



MUSCOGEE LODGE #116

ORDER OF THE ARROW

Arrowman Financial Assistance Program

Every Arrowman should have the opportunity to benefit from Scouting and its programs. There may be circumstances when an Arrowman and their family need help financially to take part in Order of the Arrow (OA) activities. To address this, Muscogee Lodge has allocated part of its annual budget and generous donors give to help in the areas of OA lodge membership and program activities.

Lodge Membership

The Order of the Arrow collects a national membership fee for all youth and adults who register as members of the lodge. Although you pay this fee to the lodge or council office, we are required to send this money to the national organization. Membership Assistance ensures that every youth can join the Order of the Arrow and be a member of Muscogee Lodge. If approved, annual membership dues will be provided at no charge for the requested year.

Program Activities

The Order of the Arrow delivers its programming through various activities and events offered in service at multiple levels (lodge, section, regional, or national). These activities include Lodge Annual Banquet, Lodge Inductions or Fellowships, Section Conclave, National Order of the Arrow Conference (NOAC), National Leadership Seminar (NLS), OA High Adventure, and OA Service Corps at the National Scout Jamboree. The combined cost of service can be cost prohibitive for some Scouts and as such, the lodge may help with registration fees and/or travel cost (e.g. mileage; transportation fare – air, bus, train; airport parking; lodging; and baggage fees).

If approved, financial assistance may reimburse part of the cost, up to 50% and not to exceed \$250, for Scouts to participate in OA programs. Additional financial assistance may be provided based on need.

Privacy

The protection of an Arrowman and their family's privacy is important to us. Information regarding requests for financial assistance will be administered by a designated group of adult advisers and is not shared with youth members. Unless we first obtain your permission, it will not be shared with those not necessary to determine the award of financial assistance. We may request your permission so that select information may be shared with potential donors. Permission to share information is not required to be granted financial assistance.



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Arrowman Financial Assistance Program **(Continued)**

Application & Reimbursement Process

1. Complete the Arrowman Financial Assistance Request Form
2. Submit the request form and supporting documentation by one of the following methods:
 - a. Email to financialassistance@muscogeelodge.org
 - b. Drop off print copies at the Indian Waters Council Service Center
 - c. Mail print copies to: Indian Waters Council, BSA, Attn: Muscogee Lodge Financial Assistance Request, 715 Betsy Drive, Columbia, SC 29210.
3. The completed financial assistance forms will be processed in an expedited manner so that financial aid requests are timely considered.
4. The Arrowman/Family will be notified of the request decision.
5. If approved, the Arrowman/Family will submit copies of reimbursable expense receipts for review.
6. If approved, a check will be provided for approved expenses.

Note: Assistance is normally provided on a reimbursable basis but communicate specific needs in the request. Please note that financial assistance is subject to the availability of funds.

Donor Support

This program would not be possible without the generosity of the members of Muscogee Lodge and donors who support this program. If you are interested in contributing to the Arrowman Financial Assistance Program, please contact the Lodge Adviser or email financialassistance@muscogeelodge.org.

Other Assistance Options

You will also want to see if your unit or its chartering organization can help. We suggest this because many units and charter partners offer this kind of help. We want to ensure that we can provide support to as many Scouts as possible.

For additional information, please visit muscogeelodge.org/

Updated: February 20, 2023



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Arrowman Financial Assistance Request Form

Date:	Request Type:	Lodge Membership	Program Activity
Member Category:	Youth (Under 18)	Young Adult (18-20)	Adult (21+)

Arrowman's Name: _____ **Arrowman's Rank:** _____

Arrowman's Unit: _____ **Chapter:** _____

Current OA Position (if applicable): _____

Parent/Guardian Contact Name: _____

Parent/Guardian Contact Phone Number: _____

Parent/Guardian Contact Email: _____

Unit Leader Contact Name: _____

Unit Leader Contact Phone Number: _____

Compelling Reason(s) for Assistance Request / Arrowman's OA Goals:

Program Activity Information

Event Program Fee:

Mode of Travel:

Round-Trip Mileage:

Family Contribution:

Transportation Cost:
(Air, Bus, Train Fare)

Other Org Contribution:

Other Travel Cost:
(Baggage Fees, Parking, etc)

Requested Reimbursement:

Total Cost:

Reimbursement to: Arrowman Parent

**Mileage reimbursement is based on the U.S. GSA Privately Owned Vehicle mileage reimbursement rates.*

Request Description (Provide dates and itemized travel cost request explanation):

On my honor as a Scout, I attest that the above information is complete and accurate.

Arrowman's Signature:

Signatures may be typed.

Parent/Guardian's Signature:

I grant permission for information on this form to be shared with potential financial donors.

FOR LODGE USE ONLY

Date Request Received:

Date Referred:

Assistance Review:

Assistance Amount:

Approved By:

Date Family Notified:

Reimbursement Provided:

Tracking Number/PO:

Remitted By: