

NATIONAL ORDER OF THE ARROW CONFERENCE



# CONTINGENT REGISTRATION PRIMER

EDITION 1.0 | RELEASED SEPTEMBER 2023





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## INTRODUCTION

The Contingent Registration Primer is designed for NOAC contingent leaders and lodge key 3's. It contains critical information to enable initial contingent registration and planning to attend the 2024 National Order of the Arrow Conference (NOAC).

At NOAC 2024, Arrowmen from around the country will gather in Boulder, Colorado to build ties of brotherhood and grow together as cheerful servants. Thousands of Arrowmen will attend the 2024 conference to share ideas, learn from one another, and most importantly, experience an outstanding conference that is unlike any other event in Scouting.

NOAC is Scouting's second-largest national program event. The reason for its sustained popularity can be attributed to the fact that it is planned and carried out by Arrowmen. Youth involvement ensures the conference program will be exciting, relevant, and nonstop fun.

Delegates will return home with:

- A deeper understanding of the Scout Oath, Scout Law, Order of the Arrow Obligation, and what it means to "live" these words in one's daily life.
- A renewed spirit, pride, and enthusiasm for Scouting and the Order of the Arrow.
- Ideas their lodge can use to better serve Scouting at the unit, district, and council levels.
- New programs, knowledge, and skills to improve lodge and chapter operations.
- Enhanced leadership skills and a better understanding of how to carry out the work of the lodge.
- New friendships with fellow Arrowmen from throughout the nation and around the world.

### DATES AND LOCATION

The 2024 conference will begin on Monday, July 29, and end on Saturday August 3, 2024, at the University of Colorado Boulder.

### THEME

The 2024 conference theme, Seek New Heights, encourages each delegate to act today to rise above oneself to ascend, explore, and take it to the next level – both physically and metaphorically. Inspiration for the theme and graphic is drawn from the towering Rocky Mountains and the breathtaking location in Boulder, CO. We ask our delegates to imagine being on an adventure, scaling the towering peaks of life's challenges and basking in the rewarding vista that awaits.

The theme encompasses the powerful drive to take it to the next level, surpassing our current limitations for the sake of progress. Just as a climber conquers an imposing mountain, we too must overcome obstacles and forge new paths. Seek New Heights implores us to elevate our aspirations, to be perseverant, and to reach a new summit of personal and collective achievement in the Order of the Arrow. The accompanying NOAC learning objective is "Progress is only possible when we challenge ourselves to go beyond our current limits."

## THEME (cont.)

Guidance on contingent use of the conference theme is in the “Contingent Patches and Memorabilia Guidelines” section of this guide.

## ATTENDEE TYPES

All conference attendees must be registered members of the Boy Scouts of America with a paid membership and have their council's approval to be eligible to participate. Council approval is an automated process that takes place within the National Order of the Arrow Event Registration System ([NOAERS](#)).

ROLE	DESCRIPTION
Contingent Delegate	Contingent youth and adult delegates compose more than 80% of all conference attendees and attend as members of lodge contingents to participate in the conference program. Youth contingent delegates are advised by their contingent adult leadership. Contingent delegates sign up to attend with their local lodge and the contingent leader extends an invite via NOAERS to create their individual conference profile.
Individual Delegate	Individual delegates attend the conference on their own, not as part of a contingent, and participate in the conference program. Individual delegates must be at least 21 years of age. Individual delegates register on their own to attend via NOAERS.
Remote Delegate	Remote delegates are individuals who are unable to attend the conference in person. Remote delegates experience live streaming of certain shows and training sessions, a patch, and other remote delegate-only activities. Remote delegates register on their own to attend via NOAERS.
Conference Staff	Conference youth and adult staff are volunteers who will assist in executing the conference program. Conference staff must apply and be appointed to a staff position by a conference committee lead adviser. Conference staff apply and register to attend via NOAERS. Applicants not selected for a staff position are encouraged to attend as contingent or individual delegates.



## CONTINGENT PLANNING

### CONTINGENT LEADERSHIP ROLES

Each contingent is asked to appoint a youth contingent leader and an adult contingent leader. Each contingent is provided a contingent concierge from the Contingent and Staff Services Committee to assist them through their conference experience.

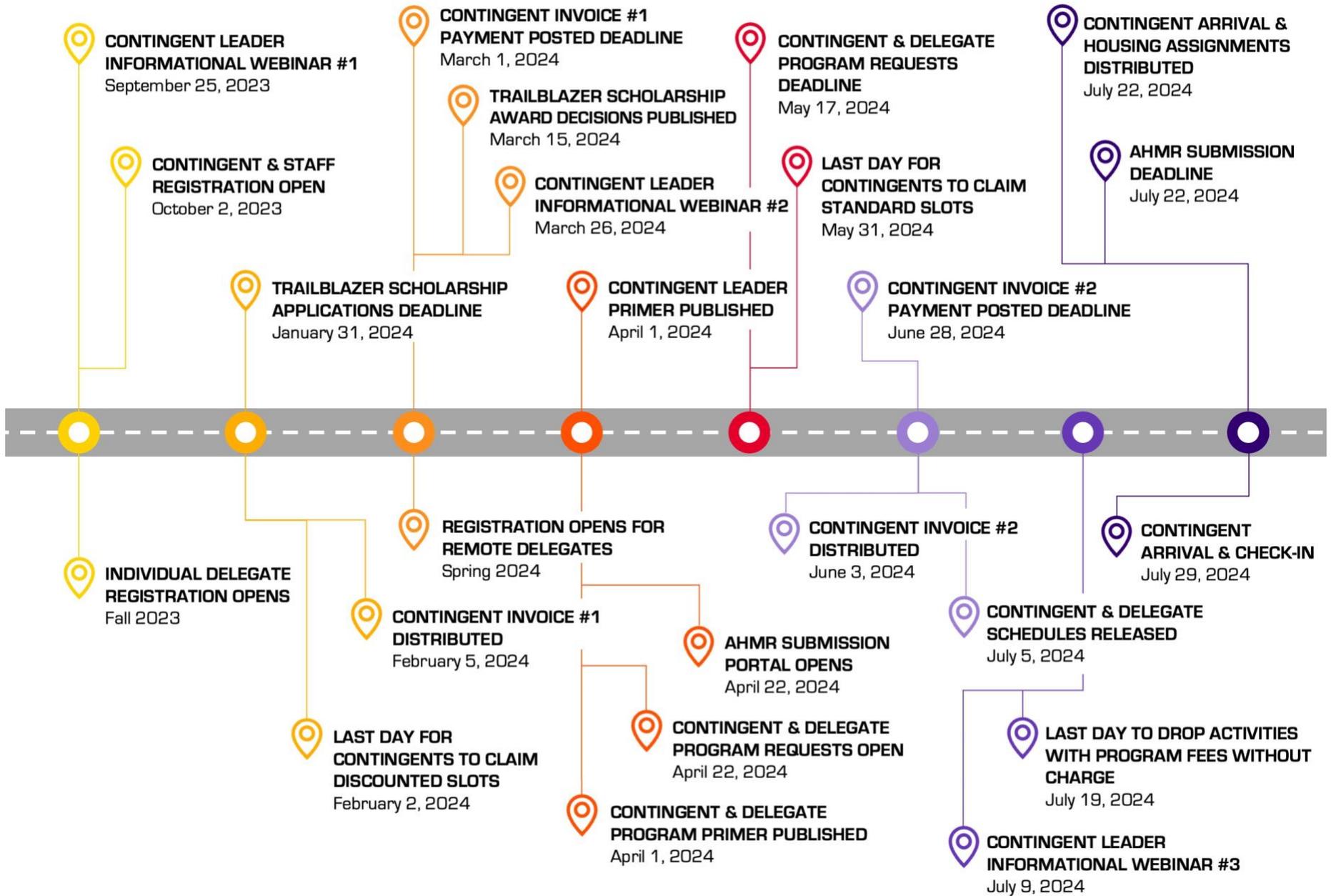
ROLE	DESCRIPTION
<b>Youth Contingent Leader</b>	Youth contingent leaders help recruit, direct, and coordinate the contingent members. Frequently these roles are involved in contingent communications, addressing contingent member questions, and ensuring the contingent is prepared for key milestones in the planning and execution of the conference program.
<b>Adult Contingent Leader</b>	Adult contingent leaders support and advise the youth contingent leaders' activities. The adult contingent leaders are responsible for establishing and managing the contingent registration profile within NOAERS, including addressing issues with individual contingent member's registrations. The adult contingent leader is the primary communication point of contact between the conference committee and the contingent, working frequently with their contingent concierge to maximize the contingent conference experience.
<b>Assistant Contingent Leader</b>	<b>NEW</b>   Youth and adult assistant contingent leaders have the same access to the contingent management dashboard as the adult contingent leader. Contingents can use this feature if there are additional individuals who are helping manage their contingent's registration process. Up to two individuals can be added per contingent.
<b>NOAC Champion</b>	<b>NEW</b>   Members of the lodge contingent who promote attending NOAC to their fellow Scouts and assist in growing the contingent. This role may be the same as the youth contingent leader or separate. Lodges are encouraged to appoint as many NOAC champions to support their contingent as needed.

## CONTINGENT LEADER RESOURCES

All youth and adult contingent leaders should familiarize themselves with the below resources and make frequent use of them in their contingent planning process.

RESOURCE	DESCRIPTION
<b>Conference Website</b>	The NOAC 2024 website, <a href="https://noac.oa-bsa.org">noac.oa-bsa.org</a> , is filled with conference news, frequently asked questions, program updates, travel information, and promotional resources. The conference website provides the latest conference details and will be frequently updated throughout the conference planning process.
<b>Contingent Management Dashboard</b>	The contingent management dashboard is accessible in NOAERS and allows contingent leaders the ability to add or subtract to their contingent delegate counts, monitor compliance and billing, and input key contingent information such as travel, roommate requests, program schedule planning, etc.
<b>Contingent Concierge</b>	<p>Contingent concierges are members of NOAC staff and support contingent leaders throughout the registration, check-in, and conference program. Contingent concierges are often past contingent leaders who have been trained to work with contingents to help maximize their conference experience by providing one-on-one support to proactively address issues and seek answers.</p> <p>Contingent concierges receive information on all aspects of the conference administration and program and are the first line of support for a contingent leader. Each contingent's concierge is introduced to the contingent leader upon the contingent's initial registration within NOAERS.</p>
<b>Concierge General Inbox</b>	The concierge inbox is a resource for all contingent leaders to submit technical assistance requests and general contingent management questions. In addition to each contingent's assigned concierge, contingent leaders are welcome to message the general inbox at <a href="mailto:concierge@oa-bsa.org">concierge@oa-bsa.org</a> .
<b>Contingent Leader Newsletter</b>	<b>NEW</b>   Beginning in November 2023 through arrival at the conference, contingent leaders will receive a tailored newsletter with key upcoming milestones and actions for contingents. Initially these communications will be monthly and then increase in frequency in spring 2024.
<b>Contingent Leader Informational Webinars</b>	NOAC will host three contingent leader informational webinars in advance of specific inflection points through the contingent registration process. These webinars will be designed to provide contingent leaders with the latest information and address questions. The webinars are scheduled for September 25, 2023, March 26, 2024, and July 9, 2024.

# KEY CONTINGENT PLANNING DATES



## CONTINGENT REGISTRATION TIMELINE

ACTIVITY	DESCRIPTION
<p><b>Contingent Registration Opens &amp; Slots Claimed</b></p>	<p><b>OCTOBER 2, 2023 – MAY 31, 2024</b>   Contingent leaders should create their contingent within NOAERS and then begin to claim contingent delegates to a “slot” in NOAERS. When a slot is assigned to a member of the contingent, an email prompts the delegate to login and populate their individual registration profile. Contingent leaders may also “clear” slots if any contingent members are replaced by another lodge member. Modifications can be made with restrictions and penalties until May 31 [see below].</p>
<p><b>Contingent &amp; Delegate Registration Profiles Completed</b></p>	<p><b>OCTOBER 2, 2023 – MAY 31, 2024</b>   Contingent leaders and delegates login to NOAERS to complete all information on the “General” &amp; “Event” tabs. Additional information will be solicited in spring 2024 to help inform conference program planning.</p>
<p><b>Trailblazer Scholarships Applications Submitted</b></p>	<p><b>FALL 2023 – JANUARY 31, 2024</b>   Youth delegates (with the approval of their contingent leader) and youth staff members may submit Trailblazer Scholarship Applications. Award decisions will be shared with applicants and their contingent leaders by March 15, 2024.</p>
<p><b>Contingent Request Trainings &amp; Activities of Interest</b></p>	<p><b>APRIL 22 – MAY 17, 2024</b>   Contingent leaders may sign up the contingent to participate in activities such as ceremonies and athletic competitions. Additional details of program offerings will be available in the Contingent &amp; Delegate Program Primer to be released on April 1, 2024. Contingent leaders are encouraged to add delegate(s) to the contingent activity teams (where applicable) between April 22 and May 17 to ensure accurate schedules.</p>
<p><b>Delegates Request Trainings &amp; Activities of Interest</b></p>	<p><b>APRIL 22 – MAY 17, 2024</b>   Delegates may select preferred training and activities within NOAERS. Delegates are encouraged to complete this step before May 17. These requests will be used to create an individualized program schedule in early July. Any delegate who does not submit requests will be able to build a schedule based on remaining open seats in training and activities beginning in early July.</p>
<p><b>Delegates Input Roommate Requests</b></p>	<p><b>APRIL 22 – MAY 31, 2024</b>   Delegates, if enabled by the contingent leader, can provide a requested roommate within NOAERS. Delegates will only have access to other members of the contingent listed on the roster who do not violate any youth protection standards. Contingent leaders should not modify requests at this time as delegates can “undo” changes.</p>
<p><b>Contingents Input Travel &amp; Arrival Information</b></p>	<p><b>APRIL 22 – JUNE 28, 2024</b>   Contingent leaders must submit the contingent's travel arrangements via NOAERS by June 28, 2024. Whether the contingent is arriving by plane, train, bus, personal vehicle, rental vehicle, or a combination of travel methods, contingent leaders must account for each contingent delegate's travel plans. This process will also allow contingent leaders to request airport shuttle service if needed.</p>

<p><b>Delegates Submit Annual Health and Medical Records (AHMR)</b></p>	<p><b>APRIL 22 – JULY 22, 2024   NEW</b>   Delegates submit their Annual Health and Medical Records via secure portal. Access to secure portal for uploading AMHR will be shared in the spring 2024. No other type of medical form will be accepted. An AHMR is valid through the end of the 12th month from the date it was administered. For NOAC 2024, the medical examination must have been performed by a licensed practitioner after August 1, 2023.</p>
<p><b>Contingent Late Roster Modifications</b></p>	<p><b>JUNE 1 – JUNE 28, 2024</b>   Late fees will apply for any new contingent delegate slots created after May 31. Any additions, modifications, or removals from the contingent must be requested via the contingent concierge or <a href="mailto:concierge@oa-bsa.org">concierge@oa-bsa.org</a>. Delegates added after May 17 will not have access to request program activities.</p>
<p><b>Roommate Requests Reviewed by Contingent Leader</b></p>	<p><b>JUNE 1 – JUNE 28, 2024</b>   Contingent leaders have access to add, modify, or remove any contingent delegate requested roommates. Delegates will not be able to make any changes individually after May 31. Conference staff will use these requests in the housing assignment process for the contingent. Contingents who do not request roommates will have assignments made at random within youth protection standards. Final roommate assignments will be based on bed availability and configuration from the university. However, contingent roommate requests count strongly and in most cases are honored.</p>
<p><b>Contingent Rosters Modifications Closed</b></p>	<p><b>JULY 1, 2024</b>   Contingent rosters are closed to all changes including new additions. Any cancellations beginning on this date will result in the full forfeiture of the conference fee.</p>
<p><b>Contingent &amp; Delegate Training &amp; Activity Schedules Released</b></p>	<p><b>JULY 5 – AUGUST 1, 2024</b>   Contingents and delegates receive their individual program schedules based on the training and activities requested. Delegates and contingent leaders may make modifications to schedules based on availability of programs in NOAERS. The individual schedule editing process is ongoing and can be done at any time after the schedule is released. As such, activity and session availability may vary leading up to the conference. After schedules are released, contingent leaders will be provided with any “activity specific” information for distribution to their contingent. These may include deadlines for specialized waivers or dress policies for certain activities.</p>
<p><b>Activity Fee Billing &amp; Payments</b></p>	<p><b>JULY 5 – JULY 19, 2024</b>   Activity-specific fees will be assessed to contingent and individual accounts. Contingents and delegates will be notified to login to NOAERS and directly submit payment by credit card. Any contingent or delegate who does not pay incidental fees is subject to being dropped from the activity.</p>
<p><b>Contingent Arrival Instructions &amp; Housing Assignments Distributed</b></p>	<p><b>JULY 22, 2024</b>   The contingent specific information regarding housing assignments, arrival window, and check-in location will be distributed to contingent leaders. This will allow contingents and delegates to familiarize themselves with their housing location and provide any specific pick-up or drop-off addresses for transportation services such as contingent arranged buses.</p>
<p><b>Arrival at NOAC 2024</b></p>	<p><b>JULY 29, 2024</b>   Contingents arrive and check in for a conference filled with memories to last a lifetime!</p>

## CONTINGENT COMPOSITION

Contingents are encouraged to strive towards a 2:1 youth to adult ratio or higher to ensure maximum youth participation in the conference. It is the responsibility of the contingent leadership to establish criteria and choose qualified adults to join the lodge contingent. Adult participation should be approved based on the need to provide responsible leadership supervision for the contingent (at least one adult for every 15 youth). All contingents must maintain at least two-deep adult leadership, as well as required gender-based leadership while traveling to, from, and during the conference. Please note that individual delegates, remote delegates, and conference staff members register separately do not impact a contingent's ratio. Additional information can be found in the "Conference Policies" section, "Adult Leadership" subsection.

## CONFERENCE PROMOTIONAL PATCH

The National OA Office will send the contingent leader one conference promotional patch per delegate slot claimed in NOAERS while supplies last. This patch can be worn on the Scout uniform above the right pocket, in the same place as a national or world Scout jamboree patch.



## CONTINGENT PATCHES AND MEMORABILIA GUIDELINES

The following guidelines for contingent patches and memorabilia have been developed in conjunction with the University of Colorado Boulder for NOAC 2024 event-specific merchandise.

GUIDELINE	DESCRIPTION
Permission to use University Name	A third-party letter of permission is not required from the University of Colorado if the words "CU BOULDER" or "THE UNIVERSITY OF COLORADO BOULDER" are used only to identify the location of the NOAC event.
Spelling of University Name	There is no comma in "UNIVERSITY OF COLORADO BOULDER"
Font & Color of University Name	Use of "CU BOULDER" or "THE UNIVERSITY OF COLORADO BOULDER" should be designed with Helvetica Font and be CU Gold. CU Gold: CO M10 Y48 K22   (PANTONE® 4525 C)   R207 G184 B124   #CFB87C
Use of University Trademarks	Any other use of the University of Colorado trademarks, including but not limited to the interlocking CU logo, "Ralphie" the buffalo or any athletic branding is not permitted.
Use of Year in Design	If a year is to be included to identify the NOAC event, it should clearly be associated with NOAC and separated from the words "CU BOULDER" or "THE UNIVERSITY OF COLORADO BOULDER".
Use of BSA Licensee	Custom patch orders must be placed through an official BSA licensee. Current licensees can be found <a href="#">here</a> .
Use of Third Party Trademarks	Any other third-party trademark used on a patch design must be accompanied by a letter of permission from that intellectual property owner granting such use.



## FEE STRUCTURE AND BILLING

### CONTINGENT FEE

The conference fee includes five nights' housing, four and a half days of program and training, 14 meals, program and support materials, registration materials, insurance, and recognition items during the six-day conference.

There are two conference fee options for contingent delegates, either discounted or standard. The contingent leader will determine whether a delegate slot will follow the discounted fee structure or standard fee structure during initial contingent registration and then subsequently when adding additional delegates to the contingent throughout the registration cycle. Contingents are welcome to have a mix of discount and standard delegate types. Contingent leaders control delegate slots through their contingent management dashboard within NOAERS.

Contingents are encouraged to set their own schedule for payment collection from the lodge contingent delegates.

TYPE	DESCRIPTION
<p><b>Discounted Fee Contingent Delegate Slots</b></p>	<p>The discounted contingent delegate conference fee is \$625.00.</p> <p>Description: Discounted registration allows delegates the lowest conference fee option. Contingent discounted delegate slots must be reserved by Friday, February 2, 2024, and paid in full by Wednesday, March 1, 2024. Discounted fees are non-refundable but can be transferred between delegates within the same contingent. Any discounted registration not paid in full by the deadline will incur a \$50.00 late charge and the non-refundable deposit amount will remain enforced.</p> <p><b>NEW</b>   Billing Detail: On February 5, 2024, contingent invoice #1 will be distributed. Contingents will be billed through the local council's accounting department for the full discounted fee of \$625.00 for each discounted delegate slot they have claimed. Contingent leaders should work with their lodge staff adviser and accounting staff to ensure awareness and accuracy of the invoice.</p>
<p><b>Standard Fee Contingent Delegate Slots</b></p>	<p>The standard contingent delegate conference fee is \$675.00.</p> <p>Description: Standard registration allows delegates more flexibility to pay over time with payment in full by June 28, 2024. Standard registration fees are refundable, minus a \$100.00 deposit, until June 28, 2024, or can be transferred between delegates within the same contingent.</p> <p><b>NEW</b>   Billing Detail: On February 5, 2024, contingent invoice #1 will be distributed. Contingents will be billed through the local council's accounting department \$100.00 per standard delegate slot they have claimed. The remaining, \$575.00, for each standard fee contingent delegate slots will be invoiced on June 3, 2024 through contingent invoice #2. Standard delegate slots reserved after February 2, 2024 will be billed in full, as part of contingent invoice #2. Contingent leaders should work with their lodge staff adviser and accounting staff to ensure awareness and accuracy of the invoice.</p>

Any contingent delegate slot registered on or after June 1, 2024, will only be accepted based on space availability and will be subject to a late registration fee of \$50, for a full conference cost of \$725. Late registration fees are refundable, minus a \$100 deposit, until June 30, 2024.

## CANCELLATIONS AND REFUNDS

All requests for cancellations of delegate slots must be made in writing to the Contingent and Staff Services Committee at [conciierge@oa-bsa.org](mailto:conciierge@oa-bsa.org) by June 30, 2024. Standard conference fee slots will receive a full refund of all fees, minus their deposit amount of \$100.00. Delegate slots canceled after June 30, 2024, will forfeit the conference fee. No refunds will be given for cancellation of discounted fee delegate slots.

The \$100.00 per delegate deposit for a standard delegate slot is transferable to a substitute delegate, youth, or adult, within the same contingent on a one-for-one basis, but it is non-refundable and may not be applied to the balance due for another delegate.

## CONTINGENT BILLING

Contingents' local council offices will be billed directly by the National OA Office for contingent conference fees. Contingent fee invoices are generated and sent electronically through the BSA PeopleSoft software. Invoices are paid via account transfer from the local council to the National OA Office. This fund transfer is a standard business practice between local councils and the National Office.

Contingent leaders can track invoice status within the NOAERS contingent dashboard. Invoice information includes the invoice number, date, payment status, and a summary of fees charged. Additional questions on the conference billing process should be directed to the contingent concierge. The anticipated contingent conference fee invoice schedule and payment deadlines are below. The dates below represent the anticipated dates on which the National OA Office will submit invoices through the national accounting department. The actual date the invoices are received by local councils are determined by the national accounting department's PeopleSoft billing schedule and are likely to arrive no more than 16 days after invoices are submitted.

INVOICE	DESCRIPTION
<b>Contingent Invoice #1</b>	<ol style="list-style-type: none"> <li>Sent from National OA Office to local councils: February 5, 2024</li> <li>Deadline for payment posted from local council to National OA Office: March 1, 2024</li> </ol>
<b>Contingent Invoice #2</b>	<ol style="list-style-type: none"> <li>Sent from National OA Office to local councils: June 3, 2024</li> <li>Deadline for payment posted from local council to National OA Office: July 1, 2024</li> </ol>

Billing for a contingent delegate's special program fees, such as a charge for a special meal or reception, will be addressed in the Contingent & Delegate Program Primer slated for release on April 1, 2024.

**TRAILBLAZER SCHOLARSHIP FUND | NEW**

NOAC aims to ensure that every eligible youth delegate or youth staff member who is interested in attending the conference can do so, regardless of financial background. While youth delegates and youth staff are encouraged to fundraise as much as they reasonably can, some youth delegates and youth staff will need additional financial support to cover conference costs. Lodges are expected to be the primary provider of scholarships to delegates who need them. To supplement lodges scholarships, NOAC has established the Trailblazer Scholarship Fund to support Scouts with financial needs.

A Trailblazer Scholarship can potentially cover any requested amount up to the full standard conference fee of \$675.00. To maximize the number of Scouts who can attend NOAC, full scholarships will only be given in the most extraordinary cases. Most scholarship awards will total 50% or less of the standard conference fee.

The Trailblazer Scholarship Fund will be funded primarily through the sale of exclusive conference merchandise. Exclusive Trailblazer Scholarship Fund merchandise will be made available in fall 2023 and the last day of sales will be January 31, 2024. All proceeds from the sales of merchandise will be put into the Trailblazer Scholarship Fund to create the pool of available funding.

Applications for the Trailblazer Scholarship Fund will be made available on [noac.oa-bsa.org](https://noac.oa-bsa.org) in fall 2023 and the last day to submit a scholarship application will be January 31, 2024. Eligibility requirements for the Trailblazer Scholarship Fund include:

- Be registered for NOAC within NOAERS as a youth delegate with a contingent or as a youth staff member by January 31, 2024
- Submit a Trailblazer Scholarship application, complete with the signature of your contingent leader by January 31, 2024
- Be under the age of 21 through the last day of the conference, August 3, 2024

The Scholarship Committee will determine scholarship amounts for each applicant. Lodges, sections, or regions do not have a role in reviewing and approving Trailblazer Scholarship Fund applications but may be contacted by the committee to validate requests.

Applicants and their respective contingent leaders will be notified of their scholarship status and a potential award by Friday, March 15, 2024. Trailblazer Scholarship awards will be applied directly to the individual registration account within the NOAERS. Funds will not be mailed.

Anticipated questions in the Trailblazer Scholarship Fund application will include financial information such as the size of household, parent or guardian name(s), total annual household income before taxes, and the requested scholarship amount. There will be additional free form response questions, such as why are you interested in attending NOAC, what are you doing to raise funds to attend NOAC, and if you do not receive the scholarship amount you requested, how might that impact your ability to attend NOAC?



## CONTINGENT TRAVEL

Contingents are encouraged to begin their travel planning in fall 2023. Initial travel planning information is below, and additional information will be released leading up to the conference.

### AIRPORT AND AMTRAK

TYPE	DESCRIPTION
Shuttle Service between Airport / Train and Campus	<p>NOAC will establish chartered shuttles from the Denver International Airport (DEN) and Denver's Union Station to University of Colorado Boulder that contingent leaders can reserve for their delegates within NOAERS beginning in spring 2024. Shuttles will be available on arrival day, July 29, and departure day, August 3.</p> <p>Contingents planning to use the conference-provided airport shuttle should plan their flights to arrive in Denver between 7:00 a.m. and 4:00 p.m. Travel time between the Denver International Airport and campus is approximately 50 minutes. The first meal provided by the conference will be dinner on July 29.</p> <p>Departures on August 3 will commence as early as needed for contingents to check-in for departure flights. Airport check-in time, security screening, travel, and load time on the campus, for your return trip, will be included in the total amount of time needed for your departure, which will be a minimum of three hours. Please plan your departures flights with these considerations.</p> <p>Travel time between Denver's Union Station and campus is approximately 60 minutes.</p> <p>Additional information on costs and how to reserve shuttle seats will be shared with contingent leaders in early 2024. All travel fees will be billed to contingent councils via invoice.</p>

### PERSONAL AND RENTAL VEHICLES

TYPE	DESCRIPTION
Campus Parking Permits	<p>All parking at the University of Colorado Boulder requires a parking permit. Parking permits are expected to cost \$25.00 to \$35.00 for the entire conference or \$10.00 per day for each vehicle.</p> <p>Parking permits will be available for purchase beginning in spring 2024. Each parking permit allows access to one parking spot. If the contingent brings a trailer for example, the trailer will also need a parking permit, even if it remains attached to a vehicle.</p> <p>If the contingent is renting vehicles in the days leading up to the conference, parking permits may be purchased in advance to "hold your spot" and then edit the permit details once your rental vehicle make, model, and license plate are known.</p> <p>All parking permits at the University of Colorado Boulder are based on the license plate of the vehicle and no permits will need to be printed.</p>

<b>Vehicle Insurance</b>	All vehicles must be covered by automobile liability insurance with limits that meet or exceed the requirements of the state in which the vehicle is registered. It is recommended, however, that coverage limits are at least \$100,000.00 combined single limit. Any vehicle designed to carry ten or more passengers should have a limit of \$1,000,000.00. For insurance information refer to the Insurance section in the <a href="#">Guide to Safe Scouting</a> .
<b>Vehicle Drivers</b>	All drivers must have a current valid driver's license and must be 18 years of age or older. Youth drivers are prohibited. Driving time is limited to a maximum of 10 hours in one 24-hour period, regardless of drivers available. Frequent breaks are required, including rest, food, and recreation. Do not drive when distracted or drowsy. If trucks are used, passengers may only ride in the cab. The use of 15-passenger vans manufactured before 2005 are prohibited. The relevant policy from the Boy Scouts of America can be found <a href="#">here</a> .



## CONTINGENT MANAGEMENT DASHBOARD

Below is a list of major functionality and common uses for the contingent management dashboard within NOAERS. Contingent management dashboards are accessible to the adult contingent leader and assistant contingent leaders for each contingent within NOAERS. Contingent concierges are trained on all elements of the contingent management dashboard and are available to support the contingents as needed.

Boy Scouts of America  
ORDER OF THE ARROW
Help
My Events My Profile Logoff

Pellissippi

General

Event

Members

Activities

Schedule

Travel

Invoices

Payments

Notes

Staff Members

Tools

### General Information

Pellissippi

#### Contingent Information

**Name** Pellissippi

**Council** Great Smoky Mountain (557) Knoxville, TN

**Region**

#### Registration Information

**Order ID** 9582

**Variant** Lodge Contingent

**Registered** Mon, Dec 11, 20

**Approvals** Council: Approved on 1/1/20

#### Contingent Member Summary

	Min	Max	Count
Youth Contingent Members	2	19	19
Adult Contingent Members	2	4	4
<b>Total</b>	<b>4</b>	<b>23</b>	<b>23</b>

#### Financial Summary

	Total	Balance
Contingent Fees	\$0.00	\$0.00
Attendee Fees	\$12,225.00	\$0.00
<b>Total</b>	<b>\$12,225.00</b>	<b>\$0.00</b>

#### Contingent Contacts edit

Youth Contingent Leader

Adult Contingent Leader

Registration Assistant

### ELEMENT

### DESCRIPTION

#### Member Summary

Provides a count of youth and adult contingent member slots reserved.

<b>Financial Summary</b>	Provides a summary of fees associated with the contingent and delegates, including the balance due. Additional invoicing and payment details can be found by clicking on invoice and payment buttons in the left-hand column of the dashboard.
<b>Contingent Contacts</b>	Provides the ability to edit the youth contingent leader, adult contingent leader, assistant contingent leader, lodge chief, lodge adviser, and lodge staff adviser contact information. The youth and adult contingent leaders are the points of contact to whom the contingent concierge and the Contingent and Staff Services Committee will send conference communications. The registration assistant listed is your assigned contingent concierge.
<b>Event Tab</b>	Solicits contingents' information to aid in conference planning.
<b>Members Tab</b>	Provides a listing of the contingent delegate slots. Allows the adult contingent leader to assign or unassign individuals to delegate slots. Allows the adult contingent leader the ability to add additional contingent member slots. A tutorial for adding contingent delegates can be found <a href="#">here</a> .  Additionally, this tab shows which contingent members have registration issues which must be addressed prior to the contingent check-in. It is the responsibility of the contingent leadership to work with their contingent members to resolve any registration issues.
<b>Activities Tab</b>	Provides a summary of the contingent level activities such as special meals, ceremony evaluations and athletic competitions. The contingent leader can register the contingent for activities and where needed, assign individual members to participate in activities on behalf of the contingent.  Contingent level activities are different and separate from delegate level activities. Delegate level activities are requested by individual members of the contingent via their delegate dashboards in NOAERS. The activities tab will be visible to contingent leaders and delegates in spring 2024.
<b>Schedule Tab</b>	Provides a summary of the assigned contingent level activities and timing. The schedules tab will be visible to the contingent leader and delegates in early July 2024.
<b>Travel Tab</b>	Provides the ability to input arrival and departure travel records for the contingent. The contingent leader can add multiple records to accurately reflect the arrival and departure plan of the contingent, if traveling in multiple or separate groups. The travel tab will be visible to contingent leaders in spring 2024.
<b>Staff Members Tab</b>	Provides a listing of conference staff members from your council, their conference committee, and their respective assignment statuses.
<b>Remote Delegate Tab</b>	Provides a listing of remote delegates from your council.
<b>Individual Delegate Tab</b>	<b>NEW</b>   Provides a listing of individual delegates from your council. This feature is expected to be live in early 2024.
<b>Tools Tab</b>	Provides on-demand reporting capabilities including exporting reports of contingent member information, check-in issues, outstanding balances, and individual activity selections. Please note, if you use the messaging tool in this section of NOAERS, your delegates will not be able to reply directly to you.



## CONFERENCE COMMITTEE AND STAFF

Youth leaders and veteran Arrowmen from around the nation make up the national conference committee and bring to life the conference programming. Clint Takeshita serves as conference chairman and advises the national chief and national vice chief throughout the planning process. Cortland Bolles, National Director, serves as the conference staff adviser. The national Order of the Arrow committee, led by National Chairman Dr. Chris Grove, provides overall guidance to the 2024 national conference.

The conference could not function effectively without the dedicated service of more than 1,400 Arrowmen who volunteer as conference staff, organized into more than 20 committees. Members of the conference staff pay their own way to the conference and work in a support role to help make the conference program a successful and enjoyable experience for all Arrowmen. Information on how to apply for conference staff will be available in the Staff Registration Primer available at [noac.oa-bsa.org](https://noac.oa-bsa.org) by October 2, 2023.

COMMITTEE	DESCRIPTION
<b>Activities &amp; Recreation (ARC)</b>	Responsible for staging a variety of activities, escape rooms, recreational activities, movies, etc., including off-campus activities and the Thursday night gatherings. Facilitates conference-wide patch trading.
<b>Administrative Services</b>	Responsible for the support arm of the conference, providing for a variety of services that make the conference operate smoothly: equipment and material procurement and distribution, service corps, storage, warehousing, printing, signage, and conference related construction.
<b>Adventure Central</b>	Responsible for adventure-related activities, including the Experience (Outdoor Gear Expo), STEM, and Outdoor Adventure activities at the conference.
<b>Arrowman Conservation Education &amp; Sustainability (ACES)</b>	Responsible for coordinating sustainability efforts across all committees and conservation program elements at the conference, including the Arrowman Conservation Education and Sustainability Village.
<b>Communications</b>	Responsible for the various media outlets at the conference, including the newsletter, website, social media, and the conference app content.
<b>Contingent &amp; Staff Services (C&amp;SS)</b>	Responsible for coordinating and facilitating contingent and staff registration, contingent concierges, arrival planning, show seating, housing, transportation, and food service.

<b>Digital Services</b>	<b>NEW</b>   Responsible for coordinating mobile application design and end user support. Leads integration across technology assets (e.g., NOAERS, mobile application, conference wide game, etc.). Owns the development and maintenance of technology tools and solutions.
<b>Emergency Management</b>	<b>NEW</b>   Responsible for emergency planning coordination for large scale conference events. Oversees the program hazard analysis for all conference program activities and mitigation of activity risk.
<b>Endowment</b>	Responsible for OA Endowment Trading Post. Coordinates Endowment activities including the Endowment lunch and special activities for donors.
<b>Engagement</b>	Responsible for the overall delegate and staff experience including delegate arrival, the conference wide game, the Admonition Team, and the participation award.
<b>Financial Services</b>	Responsible for oversight of daily financial and business operations of the conference.
<b>Induction &amp; Ceremonial Events (ICE)</b>	Responsible for helping lodges improve the quality of the full spectrum of their OA inductions, from conducting unit elections to the Vigil Honor via classroom sessions and live evaluations of ceremonies teams.
<b>Festival</b>	Responsible for all programs and activities associated with the festival on the last full day of conference prior to the theme show.
<b>Medical</b>	Responsible for on-site medical services and clinic operations. Liaises with local health care and safety providers. Manages staff and delegates medical records.
<b>Pacesetters</b>	<b>NEW</b>   Responsible for all athletic individual and team competitions including the NOAC triathlon, 5k and 10k runs. Promotes nutrition and fitness through training sessions, workshops, activities, and competitions.
<b>Regional Operations</b>	Responsible for coordinating lodge performance activities at the conference. Responsible for the National Council of Chiefs and lodge and section leaders dinner.
<b>Scheduling &amp; Facilities</b>	Responsible for coordination of the conference schedule, creation of delegates program schedules, and coordination of reservations for all conference venues.
<b>Shows</b>	Responsible for the development, production, and staging of the four evening shows.
<b>Security</b>	Responsible for conference public safety including enforcing the code of conduct.
<b>Special Events</b>	Responsible for all special events and activities, receptions, religious services, NESAs events, the Goodman-Edson Observatory-The Conference Museum exhibition, Very Important Arrowmen (VIA) luncheons, and Distinguished Service Award and Red Arrow reception and dinner.

<b>Technology</b>	Responsible for providing the necessary technology support for all conference committees, including networks, computers, printers, sound systems, video equipment, radios, and other technology gear.
<b>Trading Post</b>	Responsible for the conference Trading Post operations and merchandise pre-orders.
<b>Training</b>	Responsible for planning, developing, and conducting all training programs and educational opportunities for youth and adult Arrowmen.



## CONFERENCE POLICIES

ELEMENT	DESCRIPTION
<p><b>Boy Scouts of America Registration</b></p>	<p>All conference attendees are required to have an active registration with the Boy Scout of America. Additionally, all conference attendees require local council Scout executive approval to participate in NOAC. Registration status will be verified, and council Scout executive approval will be completed through an automated process within NOAERS.</p>
<p><b>Youth Protection Training</b></p>	<p>All attendees 18 years of age and older must complete the Boy Scouts of America Youth Protection Training course within one year of the last day of the conference. Certificates should be dated August 4, 2023, or later. Contingent leaders and delegates can view if their youth protection training is valid and associated with their NOAC registration within NOAERS. The Youth Protection Training can be completed at <a href="https://my.scouting.org">my.scouting.org</a>.</p>
<p><b>Criminal Background Checks</b></p>	<p>All attendees 18 years of age and older, will have a criminal background check completed immediately prior to the conference. The criminal background checks are completed by a third-party vendor. The national OA director will address any issues that arise from the criminal background checks with the delegate/staff member and their respective contingent leader.</p>
<p><b>Adult Leadership Policy</b></p>	<p>Two registered adult leaders, over the age of 21, are required for all trips and outings including required gender-based leadership, per the <a href="#">Guide to Safe Scouting</a>. It is the responsibility of the local council and contingent leader to ensure that sufficient qualified adult leadership is provided for participation in NOAC, including travel to and from the conference.</p> <p>Contingents with female members under 18 years of age must have at least two female youth members under 18 years of age as part of the contingent and at least one 21 years of age adult must be a female with a current BSA registration.</p> <p>Contingents with female members between 18-20 years of age may have one female youth member between 18-20 years of age as part of the contingent and at least one 21 years of age adult must be a female with a current BSA registration.</p> <p>Contingents must use their own leadership to fulfill adult leadership requirements. Staff members or individual registrants from their local council may not be used as qualified adult leadership for their contingent. Contingents may not combine female youth or female adults with other council contingents to meet these requirements.</p> <p>Please note that Youth Protection policies and adult leadership supervision policies are subject to change as the BSA strives to provide the safest possible environment for all members to participate in scouting activities.</p>

	<p>Contingents that do not meet the most current minimum adult leadership supervision requirements, as set forth by the Boy Scouts of America by the start of NOAC, will not be authorized to participate in the conference.</p>
<b>Youth Buddy Policy</b>	<p>All attendees under 18 years of age should be paired with a buddy throughout their conference experience. It is recommended that the youth be no more than two years apart. Buddy pairs may only be single gender, not coed. Buddy pairs can only be made between youth members. Adult program participants cannot buddy with youth members, even if they are registered in the same program.</p> <p>Care must be exercised that every youth carries credentials identifying them as a member of the contingent along with their personal identification, which should include name, address, parent/guardian's telephone number, religious faith, whom to notify in case of emergency, council, and headquarters city.</p>
<b>Use of Tobacco, Alcohol, or Drugs</b>	<p>The University of Colorado Boulder is a smoke free campus. The use of alcoholic beverages, non-prescribed drugs, or controlled substances will not be permitted at the conference or on the University of Colorado campus and will result in immediate dismissal from the conference at the delegate's expense.</p>
<b>Child Abuse</b>	<p>Contingent leaders and all delegates over 18 years of age are in a critical position to help safeguard our youth. Abuse of children falls into many forms including physical, mental, sexual, and verbal abuse. Child abuse is against the law and child abuse will not be tolerated in the Boy Scouts of America or the Order of the Arrow.</p> <ol style="list-style-type: none"> <li>1. If someone is in immediate danger, local emergency services should be notified first followed by the national OA director.</li> <li>2. If someone is out of immediate danger, report to the national OA director.</li> <li>3. If the national OA director is not readily accessible, call the Scouts First Helpline at 844.726.8871 or email <a href="mailto:scoutsfirst@scouting.org">scoutsfirst@scouting.org</a>.</li> </ol>
<b>Guests of the University of Colorado</b>	<p>All conference delegates and staff are guests at the University of Colorado Boulder and are expected to behave as such. The cooperation of all delegates and staff is requested to see that university property is treated with respect. We recognize the land acknowledgement statement which the University of Colorado Boulder commits to in its daily operations.</p>
<b>Insurance Policy</b>	<p>Accident and sickness insurance is provided to all conference attendees. The cost of this insurance is included as part of the conference fee. Coverage for registered members of the BSA will be effective during travel and during their stay at the conference. All notice of claims must be filed with the administrator, Health Special Risk, Inc. within 90-days after any loss covered <a href="#">here</a>.</p>
<b>Annual Health and Medical Record (Medical Forms)</b>	<p>All conference delegates must submit a valid BSA Annual Health and Medical Record (AHMR) at least one week prior to their arrival at the conference, Monday July 29. New this year, AHMR forms will be submitted in advance of the conference, via a secure medical records portal. Delegates will have a field in NOAERS indicating if their AMHR has been submitted or not. The secure medical records portal will open in spring 2024. AHMR forms can be accessed <a href="#">here</a>.</p> <p>No other type of medical form will be accepted. An AHMR is valid through the end of the 12th month from the date it was administered. For NOAC 2024, the medical examination must have been performed by a licensed practitioner after August 1, 2023.</p> <p>Contingent leadership is encouraged to maintain paper copies of each delegate's BSA AHMR Form during the conference and while traveling to and from the NOAC.</p>

<p><b>Immunizations</b></p>	<p>All conference delegates are required to have immunization based on recommendations of the U.S. Public Health Service. As part of AHMR all delegates must provide proof of immunization for tetanus within ten (10) years, since 2014. In addition, youth delegates must provide verification of the following immunizations since birth:</p> <ul style="list-style-type: none"> <li>• Diphtheria and pertussis.</li> <li>• Measles, mumps, and rubella (MMR).</li> <li>• Trivalent oral polio vaccine (TOPV) – four doses recommended.</li> </ul> <p>If any delegate is not able to comply with the immunization requirements, the BSA Immunization Exemption Form must be submitted with the AHMR.</p>
<p><b>Media Policy</b></p>	<p>The conference has a designated spokesperson that speaks on behalf of the conference and the Boy Scouts of America. If you are approached by media, inquiries should be directed to <a href="mailto:PR@scouting.org">PR@scouting.org</a>.</p>
<p><b>Order of the Arrow Commitment to Diversity, Equity, and Inclusion</b></p>	<p>In support of the Order of the Arrow’s mission statement and <a href="#">commitment to diversity, equity, and inclusion</a>, the conference will strive to “lead by example” and is actively working to be a role model so that every segment of the BSA can understand how to create an open and inclusive culture where more and more young people feel welcomed. These actions are grounded in the century-long culture of Scouts holding themselves to the highest standards of good character, friendliness, and citizenship.</p>
<p><b>Order of the Arrow Commitment to Sustainability</b></p>	<p>In support of the Order of the Arrow’s mission statement and <a href="#">commitment to sustainability</a>, the conference will make every effort to reduce the environmental impact of NOAC. The conference aims to be a zero-waste event. Contingents are encouraged to use recycling and compost facilities on campus and refill water bottles at stations provided throughout campus. Training in environmental conservation will be offered as a part of the conference program at the Arrowman Conservation Education and Sustainability Village and through the Arrowman Conservation School.</p>

