

Kittan Lodge Honor Chapter Requirements

*Chapters Must Meet **At Least** (the more the better!) 8 Requirements In Order to Receive Chapter Chief Initials Requirement When Met and Submits to Lodge VC of Admin by September*

1. Have at least 10 youth members at every chapter meeting representing at least 4 different troops. Chapter meeting data must be entered in Lodgemaster. _____(initial here)
2. Include a fun activity or guest speaker at every chapter meeting_____
3. Have at least 3 fun chapter outings per year (ie. lock-in, movie outing, etc.). Event must be entered in Lodgemaster _____
4. Hold at least 1 separate chapter service day per year (besides inductions)_____
5. Hold monthly chapter meetings or fun outings (can combine a chapter meeting and fun event-*more likely to get more attendance*)-(at least September-June) Chapter advisers submit meeting/outing attendance into Lodgemaster as well _____
6. Livestream or have a Zoom for every chapter meeting for members unavailable to attend in person-can use Facebook or Youtube_____
7. Have the **chapter secretary** communicate via email (preferably with Lodgemaster) with all chapter members **at least** a week ahead of any event the details (including chapter meetings)_____
8. Utilize OA Unit Reps and strive to have a rep. for every active OA unit-Hold an OA Unit Rep training at least once per year_____
9. Submit news/announcements/meeting and event dates for every lodge newsletter_____
10. With new officers every year hold an officer training session, review the OA's Chapter Operations Guide, and develop an annual chapter plan book with all the officers, including the events and event dates for the year by the end of September at the latest and then submit to VC of Admin_____
11. Utilize youth led committees, with a minimum of an elections committee, inductions committee, new member activation committee, and OA unit rep committee_____
12. Chapter Advisers and Officers meet (doesn't have to be in person) together on a monthly basis to plan out chapter meetings and chapter happenings for the month _____
13. Chapter chief, vice chief, or youth designee attends all LEC meetings (preferably all chapter officers attend) _____
14. Communicate with 100% of unit leaders the plans for the chapter for the year and the scheduling of a unit election/visitation/camp promotion_____
15. Contribute at least 3 ceremonialists for ceremonies at induction weekends_____
16. Utilize the extended elangomat program_____

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- Chapter Plan Book for Requirement 10 Includes:
 - Officer Goals for Chapter
 - Chapter event calendar for the year
 - Including meetings, fun events/outings, and service projects
 - Back Daters/Timelines for chapter event planning
 - Equipment lists needed for chapter events
 - Plan to get more chapter member attendance/involvement
 - Chapter communications plan
 - Officer/Adviser contact info
 - Recommendations and Reports filed by past year's chapter officers
 - Chapter event promotion plans
 - Chapter budget