**Order of the Arrow**

**Amangamek-Wipit Lodge 470**

**Vigil Selections 2019**



Dear Chapter Vigil Nominating Chairmen and Advisers:

Thank you for accepting the responsibility for nominating candidates for the Vigil Honor on behalf of your Chapter. By now you should have attended the required training and met with your nominating committee to vet the list of eligible candidates. If you have not met with your committee as of yet, it is imperative that you plan to do so very soon. According to the timeline, survey letters for your candidates should be sent out no later than February 20, 2019.

Attached are the forms and documentation that you need to begin this process. Please note that all of the forms are the same as last year, with the exception of the Vigil Nomination Form.

Below are some tips/requirements, some may not have been addressed in the training.

**Vigil Nomination Survey Forms**

* + Signature of the person making the recommendation is required.
		- If the recommendation must be handled through email, please attach a printed copy of the email with the survey form.
		- Survey forms without a signature or attached email will not be accepted.
* **Vigil Eligible List**
	+ Get a copy your chapter’s vigil eligible list from Lodgemaster.
	+ The date to input for Vigil Eligible Candidates is May 31, 2019.
	+ It is suggested to have the report generate names based on dues paid for 2016, 2017, 2018, and 2019.
* **Vigil Nominations**
	+ When sending your nominations, please send nominations on one-sided paper. Please DO NOT print two-sided.
	+ Please DO NOT staple the nominations. Please use a paperclip or small binder clip to combine the documents for each nominee.
	+ Please submit the Nomination form as a hard copy and as a PDF to vigilselections@wipit470.org
* **Attached Forms**
	+ The following forms/documents are attached to this letter. Below is a list and description/purpose of each.
		- 2019 Vigil Selection Timeline – This is the suggested timeline for 2019 nominations. Please note that the dates are flexible, EXCEPT the Nomination due date. The nomination due date WILL NOT be extended for any reason.
		- Vigil Nomination Survey Form – This is a fillable form. The form should be easier for you to send to those making recommendations.
		- 2019 Vigil Nomination Form- This form is fillable.
* Suggestions for successful nominations – Please read over this as it will help you guide your committee towards successful nominations.
* Adult Scouting Jobs and Awards – This will help your YOUTH nominating committee identify adult awards and responsibilities in scouting.
* References
	+ National Guide for Officers and Advisers, page 31-32 (attached)
		- Order of the Arrow Handbook, pages 48-49
		- Amangamek-Wipit Lodge Operating Procedures

**All nomination forms and surveys from a chapter must be delivered to the Program Office of the National Capital Area Council, 9190 Rockville Pike, Bethesda, MD not later than 5:00 PM EDT, on Friday, April 12, 2019, or hand delivered to Zach Schonfeld or Demi Pulas or Lorraine Lince at the Lodge Spring Fellowship on or before 1:00 PM EC on Sunday, April 14, 2019.**. Please also send the nomination form to vigilselections@wipit470.org in the fillable form version. Any surveys delivered after that time will not be considered for Vigil Honor in this lodge during 2019. Problems with completing timely delivery should be **PROMPTLY** brought to the attention of the Lodge Vigil Selection Advisers, Demi Pulas or Lorraine Lince, prior to the deadline.

**If Lodgemaster does not reflect dues paid for 2019, a copy of the dues payment receipt is required with the Vigil nomination.**

The Lodge Vigil Selection Adviser will report back to EVERY chapter nominating chairman and adviser with a list of names submitted for their chapter and if any problems are found on the nominations as soon as possible after submission.

You can contact us at any time during the selection process. If you have questions or need help, please email the Lodge Selection Chairman AND Advisers at vigilselections@wipit470.org. One of them will respond as promptly as able.

For the Vigil Honor,

**Zach Schonfeld** **Demi Pulas/Lorraine Lince**

Lodge Vigil Selection Chairman Lodge Vigil Selection Advisers

**Zachschonfeld@gmail.com** k**4bsa@verizon.net/lclince@gmail.com**