



CHAPTER VIGIL PROCEDURE FAQs

The Amngamek-Wipit 470 Lodge takes pride in recognizing those members who are deserving of the Vigil Honor. This resource serves to answer the most frequently asked questions about the Vigil Honor process.

1. What are the roles of the Chapter Chief and Chapter Adviser in the Vigil nomination process?

- The Chapter Adviser provides the Chief with a list of eligible members who can serve on the committee. The Chapter Adviser selects an Adult Adviser for the committee. In compliance with BSA Youth Protection Guidelines, an Associate Adult Adviser is assigned to attend the committee meetings as well.
- The Chapter Chief selects a Youth Vigil Chair and 3-4 Youth Vigil Committee members.
- The Chapter Adviser and the Chief stay in contact with the committee to check progress as submission deadlines approach and ensure that the packets are submitted to the Lodge on time.

2. What are the roles of the Chapter Youth Vigil Chair and their Adult Vigil Advisers?

- The Youth Chair is responsible for organizing and convening meetings of the Chapter committee. The Youth Chair should have good writing skills and access to a computer capable of processing a fillable PDF.
- He/she will provide a list of preliminary nominee names to the Chapter Adviser and the Lodge Vigil Selection Committee Youth Chair. The Chapter Youth Chair will work closely with the Lodge Youth Chair; providing updates as requested. He/she will also task committee members to gather letters of recommendation for nominees and use this documentation to complete the nomination packets. The Youth Chair reports his/her progress to the Chapter Chief.
- The Adult Adviser ensures that the Chapter committee complies with BSA Youth Protection Guidelines for meetings. He/she should have a good knowledge of the Vigil nomination process and be able to provide answers to questions the youth committee members may have. The selection of candidates to nominate is a youth decision that is not intended to be influenced by the adults. If the youth don't personally know an eligible candidate on the list, they may ask the adult for information. If asked, the Adult Adviser may provide a brief reason why the youth may want to consider that nominee. The Adult Adviser can also assist the Youth Chair if difficulty arises with securing letters of recommendation or if the youth requires help filling out the nomination packet. The Adult Adviser reports committee progress to the Chapter Adviser.

3. Best Practices for forming an effective Vigil Nominating Committee:

- **Ideally, the Chapter Vigil Nominating Committee should be formed in August/September of each year.**
- Preferably, all members of the committee should already be the Vigil Honor. If there are no Vigil members available to serve, the Chapter can select only those Ordeal or Brotherhood members who are **NOT** eligible for the Vigil Honor that year.
- Choose committee members with an awareness to avoid any conflicts of interest. This can be accomplished by comparing the Vigil eligible candidate list to the committee eligible list. Avoid situations where the Candidates, Adult Advisers and Committee Members are from the same Scouting units. Strive to have the committee comprised of a diverse group of Scouts and Scouters that come from several different units.
- When selecting committee members, impress upon them the **confidential nature of the Vigil nomination process.**
- It is recommended that the Chapter provide a separate meeting time and location for the committee. While it may be convenient to convene the committee during a Chapter meeting breakout, this can lead to interruptions and distractions. The youth of the committee will also be missing the program planned for the evening.
- **Ensure that the Youth Chair and his/her Adult Advisers attend Lodge Level Vigil Training annually.** Procedures and forms tend to change from year to year.

4. Best Practices for Nomination Packets:

- **Use the correct forms.** The Lodge cannot send nomination packets to National OA that are submitted to us using outdated forms. **Nominations received on outdated forms will not be considered.**
- **Paid dues MUST be current.** An Arrowman is considered to be in good standing with the Lodge when his/her dues are paid annually. The Lodge Vigil Committee reviews dues status as a part of the selections process. **The packet and nomination will not be considered if the nominee's dues status is not current;** as this is a required element of eligibility.
- **Quality vs quantity.** The Lodge advises that there is no set "Chapter Quota" for the number of nominations; but that Chapters should send in those who are truly exceptional candidates. If the Chapter committee doesn't feel that there is a strong candidate eligible, they may elect not to put any nominations forward to the Lodge.
- **Request an Individual History Report.** Once the Chapter Vigil Committee has selected which nominees they would like to put forward, they should give these names to the Chapter Adviser and ask to see the history report from the Lodgemaster database for each one. This is an invaluable tool for the committee to have when compiling packets as it lists important OA membership dates, leadership positions held, service hours completed and events the nominee has attended.
- **Above and beyond.** Only nominate those who do far more for others than is expected of them. For a youth, this might be a Scout who not only has leadership positions in the unit, but also in the OA and still finds time to volunteer to help at Eagle projects and in the community. For adult Scouters, this is someone who has leadership positions, works with the Ordeal Cook Crew and also finds time to be on Wood Badge or District staff, etc. Remember that tenure in Scouting is not considered; only the diversity of exceptional service beyond tenure is.
- **Include a picture of the nominee.** Print a clear, color picture no larger than 4x6 inches on plain paper. Attach this page at the end of the nomination packet.
- **The Candidate Name.** When listing the candidate's name on the Petition Form, there is no need to include the full middle name; just list the initial. Be sure to include suffixes like Sr. Jr, III etc. Remember that the name you list is the name that will appear on the Vigil certificate.
- **Use the right Lenape dictionary.** Only use the Lenape dictionary and word list that the Lodge provides as a resource. These sources have been checked for accuracy and contain the proper spellings. **Names submitted from other sources will not be approved.**
- **The Indian Name.** Limit the Indian name to 34 characters and spaces. Use smaller names rather than longer ones. Be sure that the name chosen is honorable. The nominee will keep this name forever if selected; be sure it is one that they will always be proud to have.
- **The English Translation.** Limit the English translation to 34 characters and spaces. Use only the words absolutely needed to convey the meaning. For example, "Diligent Leader" is better than "He Who Is A Diligent Leader".
- **No staples, page protectors or binders, please!** Secure each nomination packet with a large paper clip or binder clip. Place packets in a sealed mailing envelope with the Chapter name clearly written on the outside.

5. Best Practices for Securing Letters of Recommendation:

- At least 3 letters of recommendation are required for each nomination packet. No more than 5 letters should be submitted with any packet. If the Chapter Vigil Committee receives more than 5 letters, they should choose the strongest recommendations to put forward and discard the rest.
- Be sure that the person being asked for a recommendation understands that this is a strictly confidential process. The letter writer should not inform the nominee that a request has been made.
- Letters should be as specific as possible including detailed examples of times when the nominee went beyond what was expected of him/her in a given situation.
- For youth, letters should come from Scout Leaders, parents, fellow Scouts, Vigil Members of the OA and/or anyone else who knows of exceptional service the youth has provided.
- For adults, letters should come from Scout Leaders at the Unit, District, Council or National level, Vigil Members of the OA and Scouts they have mentored.
- The Chapter Adviser and Chapter Chief may also write letters of recommendation if asked by the committee and willing to do so.

6. Where can the Chapter find forms and other resources?

- The correct forms can always be found on the Lodge website www.wipit470.org. Click on the Lodge Resources tab; then choose Officer and Adviser Resources from the pull down menu.
- The Lodge Vigil Selections Adviser and Youth Chair will be in regular contact with the Chapter Advisors.
- Email vigilnominations@wipit470.org to contact the Lodge Vigil Selections Committee.