

2002 NATIONAL ORDER OF THE ARROW CONFERENCE

LODGE CONFERENCE CONTINGENT

Lodge ID No.

**Council No.**

**Lodge No.**

**TRANSMITTAL**

OF INDIVIDUAL FEES AND REGISTRATION FORMS

Individual registration forms and total fees of \$305.00 for youth and adult members are due by May 31, 2002 (postmark date) and should be mailed to the national Order of the Arrow office. Individual registration forms received with a postmark after May 31, 2002 will be required to pay conference fees of \$355 for youth and adult members.

National Office Use Only
Account No. 62005-4910

COMPLETE ALL BOXES CAREFULLY; SEE INSTRUCTIONS ON REVERSE SIDE OF THIS FORM.

Name	Registration Form	Youth	Adult Male	Adult Female	\$100 Deposit Enclosed	Total Amount Now Transmitted
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						
21.						
22.						
23.						
24.						
25.						

Make checks payable to: Order of the Arrow, BSA

Total: \$ \_\_\_\_\_

Mail check, original and one copy of transmittal to:

Order of the Arrow, Boy Scouts of America, 1325 West Walnut Hill Lane, P.O. Box 152079, Irving, TX 75015-2079

Approval: \_\_\_\_\_  
Scout Executive

\_\_\_\_\_ Date

# TRANSMITTAL INSTRUCTIONS

## Conference Fee

The conference fees are \$305.00 for youth and adult members who pay their total conference fee by May 31, 2002 (postmark date). Conference fees paid after May 31, 2002 will be \$355.00 for youth and adult members.

## Explanation of Transmittal Form

A transmittal form must accompany any registration paperwork or fees sent to the national office. Do not submit any other fees using this form. Even if only one participant's registration form is being forwarded (no fees being sent), the person's name must be entered on this form and the appropriate column(s) checked. (You may make copies as needed) The following will explain how to fill in the columns of the transmittal form:

### Council and Lodge Numbers

All correspondence to the national office is identified by this number. Be sure your lodge number and council number is accurate.

### Name

Provide the full first and last name for each participant whose fee/paperwork is being forwarded.

### Registration Form

A completed registration form is required for all participants planning to attend the National OA Conference. Check this box indicating that the Registration Form is enclosed along with this transmittal.

### Youth

Check this box if the participant will be under the age of twenty-one (21) during the entire conference.

### Adult

Check the appropriate box if the participant will be twenty-one (21) years of age or older at the time of the conference, and indicate whether the adult is male or female.

### \$100 Deposit Enclosed

Check this box by the appropriate name(s) if payment enclosed with the transmittal provides for the \$100.00 non-refundable deposit.

### Total Amount NOW Transmitted

Complete this last column for each name listed. Total the column and place the TOTAL DOLLAR AMOUNT NOW BEING SENT at the bottom right corner of the form in the blank marked "Total." For each name listed, a number must be entered in this column, even if it is a zero.

### Scout Executive Signature

All transmittals must have the signature of the council Scout executive.

### Mailing of Checks and Forms

All checks should be made payable to : **ORDER OF THE ARROW, BSA.**

Send the original and one copy of this transmittal form to the national Order of the Arrow office. Keep a second copy for your files.