

# NISCHA CHUPPECAT LODGE UNIT ELECTION TIMELINE

**11/3/2018-2/1/2019**

Chapter Election Team Formation & Chapter Election Training

Officers to assemble their election teams and provide training, with Chapter Relations Support.

**ALL TEAM MEMBERS MUST VIEW "Electing New Members Video" AT MINIMUM**

**12/1/2019-12/5/2019**

HTC Council Representative Mails Unit Election Contact Cards

**1/1/2019-1/31/2019**

Chapter Officers to Contact Unit Leaders to Schedule Elections

Chapter Officers need to make at least four attempts to contact unit leader for scheduling unit election. Contacts attempts must be documented on Lodge Contact Log. Here is the list of attempts until a response is achieved:

1. Scoutmaster/Crew Advisor (Email)
2. Scoutmaster/Crew Advisor (Phone)
3. Committee Chairman (Email)
4. Committee Chairman (Phone)

**UNITS THAT ARE "NO CONTACT" AFTER 4 ATTEMPTS MUST BE REPORTED TO CHAPTER ADVISER**

ITEMS TO COVER UPON CONTACT WITH UNIT LEADER

1. Ask if the unit has eligible Scouts. (If no, You still need to attend and visit unit, play camp promotion)
2. Schedule the election date with the unit leader.
3. Ask the meeting location name and address and meeting time.
4. Ask if the unit has a OA Representative, and OA ASM and collect contact information.
5. Ask to promote that at least 50% of the unit show up for meeting night.
6. Encourage the Scoutmaster to Download Election Resources From:

<http://www.hoosiertrailsbsa.org/867>

OA Unit Election Report, OA Adult Nomination Form, and Election Ballots are Here

**2/1/2019-3/31/2019**

Unit Elections

Chapter officers or appointed election team to complete on above scheduled dates. The following tasks are to be completed.

1. Normal Unit Election Process
2. Reminder of Adult Nomination Deadline of 4/15/2019
3. Collect Contact Information of Current OA Unit Representative
4. Play HTC MSR Promotional Video

**DIRECTLY SUBMIT UNIT ELECTIONS REPORT VIA EMAIL (SCANNED OR FILLABLE PDF) TO: OA-HTC@Scouting.org**

**4/15/2019**

Deadline for Adult Nomination Form