

# Section NE-1B

## One Day of Service Program Guidebook



**Sevant Leaders  
in Action!**

*A Handbook for  
Section and  
Lodge One Day  
Coordinators*

Adopted from the Central Region  
Order of the Arrow, One Day of Service Program

Section NE-1B  Order of the Arrow  Boy Scouts of America

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## Introduction

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### About This Guide

This guide has been designed for both the Section Coordinator and Lodges to use to help aid them while planning and carrying out service projects for the Section NE-1B, One Day of Service.

### What Is One Day of Service?

One Day is an opportunity for every lodge in the section to do meaningful service in their communities together, all on one day.

One Day of Service will be held in Section NE-1B in the month of May. While we would like every lodge in the section to participate on this day, the primary focus of the program is on its purpose - "*Servant Leaders In Action*" in the community, not on any specific date we have designated. We realize that some lodges may already have lodge programs planned for weekends in May, but we still want to encourage everyone to participate. An alternate date to May, before or after the One Day that best fits a lodge's schedule can be selected.

Wondering about the benefits of the One Day of Service program? The One Day program directly tackles the Order's goal of bringing service to the communities we live in, not just Scouting. We take a step out of our council camps and go back to the roots of scouting with a deep commitment to the community we live in. Not only are we helping to achieve the goals of the Order, we are also setting the example for and encouraging that spirit of community service in scouts and Scouters around the Section. Our work in this program will be a benefit to our lodges, our councils, our troops, and fellow scouts and Scouters alike. For these reasons, The Section NE-1B leadership has selected the theme of "*Servant Leaders In Action*" for the program.

### Program Goals

- Get all members of the order involved, make a significant contribution to the community, and have fun.
- Promote positive public relations for Scouting in our communities.
- Set an example for scouts and Scouters by giving back to the community.

### More Information:

If you have any questions or need of more information concerning the Section NE-1B One Day of Service program, feel free to contact the Section NE-1B One Day of Service Coordinator:

Dan O'Rourke  
10 Springfield Street (413) 596-2105  
Wilberham, MA 01095 [danor2105@hotmail.com](mailto:danor2105@hotmail.com)

## Information for Section Coordinator

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### Goals of the Section One Day Program

The Section is challenged to meet the following goals while putting together the One Day of Service promotional efforts.

- Make initial Contact with each Lodge concerning their One Day of Service Projects by February 3.
- Collect all Lodge Pre-Project Reports by March 17.
- Contact the Section Chief concerning each Lodge's projects by March 22.
- Follow up with Lodges to ensure they are currently on track by April 11.
- Collect all Lodge Closing Reports/Evaluations by May 24.
- Send all Lodge Closing Reports/Evaluations to the Section Chief by May 31.

### Getting Started

The One Day of Service Program is geared toward the lodges of Section NE-1B. However, without the support of the Section, lodges cannot make the "One Day of Service" program a success. The current Section chief will appoint a section One Day Coordinator, who will be charged with carrying out the Section's duties for One Day of Service. The key to getting started is appointing a One Day of Service Coordinator and sending his contact information to the lodge chiefs in Section NE-1B.

### The Section One Day Coordinator

One of the greatest assets available to all of the lodges is the Section One Day Coordinator. When appointing the Section's One Day Coordinator, be sure to find a committed and reliable individual. This person will be the main driving force behind promotion of Section NE-1B's One Day of Service Program. He needs to keep in constant communication with the Lodge One Day Coordinators and the Section Chief. By fulfilling his duties, the Section One Day Coordinator will help to take the One Day of Service program to new heights.

### Promoting One Day of Service

There are a number of resources that each Lodge One Day Coordinator can use while promoting the One Day of Service in each section. The resources found on the Section Resource CD-ROM, and at [www.ne1b.org](http://www.ne1b.org) is a great start:

*CD-ROM* One of the easiest ways to promote the One Day of Service is to ensure that each Lodge receives a copy of the One Day of Service CD-ROM. The resources available on this CD-ROM will help promote the One Day of Service within each lodge, and also offer lodges deeper insight into the Section NE-1B One Day of Service program.

*Display Board* Included in the Resources Folder on the CD-ROM is material and directions for putting together a large display board to help promote the One Day of Service Pro-gram. Encourage local lodges to make these display boards and set them up at various lodge and council events.

*Trifold* Also included in the Resources folder on the CD-ROM are two copies of a trifold document ready for distribution at section and lodge events. Coming in both color and black and white copies, these are a great way to hand someone a piece of paper that will detail what goes on with the Section NE-1B One Day of Service program, and how to implement it in their lodge.

*Word of Mouth* The best way to promote any program or event is to tell people about it. Make an extra effort to maintain communication with your local lodge officers, so that each Lodge's One Day of Service Project will run smoothly. By attending lodges functions and explaining the NE-1B One Day of Service, you will be able to get the members of lodges fired up about their One Day of Service projects.

### **The Section Closing Report**

As always, the job isn't finished until the paperwork is done. The Section One Day Coordinator has the job of making sure all of the paperwork gets to the Section Chief on time. Ensure that you are using the goals for the Section to keep on task with your One Day of Service paperwork. *On May 31, ALL closing reports and evaluations must be sent to the Section Chief.*

## Information for Lodges

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### Goals for Each Lodge

Each lodge throughout the section is being challenged to meet the following goals while putting together their One Day of Service programs. It is highly recommended that lodges use these as a basis for implementing their own program to ensure success:

- Appoint a Lodge One Day Coordinator by January 15.
- Make initial contact with the group you are serving by February 10.
- Contact group for whom you are doing service and work out the details by March 12.
- Send the Section Coordinator the Lodge Pre-Project Report by March 17.
- Begin promotion of the event to the Lodge by March 22.
- Collect necessary tools for the work project by April 11.
- Coordinate any transportation needs by April 20.
- Make phone calls to Arrowmen to remind them of the project by April 26.
- Contact the local media about appropriate news coverage by May 3.
- Hold the One Day of Service Project by May.
- Report to the Lodge Chief/Lodge Adviser with the Lodge Closing Report/Evaluation by May 17.
- Report to the Section Coordinator with the Lodge Closing Report/Evaluation by May 24.
- Celebrate!** Lodges that meet or exceed these deadlines should have no problem committing and following through with a service project that meets the criteria for the Section NE-1B One Day of Service. **Remember, this checklist is only a guide, and may not necessarily fit your lodge's program calendar.**

### Getting Started

There are often a number of steps that are required to make any sort of project take flight, and the Section NE-1B One Day of Service is no different. However, with the help of this guide and your Section One Day Coordinator, every lodge in the section should be able to put together and successfully run a One Day service project with minimal difficulty.

### The Lodge One Day Coordinator

By far the one of the most important individuals involved in the One Day of Service, your Lodge's One Day Coordinator will be responsible for spearheading your Lodge's efforts at putting together a successful One Day service project. Lodge Chiefs should appoint a Lodge One Day Coordinator (who can also be your lodge service chairman) as soon as possible to help get the ball rolling on

the project selection and promotion process. After a Lodge One Day Coordinator has been selected, his name and contact information should be submitted to the Section One Day Coordinator. This will ensure an open link of communication between the Section and Lodge – allowing your Lodge to get the latest updates concerning One Day of Service as they become available.

### **Selecting Your Project**

There are literally thousands of service projects available for Lodges to complete. It's best to choose one that is appropriate to the Lodge and offers an opportunity for meaningful and worthwhile service. Below is a list of some project ideas that your Lodge could use as a basis for finding projects within your local area. Your only true limitation for finding an appropriate project for your Lodge is your imagination!

### **Projects for Educational Inst. Projects for the Environment**

- Eradicate graffiti on school property
- Plan and implement a conservation project for a public park
- Clean up litter on school grounds
- Clean up litter in camps, parks, and along roadways
- Repair playground equipment
- Landscape camps, parks, and along roadways
- Repair school interiors and exteriors
- Conduct a major recycling effort if your area does not already recycle
- Conduct a fundraiser to benefit a local charity
- Place trash and recycling containers in camps and parks
- Clean or resurface desks
- Conduct a water/energy conservation education project
- Landscape school grounds
- Build or improve trails in camps and parks to concentrate human impact
- Host a bike rodeo
- Install trail signs
- Build picnic tables
- Stencil warnings on storm drains that run directly into a creek so that people do not dump hazardous wastes in them
- Install a flagpole
- Conduct service at a State or National park

### **Projects for the Community**

- Build playground equipment in a neighborhood park
- Paint houses for the elderly or disabled
- Work at a soup kitchen or homeless shelter
- Assist with an established program like Toys for Tots
- Collect blankets for a homeless shelter

There are numerous non-profit organizations that need your Lodge's help. Many of them already have the materials for the project donated -- they just need the

manpower to complete it. Although any sort of service project may be chosen for your One Day of Service project, there are a few guidelines set for selecting your project:

- Your project should be geared towards community service
- All projects should be completed by May 10, 2003
- Projects may not be done for local scout camps and councils
- Your Lodge's One Day service project should not replace any regularly planned Council or Lodge service project, but should be completed in addition to any existing planned service projects – maximizing community service provided by your Lodge!
- Ideally, a firm project should be decided upon by your Lodge Executive Committee no later than April to ensure proper planning and promotion within your Lodge.
- After the project has been chosen, your Lodge should immediately complete and file a copy of the *Lodge Pre-Project Report* (found on page 9) with the Section One Day Coordinator. Be sure to keep a copy for your own Lodge's records. For any questions concerning the selection of an appropriate project for your Lodge, you should contact the Section One Day Coordinator.

### **Promoting Your Project**

After committing to a service project, your next most important task is to promote the One Day of Service throughout your Lodge. The easiest way to accomplish this is to excite the members of your Lodge about the your Lodge's One Day of Service Project.

Through careful promotion at both Lodge events and through your Lodge's publications, you should be able to generate some genuine excitement from the Arrowmen of your Lodge. Be sure to inform your Lodge Executive Committee about the latest happenings with your project as they will also serve to help promote your One Day of Service project to other Arrowmen in your Lodge.

When promoting your One Day of Service project, be sure to fill everyone in on all the details of your project as well as the purpose behind the Section NE-1B One Day of Service: ***“to offer cheerful service beyond our own Lodges and out to the communities in which we live.”***

It's also important to stress that the theme of *“Servant Leaders in Action”* is in accordance with the Strategic Plan for the Order of the Arrow. However, don't forget about other venues of promoting your project! Getting information about your service project published in council newsletters can help spread the word to everyone in the council — offering a fair amount of promotion throughout your Lodge. Also check with your local newspapers and/or various mediums for other methods of promoting your project to both Arrowmen and members of your community. Don't forget to save any articles/media published concerning your One Day of Service project — you'll need those for your *Lodge Closing Report!*

**Your Lodge's Closing Report**

After completing your One Day of Service project, it is very important to completely fill out the remaining paperwork and file a copy of it with the Section One Day Coordinator. Both the *Lodge Evaluation Report* and *Lodge Closing Report* will allow us to tweak the One Day of Service to better serve both the lodges and communities in our section. *Be sure to complete these promptly following the completion of your project!*

**All forms should be mailed to:**

Dan O'Rourke  
10 Springfield Street  
Wilberham, MA 01095

### Lodge Pre-Project Report

\_\_\_\_\_  
Lodge Name Lodge Number

\_\_\_\_\_  
Council Name Council HQ City State

Service Project Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date of Project

\_\_\_\_\_  
Location of Project

\_\_\_\_\_  
Completion Date  
of Project

\_\_\_\_\_  
Lodge One Day Coordinator

\_\_\_\_\_  
Lodge One Day Adviser  
(If Applicable)

\_\_\_\_\_  
Lodge One Day Coordinator Signature Date

\_\_\_\_\_  
Lodge Adviser Signature Date

### Lodge Evaluation Report

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Lodge Name	Lodge Number
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Council Name	Council HQ City	State
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Do you feel adequate support materials were provided: Yes / No

Any suggestions for improvement?

  

Did your Lodge have a Lodge One Day Coordinator: Yes / No  
If not, why?

  

Was there effective communication between your Lodge and Section concerning the One Day of Service Program: Yes / No

Any suggestions for improvement?

  

Do you consider One Day of Service to be a worthwhile program for your Lodge's participation: Yes / No

Why or why not?

Additional Comments:

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**Lodge Closing Report (Page 1 of 2)**

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Lodge Name \_\_\_\_\_ Lodge Number \_\_\_\_\_

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Council Name \_\_\_\_\_ Council HQ City \_\_\_\_\_ State \_\_\_\_\_

Total Man Hours Worked:	_____
Total No. of Participants in Project:	_____
Total No. of Arrowmen in Project:	_____

No. of Youth Arrowmen:	_____
No. of Adult Arrowmen:	_____
No. of Registered Lodge Members:	_____

Date(s) of Project:	_____
Date Project Completed:	_____
Location of Project:	_____

Description of Completed Service Project (please include details about carrying out the project, getting people to work on the service project, etc.):

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**Section NE-1B, One Day of Service Closing Report**

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Section One Day Coordinator

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Section One Day Adviser (If Applicable)

Lodge Name	Lodge No.	Total Man Hours	No. of Participants	No. of Arrowmen
Tschitani	10			
Allogagan	83			
Abnaki	102			
Tisquantum	164			
Tulpe	245			
Grand Monadnock	309			
Abake-Mi-Sa-Na-Ki	393			
Memsochet	507			
Pachachaug	525			
<b>Totals</b>				

Total No. of Registered Arrowmen in Section: \_\_\_\_\_

**Please attach copies of each Lodge Closing Report along with any pictures of the lodge projects and news footage or newspaper articles about lodge projects.**

## Appendix

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**National Organization Contact List** These organizations will be great resources when it comes to looking for a project in your lodge's communities. Make sure you contact them early to get all the details worked out.

### **American Red Cross**

430 18th St  
NW Washington DC 20006  
(202) 639-3520  
<http://www.redcross.org/>

### **American Youth Work Center**

1751 N Street NW, Suite 302  
Washington DC 20036  
(202) 785-0746  
<http://www.youthtoday.org/>

### **Campus Outreach Opportunity League**

37 Temple Place, Suite 401  
Boston, MA 02111  
(617) 695-2665  
<http://www.cool2serve.org/>

### **Feed the Children**

Box 36  
Oklahoma City, OK 73101  
(405) 942-0228  
<http://www.feedthechildren.org/>

### **Forest Ecosystems Rescue Network**

7781 Lenox Ave.  
Jacksonville, FL 32221

### **Habitat for Humanity International**

121 Habitat St.  
Americus, GA 31709  
(912) 924-6935  
<http://www.habitat.org/>

### **Juvenile Diabetes Foundation**

120 Wall Street  
New York, NY 10005-4001  
(800) 533-CURE  
<http://www.jdrf.org/>

### **Leukemia Society of America**

1625 I St. NW  
Washington DC 20006-4001  
(202) 833-7430  
<http://www.leukemia.org/>

### **National Arbor Day Foundation**

100 Arbor Ave.  
Nebraska City, NE 68410  
(402) 474-5655  
<http://www.arborday.org/>

### **National Society for Shut-Ins**

PO Box 1392  
Reading, PA 19603  
(610) 374-2930

### **Alliance to End Homeless-ness**

1518 K St. NW, Suite 206  
Washington DC 20005  
(202) 638-1526  
<http://www.naeh.org/>

### **National Federation of Parents for Drug Free Youth**

11159B South Town Square  
St. Louis, MO 63123  
(314) 845-1923

**Sierra Club**

730 Polk St.

San Francisco, CA 94109

(415) 776-2211

<http://www.sierraclub.org/>

**Additional Resources** Also accompanying this guide are a number of additional resources for your Lodge to use when planning and promoting the Section NE-1B One Day of Service Program. Included are plans for putting together a display board and a guide to generating good public relations. Be sure to check under the Resources folder on the CD-ROM for these files and more.