



## 2010 “OUT OF COUNCIL” CALLOUT REQUEST PROCEDURES

1. Based on your 2010 summer camp plans determine your need for an “Out of Council” callout. This should be reviewed in December of 2009 and finalized in January 2010.
2. If an “Out of Council” callout is required complete the 2010 Home Troop Election Request Form and submit it to the Council Service Center as soon as possible but no later than February 20th, 2010. 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 “2010 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, 2010 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.
9. The troop must ensure that the Lodge doing the Call-out writes a letter stating those called out and gives a copy to your troop and also sends one to the Lodge Chief at the address below. Once this is received the Lodge can then send out the Ordeal Packets.

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 2010.

Greater Pittsburgh Council  
**BOY SCOUTS OF AMERICA**  
Flag Plaza – 1275 Bedford Avenue – Pittsburgh, PA 15219-3699  
(412) 471-2927 Fax: (412) 232-3606 www.gpc-bsa.org

Enda Lechauhanne Lodge #57  
**ORDER OF THE ARROW**  
www.enda57.org  
Lodge Adviser — Joe Elwell



## 2010 "OUT OF COUNCIL" CALLOUT REQUEST FORM

*(Please submit to the Council Service Center as soon as possible **after** your Home Troop Election but no later than **May 4th, 2010**)*

Unit Number: \_\_\_\_\_ Unit Leader: \_\_\_\_\_  
District: \_\_\_\_\_ Phone (H): \_\_\_\_\_  
Date Submitted: \_\_\_\_\_ Phone (W): \_\_\_\_\_  
Email Address: \_\_\_\_\_

**We are requesting for the year 2010:**  
(Please check one)

\*An "Out of Council" Callout  June 2010  
 July 2010  
 August 2010

Council Name: \_\_\_\_\_  
Camp Name: \_\_\_\_\_  
Lodge Name: \_\_\_\_\_  
Lodge Address: \_\_\_\_\_  
Scoutmaster Name: \_\_\_\_\_  
Scoutmaster Address: \_\_\_\_\_  
Scoutmaster Phone Number: \_\_\_\_\_  
Number of Youth Elected at the Home Troop Election: \_\_\_\_\_

**\*\* YOUR HTE ELECTION RESULTS MUST BE ON FILE FOR THIS REQUEST TO BE PROCESSED \*\***

Date Request was Received: \_\_\_\_\_  
Date Approved by Lodge Chief: \_\_\_\_\_  
Date Notice to Out of Council Lodge: \_\_\_\_\_  
Date Notice to Scoutmaster: \_\_\_\_\_


**For Lodge Use Only**

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Attention: Lodge Chief / Lodge Adviser



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