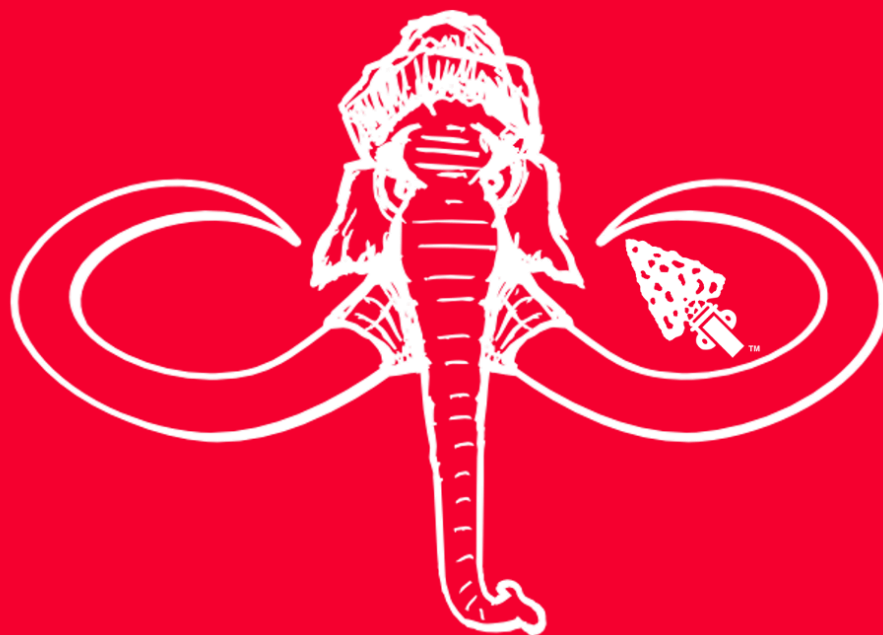


SECTION W-2N HOST LODGE GUIDE BOOK



Section W-2N

WESTERN REGION ORDER OF THE ARROW

Congratulations:

Congratulations on your lodge hosting the next years Section W-2N Conclave. During the next year, your lodge will be providing service to hundreds of scouts throughout the section. This Guide Book is here to help you make the most of your year so Conclave be the best it can be! Of course, nothing beats experience so when the book doesn't have the answer, look to people who helped plan a Conclave before.

Host Lodge Duties:

- Lodge Chief and Advisor will represent the host lodge during COC meetings
 - Host Lodge Leadership should review the Host Lodge Guide
- Provide COC with possible Conclave Locations
- Provide COC with various meal menus for Conclave
- Provide COC with various Service Projects for Conclave
- Provide Conclave with cook and clean up crew
- Make COC aware of any Council scheduling conflicts with Conclave and planning
- Make COC aware of any Council or Lodge special requests

Conclave Timeline:

This is a time line that you can use to help efficiently plan Conclave. The planning process starts before the current years conclave is over.

- 465 Days: Next year's host lodge should look at locations now
- 415 Days: Next year's host lodge starts recommending locations to COC
- 395 Days: Next year's Conclave location and dates chosen
- 365 Days: You are now the current Host lodge!
- 300 Days: Any extra Conclave planners from host lodge chosen (i.e. food, service, etc.)
- 150 Days: Host Lodge starts looking at menus and service projects for Conclave
- 100 Days: Host Lodge recommends menus and service projects to COC
- 50 Days: Menu and service projects chosen
- 50 Days: Cook and cleanup crew(s) chosen
- 0 Days: Execute Conclave
- +15 Days: Final report turned into COC

Choosing a Location:

Choosing a Conclave location is a hard process, here is the requirements of a location for Conclave:

- Can host up to 250 people
- Outdoor area for sleeping
- Outdoor area for recreation and training
- Indoor area for sleeping (suggested)
- Indoor area for recreation and training (suggested)
- Full kitchen
- Multiple bathrooms
- Showers (suggested)
- Parking area

If a location can meet these requirements then keep them on your list. Some typical locations include:

- Council Camp
- Church
- School
- Recreation Center

Make sure to suggest at least 2 locations to the COC, a main and a backup incase a location falls through, the more options the better.

Making a Team:

While being the host lodge, your Lodge Key 3 will be the main representatives to the COC, however a little help can go a long way. You may want to add a Conclave Committee to your LEC for the following year, below are some of the positions you might want on this committee:

- Food Chair: This person plans the menu and shopping list for Conclave as well as coordinates the cook crew(s) and cleanup crew(s).
- Service Chair: This person coordinates all the service projects during Conclave, including getting any supplies needed.
- Location Chair: This person identifies the locations for Conclave, as well as making the short list of locations to present to the COC.

Making a Menu:

Conclave isn't Conclave without excellent food! Here are some tips to maximize a menu:

- Balance out the food groups (school is handy here because of the food pyramid)
- Various foods the better, you don't want to eat the same thing everyday
- Make sure to plan for all meals

- A couple menus might be needed (main menu, dietary needs menu)

Have fun with your menus and you will be fine!

Coordinating Service Projects:

Service projects are the best way to give back to the location we are staying in or to the host lodge in general. Here are tips to having good service projects:

- Have different projects (you don't need 100 people doing 1 project)
- Coordinate with your community
- Make sure to have supplies needed

Having Fun:

Being the host lodge can be challenging or fun depending on how you look at it, to help have fun you might want to try a couple of these ideas:

- Host Lodge Flap: Just making a flap around the Conclave theme and putting Host Lodge on it can bring fun, trading, and pride to your lodge.
- Have people at Conclave: One of the greatest advantages of being the host lodge is that it is close to you, by having most of your lodge come to Conclave you will increase your experience.
- Be engaged: The more you do as a leader, the more fun you will have.
- Use this as training: If you decide to make a Conclave Committee, getting up and coming members planning the small but important details of Conclave can help them be better leaders in the future.