



2009 “OUT OF COUNCIL” CALLOUT REQUEST PROCEDURES

1. Based on your 2009 summer camp plans determine your need for an “Out of Council” callout. This should be reviewed in December of 2008 and finalized in January 2009.
2. If an “Out of Council” callout is required complete the 2009 Home Troop Election Request Form and submit it to the Council Service Center as soon as possible but no later than February 20th, 2009. You must have a Home Troop Election, conducted by a Lodge certified HTE team, in order to qualify for an “Out of Council” callout. HTE teams are certified each year. The unit can not conduct a HTE on it's own.
3. The Lodge will attempt to schedule a HTE for your unit based on the month requested but reserves the right to schedule the election as resources permit.
4. After the election is held and the results certified the election results will be filed by the Lodge and the unit may then submit the “2009 Out of Council Callout Request Form” to the Council Service Center. The form must be completed in it's entirety and submitted no later than May 4th, 2009, however the form should be submitted as soon as possible after the HTE.
5. After receipt of the “Out of Council Callout Request” the Lodge Chief will review the units request along with the election results and determine the disposition of the request.
6. If the request for an “Out of Council Callout” is approved the Lodge Chief will notify the host Lodge of the approval via letter through the USPS. A copy of the unit election certification will accompany the approval letter stating the names of those eligible, through election, to be called out. The Scoutmaster will also receive a copy of the letter and election certification via USPS.
7. If for some reason the request is denied the Lodge Chief will inform the Scoutmaster of the denial and the reasons for such through a written statement via USPS.
8. Out of Council Callouts held outside of this procedure and without the consent of the Lodge Chief will be considered null and void by Enda Lechauhanne Lodge #57 based on the policy in place by the National Office of the Order of the Arrow.

Please note that it is extremely important that you supply the correct information for the unit, the out of council camp that you will be attending, and the correct information for the host Lodge. Enda Lechauhanne can not be responsible for notifications that could not be delivered do to incorrect contact and address information. ZIP codes are important!

Please mail all requests to:

Enda Lechauhanne Lodge #57
Boy Scouts of America
1275 Bedford Avenue—Flag Plaza
Pittsburgh, PA 15219
Attention: Lodge Chief / Lodge Adviser



Please submit “Out of Council” Callout Request Forms no later than May 4th 2009.