

CHARTER RENEWAL AND JOURNEY TO EXCELLENCE INSTRUCTIONS AND GUIDELINES

When the Boy Scouts of America launched the latest strategic plan, a transition was made to a new program to measure unit, district, and council performance. Following the Boy Scouts' transition, the national OA committee adopted the Journey to Excellence (JTE) program to replace the National Quality Lodge program. The emphasis of JTE is continuous improvement for all lodges.

This year the charter and JTE petitions have been combined into a single form for lodges to submit. Lodges have the option of submitting their petitions in 2013 through either OA LodgeMaster or via e-mail.

For a lodge to complete their JTE petition and charter renewal they will need to do two things:

1. Submit JTE petition and charter renewal via OA LodgeMaster OR submit via e-mail.
2. E-mail, fax or mail a signed charter renewal application. (not the JTE petition). **DO NOT SEND A CHECK**

All petitions must be complete and submitted through OA LodgeMaster or via e-mail **before midnight on December 31. The signed charter renewal application must be received or postmarked by December 31.**

Submitting a 2013 JTE petition is REQUIRED to receive a 2014 lodge charter

Through OA LodgeMaster

Any lodge using the OA LodgeMaster (OALM) program may submit their information using a wizard included in the latest release. Select the *Charter and JTE* option from the modules menu in OALM. On the next screen, select the *Charter Renewal & JTE Wizard* option, which will provide a step-by-step walkthrough on applying information from OALM to the charter renewal and JTE petitions. Once the wizard is complete and all data is finalized, the data can be submitted – select the *Submit Charter Renewal & JTE Petition* option and then select *Print Charter Renewal*. After you have printed, select *Submit to National* (this can only be done once). To complete their charter renewal, the lodge must send a copy of the charter renewal application, signed by the lodge chief, lodge adviser, and Scout executive to the national office. This signed document can be emailed to jte@oa-bsa.org, faxed to 972-580-2399 or mailed to the national office at: Order of the Arrow PO Box 152079, Irving, TX 75015.

After completing the wizard and submission, a lodge may print both a completed JTE petition and charter renewal application for their own records.

By e-mail

If a lodge chooses to submit their charter and JTE petition via e-mail, they will need to manually enter all of the information required for both forms. Lodges should first download the *Charter Renewal and JTE Workbook* from the national OA website (www.oa-bsa.org/resources/forms). Lodges must complete the information in **all** of the blue boxes on all **three** pages (*Charter renewal, JTE petition, and Worksheet*; some of these answers will be yes or no) identified on the bottom of the worksheet. Incomplete worksheets will not be accepted.

After completing the entire worksheet, the lodge should e-mail the completed, **original Excel file** to jte@oa-bsa.org, and print the first page (*Charter renewal*). This page must be signed by the lodge chief, lodge adviser, and Scout executive, and then returned to the national office. This signed document can be emailed to jte@oa-bsa.org, faxed to 972-580-2399, or mailed to the national office at: Order of the Arrow PO Box 152079, Irving, TX 75015.

Do not send any monies for your charter renewal to the national office

The signed charter renewal application is the only thing that should be sent to the national office for processing.

Your council will be billed for your lodge's charter fees.

Support and help

The Unit, Lodge and Chapter subcommittee of the national OA committee has created a JTE team to support lodges in completing their JTE petition accurately, and providing useful information on their petition. Lodges that are having difficulty completing their petition, or have questions, should e-mail jte@oa-bsa.org.

The JTE team has a regional coordinator to provide lodges in each region with helpful feedback. These individuals will contact any lodge regarding discrepancies in their petition. They will also provide a report to every lodge key-3 and Scout executive that identifies areas of improvement for each lodge, and provides relative standings to other lodges in the region and nationally.

Award

JTE awards will be announced in the first quarter of 2014. Lodges that achieve bronze, silver or gold recognition will be sent a sticker to affix to their 2014 lodge charter, and members of the lodge will be eligible to wear the corresponding JTE award pin on their lodge flap. Award levels will also be published in the *National Bulletin*, on oa-bsa.org, and in the 2013 annual report.