



# Unit Leader's Handbook



AHOALAN-NACHPIKIN LODGE  
ORDER OF THE ARROW



Scouts and their parents expect all Boy Scouts of America activities to be conducted safely. To ensure the safety of participants, the Boy Scouts of America expects leaders to use the four points of **SAFE** when delivering the Scouting program.

## SUPERVISION

Youth are supervised by qualified and trustworthy adults who set the example for safety.

- Accepting responsibility for the well-being and safety of youth under their care.
- Ensuring that adults are adequately trained, experienced, and skilled to lead the activity, including the ability to prevent and respond to likely problems and potential emergencies.
- Knowing and delivering the program of the Boy Scouts of America with integrity.
- Using qualified instructors, guides, or safety personnel as needed to provide additional guidance.
- Maintaining engagement with participants during activities to ensure compliance with established rules and procedures.

## ASSESSMENT

Activities are assessed for risks during planning. Leaders have reviewed applicable program guidance or standards and have verified the activity is not prohibited. Risk avoidance or mitigation is incorporated into the activity.

- Predetermining what guidance and standards are typically applied to the activity, including those specific to the Boy Scouts of America program.
- Planning for safe travel to and from the activity site.
- Validating the activity is age-appropriate for the Boy Scouts of America program level.
- Determining whether the unit has sufficient training, resources, and experience to meet the identified standards and, if not, modifying the activity accordingly.
- Developing contingency plans for changes in weather and environment and arranging for communication with participants, parents, and emergency services.

## FITNESS AND SKILL

Participants' Annual Health and Medical Records are reviewed, and leaders have confirmed that prerequisite fitness and skill levels exist for participants to take part safely.

- Confirming the activity is right for the age, maturity, and physical abilities of participants.
- Considering as risk factors temporary or chronic health conditions of participants.
- Validating minimum skill requirements identified during planning and ensuring participants stay within the limits of their abilities.
- Providing training to participants with limited skills and assessing their skills before they attempt more advanced skills.

## EQUIPMENT AND ENVIRONMENT

Safe and appropriately sized equipment, courses, camps, campsites, trails, or playing fields are used properly. Leaders periodically check gear use and the environment for changing conditions that could affect safety.

- Confirming participants' clothing is appropriate for expected temperatures, sun exposure, weather events, and terrain.
- Providing equipment that is appropriately sized for participants, is in good repair, and is used properly.
- Ensuring personal and group safety equipment is available, properly fitted, and used consistently and in accordance with training.
- Reviewing the activity area for suitability during planning and immediately before use, and monitoring the area during the activity through supervision.
- Adjusting the activity for changing conditions or ending it if safety cannot be maintained.

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“Let us realize the significance of the Order in the unit – for the unit is our best hope in Scouting.”

- E. Urner Goodman Founder  
Order of the Arrow

## FORWARD

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### Letter from the Chief

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Fellow Scouters,

This manual is written with you in mind – **the Unit Leader**. Knowing that your job is the most time-consuming and important job in all of Scouting, our desire is to assist you in any way possible in helping you achieve the primary goal of every unit leader – **to instill a sense of character and value in the life of each youth in your unit.**

Many of you may not be familiar with the Order of the Arrow, except for a call-out ceremony or two – for you, we hope this manual will introduce you to what the OA can offer your unit and your youth. For those of you who are familiar with the OA, whether your experience was within this council or elsewhere, we hope you will learn how the Ahoalan-Nachpikin Lodge and its programs can be of service to you. One of the main purposes of our Order is simply that – to serve you, Scouts, and the Units of our Council. By becoming familiar with this manual, we trust you will better understand where the OA fits in the Chickasaw Council’s program and take advantage of the opportunities that the Ahoalan-Nachpikin Lodge provides.

If at any time, you have questions about the Order of the Arrow in the Chickasaw Council, please feel free to contact me or any of the other officers of the Lodge.

Yours in Scouting,

**Thomas A. Humphreys** | Lodge Chief  
Pronouns: He/Him

**ORDER OF THE ARROW**  
**Ahoalan-Nachpikin**

171 S. Hollywood  
Memphis, TN 38112  
P 901.230.7863  
[LodgeChief@chickasawoa.org](mailto:LodgeChief@chickasawoa.org)

## Purpose of the Order

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The Order of the Arrow's Purpose is fourfold:

***To recognize those campers – Scouts and Scouters – who best exemplify the Scout Oath and Law in their daily lives, and by such recognition, cause other campers to conduct themselves in such manner as to warrant recognition.***

Recognition is an important part of the Scout program and helps build character values by rewarding a Scout's drive for achievement and self-esteem. As Scouting's National Honor Society, the Order of the Arrow recognizes those in scouting who are active examples of the Scouting principles of cheerfulness, helpfulness, trustworthiness – all the central virtues of Scouting. Furthermore, the OA challenges each of its members to continue to live up to these ideals, thereby promoting these ideals back to those in your unit.

***To develop and maintain camping traditions and spirit.***

The Order of the Arrow was founded at a Scout summer camp and believes in the outdoor method as an integral part of the Scouting goal of building character, citizenship, and fitness in its participants. In camp, Scouts interact toward a common goal, and in doing so, exercise skills that are important in the maturation of youth into valuable members of society. As such, the OA embraces the camping traditions that have stood the test of time with the Scouting program and serves to keep the spirit of the outdoor program alive.

***To promote Scout camping, which reaches its greatest effectiveness as a part of the unit's camping program, both year-round and in the summer camp, as directed by the camping committee of the council.***

Under the direction of the Chickasaw Council's Camping Committee, the Ahoalan-Nachpikin Lodge of the Order of the Arrow is committed to promote Scout camping. The OA believes that the goals of Scouting can be best achieved by a year-round program of unit camping, and the programs of the Ahoalan-Nachpikin Lodge reflect the desire to be helpful to your Unit in meeting these goals.

***To crystallize the Scout habit of helpfulness into a life purpose of leadership in cheerful service to others.***

As adult leaders in the Scout program, our goal is to help you in your goal of molding your Scouts into responsible leaders. The Order of the Arrow program emphasizes service to others as a central theme of leadership and provides a framework through which to experience service as a building block in shaping the character of our youth.

The Ahoalan-Nachpikin Lodge also believes that youth membership retention is another benefit of the Order of the Arrow program. As a youth in Scouting matures and completes individual advancement goals, they can turn to the OA as a source of further opportunity to experience Scouting. Youth members who stay with the Scouting program longer typically achieve higher ranks of advancement, serve as camp staff, and ultimately choose to give back to Scouting in adulthood.

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### Mission of the Lodge

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The mission of the Ahoalan-Nachpikin Lodge is to achieve the purpose of the Order of the Arrow as an integral part of Scouts BSA in the Chickasaw Council through positive youth leadership under the guidance of selected capable adults.

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### History of the Order

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The Order of the Arrow was founded by Dr. E. Urner Goodman and Carroll A. Edson in 1915 at the Treasure Island Camp of the Philadelphia Council, Boy Scouts of America. It became an official program experiment in 1922 and was approved as part of the Scouting program in 1934. In 1948 the OA, recognized as the BSA's national brotherhood of honor campers, became an official part of the Boy Scouts of America. That same year the Chickasaw Council adopted the Order of the Arrow program. In 1998, the Order of the Arrow became recognized as Scouting's National Honor Society when it expanded its reach beyond camping to include broader service to Scouting and the community. In 2019, girls were first allowed in the program. They were allowed to join the Order as youth. Following that decision, Crews and Ships were given the opportunity to hold their own unit elections.

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## STRUCTURE

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The Lodge is governed by the Lodge Executive Committee (LEC). The voting members of the LEC consist of the elected Lodge Officers and the Lodge Standing Committee Chairmen. The advisers to all these youth and the Scout Executive also give input during LEC meetings. The LEC is responsible for planning the overall lodge program, which will be established and fine-tuned at the LEC meetings. The Lodge Chief and Advisers attend the LEC meetings and help establish the program plan.

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### Unit Representative

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To help facilitate this interface between the OA and the unit, the Unit Representative program was established. This program establishes a youth liaison in each unit to serve between the OA lodge and their unit. In their unit, they will serve as a communication and programmatic link to and from Arrowmen, adult leaders and Scouts who are not presently members of the Order. The Unit Representative is a recognized leadership position that counts toward rank advancement, including Eagle. More detailed information on this program may be found at the National OA website at: [oa-bsa.org/resources/ucl-support/unit-rep](https://oa-bsa.org/resources/ucl-support/unit-rep).



To improve communications between the lodge and your unit, you are encouraged to support the Unit Representative program by asking your Youth Leader to appoint one for your unit. Each Unit Representative may wear a special leadership patch on their uniform, which is available at each Scout Shop. Unit Representatives are encouraged to participate within the Lodge to be able to provide information to their fellow unit Arrowmen.

Starting in 2024, The Ahoalan-Nachpikin Lodge will be awarding units that complete a list of requirements the Unit of Excellence Award. For more information, visit [Chickasawoa.org/unitleaders/representatives](https://Chickasawoa.org/unitleaders/representatives).

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### Unit Representative Advisor

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The Unit Representative Advisor is a unit assistant leader or committee member that is at least 21 years old, an OA member, and appointed by the Unit Leader with the





AHOALAN-NACHPIKIN LODGE

## ORDER OF THE ARROW

approval of the Committee Chairman. Their role is to assist the youth Representative so that he might succeed in his role as the communication and programmatic link between the unit and the Lodge or Chapter. They promote the incorporation of the Order of the Arrow ideals and programs into the Unit and into the advancement and recognition programs. They attend lodge meetings with the youth and ensure that the information is getting back to the Unit

## FUNCTIONS

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Ahoalan-Nachpikin has many events and functions throughout the year. This guide focuses on the specific functions that affect units. For more information on the other functions, you can view the Lodge website and the Lodge Planbook (digital versions of the Planbook are available on the website). The functions covered in this guidebook are Unit Elections, Summer Camp, Camporee events, Summer Camp Promotions, District Events, and Cub Scout Programs.

### Election Procedures

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Elections are usually held in the spring by an OA Elections Team from the Lodge. A Lodge Officer or member of the Elections Team should contact you to schedule a visit to one of your unit meetings to hold the election; if you have not been contacted by April 1<sup>st</sup>, please contact the Inductions Advisor @ [inductionsadvisor@chickasawoa.org](mailto:inductionsadvisor@chickasawoa.org). Units are not allowed to conduct elections. All Unit Elections must be coordinated and run by the Lodge. This would be a violation of the Order's guidelines. Ahoalan-Nachpikin recommends holding elections between October 1<sup>st</sup> and April 30<sup>th</sup> of each year. A Unit Elections Report Form will be made available to your troop. Prior to the Visitation, LodgeMaster will send an email that contains a link to input all the eligible youth in your unit.

*Once elected, a "candidate" must participate in and complete the "Ordeal" within eighteen months of their election to become a member of the Order of the Arrow, however they do NOT have to go through a Call Out Ceremony.*

Effective 2023, Units will no longer have the option to defer the results to a call out. Callouts will remain an integral part of the OA experience. But, the candidates are to be recognized during the meeting in which they are elected. This gives the opportunity to recognize the hard work that the candidates have put into scouting.

*The "selection of the arrow from the quiver" occurs during the election, when the Scout is chosen as a role model. That's why we need to immediately recognize candidates. One of the new unit election standards is the requirement to use the national unit election script. This features a "Candidate Recognition" to ensure that the significance of the vote leaves an immediate impression on both the candidate and the Scouts in their unit.*

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## Youth Elections

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To become a member of the Ahoalan-Nachpikin Lodge of the Order of the Arrow, each youth must be elected by the fellow members of his unit. To be eligible for election, a Scout must:

- Be under the age of 21
- Be a First Class Scout, Venturing Discovery, Sea Scouts Ordinary
- In the last 2 years, have camped at least 15 nights under the auspices of the BSA. Five of those nights must be in a row, in a long-term camp (summer camp, Philmont, etc), and the remaining 10 nights **must not** be a part of a long-term camp.
- Have Unit Leader approval

If a Scout meets these requirements, they may be considered for election by the fellow Scouts in their unit. They must receive 50% or more of the votes of their unit to be elected.

For an election to occur, 50% of the registered active youth must be present. Elections are conducted by a secret ballot. LodgeMaster can print ballots for you, or these can be made by hand. Each youth (the OA considers Youth to be under the age of 21, so a Scouter in the Troop under the age of 21 can still vote in the election, but Scouters over the age of 21 cannot vote) then votes “Yes” or “No” for each person. Therefore, they can vote “Yes” for as many of the candidates as they choose. They can also choose to abstain from the voting. If they abstain, they do not vote and it does not hurt the candidate’s chances the candidate has to receive 50% of the votes turned in. Once the ballots have been turned in, they are counted secretly by the Unit Election team with the Scoutmaster and the Arrowmen fill out the necessary paperwork to turn in to the Lodge.

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## Adult Nominations

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Adults are nominated based on their potential to enhance the Order of the Arrow program within the Council. This nomination should not be based on merit, but on what they can offer the program and its purposes as outlined above.

Effective January 1, 2013, each year, upon holding a unit election for youth candidates that result in at least one youth candidate being elected, the unit committee may nominate adults to the lodge adult selection committee. The number of adults nominated can be no more than one-third of the number of youth candidates elected,

rounded up where the number of youth candidates is not a multiple of three. In addition to the one-third limit, the unit committee may nominate the currently- serving unit leader (but not assistant leaders), only if they have served as unit leader for at least the previous twelve months.

Recommendations of the adult selection committee, which consists of the lodge adviser, the chairman of the council committee on which the lodge adviser serves, and the lodge staff adviser, with the approval of the Scout executive, serving as Supreme Chief of the Fire, will be candidates for induction, provided the following conditions are fulfilled:

- Selection of the adult is based on the ability to perform the necessary functions to help the Order fulfill its purpose, and not for recognition of service, including current or prior achievement and positions.
- The individual will be an asset to the Order because of demonstrated abilities that fulfill the purpose of the Order.
- The camping requirements set forth for youth members are fulfilled.
- The adult leader's membership will provide a positive example for the growth and development of the youth members of the lodge.

Nominations for adults may be by a unit leader / committee, or by a district / council committee. An Adult Candidate Nomination Form must be completed and submitted according to the instructions on the form; you will find this form on the Lodge website listed under "Forms and Info".

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## Annual Dues

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Many times, you will see the phrase "a member in good standing with the Lodge" when looking at different programs of the Order. This means a member who is current on his Lodge Dues. To stay as an active member (and be able to wear the Lodge flap) you must pay yearly dues of \$15. These can be paid online, at the Council Office, or at the OA Trading Post. These dues are a vital way for the Lodge to have funds to be able to support the camp and operate throughout the year. The Ordeal fee for new members covers the first year of dues. Lodge members serving in the Armed Forces will remain as active members without having to pay dues throughout their term of service. For all other members, nonpayment of dues by Spring Ordeal disqualifies them as active members until they pay their dues.

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## Season Pass

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When paying dues, you will be given the option to purchase a Season Pass. This is a program that allows Arrowmen to pay for all their Lodge events at the beginning of the year at a discounted rate. For \$115 it covers the fees for LOAC, Spring Ordeal, Fall Ordeal, Fall Fellowship, Family Banquet, Lodge dues, and the patches for LOAC and Fall Fellowship.

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## Transferring Membership

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Many times, adult leaders were inducted into a different Lodge when they were a youth and would like to transfer their membership to our Lodge. To transfer their membership, they only must pay the dues for the current year. When paying dues, they will be prompted for contact information and information on their inductions. According to National policy, an Arrowman may not maintain membership within multiple Lodges and instead should be a member of the Lodge where their primary Scouting registration is.

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## Call Out Procedures and Summer Camp

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The Lodge has four primary functions at summer camp: Unit Elections, Brotherhood Conversion, Summer Fellowship, and Call Out ceremonies. If your troop was unable to conduct a Unit Election before camp, it is possible to hold the election at Kia Kima, however it is preferred if this was done beforehand. During the week Ahoalan-Nachpikin also provides an opportunity for Arrowmen to complete their Brotherhood conversion and more information about this is provided later in this guide. Generally, on Fridays during summer camp the Lodge also hosts a Summer Fellowship where Arrowmen can come and meet other people from the Lodge and enjoy good food. Finally, after the campfire is the Call Out Ceremony.

The Lodge conducts call-out ceremonies during the family campfires at Kia Kima and at District Camporees. It is to publicly recognize those Scouts who have been elected by their unit.

After the ceremony, each new candidate should receive an Induction Information Sheet for Ordeal Candidates to instruct them on what to do next to become a member of the Ahoalan-Nachpikin Lodge. If they do not receive them, please refer them to the Ahoalan-Nachpikin Lodge website, where they can download these documents. These forms are emailed to each candidate, so please make sure your elected candidates.

If your unit does not attend Camp in-council, you may choose to recognize the newly elected candidates at a unit function, such as a court of honor, in lieu of their call-out at summer camp or camporee. If so, please provide each candidate with a copy of the Induction Information Sheet and Instructions for Ordeal Candidates are found on the Lodge website.

It is important to note that if your unit does not attend Camp in-council you unfortunately cannot hold Unit Elections nor participate in Brotherhood conversions at the out-of-council camp. This is an Ahoalan-Nachpikin policy, that aligns with a national policy. Unit Elections and Brotherhood conversion must take place with your home Lodge.

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## Summer Camp Promotion

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One of the primary purposes of the Order of the Arrow is promotion of the Scout year-round outdoor experience. The Ahoalan-Nachpikin Lodge believes that the summer camp experience is the highlight of the camping year, and therefore encourages each unit to take advantage of the program opportunities offered at our own Kia Kima Scout Reservation. Each year at KKSRR, the lodge also conducts a weekly fellowship on Friday nights before the closing campfire. This is an opportunity for OA members to visit with other members from within our lodge and other lodges who might be represented during that camp week.

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## Cub Scout Program

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While membership in the Order of the Arrow is not offered to Cub Scouts, the Lodge still actively supports the Cub Scout program. There are several ways for the Lodge to actively assist your Pack. Part of the traditions of the Order is to follow and help the individual units. As such we can help by performing Crossovers and Arrow of Light Ceremonies. Contact the Lodge Chief for more information.

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# EVENTS

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## Lodge Calendar

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Below is the Lodge Calendar for 2024-2025. Please make note of these dates as you plan your unit's calendar, to allow the OA members in your unit maximum opportunity to participate in the Lodge's events.

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2024-2025 Calendar

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January 20, 2024	Ceremonies Workshop	Camp Currier
February 16-18, 2024	LOAC	Camp Currier
April 19-21, 2024	Conclave	Camp McKee
May 17-19, 2024	Spring Induction	Kia Kima Scout Reservation
August 24, 2024	Ceremonies Workshop	Camp Currier
September 6-8, 2024	Fall Inductions	Camp Currier
October 4-6, 2024	Fall Fellowship	Camp Currier
December 7, 2024	Family Banquet	TBD
January 2025	Ceremonies Workshop	Camp Currier
February 21-23, 2025	LOAC	Camp Currier
April 25-27, 2025	Conclave	Camp Buck Toms
May 16-18, 2025	Spring Induction	Kia Kima Scout Reservation

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## Conclave

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The Ahoalan-Nachpikin Lodge belongs to Section E3, along with nine other OA lodges from Tennessee, Kentucky, and Mississippi. Every year, these lodges meet for fellowship and competition during a weekend at one of the Scout camps in the Area. Called a conclave, this event is always enjoyed by all that attend.

The 2023 Section E3 Conclave is on the weekend of April 19-21 at Camp McKee. The Kawida Lodge will host this event, and this will be a great opportunity for your OA members to meet and interact with OA members from throughout the Section. The theme for the 2024 Conclave is Criptids of the Appalachians. More information on how members in your unit may register will be available on the Lodge website ([www.chickasawoa.org](http://www.chickasawoa.org)).

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## Lodge Inductions

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To become a member of the Order of the Arrow, an elected candidate must attend and complete the “Ordeal” within one year of his election. The Ahoalan-Nachpikin Lodge holds two Induction Weekends each year to allow every candidate several opportunities to attend one after their election.

Each candidate must register for the Ordeal that he intends to attend by completing the **online registration through the Chickasaw Council Calendar**.

All lodge members are invited to participate in the Induction Weekend. The Ordeal is typically finished by 10 AM Sunday morning.

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## Brotherhood Membership

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The Ahoalan-Nachpikin Lodge encourages every Ordeal member to seal their membership in the OA by becoming a Brotherhood member. Ordeal members that have been a member for at least 6 months are eligible for Brotherhood membership. Brotherhood Conversion involves learning more about the symbols and traditions of the Order. The Brotherhood is represented on the OA sash by two bars on either end of the arrow.

The Brotherhood ceremony is offered at LOAC, Fall Fellowship, KKSr Summer Camp and the Ordeals. Further requirements for Brotherhood membership are described in the Order of the Arrow Handbook.



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## National OA Events and Opportunities

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Every 2 years, the National Order of the Arrow Conference (NOAC) is held for one week on a major university campus in the late summer. The NOAC is similar in scope to a National Jamboree, in that lodges from across the country send delegates for training, fellowship, competition, and fun. All OA members in the Lodge are eligible and encouraged to become a part of the Ahoalan-Nachpikin Lodge Contingent – it will be a trip to remember! Contact the Lodge Adviser or check the website if your members are interested. The next NOAC will be in 2024 at ??? University.

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## High Adventure

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Order of the Arrow High Adventure is another summer program for older Scouts. It is a two-week program offered at each of Scouting's High Adventure bases. OA Trail Crew is at Philmont Scout Ranch, OA Wilderness Voyage and Canadian Odyssey are at Northern Tier, OA Ocean Adventure is at Sea Base, and OA Summit Experience at Summit Bechtel Reserve. This program allows participants to provide service for the bases in the form of trail building for the first week, and then plan their own personalized trek for the second week. This all comes at a much cheaper rate than visiting with a unit and is a great opportunity for older scouts who want to go back to the bases. If any of your Scouts are interested in OA High Adventure, you can contact the Lodge Adviser or visit [oa-bsa.org/high-adventure](https://oa-bsa.org/high-adventure).

The Lodge and Section also operate OA High Adventure Scholarships for those wishing to attend one of the OA High Adventure programs. The scholarship is based on financial need however, there are a few other requirements. More information can be found on our website.

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## PUBLICATIONS

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### Lodge Website

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The Lodge maintains a web page, found at [chickasawoa.org](https://chickasawoa.org), which contains up-to-date information on Lodge events and programs, as well as all the forms mentioned in this guidebook (and many other useful items!). We also encourage all members to sign up for the Lodge email list on the website, which will provide email reminders and breaking news to the list. Youth members maintain this web page, and the web team is always interested in hearing from members who have an interest in helping with this service.



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## Lodge Calendar

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The Lodge has a planning calendar on the web, found at the Chickasaw Council Calendar web page. This calendar can be very helpful in incorporating Ahoalan-Nachpikin Lodge functions into your unit calendar. It is a Tentaroo calendar that also allows you to register and pay for events using it.

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## Social Media

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The Lodge operates a plethora of social medias. There is a [Facebook](#), [Instagram](#), and [Twitter](#) that are used to promote Lodge functions. A [Facebook dedicated to the Ceremonies Committee](#) within the Lodge and a [Facebook Group](#) for the Lodge are other ways we use social media to promote events.

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## Newsletter

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The official newsletter of the Ahoalan-Nachpikin Lodge is “*The Dancing Bear*”, which is published bi-monthly. News on past events, along with pertinent details on upcoming events, is included in each issue. This newsletter is edited and published by a youth volunteer and all members are invited to submit articles for consideration to [Communications@chickasawoa.org](mailto:Communications@chickasawoa.org). [Click here to Sign Up!](#)

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## Where to Go Camping

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As part of their camping promotion service, the Ahoalan-Nachpikin Lodge promotes a group within the Chickasaw Council that has created a camping database. Visit [Where2camp.com](http://Where2camp.com) to find spots in and around the Council to camp!

