

NATIONAL ORDER OF THE ARROW CONFERENCE



# STAFF REGISTRATION PRIMER

EDITION 1.0 | RELEASED OCTOBER 2023





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## INTRODUCTION

The Staff Registration Primer is designed for NOAC staff members and it contains critical information to enable initial staff member registration and planning to attend the 2024 National Order of the Arrow Conference (NOAC).

At NOAC 2024, Arrowmen from around the country will gather in Boulder, Colorado to build ties of brotherhood and grow together as cheerful servants. Thousands of Arrowmen will attend the 2024 conference to share ideas, learn from one another, and most importantly, experience an outstanding conference that is unlike any other event in Scouting.

NOAC is Scouting's second-largest national program event. The reason for its sustained popularity can be attributed to the fact that it is planned and carried out by Arrowmen. Youth involvement ensures the conference program will be exciting, relevant, and nonstop fun.

Delegates and conference staff 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 at the unit, district, and council levels.
- New programs, knowledge, and skills to improve lodge and chapter operations.
- Enhanced leadership skills and a better understanding of how to carry out the work of the lodge.
- New friendships with fellow Arrowmen from throughout the nation and around the world.

### DATES AND LOCATION

The 2024 conference will begin on Monday, July 29, and end on Saturday, August 3, 2024, at the University of Colorado Boulder.

### THEME

The 2024 conference theme, Seek New Heights, encourages each delegate to act today to rise above oneself to ascend, explore, and take it to the next level – both physically and metaphorically. Inspiration for the theme and graphic is drawn from the towering Rocky Mountains and the breathtaking location in Boulder, CO. We ask our delegates to imagine being on an adventure, scaling the towering peaks of life's challenges and basking in the rewarding vista that awaits.

The theme encompasses the powerful drive to take it to the next level, surpassing our current limitations for the sake of progress. Just as a climber conquers an imposing mountain, we too must overcome obstacles and forge new paths. Seek New Heights implores us to elevate our aspirations, to be perseverant, and to reach a new summit of personal and collective achievement in the Order of the Arrow. The accompanying NOAC learning objective is "Progress is only possible when we challenge ourselves to go beyond our current limits."

**ATTENDEE TYPES**

All conference attendees must be a registered member of the Boy Scouts of America with a paid membership and have their council's approval to be eligible to participate. Council approval is an automated process that takes place within the National Order of the Arrow Event Registration System ([NOAERS](#)).

ROLE	DESCRIPTION
<b>Contingent Delegate</b>	Contingent youth and adult delegates compose more than 80% of all conference attendees and attend as members of lodge contingents to participate in the conference program. Youth contingent delegates are advised by their contingent adult leadership. Contingent delegates sign up to attend with their local lodge and the contingent leader extends an invite via NOAERS to create their individual conference profile.
<b>Individual Delegate</b>	Individual delegates attend the conference on their own, not as part of a contingent, and participate in the conference program. Individual delegates must be at least 21 years of age. Individual delegates register on their own to attend via NOAERS.
<b>Remote Delegate</b>	Remote delegates are individuals who are unable to attend the conference in person. Remote delegates experience live streaming of certain shows and training sessions, a patch, and other remote delegate-only activities. Remote delegates register on their own to attend via NOAERS.
<b>Conference Staff</b>	Conference youth and adult staff are volunteers who execute the conference program. Conference staff must apply and be appointed to a staff position by a conference committee Lead Adviser. Conference staff apply and register to attend via NOAERS. Applicants not selected for a staff position are encouraged to attend as a contingent delegate or if 21 years of age or older, as an individual delegate.



## STAFF PLANNING

### STAFF ROLE

NOAC staff members serve as members of the various conference committees to help plan and execute the conference program. Over 1200 youth and adult Arrowmen will serve on the NOAC 2024 staff. Staff members register and apply to serve on a particular committee individually. Staff member participation is subject to Scout executive and committee lead adviser approval.

### STAFF APPLICATION PROCESS



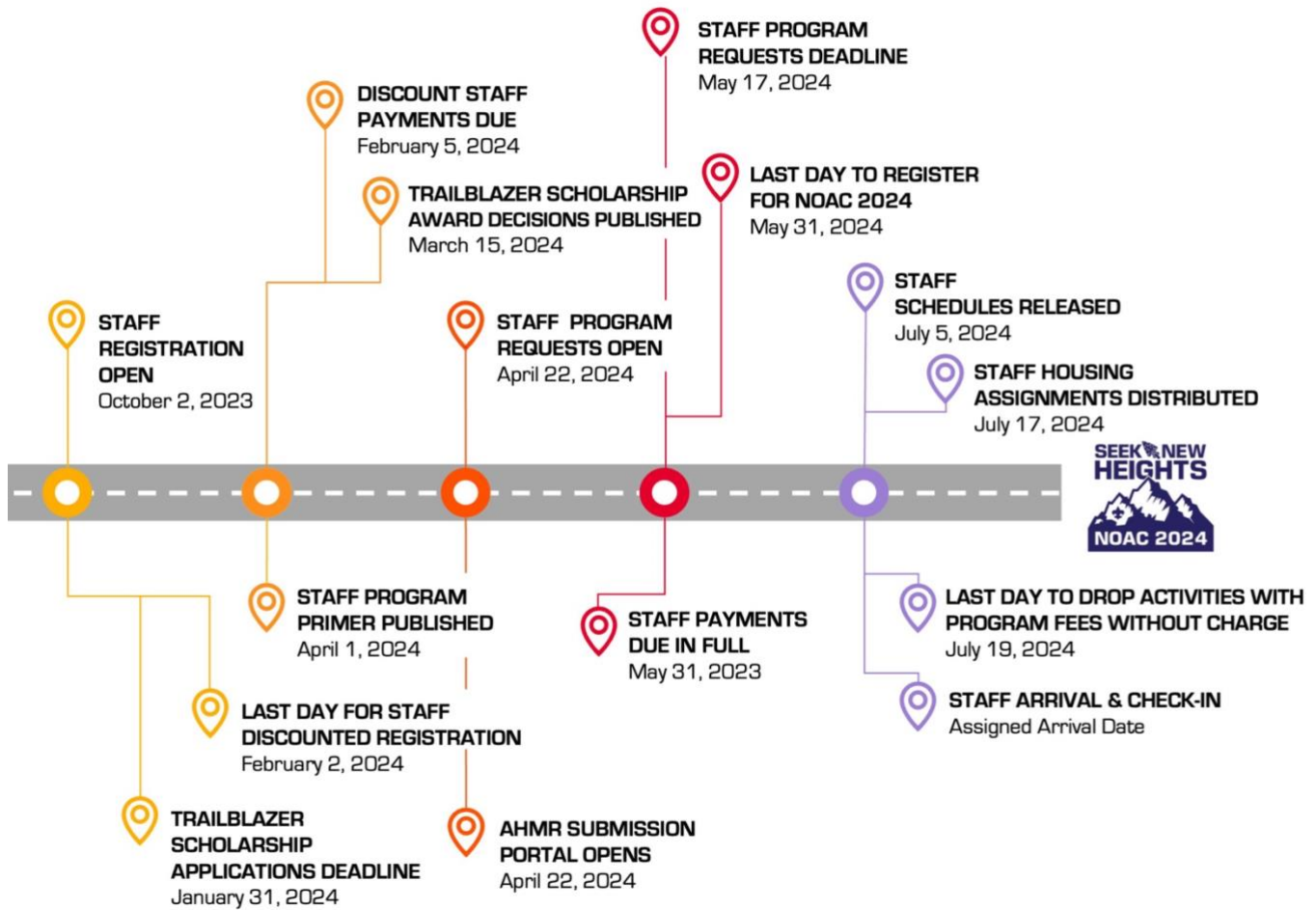
STEPS	DESCRIPTION
<b>Staff Application</b>	Staff complete initial applications via the National Order of the Arrow Event Registration System (NOAERS) beginning on October 2, 2023. During the initial application, staff members will provide basic demographics, select the staff fee structure, and provide qualification details and requested committee choices. This application will be routed to the Scout executive for initial approval.
<b>Committee Appointment or Staff Pool</b>	Lead advisers review each staff application after Scout executive approval. After reviewing the application and qualifications, the lead adviser will appoint the staff member to the committee or place the staff member in the Staff Pool. NOAERS will notify the staff member via email when this occurred. Those placed in the Staff Pool can be picked up by other committees through June 30, 2024.
<b>Arrival Date Assignment</b>	Beginning in early 2024, the lead adviser will assign the staff member's conference arrival date. This date is determined by work requirements. The staff member will be notified via email when this date is assigned in NOAERS. Please do not plan travel until this date is assigned.
<b>Committee Specific Training</b>	Depending on the staff member role, the committee may conduct meetings or committee specific training and onboarding in advance of the conference. This communication will come directly from committee leadership via email.

## STAFF MEMBER RESOURCES

All staff members should familiarize themselves with the below resources and make frequent use of them in the conference planning process.

RESOURCE	DESCRIPTION
<b>Conference Website</b>	The NOAC 2024 website, <a href="https://noac.oa-bsa.org">noac.oa-bsa.org</a> , is filled with conference news, frequently asked questions, program updates, travel information, and promotional resources. The conference website provides the latest conference details and will be frequently updated throughout the conference planning process.
<b>Staff Member Dashboard</b>	The staff dashboard is accessible in NOAERS and allows staff members to manage their conference registration. This includes key activities such as making payments, editing registration details, and inputting travel plans. Some of these features will become available as the conference approaches in spring 2024.
<b>Concierge General Inbox</b>	The concierge inbox is a resource for all staff members to submit technical assistance requests and general conference questions. In addition to working with your lead adviser, staff members are welcome to message the general inbox at <a href="mailto:concierge@oa-bsa.org">concierge@oa-bsa.org</a> .
<b>Lead Adviser</b>	The lead adviser will be the primary point of contact for details on the staff member experience. Staff members should work with their lead advisers to ensure registration compliance and gather other key planning details. Lead advisers are responsible for selecting committee members, assigning roles, and determining conference arrival dates.

## KEY STAFF PLANNING DATES



## STAFF REGISTRATION TIMELINE

ACTIVITY	DESCRIPTION
<p style="text-align: center;"><b>Staff Registration Opens</b></p>	<p><b>OCTOBER 2, 2023 – MAY 31, 2024</b>   Staff members should visit the National Order of the Arrow Event Registration System (NOAERS) to register and request a committee assignment. Staff members will select between the discount or standard registration option at this time and pay the appropriate deposit. Staff members who need to request cancellation at any time must email <a href="mailto:concierge@oa-bsa.org">concierge@oa-bsa.org</a>.</p>
<p><b>Staff Profiles Completed</b></p>	<p><b>OCTOBER 2, 2023 – MAY 31, 2024</b>   Staff members login to NOAERS to complete all information on the “General” &amp; “Event” tabs. Additional information will be solicited in spring 2024 to help inform conference program planning.</p>
<p><b>Trailblazer Scholarships Applications Submitted</b></p>	<p><b>FALL 2023 – JANUARY 31, 2024</b>   Youth staff members may submit Trailblazer Scholarship Applications. Award decisions will be shared with applicants by March 15, 2024.</p>
<p><b>Staff Housing</b></p>	<p>Staff members will be assigned on-campus residence hall housing but will have the option to choose premium housing options for an additional cost.</p>
<p style="text-align: center;"><b>Staff Request Trainings &amp; Activities of Interest</b></p>	<p><b>APRIL 22 – MAY 17, 2024</b>   Staff members may select preferred training and activities within NOAERS. Staff members are encouraged to complete this step before May 17. These requests will be used to create an individualized program schedule in early July. Any staff member who does not submit requests will be able to build a schedule based on remaining open seats in training and activities beginning in early July. A staff member's primary responsibility is their staff role at the conference and participation in the conference program is subject to their conference vice chief and lead adviser approval.</p>
<p style="text-align: center;"><b>Staff Input Roommate Requests</b></p>	<p><b>APRIL 22 – JUNE 28, 2024</b>   Staff members can provide a requested roommate within NOAERS. Staff members must make requests in line with youth protection guidelines.</p>
<p style="text-align: center;"><b>Staff Input Travel &amp; Arrival Information</b></p>	<p><b>APRIL 22 – JUNE 28, 2024</b>   Staff members must submit their travel arrangements via NOAERS by June 28, 2024. Whether the staff member is arriving by plane, train, personal vehicle, rental vehicle, or a combination of travel methods, both the arrival and departure method must be accounted by the staff member. This process will also allow staff members to request airport shuttle service for an additional fee.</p>
<p style="text-align: center;"><b>Staff Members Submit Annual Health and Medical Records (AHMR)</b></p>	<p><b>APRIL 22 – JULY 22, 2024</b>   Staff members submit their Annual Health and Medical Records via secure portal. Access to secure portal for uploading AMHR will be shared in spring 2024. No other type of medical form will be accepted. An AHMR is valid through the end of the 12th month from the date it was administered. For NOAC 2024, the medical examination must have been performed by a licensed practitioner after August 1, 2023.</p>
<p style="text-align: center;"><b>Staff Late Registration Period</b></p>	<p><b>JUNE 1 – JUNE 28, 2024</b>   Late fee applies for any new staff members registering after May 31. Any request for cancellation must be submitted to <a href="mailto:concierge@oa-bsa.org">concierge@oa-bsa.org</a>. Staff members registering after May 17 will not have access to request program activities.</p>



<p><b>Staff Arrival Dates Finalized</b></p>	<p><b>JULY 1, 2024</b>   Conference lead advisers will assign arrival dates via NOAERS. When a staff member is assigned an arrival date, they will receive a notification email. In many cases, this will be completed prior to this date. Any early arrivals must be requested via your lead adviser and will incur a cost. Early arrival is subject to approval and conference need.</p>
<p><b>Staff Registration Cancellation Deadline</b></p>	<p><b>JULY 1, 2024</b>   Staff registration is closed to all changes including new additions. Any cancellations beginning on this date will result in the full forfeiture of the conference fee.</p>
<p><b>Staff Training &amp; Activity Schedules Released</b></p>	<p><b>JULY 5 – AUGUST 1, 2024</b>   Staff members receive their individual program schedules based on the training and activities requested. Staff members may make modifications to schedules based on availability of programs in NOAERS. The individual schedule editing process is ongoing and can be done at any time after the schedule is released. As such, activity and session availability may vary leading up to the conference. After schedules are released, staff member will receive any “activity specific” information. This may include deadlines for specialized waivers or dress policies for certain activities.</p>
<p><b>Activity Fee Billing &amp; Payments</b></p>	<p><b>JULY 5 – JULY 19, 2024</b>   Activity-specific fees will be assessed to staff member accounts in NOAERS. Staff members will be notified to login to NOAERS and directly submit payment by credit card. Any staff member who does not pay incidental fees is subjected to being dropped from the activity.</p>
<p><b>Staff Arrival Instructions &amp; Housing Assignments Distributed</b></p>	<p><b>JULY 17, 2024</b>   The staff-member specific information regarding housing assignments, arrival window, and check-in location will be distributed via email. This will allow staff members to familiarize themselves with their housing location and provide any specific pick-up or drop-off addresses for transportation services such as staff-member arranged travel services.</p>
<p><b>Arrival at NOAC 2024</b></p>	<p><b>AS SPECIFIED</b>   Staff members arrive on the date designated by the lead adviser and check in for a conference filled with memories to last a lifetime!</p>

## CONFERENCE PROMOTIONAL PATCH

The National OA Office will send each staff member one conference promotional patch when they complete their initial registration while supplies last. This patch can be worn on the Scout uniform above the right pocket, in the same place as a national or world Scout jamboree patch.





## FEE STRUCTURE AND BILLING

### STAFF FEE

The conference fee includes all staff housing, conference program, meals, and support materials, registration materials, insurance, and recognition items during the six-day conference. Staff members arriving early may incur early arrival costs if approved by their lead adviser.

There are two conference fee options for staff members, either discounted or standard. The staff member will determine whether they wish to follow the discounted fee structure or standard fee structure during initial staff member registration.

Staff members may login to NOAERS at any time and make partial payments, as long as due dates are met as outlined below. All payments must be made online, via credit or debit card. No personal checks or cash will be accepted.

TYPE	DESCRIPTION
Discounted Fee	<p>The discounted staff member conference fee is \$625.00.</p> <p>Description: Discounted registration allows staff members the lowest conference fee option. Staff members wishing to register at the discounted fee must register and pay in full by Friday, February 2, 2024. Discounted fees are non-refundable.</p> <p>Staff members will be required to submit a \$300.00 payment upon initial registration. All staff must return to NOAERS and make any outstanding payments by February 2, 2024. Any discounted registration not paid in full by the deadline will incur a \$50.00 late charge and the non-refundable deposit amount will remain enforced.</p>
Standard Fee	<p>The standard staff member conference fee is \$675.00.</p> <p>Description: Standard registration allows staff members more flexibility to pay over time with payment in full by Wednesday, May 31, 2024. Standard registration fees are refundable, minus a \$100.00 deposit, until June 28, 2024</p> <p>Any standard registration not paid in full by May 31, 2024, will be subject to the late registration fees and conditions.</p>

Any staff member registered on or after June 1, 2024, will only be accepted based on space availability and will be subject to a late registration fee of \$50.00, for a full conference cost of \$725.00. Late registration fees are refundable, minus a \$100.00 deposit, until June 30, 2024.

### CANCELLATIONS AND REFUNDS

All requests for cancellations of staff registration must be made in writing to the Contingent and Staff Services Committee at [conciierge@oa-bsa.org](mailto:conciierge@oa-bsa.org) by June 30, 2024. Standard registrations will receive a full refund of all fees, minus their deposit amount of \$100.00. Staff members canceled after June 30, 2024, will forfeit the

conference fee. No refunds will be given for cancellation of discounted staff registrations. If an outstanding balance remains, the staff member must pay the remaining balance.

Any staff applicant who is not selected for a staff role will have any conference fees paid refunded.

## **TRAILBLAZER SCHOLARSHIP FUND | NEW**

NOAC aims to ensure that every eligible youth delegate or staff member who is interested in attending the conference can do so, regardless of financial background. While youth delegates and staff are encouraged to fundraise as much as they reasonably can, some youth delegates and staff will need additional financial support to cover conference costs. Lodges are expected to be the primary provider of scholarships to staff members who need them. To supplement lodges scholarships, NOAC has established the Trailblazer Scholarship Fund to support Scouts with financial needs.

A Trailblazer Scholarship can potentially cover any requested amount up to the full standard conference fee of \$675.00. To maximize the number of Scouts who can attend NOAC, full scholarships will only be given in the most extraordinary cases. Most scholarship awards will total 50% or less of the standard conference fee.

The Trailblazer Scholarship Fund will be funded primarily through the sale of exclusive conference merchandise. Exclusive Trailblazer Scholarship Fund merchandise will be made available in fall 2023 and the last day of sales will be January 31, 2024. All proceeds from the sales of merchandise will be put into the Trailblazer Scholarship Fund to create the pool of available funding.

Applications for the Trailblazer Scholarship Fund will be made available on [noac.oa-bsa.org](https://noac.oa-bsa.org) in fall 2023 and the last day to submit a scholarship application will be January 31, 2024. Eligibility requirements for the Trailblazer Scholarship Fund include:

- Be registered for NOAC within NOAERS as a youth (under 21) staff member by January 31, 2024
- Submit a completed Trailblazer Scholarship application by January 31, 2024
- Be under the age of 21 through the last day of the conference, August 3, 2024

The Scholarship Committee will determine scholarship amounts for each applicant. Lodges, sections, or regions do not have a role in reviewing and approving Trailblazer Scholarship Fund applications but may be contacted by the committee to validate requests.

Staff applicants will be notified of their scholarship status and a potential award by Friday, March 15, 2024. Trailblazer Scholarship awards will be applied directly to the individual registration account within the NOAERS. Funds will not be mailed.

Anticipated questions in the Trailblazer Scholarship Fund application will include financial information such as the size of household, parent or guardian name(s), total annual household income before taxes, and the requested scholarship amount. There will be additional free form response questions, such as why are you interested in attending the NOAC, what are you doing to raise funds to attend NOAC, and if you do not receive the scholarship amount you requested, how might that impact your ability to attend NOAC?



## STAFF MEMBER TRAVEL

Staff members are encouraged to begin their travel planning once they have been accepted on a committee staff and have been assigned an arrival date within NOAERS by their lead adviser. Initial travel planning information is below, and additional information will be released leading up to the conference.

### STANDARD STAFF ARRIVAL SCHEDULE

ANTICIPATED ARRIVAL DAY	STAFF MEMBER TYPES
Sunday July 28, 2023	General Staff Arrive
Saturday July 27, 2023	Committee Leadership Arrive
Friday July 26, 2023	Conference Vice-Chiefs & Lead Advisers Arrive
Thursday July 25, 2023	Conference Management Arrive

All staff arrival dates are based on the specific committee needs and, in some circumstances, may vary from the above guidance. Lead advisers are required to seek approval from a deputy conference chairman for any staff members assigned arrivals earlier than the above schedule. Staff are encouraged to work with their lead adviser to determine their arrival date once assigned to a committee. A very small spike team from the conference logistics staff will arrive before July 25 to establish the initial conference infrastructure. For staff members who arrive at the conference prior to their assigned start date, a daily rate to be determined will be charged to the individual staff member.

### AIRPORT AND AMTRAK

TYPE	DESCRIPTION
Shuttle Service between Airport / Train and Campus	<p>NOAC will establish chartered shuttles from the Denver International Airport (DEN) and Denver's Union Station to University of Colorado Boulder that staff members can reserve within NOAERS beginning in spring 2024. Travel time between the Denver International Airport and campus is approximately 50 minutes. Travel time between Denver's Union Station and campus is approximately 60 minutes.</p> <p>Departures on August 3 will commence as early as needed to check-in for departure flights. Airport check-in time, security screening, travel, and load time on the campus, for your return trip, will be included in the total amount of time needed for your departure, which will be a minimum of three hours. Please plan your departures flights with these considerations.</p> <p>Additional information on costs and how to reserve shuttle seats will be shared with staff members in early 2024.</p>

## PERSONAL AND RENTAL VEHICLES

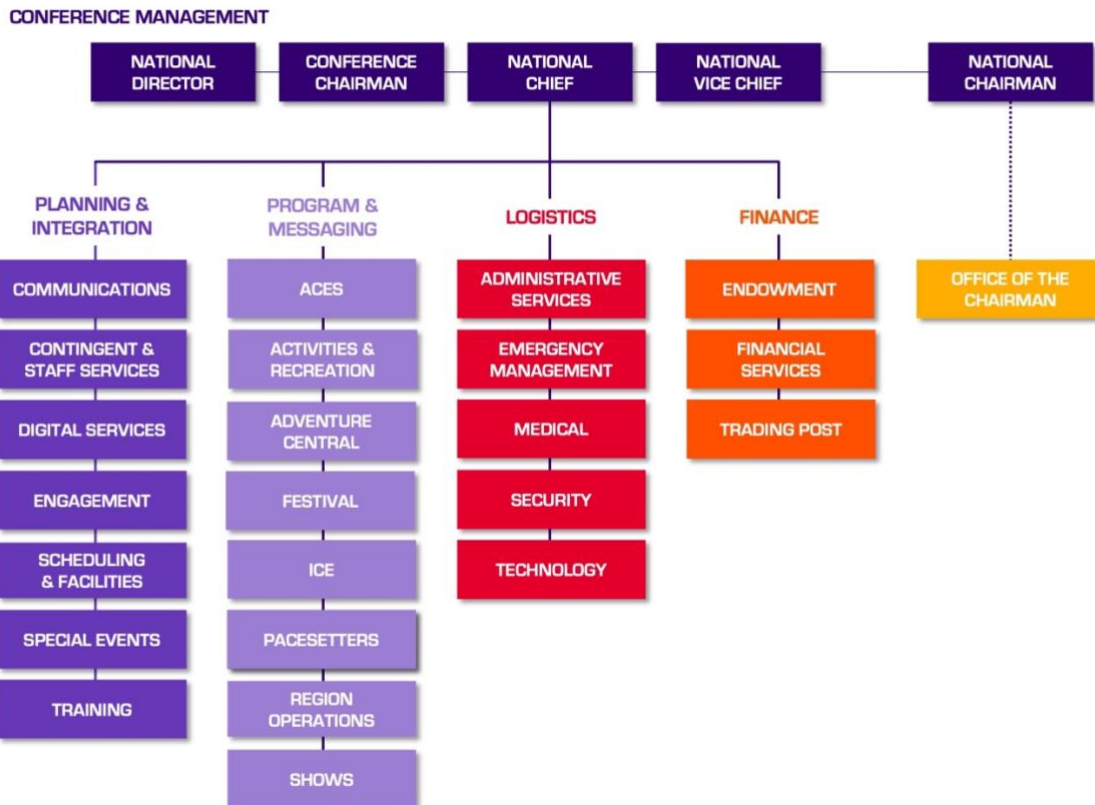
TYPE	DESCRIPTION
<p><b>Campus Parking Permits</b></p>	<p>All parking at the University of Colorado Boulder requires a parking permit. Parking permits are expected to cost \$25.00 to \$35.00 for the entire conference or \$10.00 per day for each vehicle.</p> <p>Parking permits will be available for purchase beginning in spring 2024. Each parking permit allows access to one parking spot. If the staff member brings a trailer for example, the trailer will also need a parking permit, even if it remains attached to a vehicle.</p> <p>If the staff member is renting vehicles in the days leading up to the conference, parking permits may be purchased in advance to “hold your spot” and then edit the permit details once your rental vehicle make, model and license plate is known.</p> <p>All parking permits at the University of Colorado Boulder are based on the license plate of the vehicle, and no permits will need to be printed.</p>
<p><b>Vehicle Insurance</b></p>	<p>All vehicles must be covered by automobile liability insurance with limits that meet or exceed the requirements of the state in which the vehicle is licensed. It is recommended, however, that coverage limits are at least \$100,000.00 combined single limit. Any vehicle designed to carry ten or more passengers should have a limit of \$1,000,000.00. For insurance information refer to the Insurance section in the Guide to Safe Scouting.</p>
<p><b>Vehicle Drivers</b></p>	<p>All drivers must have a current valid driver’s license and must be 18 years of age or older. Youth drivers are prohibited. Driving time is limited to a maximum of 10 hours in one 24-hour period, regardless of drivers available. Frequent breaks are required, including rest, food, and recreation. Do not drive when distracted or drowsy. If trucks are used, passengers may only ride in the cab. The use of 15-passenger vans manufactured before 2005 are prohibited. The relevant policy from the Boy Scouts of America can be found <a href="#">here</a>.</p>



# CONFERENCE COMMITTEE AND STAFF

Youth leaders and veteran Arrowmen from around the nation make up the national conference committee and bring to life the conference programming. Clint Takeshita serves as conference chairman and advises the national chief and national vice chief throughout the planning process. Cortland Bolles, National Director, serves as the conference staff adviser. The national Order of the Arrow committee, led by National Chairman Dr. Chris Grove, provides overall guidance to the 2024 national conference.

The conference could not function effectively without the dedicated service of more than 1,400 Arrowmen who volunteer as conference staff, organized into more than 20 committees. Members of the conference staff pay their own way to the conference and work in a support role to help make the conference program a successful and enjoyable experience for all Arrowmen. Leadership points of contact for each committee are listed below and prospective staff are welcome to email them to learn more about potential staffing opportunities within their committee.



COMMITTEE	DESCRIPTION	CONTACT
<b>Activities &amp; Recreation (ARC)</b>	Responsible for staging a variety of activities, escape rooms, recreational activities, movies, etc., including off-campus activities. Facilitates conference-wide patch trading.	<b>Frank Fodero</b> eagle197@aol.com
<b>Administrative Services</b>	Responsible for the support arm of the conference, providing for a variety of services that make the conference operate smoothly: equipment and material procurement and distribution, service corps, storage, warehousing, printing, signage, and conference related construction.	<b>Spencer Long</b> spencer.long@gmail.com
<b>Adventure Central</b>	Responsible for adventure-related activities, including the Experience (Outdoor Gear Expo), STEM, and Outdoor Adventure activities at the conference.	<b>Nick Digirolamo</b> nick.digirolamo@gmail.com
<b>Arrowman Conservation Education &amp; Sustainability (ACES)</b>	Responsible for coordinating sustainability efforts across all committees and conservation program elements at the conference, including the Arrowman Conservation Education and Sustainability Village.	<b>Jake Wellman</b> jake.wellman@gmail.com
<b>Communications</b>	Responsible for the various media outlets at the conference, including the newsletter, website, social media, and the conference app content.	<b>Nick Ochsner</b> naochsner@gmail.com
<b>Contingent &amp; Staff Services (C&amp;SS)</b>	Responsible for coordinating and facilitating contingent and staff registration, contingent concierges, arrival planning, show seating, housing, transportation, and food service.	<b>Tyler Stepanek</b> tystep71@gmail.com
<b>Digital Services</b>	<b>NEW</b>   Responsible for coordinating mobile application design and end user support. Leads integration across technology assets (e.g., NOAERS, mobile application, conference wide game, etc.) Owns the development and maintenance of technology tools and solutions.	<b>Mike Card</b> mike@mikecard.net
<b>Emergency Management</b>	<b>NEW</b>   Responsible for emergency planning coordination for large scale conference events. Oversees the program hazard analysis for all conference program activities and mitigation of activity risk.	<b>Dennis Ellis</b> trooperisp@gmail.com
<b>Endowment</b>	Responsible for OA Endowment Trading Post. Coordinates Endowment activities including the Endowment lunch and special activities for donors.	<b>Mike Hoffman</b> mikeh@azben.com
<b>Engagement</b>	Responsible for the overall delegate and staff experience including delegate arrival, the conference wide game, the Admonition Team, and the participation award.	<b>Donald Stephens</b> djstephens1959@gmail.com
<b>Financial Services</b>	Responsible for oversight of daily financial and business operations of the conference.	<b>Craig Davis</b> mail@craigdavis.net



<b>Induction &amp; Ceremonial Events (ICE)</b>	Responsible for helping lodges improve the quality of the full spectrum of their OA inductions, from conducting unit elections to the Vigil Honor, via classroom sessions and live evaluations of ceremonies teams.	<b>Bill Chin</b> bill@eaglewbc.com
<b>Festival</b>	Responsible for all programs and activities associated with the festival on the last full day of conference prior to the theme show.	<b>Ross Armstrong</b> rossearmstrong@gmail.com
<b>Medical</b>	Responsible for on-site medical services and clinic operations. Liaises with local health care and safety providers. Manages staff and delegates medical records.	<b>Mike Parmer</b> mike-parmer@sbcglobal.net
<b>Office of the Chairman</b>	Responsible for special projects and guest coordination in support of the conference and the OA business plan.	<b>Dan Dick</b> dandick09@gmail.com
<b>Pacesetters</b>	<b>NEW</b>   Responsible for all athletic individual and team competitions including the NOAC triathlon, 5k and 10k runs. Promotes nutrition and fitness through training sessions, workshops, activities, and competitions.	<b>Glenn Ault</b> ault@med.usc.edu
<b>Regional Operations</b>	Responsible for coordinating lodge performance activities at the conference. Responsible for the National Council of Chiefs and lodge and section leaders dinner.	<b>Mike White</b> mikewhite001@gmail.com
<b>Scheduling &amp; Facilities</b>	Responsible for coordination of the conference schedule, creation of delegates program schedules and coordination of reservations for all conference venues.	<b>Sam Gartzman</b> sgartz507@gmail.com
<b>Shows</b>	Responsible for the development, production, and staging of the four evening shows.	<b>Max Sasseen</b> maxsasseen@me.com
<b>Security</b>	Responsible for conference public safety including enforcing the code of conduct.	<b>Marc Poulin</b> marc.poulin1975@gmail.com
<b>Special Events</b>	Responsible for all special events and activities, receptions, religious services, NESAs events, the Goodman-Edson Observatory-The Conference Museum exhibition, Very Important Arrowmen (VIA) luncheons, and Distinguished Service Award and Red Arrow reception and dinner.	<b>Bob Chaballa</b> rchaballa@outlook.com
<b>Technology</b>	Responsible for providing the necessary technology support for all conference committees, including networks, computers, printers, sound systems, video equipment, radios, and hosting the hackathon.	<b>Joe Glenski</b> joseph.glenski@gmail.com
<b>Trading Post</b>	Responsible for the conference Trading Post operations and merchandise pre-orders.	<b>Scott Best</b> scott@scottbest.com
<b>Training</b>	Responsible for planning, developing, and conducting all training programs and educational opportunities for both youth and adult Arrowmen.	<b>Jason Riley</b> mjriley@me.com





## CONFERENCE POLICIES

ELEMENT	DESCRIPTION
<b>Boy Scouts of America Registration</b>	All conference attendees are required to have an active registration with the Boy Scout of America. Additionally, all conference attendees require local council Scout executive approval to participate in NOAC. Registration status will be verified, and council Scout executive approval will be completed through an automated process within NOAERS.
<b>Youth Protection Training</b>	All attendees 18 years of age and older must complete the Boy Scouts of America Youth Protection Training course within one year of the last day of the conference. Certificates should be dated August 4, 2023, or later. Contingent leaders, delegates, and conference staff members can view if their youth protection training is valid and associated with their NOAC registration within NOAERS. The Youth Protection Training can be completed at <a href="https://my.scouting.org">my.scouting.org</a> .
<b>Criminal Background Checks</b>	All attendees 18 years of age and older, will have a criminal background check completed immediately prior to the conference. The criminal background checks are completed by a third-party vendor. The national OA director will address any issues that arise from the criminal background checks with the delegate/staff member and their respective lead adviser.
<b>Use of Tobacco, Alcohol, or Drugs</b>	The University of Colorado Boulder is a smoke free campus. The use of alcoholic beverages, non-prescribed drugs, or controlled substances will not be permitted at the conference or on the University of Colorado campus and will result in immediate dismissal from the conference at the staff member's expenses.
<b>Child Abuse</b>	All staff over 18 years of age are in a critical position to help safeguard our youth. Abuse of children falls into many forms including physical, mental, sexual, and verbal abuse. Child abuse is against the law and child abuse will not be tolerated in the Boy Scouts of America or the Order of the Arrow. <ol style="list-style-type: none"> <li>1. If someone is in immediate danger, emergency service should be notified first followed by the national OA director.</li> <li>2. If someone is out of immediate danger, report to the national OA director.</li> <li>3. If the national OA director is not readily accessible, we should include the Scouts First Helpline at 844.726.8871 or email <a href="mailto:scoutsfirst@scouting.org">scoutsfirst@scouting.org</a>.</li> </ol>
<b>Guests of the University of Colorado</b>	All conference delegates and staff are guests at the University of Colorado Boulder and are expected to behave as such. The cooperation of all delegates and staff is requested to see that university property is treated with respect. We recognize the land acknowledgement statement which the University of Colorado Boulder commits to in its daily operations.

<p><b>Insurance Policy</b></p>	<p>Accident and sickness insurance is provided to all conference attendees. The cost of this insurance is included as part of the conference fee. Coverage for registered members of the BSA will be effective during travel and during their stay at the conference. All notice of claims must be filed with the administrator, Health Special Risk, Inc. within 90-days after any loss covered <a href="#">here</a>.</p>
<p><b>Annual Health and Medical Record (Medical Forms)</b></p>	<p>All conference attendees must submit a valid BSA Annual Health and Medical Record (AHMR) at least one week prior to their arrival at the conference, Monday, July 29. New this year, AHMR forms will be submitted in advance of the conference, via a secure medical records portal. Staff will have a field in NOAERS indicating if their AMHR has been submitted or not. The secure medical records portal will open in spring 2024. AHMR forms can be accessed <a href="#">here</a>.</p> <p>No other type of medical form will be accepted. An AHMR is valid through the end of the 12th month from the date it was administered. For NOAC 2024, the medical examination must have been performed by a licensed practitioner after August 1, 2023.</p> <p>Contingent leadership is encouraged to maintain paper copies of each delegate's BSA AHMR Form during the conference and while traveling to and from the NOAC.</p>
<p><b>Immunizations</b></p>	<p>All conference attendees are required to have immunization based on recommendations of the U.S. Public Health Service. As part of AHMR all staff members must provide proof of immunization for tetanus within ten (10) years, since 2014. In addition, youth staff members must provide verification of the following immunizations since birth:</p> <ul style="list-style-type: none"> <li>• Diphtheria and pertussis.</li> <li>• Measles, mumps, and rubella (MMR).</li> <li>• Trivalent oral polio vaccine (TOPV) – four doses recommended.</li> </ul> <p>If any staff member is not able to comply with the immunization requirements, the BSA Immunization Exemption Form must be submitted with the AHMR.</p>
<p><b>Media Policy</b></p>	<p>The conference has a designated spokesperson that speaks on behalf of the conference and the Boy Scouts of America. If you are approached by media, inquiries should be directed to <a href="mailto:PR@scouting.org">PR@scouting.org</a>.</p>
<p><b>Order of the Arrow Commitment to Diversity, Equity, and Inclusion</b></p>	<p>In support of the Order of the Arrow's mission statement and <a href="#">commitment to diversity, equity, and inclusion</a>, the conference will strive to "lead by example" and is actively working to be a role model so that every segment of the BSA can understand how to create an open and inclusive culture where more and more young people feel welcomed. These actions are grounded in the century-long culture of Scouts holding themselves to the highest standards of good character, friendliness, and citizenship.</p>
<p><b>Order of the Arrow Commitment to Sustainability</b></p>	<p>In support of the Order of the Arrow's mission statement and <a href="#">commitment to sustainability</a>, the conference will make every effort to reduce the environmental impact of NOAC. The conference aims to be a zero-waste event. Staff members are encouraged to use recycling and compost facilities on campus and refill water bottles at stations provided throughout campus. Training in environmental conservation will be offered as a part of the conference program at the Arrowman Conservation Education and Sustainability Village and through the Arrowman Conservation School.</p>

