



Southern Region Section 1A

Order of the Arrow, Boy Scouts of America



Request for Conclave Service Council Proposal

The following guidelines are provided for conclave proposals for the Order of the Arrow, Southern Region, Section 1A. All proposals must be in writing and signed by the Council Scout Executive.

All proposals must be submitted to the section adviser, Frank Williams:

Mail: 2424 Tyler St Fax: 337-625-8213 Email: adviser@oa-sr1a.org
Lake Charles, LA 70605 frank.williams@levingston.com

Proposals will be reviewed by the Section Key 3 (Section Chief, Section Adviser, and Area Director).

The service council must provide the following for approximately 300 participants (Scouts and Scouters):

1. Facilities for tent camping by participants. Participants will be responsible for their own tentage.
2. Food Service for 5 meals and two cracker barrels, starting with supper on Friday evening, and ending with breakfast on Sunday morning.
3. Shelter (tent or permanent buildings) for training activities.
4. Amphitheater or other outdoor assembly area.
5. Qualified first-aid personnel
6. Assistance with local procurement of program materials as requested by conclave committees. Program expenditures must be approved by the section adviser prior to any purchase.

The proposal must include the following:

1. Details on the proposed facility including:
 - a map of the facility
 - a map to the facility
 - a list of permanent structures to be used for the conclave, including seating capacities
 - any limitations to be placed on their use
2. A proposed menu for all meals.
3. A proposed budget for the conclave. Include costs for meals, any “camp use” fees required by the council, delegate/participation patches, seed money from the previous year’s conclave, and the section officer budget. Projected delegates can be estimated to be the same as previous year’s attendance. Service lodge members are expected to pay the conclave fee as well unless otherwise approved by the council of chiefs. This budget will be presented to and approved by the Council of Chiefs.
4. Attendance estimates are generally provided at the September and February Council of Chiefs meetings, and the pre-registration deadline is generally two weeks prior to the first day of Conclave. The proposal must include any requests to modify these deadlines. If a “late fee” is to be charged for registration received after the pre-registration deadline, that fee must be stated in the proposal.
5. The September Council of Chiefs meeting is usually held at the facility where conclave is to be held. The service council is expected to provide a lunch meal for that meeting. The cost of that meal will be reimbursed out of the Section Operating Budget. If there are any additional charges for this meeting, they must be stated in the proposal.

6. If other services are available, a schedule of the fee(s) charged or cost (if any) for those services.

Section SR-1A will be the Conclave "Host" and is responsible for the following:

1. All program aspects of the conclave, as determined by the Council of Chiefs. The section will establish a section operating budget, which will include section operating expenses, including transportation and fees for section officers to national and regional events, as well as printing, mailing, and council of chiefs meal expenses.
2. Handling of conclave financial matters, other than those provided by the service council and included in the "service" fee. The conclave finances will be maintained in a separate custodial account in a council within the section or the Southern Region office as determined by the Area Director.
3. Payment of program expenses which are included in the approved budget. A copy of the invoice, and proof of payment (such as cancelled check or receipt) must be presented for reimbursement. Payment for expenses will not exceed the budget line item unless approved in advance by the Section Adviser.
4. Establishing registration procedures, and providing staff to register participants. Registration will be accepted only from councils. Individual registration will not be accepted.
5. Providing the service council with the attendance estimate and registration count prior to the established deadlines.
6. Application for, and payment of, BSA camper's accident and liability insurance through the Southern Region office.

Certain items have been typically provided by the service council, but are considered "program" expenses, and are a separate budget line-item from the "service" fee. These items will be reimbursed to the service council upon presentation of the invoice(s) and receipts or other proof of payment. These include:

1. Program materials as requested by conclave committees and included in their respective budget line-item.
2. Religious services