGE KEY 3 RECOGNITION

The key 3 of your lodge will receive an attractive golf shirt with the 2004 national conference logo on

the left breast for attending the 2004 NOAC. (Lodge Key 3 includes the lodge chief, lodge adviser, and lodge staff adviser or Scout executive.)

2004 NATIONAL CONFERENCE THEME

“Chosen To Serve, Inspired To Lead”

II. CONFERENCE SITE

Iowa “A Place to Grow” will host the 2004 National Order of the Arrow Conference. The conference will be held at Iowa State University, Ames, July 31 – August 5, 2004. ISU is one of the largest Land Grant Act universities in the United States.

IOWA

Iowa is located in the heartland of America near several important metropolitan areas in neighboring states: Minneapolis/St. Paul, Minnesota; Omaha, Nebraska; Kansas City, Missouri; and Davenport, Iowa (Quad Cities). The state capital of Iowa, Des Moines, lies near the center of the state and its major urban area with a population of over 500,000.

Iowa offers visitors an opportunity to experience the Old and New World. It is home to three national immigrant heritage museums: The Norwegian-American Museum and Library in Cedar Rapids; and the Danish Immigrant Museum in Elk Horn. The western part of the state is a land of surprises, from wondrous natural landscapes to Danish windmills sweeping above the American shortgrass prairie. In the central part of Iowa you’ll find cityscapes and country lakes, steaming locomotives, historic wagon trails, the covered bridges of Madison County, and the birthplace of John Wayne. In the eastern part of the state, along the Mississippi River, you will discover the birthplace of President Herbert Hoover, the seven villages of the Amana Colonies, and the print shop where Mark Twain worked. The average August day-time temperature is 83 degrees Fahrenheit.

The state has a number of great tourist attractions including the Des Moines Botanical Center, Iowa State Capital, State of Iowa Historical Museum, Boone and Scenic Valley Railroad, Science Center of Iowa, Blank Park Zoo, Living History Farms, White Water University, Pella Historical Village, and Adventureland Amusement Park.

AMES, IOWA

Iowa State University is located in Ames, Iowa 28 miles north of the state capital, Des Moines. Ames was established in 1864 to serve the westward-bound Cedar Rapids and Missouri River Railroad.

The railroad president named the town after a fellow railroad promoter: Congressman Oakes Ames. The population of Ames is approximately 51,000.

Ames is a classic university town, regional entertainment center, All-American City and host to hundreds of thousands of visitors annually. Centrally located in the Midwest and Iowa, it is easily accessed by transcontinental US Highway 30 and 69, as well as Interstate 35. The Des Moines International Airport is located 45 minutes south of Ames and is served by major commercial airlines (i.e., American, Northwest, Allegiant air, America West Express, Delta, Continental Express, Midwest Express, etc.)

THE CYCLONES

Iowa State University was founded in 1858. It is one of the nation’s leading institutions of higher learning, serving approximately 27,000 students. The mascot for the university is the cardinal, “Cy”, and the team has been nicknamed the “Cyclones.” Iowa state’s colors are cardinal and gold.



Gothic bell tower – is one of campusdom’s treasures.”

Campus Highlights:

Iowa State Center

For indoor sports and entertainment, the Iowa State Center provides outstanding facilities: the 2,700-seat C.Y. Stephens Auditorium, one of the finest concert halls in the nation; the J.W. Fisher Theater, an intimate setting for local troupes; and the James H. Hilton Coliseum. The complex also includes the Carl H.



Scheman Continuing Education Building, which contains conference rooms and the Brunner Gallery and Museum.



Artwork, Brunner Gallery and Farm House Museum

Iowa State leads in science and technology; and it has combined this emphasis with a wide range of artistic expression. Works by Christian Petersen, artist in-residence (1934-1955), include figure sculptures of George Washington Carver (an Iowa State graduate) and The Gentle Doctor, which has become an international symbol for veterinarians. The Brunner Gallery and Museum houses one of the world's most extensive collections of ceramics and glass. The Farm House Museum, located in a grove of pine trees on the east side of campus, served for several years as a stagecoach stop. Designated as a National Historic Landmark, the house has been restored and furnished in turn-of-the-century style.

Parks Library

Iowa State University has launched bold new research and technology transfer initiatives in agriculture, biotechnology, materials research, agricultural product and market development, and human nutrition. The electronic digital computer, invented at its Physics Building by Iowa State physicist and faculty member Dr. John Vincent Atanasoff,



exemplifies the ground-breaking research ISU scientists pursue.

Scholars often begin their research in the Parks Library, nationally recognized for its collections in agricultural history of science and technology. A four-story-high glass wall offers a panoramic view of the campus.

Iowa State Memorial Union

The memorial union is located in the center of the Iowa State University campus. Union services include a 55-room hotel, a food court and convenience store, a TicketMaster outlet, automatic teller machines, coin operated post office, copy and fax center, conference and banquet facilities, bowling lanes, billiards and game rooms, lounges, and a covered parking lot. Also located in the memorial union is the ISU Bookstore, which sells textbooks and school supplies, ISU apparel and gifts, greeting cards, and other items.

Reiman Gardens

Located south of the Jack Trice Stadium are the Reiman Gardens. The beautiful 14-acre living laboratory includes eleven individual gardens, an indoor conservatory, tropical and aquatic plant collections and hundreds of varieties of woody plants and trees. Guided tours last about one hour and include either a tour of the Christina Reiman Butterfly Wing and the indoor conservatory or a tour of the Gardens. Whether you are interested in gardening, butterflies, cooking, crafts or design, the Gardens have an activity for you.

III. NATIONAL CONFERENCE ORGANIZATION

The national conference is the result of the planning, coordination, cooperation and effort of a large group of individuals from all parts of the country. Below is a brief explanation of the conference organization which will help you understand the magnitude of the program features offered.

The national conference is produced by the National Conference Committee. The conference is organized along functional lines and divided into the following committees:

Activities and Recreation

Responsible for staging a variety of activities,

including athletic competition, recreation, movies, religious services, patch trading.

Administrative Services

The support arm of the conference, providing for a variety of services that make the conference operate smoothly, including registration, housing, food service, equipment and materials, service lodge, transportation, recognition and awards, security, health and safety, print shop, etc.

American Indian Activities

Responsible for conducting the many and varied American Indian programs, including pageants, dance, singing and regalia competitions, the American Indian Show.

Communications

Oversees all community relations, hometown news, media contacts, information booths, NOAC radio station, and the NOAC Web site. Publishes the daily conference newsletter.

Extreme High Adventure

This committee is responsible for instructing and conducting the extreme high adventure programs at the conference (i.e., climbing, kayaking, scuba, etc.)

Financial Services

Responsible for oversight of daily financial and business operations of the conference. Responsible to the conference director for fiscal operations.

Founders' Day

Responsible for developing and producing the Founders' Day festival held on Wednesday, the last day of the conference.

High Adventure EXPO

This committee is responsible for staging the conference High Adventure EXPO where participants will learn about the latest technologies and equipment for high adventure activities. (Equipment manufactures and retailers will display and demonstrate their latest products.)

Inductions and Ceremonial Events

This committee will help lodges improve the quality of their OA ceremonies. (Ordeal, Brotherhood & Vigil). This includes staging techniques, presentation, memorization, and American Indian regalia.

Shows

This committee is responsible for the development, production, and staging of the Opening Show, Recognition Show, and Theme Show at the conference.

Special Events

Responsible for all special events and activities at the conference including programs for selected conference participants, Very Important Arrowman (V.I.A.) luncheons, Distinguished Service Award and Red Arrow reception and dinner, professional Scouter dinners, meeting with national officers and committeemen, OA museum, band and chorus, etc.

The Outdoor Adventure Place (TOAP)

This committee is responsible for the development, construction, and operation of the Outdoor Adventure Place skills area. Outdoor skills demonstrated will include cooking, pioneering projects, leave no trace, low impact camping,

camping equipment usage, orienteering, and much more. The TOAP site will also include a disability awareness course.

Trading Post

Responsible for the successful operation of the NOAC and Indian trading posts.

Training

This committee is responsible for developing and conducting more than 130 OA training programs and educational opportunities for both youth and adult conference participants.

These functional committees are staffed by individuals from the following groups:

NATIONAL CONFERENCE COMMITTEE

The National Conference Committee is composed of the national chief and national vice chief, those section chiefs invited to the December 2003 national planning meeting, and members of the national Order of the Arrow Committee.

2003 National Planning Meeting

Section chiefs currently holding office at the time of the National Planning Meeting (December 27-30, 2003) were invited to attend, and upon accepting a responsibility with respect to the 2004 NOAC, became members of the National Conference Committee. At this meeting, the section chiefs in attendance selected the national chief, national vice-chief, region chiefs, and conference vice-chiefs (CVCs).

Each CVC was selected to serve as chairman for one of the conference's program committees. They will work closely with one of the experienced lead advisers listed on the next page.

NATIONAL OA COMMITTEE

The National Order of the Arrow Committee will host and provide overall guidance and leadership to the 2004 national conference.

Veteran Arrowmen from around the nation make up the national committee and bring to the NOAC not only extensive Order of the Arrow and Scouting experience, but years of experience in staging and administering past NOACs.

Matt Walker of Richardson, Texas, has been appointed conference program chairman. Clyde Mayer, Order of the Arrow director, will be the conference staff adviser.

The following veteran Scouters, each with extensive NOAC experience, have been appointed to serve as lead advisers for the 2004 national conference:

ACTIVITIES AND RECREATION

R.D. Dunkin
Bettendorf, Iowa
(CVC: Jared Davis)

ADMINISTRATIVE SERVICES

Jim Simpson
O'Fallon, Illinois

AMERICAN INDIAN ACTIVITIES

Ron Bell
Miami, Florida
(CVC: Marcus Bailey)

COMMUNICATIONS

Bob Szczys, M.D.
Longmont, Colorado
(CVC: Andrew Kuhlmann)

EXTREME HIGH ADVENTURE

Marc Circus
Valley Forge, Pennsylvania
(CVC: Earl Blackburn)

FINANCIAL SERVICES

Glenn Ault, M.D.
Hacienda Heights, California

FOUNDER'S DAY

J. Dan McCarthy
Mechanicsburg, Pennsylvania
(CVC: Sven Gilkey)

HIGH ADVENTURE EXPO

Bruce Walcutt
Austin, Texas
(CVC: Jarred Hunt)

INDUCTIONS AND CEREMONIAL EVENTS

J. Terry Honan
Eufaula, Alabama
(CVC: Seth Mollitt)

SHOWS

Max Sasseen
Lawton, Oklahoma
(CVC: Mark Bicket)

SPECIAL EVENTS

Thomas L. Moore
Eldersburg, Maryland
(CVC: R.C. Hartman)

THE OUTDOOR ADVENTURE PLACE (TOAP)

Bob Westmyer
Fountain Valley, California
(CVC: Steven Henry)

TRADING POST

Glenn Ault, M.D.
Hacienda Heights, California

TRAINING

Mike Hoffman
Scottsdale, Arizona
(CVC: Gil Rogers)

NOAC CONFERENCE STAFF

A national Order of the Arrow conference could not function effectively without the dedicated service of those Arrowmen who work with one of the conference committees. These Arrowmen are referred to as "conference staff."

Members of the NOAC support staff pay their own way to the conference, often traveling with their own council contingent. At the conference, they are housed with the conference staff and work in a support role to help make the national conference program a successful and enjoyable event.

IV. ADMINISTRATION

Conference Clinic

NOAC participants will have a full-time health care staff available at the conference. A medical staff with first aid capabilities will be available. The conference clinic will be located at the Memorial Union, NW Study Lounge and will be open 24 hours each day of the conference.

Medical Requirements

All participants must submit certification of physical

fitness on the BSA's official form, Personal Health and Medical Record, Class 3, No. 34412.

Maintenance of good health is of utmost importance, and it is with this objective in mind that the following must be enforced:

- Each youth and adult participant will be required to get a complete medical examination by a physician licensed to practice medicine. Examinations conducted by licensed health

care practitioners, other than physicians, will be recognized for BSA purposes in those states where such practitioners may perform physical examinations within their legally prescribed scope of practice.

- The examination must take place no more than twelve (12) months prior to the start (July 31, 2004) of the national conference.
- Each youth and adult participant must provide a legible copy of the Personal Health and Medical Record, Class 3, to the council service center for approval by the lodge's contingent leader.
- **Completed medical forms for youth and adults must be kept by the contingent leader. He/she must provide a copy to the NOAC registration officer upon check-in of the lodge contingent.** It is strongly advised that the contingent leader keep a copy of the medical forms during the conference. The copy provided at registration will not be returned

Immunizations

Immunization requirements are based on recommendations of the U.S. Public Health Service. Youth and adults must provide proof of immunization for tetanus within ten (10) years (since 1994). In addition, youth participants must provide verification of the following immunizations since birth:

- Diphtheria and pertussis.
- Measles, mumps, and rubella (MMR).
- Polio.

Exception to Immunization

If there is a medical reason why any participant should not comply with the vaccination requirements, submit a written statement to that effect from a physician. The statement must include specific reasons so it can be given full consideration by the NOAC health and safety staff.

Many of the activities at the national conference are strenuous and could result in the need for special medical support or consideration. Therefore, it is necessary for the contingent leader and NOAC staff to be aware of participants who may require special considerations.

Every effort will be made in advance to provide resources and accommodations for Scouts and Scouters with disabilities of any kind. **Facilities for**

disabled participants are limited and require advance arrangements. Please review the material on conditions requiring a medical waiver, below, and make sure to indicate any special needs on the individual's application. The National Conference Committee cannot guarantee that last-minute arrangements for special needs can be accomplished.

Medical conditions requiring waivers are as follows:

- Cardiac problems requiring medication.
- Diastolic blood pressure more than 99 mmHg.
- Diabetes mellitus under treatment (with insulin or oral medication).
- Marked obesity.
- Bronchial asthma under treatment any time within the past twenty-four (24) months (acute or severe).
- Sickle-cell anemia, hemophilia, leukemia, severe blood dyscrasias or HIV infection.
- Epileptic seizures having occurred within the past twelve (12) months.
- Psychiatric illness under current treatment.
- Physical disabilities.

In order to plan, prepare and support the participants who have these medical conditions, an individual evaluation of each situation by the NOAC health and safety staff and national director is required. There may be instances where adequate medical care at the conference site is impossible. Under such circumstances, a waiver may be denied.

Any person with a severe physical disability or one of the nine conditions listed above must have prior approval through the director. Address requests to the National Director, Order of the Arrow, Boy Scouts of America, 1325 West Walnut Hill Lane, P.O. Box 152079, Irving, TX 75015-2079. Please include, (1) a statement of request by the adult, or by the parents or guardian of a youth member under age 21; and (2) a letter of concurrence from the individual's physician with his address and telephone number included. The physician's statement must include any limitations on the type of physical activity and list any required medical attention. **A copy of the participant's Personal Health and Medical Record, Class 3, No. 34412, should accompany the waiver request.**

THOSE ARRIVING AT THE CONFERENCE WITH ANY OF THESE CONDITIONS WITHOUT PREVIOUS CLEARANCE MAY BE REFUSED ADMITTANCE AND SENT HOME AT THEIR OWN EXPENSE.

LEADERSHIP POLICY FOR ALL ORDER OF THE ARROW TRIPS AND OUTINGS

It is the policy of the Boy Scouts of America that trips and outings may never be led by only one adult. Two registered adult leaders or one registered adult leader and a parent of a participant, one of whom must be twenty-one (21) years of age or older, are required for all trips and outings.

It is the responsibility of the council/lodge to ensure that sufficient qualified adult leadership is provided for all local, section, region, and national Order of the Arrow outings, conclaves, training events, and conferences.

The interpretation of "adult" leadership and "adult" membership, as opposed to youth membership, in the Order of the Arrow continues to be one determined by age, not BSA registration. An individual who is twenty-one (21) years of age or older holds adult membership in the Order of the Arrow while an individual under the age of twenty-one (21) holds youth membership, regardless of what type of BSA registration is held.

A member of the Order, between age 18 and 21, who is registered as an assistant Scoutmaster or Venturer may fulfill the leadership requirements as one of the adult leaders for an Order of the Arrow trip or outing although they hold youth membership in the Order of the Arrow.

Contingents that do not meet the minimum of two adult leaders requirement as set forth by the Boy Scouts of America will not be authorized to participate in the national conference.

Adult female leaders will be provided housing in separate facilities from their contingent.

REGISTERED PARTICIPANTS ONLY

Only those persons officially registered with a lodge contingent or serving as approved conference staff will be allowed to participate in the national conference.

INSURANCE

Accident and sickness insurance will be provided to all those attending the 2004 National Order of the Arrow Conference. The cost of this insurance is included as part of the national NOAC fee.

Coverage for registered members of the BSA will be effective during travel from their homes to the

NOAC site, from the NOAC site back home, and during their stay at the conference.

Benefits for Accidental Death, Dismemberment, Loss of Sight and for Paralysis

When injuries result in loss of life or any of the other specific losses listed below within one year from the date of the accident and from loss which is independent of sickness, the company will pay for loss of:

Specific Injury	\$2,500 – 20,000
Accidental Death	\$10,000

Benefits for Medical Expenses, Dental Treatment and Ambulance Services

Medical Expense Benefits

For each injury or sickness, benefits are payable for medical or surgical treatment, prescription drugs, hospitalization, or the exclusive services of a private duty nurse (RN or LPN), which begin within 60 days from the date of the accident. Benefits will be paid for service or treatment performed and supplies furnished within 52 weeks of the date of the covered accident (subject to the Nonduplication provision) up to the usual, reasonable charges normally made within the geographic area where the treatment is performed.

Accidental Medical Expense Benefits: up to \$15,000

Specified Injury Benefits

Injury maximum of up to \$35,000 will be paid for medically necessary treatment due to the following specified injuries: (a) loss of sight in both eyes, (b) dismemberment, (c) paralysis, (d) irreversible coma, (e) entire loss of speech or (f) loss of hearing in both ears.

Dental Treatment Benefits

Pays for dental injuries, up to a total of \$5,000 for treatment and/or replacement of sound, natural teeth. If, within the 52-week period following the date of the accident, the insured's attending dentist certifies that dental treatment and/or replacement must be deferred beyond such 52-week period, the insurance will pay the estimated cost of such treatment; however, benefits shall not exceed a total of \$5,000. This benefit shall be in addition to any other benefit payable under the terms of this plan.

Ambulance Service Benefits

Pays up to \$6,000 for professional ambulance service for ground transportation to a hospital. These benefits shall be in addition to any other

benefits payable under the terms of this plan. Pays up to \$6,000 for air ambulance when, in the judgment of the duly authorized medical authority or the senior representative of the camp or activity, such service is needed to facilitate treatment of injuries and no other ambulance service is available.

Nonduplication Provision

When surgical treatment or hospital care is involved, benefits in excess of the first \$300 will be payable only for the covered expenses which are not recoverable under any other insurance policy or service contract. If no other collectible insurance is available, this nonduplication provision will not apply. Parents and leaders are advised to comply with the reporting requirements of any personal health-insurance coverage available; national NOAC coverage does not provide benefits for late-reporting exclusions.

52 Weeks Provision

Benefits for medical expenses, dental treatment, and ambulance services are payable only for service or treatment preformed or supplies furnished within 52 weeks to the date of the covered accident. Treatment must begin within 60 days of the date of the accident.

Weekly Disability Indemnity Benefits

All registered adult leaders 21 years of age or older are eligible for this benefit.

When covered injuries result in Total Disability beginning within seven (7) days after the date of an accident, benefits will be paid for one day or more during such Total Disability at the rate of \$200 for each full week, not to exceed 52 weeks for any one accident. Benefits begin when you provide proof of total disability to the insurance company

(Total Disability means that period of time during which you receive medical treatment, are wholly and continuously disabled and are completely unable to engage in your occupation.)

Exclusions

This policy does not cover (a) the cost of medical or surgical treatment or nursing service rendered by any person employed or retained by the Boy Scouts of America or Learning for Life; (b) suicide or any attempted suicide; (c) intentionally self-inflicted injuries; (d) treatment by persons living with, related to or employed by the insured;(e) eye refractions, replacement of eye-glasses or contact lenses or hearing aids, or the fitting thereof; (f) war; or any act

of war; and (g) dental treatment or dental X-rays, except for injuries to sound, natural teeth.

Benefits are not payable for any injuries covered under workers' compensation or employer's liability laws.

Claims

As in the case of all insurance policies, prompt notice of any loss insured against is necessary. Failure to comply with this requirement may cause annoyance, embarrassment and, under certain circumstances, denial of coverage by the insurance company. Claims should be promptly reported to the director, Order of the Arrow. For claims made after the conference, Health Special Risk, Inc. Christina Mitchell at 866-726-8870.

EMERGENCY PROCEDURES ENROUTE

In case of serious injury or illness enroute to or from the 2004 National OA Conference:

DO THESE THINGS IMMEDIATELY:

1. Take care of injured or sick person(s).
2. Make sure all other personnel are safe.
3. If necessary, get local emergency help.
 - a. Dial "0" or "911."
 - b. Inform local law enforcement officers in the event of an accident.

After taking these steps, gather the information indicated in steps 4 and 5 below. Before you leave home, compile information on telephone numbers, tour permit number, etc.

4. Notify your local BSA council by telephone. **(The council should notify the parents or spouse of the injured participant as soon as possible.)**

Daytime office number:

(____)_____.

Emergency night or weekend:

(____)_____.

Alternative night or weekend:

(____)_____.

5. Be prepared to provide the following information:

a. Contingent housing location:

b. Your name and NOAC position:

- c. National Tour Permit Number:
- d. Location of accident (nearest town, highway, etc.):
- e. Hospital name and location:
- f. Name(s) of those ill or injured:
- g. Nature of illness or injuries:
- h. Action taken -- location of ill or injured and current condition:
- i. Name of physician and telephone number:
- j. Telephone number where a responsible leader in your group can be reached:
- k. Local law enforcement officers involved and the name of officer in charge:

station at the Scheman Education Building on Saturday, July 31, 2004 with the goal of completely processing within 15 minutes all lodge contingents meeting the following criteria:

- a. All conference fees were paid to the national Order of the Arrow office by the May 31, 2004, DEADLINE with no on-site changes necessary.
- b. A complete HOUSING ROSTER was transmitted or faxed to the Conference Housing Office (address and phone number listed on the NOAC Lodge roster and room assignment form) with no on-site changes necessary.
- c. A key deposit of \$50.00 is made during Express Service Check-in for the lodge contingent.
- d. All Individual Registration Forms, with full payment, were submitted by the May 31, 2004 DEADLINE with no on-site activity, competition or training changes necessary.

A large poster listing the eligible express service lodges will be posted at the entrance of the Scheman Education Building NOAC registration area.

Responses to News Queries

Most accidents immediately become public knowledge over police, fire, or emergency radio circuits, and you may receive inquiries from news reporters. Respond factually, truthfully, and promptly. Be as helpful as possible; stick to the facts. Avoid making accusations, claims, charges, or speculations on how the accident happened.

- 2. After receiving a resident hall assignment, each lodge contingent should proceed to their region's orientation area and then to their assigned resident hall.
- 3. After unloading vehicles and trailers at their assigned resident hall, lodge contingents should park vehicles in assigned long-term parking areas.

ARRIVAL AND DEPARTURE PROCEDURES

Check-In

- 1. When your contingent arrives at the conference, at its assigned time, the contingent leader should report to his registration area at the Scheman Education Building. The lodge chief or his representative should also report to register the lodge contingent for the week's activities and receive important information. **ONLY THESE TWO INDIVIDUALS SHOULD ENTER THE REGISTRATION AREA UNLESS OTHERWISE INSTRUCTED.**

The contingent leader should have all medical forms, copies of registration materials previously forwarded to the national office, and a list of contingent participants.

EXPRESS SERVICE CHECK-IN: The 2004 NOAC registration, housing, and training teams will operate an EXPRESS SERVICE CHECK-IN

Departure

- 1. All linens are to be stripped from beds, towels and wash cloths collected and deposited as instructed.
- 2. All rooms are to be inspected, certified clean by the lodge leadership. **(All items brought into the room by NOAC participants must be removed upon departing.)**
- 3. The contingent leader collects and turns in all room keys and other materials as instructed.
- 4. Complete other check-out procedures as may be instructed.

All lodge contingents must depart on Thursday, August 5, 2004 by 10:00 a.m. Meals are "on your own" after breakfast on Thursday, August 5.

KEEP THE UNIVERSITY GROUNDS CLEAN

One of the challenges in connection with an event the size of the national conference is maintenance of orderly and neat conditions in heavily used areas. The cooperation of all participants is requested to see that all trash is deposited in the containers provided. Constant leadership in this regard will be helpful in preventing a major problem. Make it a practice and a tradition -- no one passes by trash -- pick it up and put it in the proper container. **SCOUTS LEAVE AN AREA BETTER THAN THE WAY THEY FOUND IT!**

POLICY ON SMOKING, ALCOHOL AND DRUGS

Whenever a member of the Boy Scouts of America appears before the public, especially in uniform, that member is literally on parade before the people of America. This is especially true of the thousands that will be traveling to the conference, participate in the week's events, and then depart for home. All of us must make sure that the conduct of every single participant is above reproach. This places a great responsibility on each of us.

The policy is while in uniform, Scouts and leaders will not smoke on occasions when, by doing so, they would subject the Boy Scouts of America to adverse criticism by the public.

The use of alcoholic beverages, non-prescribed drugs, or controlled substances will not be permitted at the national conference and will result in immediate dismissal from the conference.

CHILD ABUSE

As a national conference leader, you will find yourself among thousands of youth and adults you may never see again. Unfortunately, as hard as we try to select only the very finest leaders, child molesters occasionally manage to slip through. As a leader, you are in a critical position to help safeguard our youth.

Abuse of children falls into many forms. There can be physical, mental, sexual, and even verbal abuse. It can happen within or outside the child's home. Abuse can come from a variety of sources within Scouting, including abuse by other youth, by conference leaders, and, even by parents themselves.

It is important to point out that most youth, most leaders, most merit badge counselors, and most parents don't abuse the children with whom they come in contact. It is a rarity in Scouting.

Child abuse is difficult to spot, and therefore hard to do anything about. But, as a national conference leader, there are things you can do. It is your responsibility as a leader to believe any youth who tells you of sexual molestation or abuse of any kind. They will only tell you this if they feel that they have your trust, and you must respect that trust. They will have come to you, possibly because no one else is willing to listen and believe them.

If the suspected abuse occurred during conference-related activities, you must report the case to the OA director. If abuse is reported to you, but it did not occur during conference-related activities, you still have an obligation to report it to the OA director. Child abuse is against the law. Child abuse will not be tolerated in the Boy Scouts of America or the Order of the Arrow.

YOUTH PROTECTION TRAINING

All Arrowmen 18 years of age and older attending the 2004 National Order of the Arrow Conference, must complete the Boy Scouts of America one-and-a-half hour "Youth Protection Guidelines: for Volunteer Leaders and Parents" course Training **The training must be completed and marked on their individual registration form prior to arriving on the Iowa State University campus.**

V. GENERAL INFORMATION

TOUR PERMIT

An application for a tour permit (national tour permit if the conference is more than 500 miles from your home area, or a local tour permit if it is less than 500 miles) must be submitted to your local council service center for approval at least two (2) months

before your departure. An excellent guide and checklist for organization and administration of your travel and tour can be found in *Tours and Expeditions*, No. 3734.

YOUR TRIP TO AND FROM THE NATIONAL CONFERENCE

There are many things to consider as you plan a trip to the national conference in Ames. It is much more than getting on a train or bus, sitting still for a matter of hours or days, and then getting off at your destination. You have a group of healthy, red-blooded, active American youth whose ability to sit still can be measured in seconds, unless they are absorbed in an interesting activity. What are you going to do for them?

To come up with an answer, think about the overall objective of the national conference. We bring youth together from all parts of the nation. In the act of traveling to the conference, we have an excellent opportunity to allow our youth to see a part of our nation he perhaps has never seen, to visit places and experience things he has never before had the opportunity to experience. Make the most of this opportunity.

It would be helpful for you to know something of the lore of your route. Many state visitors' centers have guides that list points of interest along the way. Using such an outline, develop a story of people, events, and locations of significance in the expansion of America. Make it available to your youth leaders so that they may, in turn, tell the story to their members as they see the land for themselves. This will greatly facilitate telling the conference story to others when they return home.

Record the Trip

This trip calls for a scribe to put into a log the events of the trip. A reporter should be named to assist the scribe in the accumulation of data for the log. Select a photographer to keep a photo log of your adventures.

VEHICLE INSURANCE

All vehicles used for Scouting or Learning for Life programs must be covered by a liability insurance policy. The amount of this coverage must meet or exceed the insurance requirement of the state in which the vehicle is licensed. It is recommended, however, that coverage limits be at least \$100,000 combined single limit. Any vehicle designed to carry up to ten (10) passengers is required to have liability limits of \$500,000. In the case of rented vehicles the requirement of coverage limits can be met by combining the limits of personal coverage carried by the driver with coverage carried by the owner of the rented vehicle.

VEHICLE DRIVERS

All drivers must have a valid driver's license and be at least 18 years of age. A driver, 16 years of age may drive provided the following qualifications are met: (1) Six months' driving experience as a licensed driver (time on a learner's permit or equivalent is not to be counted); (2) no record of accidents or moving violations; (3) parental permission has been granted to contingent leader, driver, and riders; (4) a 21-year-old licensed driver must be a passenger in the vehicle.

Driving is limited to a maximum of ten hours per day and must be interrupted by frequent rest, food, and recreation stops. If there is only one driver, the driving time should be reduced and stops made more frequently.

Seat belts must be provided in any vehicle used, and they must be worn by all passengers and the driver. Exception: A school or commercial bus. Passengers will ride only in the cab if trucks are used.

UTILIZATION OF TIME WHILE TRAVELING

When tours involve long-distance travel, plan for a full occupation of time. Such planning could include certain types of crafts, quiet games, songs, and window observation. All contribute to the unification of the group.

Whatever the activity, keep in mind your goals as a leader, seeking a controlled group that will have an outstanding experience in seeing America; and second, the desires of the participants who are off on a great adventure packed with fun and excitement. Somehow, these two points of view must become one, so that both you and the group will have an enjoyable and valuable experience.

TRAVEL MANNERS

Whether in uniform or not, Scouts and leaders know they are expected to live by the Scout Oath and Law they have voluntarily accepted.

In traveling to or from the national conference, however, they should be in uniform and easily identified by all who see them. This places a heavier responsibility on their shoulders, because they represent not only themselves, but all members of the Boy Scouts of America.

A careless act can easily result in critical comment or unwarranted accusation against the entire movement. All leaders must be constantly aware of

this. Proper training and supervision will help significantly to reduce acts of discourtesy, carelessness, forgetfulness, or willful lawlessness to a minimum.

As we visit in homes, towns, parks, stores, and resorts, let's remember...our manners are showing. Respect for property should govern our visit to a curio or novelty shop as well as to parks, national monuments, and resorts.

Pride in membership, loyalty to the ideals of Scouting, and the will to be a good citizen are our strongest allies in meeting this challenge. Leaders must assume the responsibility to reflect and interpret this vital concept of good manners.

BE READY FOR CROWDS

There is one point in which the leadership must be completely realistic. There will be large crowds involved in many sight-seeing experiences. Keep your contingent together on such occasions and use the "buddy system." A well-organized group will ensure a minimum of confusion and a maximum of safety in loading and unloading vehicles. The importance of keeping arms and heads inside any travel vehicles must be stressed. Everyone must remain seated while a bus is in motion to avoid possible falls during starts and stops.

GOOD EXPERIENCE MEANS GOOD PREPARATION

The contingent leaders must be so well informed in advance that they can tell about the sight-seeing trip or have arranged in advance for local leaders to tell the story. This requires planning and proper timing. Adequate prior planning and coordination will help avoid tiresome line-ups and a rather impersonal and inadequate view of a significant site. Keep in mind that "kids are kids" and many times the attractions of a bottle of pop or an ice cream cone will prove superior to some hallowed historical sight unless there is good group control and proper orientation.

TRAVEL RESPONSIBILITIES

The contingent leader has overall responsibility for the contingent and is the one who determines policy. He may have an assistant in charge of physical arrangements who is also responsible for coordinating funds; determining start times, mileage to be covered, and time requirements; and arranging for first aid needs, meals, etc., during travel.

In handling funds, use travelers' checks for insurance against loss. Between travelers' checks and minimum amounts of cash, the contingent's needs can be met while enroute. Do not use personal checks because of difficulty encountered in cashing them. When you plan to stop at a restaurant enroute, it would be best to make advance reservations.

The assistant leader could also be responsible for gathering general information about any side trips.

IN CASE OF EMERGENCY

Read "Emergency Procedures Enroute" in the administration section of this guide for appropriate action to be taken in case medical treatment or hospitalization is needed, including notification of parents, the local council, and the National Council, through the contingent leader.

ISU EMERGENCY PHONE NUMBERS

The emergency phone number (July 31 - Aug. 5, 2004) for parents to reach you while you are at Iowa State are:

515-296-6622

(Conference Headquarters)

515-294-4428

(Campus Operations/24 hours per day))

These numbers are to be used for emergencies ONLY! Anyone that may have to use the emergency phone number should be ready to give their name, council name and headquarters city for rapid identification.

IF SEPARATED FROM THE UNIT

Each member of the contingent must know and understand these rules:

- Stay with your buddy.
- Stay near the point of separation.
- Phone the tour party at the next scheduled stop.
- Request police or ranger assistance.
- If necessary, check with the nearest local BSA council.

EACH PERSON IS TO HAVE A COPY OF THEIR CONTINGENT'S ITINERARY.

Buddies and Credentials

- All youth are to be paired off as buddies. This will prove advantageous in case of separation from the main group.

- Care must be exercised that every youth carries credentials identifying him as a member of the contingent along with his personal identification that includes name, address, and telephone number of parents; religious faith; whom to notify in case of emergency; council; and headquarters city.

- Every youth must have pocket money for emergency use.

FILE A TOUR PERMIT
By May 31, 2004

VI. SERVICES AND FACILITIES

RELIGIOUS OBSERVANCE

Religious observance and services for Scouts and Scouters of all faiths will be coordinated by the Activities and Recreation Committee. A schedule of services will be available at check-in upon arrival at the university.

The contingent leader should plan on meeting the religious needs of contingent members that may be required prior to those available at the national conference.

POSTAL SERVICE

Inasmuch as the national conference will last less than one week, participants should not encourage those back home to send mail to the university. However, should the need arise the NOAC mailing address is:

(Your Name)
ISU Conferences
Attn: NOAC
Room 210
Iowa State Memorial Union
Ames, Iowa 50011-1130

ADVANCE SHIPMENTS OF EXHIBITS AND EQUIPMENT

Lodges desiring to ship exhibits, materials and/or equipment to the conference site may do so by addressing all packages as follows:

NOAC 2004
Iowa State University
(Council Number and Headquarters)
c/o Sevede Transfer and Storage
1102 Southern Hills Drive
Ames, Iowa 50010

SHIP TO ARRIVE AFTER JULY 1, 2004

Once you arrive on campus, check with the conference Support Services office in the ISU Memorial Union, for instructions on picking up your shipment.

TRADING POST

The national conference trading post will be operating in the Iowa State Memorial Union, a convenient and central location on campus. It will offer a full compliment of Order of the Arrow and national conference merchandise.

Contingent participants are encouraged to utilize the NOAC pre-order form to order merchandise in advance of the conference. This will help ensure all mementos desired can be obtained as well as avoid long lines and possible disappointment in attempting to purchase merchandise at the conference.

Trading Post Pre-order Pickup

All trading post pre-orders must be picked up by 5:00 p.m. on Sunday, August 1, 2004.

Travelers' Checks and Credit Cards

It is recommended that everyone carry conference money in travelers' checks. The trading post will accept travelers' checks, and MasterCard, Visa, American Express and Discover credit cards.

Room Keys

Each conference participant will be responsible for safeguarding their room key. All lodge contingents will be charged a \$50.00 key deposit when the lodge registers at the Scheman Education Building on Saturday, which will be refunded to the contingent leader when all keys have been returned on Thursday, August 5.

VII. UNIFORMS AND EQUIPMENT

SCOUT UNIFORM

Arrowmen and Adult Leaders

Official NOAC uniform:

- Scout shorts or trousers
- Scout shirt, short-sleeve casual
- Scout khaki web or leather belt
- Scout socks
- Scout visored cap (mesh) or conference cap
- Order of the Arrow sash

Activities Uniform

The activities uniform for youth and leaders is an NOAC T-shirt, Scout shorts, Scout socks and Scout or conference visored cap.

Participants attending seminars, shows and training sessions will be expected to be in full Scout uniform. The activity uniform is for use in recreational events only. (Contingent leaders are expected to set the example.)

Each participant is encouraged to also bring one or more T-shirts as a silkscreen opportunity is planned for Founders' Day.

Travel Uniform

While aboard planes, trains, buses, or automobiles enroute, youth and leaders are encouraged to wear the official Scout uniform.

Recommended Personal Equipment

Beach towel (Towels are not to be taken from residence halls)
Personal water bottle
Medications
Emergency phone numbers (including work #s)
Toothbrush
Toothpaste
Deodorant
Underwear
Sun glasses
Shaving kit
Alarm clock
Small portable fan

ISU will provide 2 sheets, a blanket, pillow, and 2 towels.

Required Contingent Equipment

- 1 Wooden lodge "flap" sign for opening show (sign design can be found on the OA web site)
- 3 Contingent rosters
 - 1 For contingent leader, with name, address and emergency contact phone number of each participant
 - 1 For turn-in to NOAC registration
 - 1 Just in case

REMEMBER! All participants must turn in a completed (signed) class 3 medical form to the NOAC registration office on Saturday, July 31.

Online Information

For ISU and Ames information, please visit:

www.iastate.edu

www.visitames.com

For ISU and area maps, please visit:

www.fpm.iastate.edu/maps/

For NOAC Program Information please visit:

www.oe-bsa.org