

## Chapter Officer Orientation Day

Sequoyah Lodge · Facilitator Guide · Target: October 2026 · Annual Event

*This guide contains everything a lodge officer or Training Chair needs to plan, run, and follow up on the Chapter Officer Orientation Day — a half-day leadership experience for incoming chapter officers and advisers. It is designed to be repeatable: run it once, refine it, and it becomes stronger every year.*

### Event Overview

<b>Purpose</b>	Give incoming chapter officers a shared understanding of their roles, a planning framework for the year ahead, and the relationships they need to support one another across chapters.
<b>Target participants</b>	All chapter chiefs, chapter officers (vice chiefs, secretaries, activity chairs), and chapter advisers. Lodge Chief and Lodge Adviser attend to open and close.
<b>Target date</b>	October 2026, before the LLD Conference in November. Serves as a pipeline for LLD and sets officers up for a strong program year.
<b>Duration</b>	Half-day: approximately 9:00 AM – 2:00 PM (5 hours including lunch)
<b>Attendance goal</b>	All 5 chapter chiefs + 2–3 officers per chapter = 15–25 participants
<b>Location</b>	A council camp facility, community center, or accessible meeting space with room for small group activities.
<b>Facilitated by</b>	Lodge Chief leads overall; chapter-specific sessions facilitated by lodge officers or chapter chiefs with adviser coaching. Lodge Adviser in a supporting role throughout.

### Day-at-a-Glance Schedule

Time	Session	Focus
8:30 – 9:00	Registration	Arrival, name tags, informal mingling. Lodge Chief and Adviser greet participants at the door.

<b>Time</b>	<b>Session</b>	<b>Focus</b>
<b>9:00 – 9:15</b>	<b>Opening &amp; Welcome</b>	Lodge Chief opens with purpose, agenda, and tone-setting. Lodge Adviser adds brief remarks.
<b>9:15 – 10:00</b>	<b>Session 1: Roles &amp; Expectations</b>	What each chapter officer role means — and what success looks like. Small group activity.
<b>10:00 – 10:10</b>	<b>Break</b>	
<b>10:10 – 11:00</b>	<b>Session 2: Planning Your Year</b>	Setting chapter goals and building a 6-month program calendar. Working session.
<b>11:00 – 11:50</b>	<b>Session 3: Team-Building Activity</b>	Cross-chapter connection. Mix groups intentionally so officers from different chapters interact.
<b>11:50 – 12:30</b>	<b>Lunch</b>	Informal. Encourage cross-chapter table mixing.
<b>12:30 – 1:00</b>	<b>Session 4: District Relations</b>	Chapter-district engagement expectations. Review Workstream 1 tools (Talking Points, Checklist).
<b>1:00 – 1:30</b>	<b>Session 5: My Commitments</b>	Each officer writes 3 personal commitments for the year. Pairs share. Shared with adviser.
<b>1:30 – 2:00</b>	<b>Closing &amp; Recognition</b>	Lodge Chief closes. Officers recognized. LLD preview. Informal close.

## Pre-Event Planning Checklist

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Use these checkboxes to track your prep — click each one as it's completed.

### 8+ Weeks Before

- Confirm event date, secure location, and get lodge leadership approval.
- Assign session facilitators: Lodge Chief (Opening, Session 5, Closing), Training Chair or VP (Sessions 1–2), chapter chief volunteers (Session 3 activity).
- Confirm Lodge Adviser (Chris) attendance and advisory role.

### 4 Weeks Before

- Send save-the-date to all chapter chiefs and ask them to bring 2–3 officers each.
- Share session outlines with assigned facilitators so they can begin preparing.
- Order lunch (or assign food coordinator). Confirm dietary restrictions.
- Prepare name tags, printed agendas, and Session 2 planning worksheets.

### 2 Weeks Before

- Confirm RSVP count. Follow up with any chapter that hasn't responded.
- Finalize facilitator run-throughs for Sessions 1 and 2. Give feedback.
- Print all materials: agendas, Session 2 worksheets, Session 5 commitment cards, T9 evaluation forms.
- Confirm team-building activity for Session 3. Assign supply lead.
- Share District Relations tools (T2 Talking Points, T3 Checklist) with chapter chiefs in advance.

### Day Before

- Confirm headcount and dietary needs with food coordinator.
- Pack supply kit: printed materials, markers, sticky notes, name tags, tape.
- Brief Lodge Chief on opening remarks and closing recognition.

## Session Facilitator Guides

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Use these guides during the event. Each section covers materials, a step-by-step run-of-show, debrief questions, and a transition to the next session.



### Opening & Welcome

9:00 – 9:15 (15 min) · Goal: Set a welcoming, purposeful tone. Every participant knows why they're here.

**Materials:** Printed agendas (one per participant), Lodge banner or visual.

#### Run-of-Show

**[9:00]** Lodge Chief welcomes everyone warmly. Thanks participants for showing up.

**[9:02]** Brief overview of the day's agenda (hand out printed agendas).

**[9:06]** Lodge Chief shares a personal story or memory about what chapter leadership meant to them. Keep it genuine and brief (2–3 minutes).

**[9:09]** Lodge Adviser adds brief remarks (optional): why adult leaders value this event, what they hope participants take away.

**[9:12]** State the one goal for the day: "Leave knowing what your role is, what your chapter is going to do this year, and at least one officer from another chapter you can call when you need help."

**[9:14]** Quick logistics: bathrooms, lunch, phones on silent. Transition to Session 1.

**Debrief Questions:** *No formal debrief. Keep momentum going.*

**Transition:** *Lodge Chief: "Our first session is about your role — what it actually means to be a chapter officer in Sequoyah Lodge."*



### Roles & Expectations

9:15 – 10:00 (45 min) · Goal: Every officer leaves knowing what their role requires and what success looks like.

**Materials:** Role description cards (one set per small group), flip chart or whiteboard, markers.

#### Run-of-Show

**[9:15]** Facilitator opens: "What does it mean to be a chapter chief? A secretary? An activity chair? Let's figure that out together."

**[9:17]** Divide into mixed-chapter small groups of 3–4. Each group gets a role description card for one officer role.

**[9:19]** Groups discuss (8 minutes): What are the 3 most important things someone in this role does? What does it look like when this role is done well? What gets in the way?

**[9:27]** Each group shares a 1-minute summary. Facilitator captures key ideas on the whiteboard.

**[9:37]** Facilitator introduces the “Chapter Health” framework: monthly meeting, roundtable report, election support, event participation, and adviser communication. Post on the wall.

**[9:45]** Individual reflection (5 minutes): Each officer writes: “In my role, the one thing I most need to do consistently is \_\_\_\_.”

**[9:50]** Pairs share their answer. Lodge Adviser circulates and listens.

**[9:55]** Facilitator summarizes: these expectations aren’t a burden — they’re the recipe. If everyone does this, the chapter works.

**Debrief Questions:** “*What surprised you about any of the roles you heard about?*” · “*Where do you think you’ll need the most support?*”

**Transition:** “*Now that you know what the role requires, let’s talk about what your chapter is actually going to do this year.*”

## 2

### Planning Your Year

10:10 – 11:00 (50 min) · Goal: Each chapter leaves with a draft 6-month program calendar and 2–3 measurable goals.

**Materials:** Planning worksheet (one per chapter), markers, calendar reference (lodge events pre-filled).

#### Run-of-Show

**[10:10]** Facilitator distributes the planning worksheet. Chapters sit together for this session.

**[10:12]** Explain the structure: Goal section (3 goals for the year) + Calendar section (month-by-month, September–February).

**[10:15]** Lodge Chief shares Sequoyah’s lodge-level goals for the year (membership growth, LLD attendance, roundtable presence). Ask chapters to align at least one chapter goal to a lodge goal.

**[10:20]** Working time (25 minutes): Chapter groups complete their worksheets. Lodge Chief and Lodge Adviser circulate, ask questions, and gently push vague goals to be more specific.

**[10:45]** Each chapter shares 1 goal and 1 event they’re committing to. Brief (90 seconds max per chapter).

**[10:53]** Facilitator collects worksheets. Note: copies will be shared back with chapter chiefs and Lodge Adviser within a week.

**[10:56]** Acknowledge the work: “You just did something most chapters never do — you planned your year before it started. That’s huge.”

**Debrief Questions:** *“What was the hardest part of this planning exercise?” · “What would make it hard to follow through on your plan?”*

**Transition:** *“Before we head into our team-building session, let’s meet some people from other chapters.”*

**3****Team-Building Activity**

11:00 – 11:50 (50 min) · Goal: Officers from different chapters build relationships they'll draw on throughout the year.

**Materials:** Activity-specific materials (see options below). Ensure mixed-chapter groups of 4–5.

**Run-of-Show**

**[11:00]** Form mixed-chapter groups. Do NOT let chapters self-select — intentional mixing is the point.

**[11:03]** Brief introduction: “This is the only time today where the goal isn’t to learn something. The goal is to get to know someone from another chapter.”

**[11:05]** Run the team-building activity. Choose one of the options below based on space and supplies (check the box you’re using):

- Option A — Two Truths & a Lie** — Classic icebreaker; fast, low-supply, good for indoor spaces.
- Option B — Lost at Camp** — Groups must agree on 10 items to keep after a fictional camp emergency. Encourages discussion and reveals decision-making styles.
- Option C — Skills Challenge** — Physical or puzzle-based activity (knot-tying relay, orienteering mini-course, etc.) that rewards different strengths.

**[11:40]** Debrief as a full group.

**[11:48]** Lodge Chief: “The person next to you from Troop Whatever is going to be your phone call when you’re not sure what to do. That’s what we’re building today.”

**Debrief Questions:** “What did you learn about someone in your group that surprised you?”  
· “How is leading a chapter kind of like what just happened in that activity?”

**Transition:** Break for lunch. Encourage cross-chapter table mixing — gently redirect any chapter that sits together as a group.

**4****District Relations**

12:30 – 1:00 (30 min) · Goal: Officers understand the expectation for district engagement and have the tools to act on it.

**Materials:** T2 (Talking Points Guide) and T3 (Outreach Checklist) — one copy per participant. Already distributed if shared in advance.

**Run-of-Show**

**[12:30]** Lodge Chief or VP of Relations opens: “One of the most important things a chapter chief does — and one that often doesn’t happen — is show up for the district.”

**[12:32]** Brief context (5 minutes): Why OA visibility at district events matters, what was lost after COVID, what the lodge is trying to rebuild.

**[12:37]** Walk through T2 (Talking Points Guide): the 30-second pitch, common questions, the events table. Ask chapter chiefs to update the bracketed fields by November.

**[12:44]** Walk through T3 (Monthly Outreach Checklist): explain that completed checklists go to the lodge secretary monthly.

**[12:48]** Pair exercise (5 minutes): Practice the 30-second pitch with a partner. Swap. One volunteer delivers theirs to the full group.

**[12:55]** Lodge Chief sets the expectation: every chapter chief attends their district roundtable every month it meets. "This is non-negotiable — and we'll support you every step of the way."

**Debrief Questions:** *"What's the biggest obstacle to showing up at your district roundtable regularly?" · "What's one thing you could do at the next roundtable?"*

**Transition:** *"The last thing we're going to do today is make it personal."*

**5****My Commitments**

1:00 – 1:30 (30 min) · Goal: Each officer makes 3 specific, personal commitments for the year and shares them with their adviser.

**Materials:** Commitment cards (index card or printed half-sheet — one per participant), pens.

**Run-of-Show**

**[1:00]** Facilitator distributes commitment cards.

**[1:02]** Instructions: Write your name, your role, and 3 commitments for this program year. Commitments should be specific enough that you'll know at the end of the year whether you kept them.

**[1:04]** Example: NOT "Be a better chapter chief." YES: "Attend every district roundtable from October through May," or "Submit the roundtable report every month," or "Text my Lodge Chief when I need help instead of guessing."

**[1:06]** Silent writing time: 8 minutes. Lodge Chief and Adviser circulate. Help anyone who seems stuck.

**[1:14]** Pairs share their commitments (6 minutes). Partner listens without interrupting.

**[1:20]** Ask for 2–3 volunteers to share one commitment with the full group.

**[1:25]** Lodge Adviser collects commitment cards. Adviser will share a copy back with each officer within one week. Lodge Adviser keeps a set to reference during the year.

**Debrief Questions:** "What made it hard to write a specific commitment?" · "What would make you most likely to actually follow through?"

**Transition:** Transition to closing.

**C****Closing & Recognition**

1:30 – 2:00 (30 min) · Goal: Officers leave feeling recognized, connected, and energized for the year.

**Materials:** Recognition cards or certificates (optional), LLD preview one-pager (if available).

**Run-of-Show**

**[1:30]** Lodge Chief leads closing: acknowledge the courage it takes to show up and lead. Name something specific and true that they saw today.

**[1:35]** Brief recognition moment: call out each chapter by name. Ask for a brief round of applause for each group's chapter chief.

**[1:40]** LLD Preview: share the date, location, and topic for the November LLD. Encourage all present to plan to attend.

**[1:45]** Lodge Chief delivers a brief, genuine closing message. Should be personal — not a speech, but a moment.

**[1:48]** Lodge Adviser closes with brief adult perspective. Thanks the youth facilitators specifically by name.

**[1:53]** Informal close: music, conversation, optional group photo. No formal program after 1:53.

**Debrief Questions:** *No formal debrief. Keep the energy positive.*

**Transition:** *Lodge Chief after the close: write a personal follow-up email to every chapter chief within 48 hours. Reference something specific from the day.*

## Post-Event Follow-Up

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Track follow-up tasks with the checkboxes below.

### Within 48 Hours

- Lodge Chief sends a personal follow-up email to every chapter chief. Reference something specific from the day.
- Lodge Adviser emails a copy of each officer's commitment card to that officer.

### Within 1 Week

- Training Chair reviews T9 evaluation forms and summarizes results for Lodge Adviser.
- Copies of all chapter planning worksheets from Session 2 returned to chapter chiefs.
- Summary of all chapter goals shared with Lodge Adviser and Lodge Chief for reference.
- Evaluation summary and session materials filed in Google Drive for next year's facilitator.

### At the Next LEC Meeting

- Lodge Chief briefly reports on the event: attendance, highlights, any chapter that needs follow-up.
- Lodge Adviser references chapter commitment cards during chapter check-ins for the rest of the year.