



Election Team Guide

1. December Chapter meeting - Announce the formation of election teams. Plan election team training for the January Chapter meeting or at a special meeting specifically for this.
2. January Roundtable - Contact Scoutmasters to schedule elections for the months of February and March. Request that Scoutmasters have available the troop record book or a copy of the charter which lists youth in the troop, their addresses, phone numbers and birthdates. This will be needed for filling out forms. Also ask them to be prepared to fill out an Adult Nomination Form if there is an adult in the troop who is eligible. Adults must meet the same camping requirements as the Scouts.
3. January Chapter Meeting - Conduct election team training.
4. Before the elections begin - put together packets for distribution to the Scoutmasters upon arrival at the troop election. These packets should be divided into two parts, one for the Scoutmaster to keep and the other with forms to be completed. The Scoutmaster's portion should include these items from the Lodge Planbook: Unit Leader letter, Election Procedures, Lodge event schedule, a list of chapter officers and their phone numbers, date, time and location of chapter meetings, Vigil nomination form, 104 Service Award form and the Troop Service Award form. The other portion should have three forms: Unit Election Report, the Candidate Database Information Form, and the Adult Nomination Form.
5. Troop Election Night - Upon arrival, request to speak to the Scoutmaster or Assistant Scoutmaster in charge. Give him/her the packet of information. Briefly explain its contents. Ask him/her for the list of youth eligible for election (this may be in the form of a list or a pre-printed ballot). Also give him the Adult Nomination Form and ask him to have it filled out, if there is an adult eligible and at least one youth is elected. This will be collected before you leave the troop that night.
6. The Scoutmaster should introduce the team to the Senior Patrol Leader or his assistant. The SPL should then introduce the team to the troop. The Election Team will conduct the election in accordance with the information in the Planbook as you have been trained to do. After the ballots have been collected, the team should retire to another room with the designated troop adult to count the ballots. If a separate room is not available, go to a private corner of the room. First fill out the top portion of the election report form. Then list the names of all eligible youth on the form. Obtain their ranks from the troop adult who should have the troop record book. When the ballots have been counted, enter the number of votes each Scout received and indicate whether he has been elected or not. Obtain the required signatures on the bottom of the form.
7. On the Candidate Database Information Form, list the names of all youth elected with their addresses, phone numbers, birthdates, and BSA identification numbers. This information should also be obtained from the troop record book.
8. Ask the Scoutmaster for the Adult Nomination Form.
9. Be sure to express your thanks for allowing the team to come to the troop meeting to conduct the election.



10. Be sure you have all three forms when you leave the troop meeting.
11. Submit youth elections results NO LATER THAN MAY 1st in one of two ways:
 - a. Online via members.lodge104.net. This is the preferred method.
 - b. Mail appropriate form to the Lodge Records Advisor. Keep a copy of the election results for your records. See section A for mailing information.
12. Submit adult elections nominations by February 15th for the March Ordeal, by April 15th for the May Ordeal, or by August 15th for the September Ordeal to the Lodge Advisor. See section A for mailing information.
13. The forms must be in the hands of the designated individuals no later than May 1st in order for the candidates to attend Spring Inductions or September 1st for candidates elected at summer camp.