THIS RESERVATION FORM IS DUE BY MARCH 1,2004

National Office Use Only

Account No. 62005-4910

2004
NATIONAL CONFERENCE
COUNCIL CONTINGENT LEADER APPOINTMENT AND RESERVATION
IOWA STATE UNIVERSITY
AMES, IOWA
July 31 - August 5

COUNCIL SECTION

COUNCIL HEADQUARTERS CITY **STATE**

CIRCLE REGION
NE S C W

LODGE NAME

PLEASE PRINT CLEARLY
2004 NOAC CONTINGENT LEADER

NAME:_____

ADDRESS:_____

CITY:_____ **STATE**_____**ZIP**_____

HOME PHONE: (_____)_____**WORK PHONE: (_____)**_____

E-MAIL:_____

LODGE KEY THREE GOLF SHIRTS
☐ CHECK IF YOUR COUNCIL CONTINGENT TO THE NATIONAL CONFERENCE WILL INCLUDE THE KEY 3 OF YOUR LODGE AND RESERVE THREE GOLF SHIRTS SIZED ACCORDINGLY: M _____ L _____ LX _____ XXL _____
Please print the names of Lodge Chief, Lodge Adviser, and Staff Adviser/Scout Executive below:

Lodge Chief _____ Lodge Adviser _____ Staff Adviser/Scout Executive _____

RESERVE THE FOLLOWING NUMBER OF SPACES FOR OUR LODGE:

YOUTH _____ **MALE ADVISERS** _____ **FEMALE ADVISERS** _____

For ratio purposes, a YOUTH MEMBER must be under the age of 21 during the entire conference. FOR HOUSING, TRAVEL, AND YOUTH PROTECTION PURPOSES, YOUTH ARE UNDER 18 YEARS OF AGE.
A deposit of $100 per participant is due with this Council Contingent Reservation form. A check made payable to the Order of the Arrow, BSA in the amount of $_____ is attached to the conference reservation form and transmittal.

- **Conference Fee - The conference fees are $335.00 for youth and adult members who pay their total conference fee by May 31, 2004. The fee includes housing, meals, program and support materials, and recognition items during the six day conference.**
- **Conference fees paid after May 31, 2004 will be $385.00 for youth and adult members. All late fees must be received by the OA Director no later than June 30, 2004.**
- **RESERVATION QUOTA FOR YOUTH AND ADULT MEMBERS:**
For the 2004 NOAC, each lodge will be allowed 10 delegates plus 1.5 percent of their lodge's 2003 charter year membership. The ratio of youth reservations to adult reservations has been set at 2 to 1. Space will not be reserved without a $100.00 per participant reservation deposit.

CANCELLATION AND REFUND POLICY:
The $100 per person deposit is transferable to a substitute within the same lodge on a one-for-one basis, but it is nonrefundable, nor may it be applied to the balance due for another person. Deposits may onl be transferred from youth to youth, adult to adult, or adult to youth.

- **A Council Reservation form and fees deposit must be received before the lodge is placed on the conference email list.**
- **INDIVIDUAL RESERVATIONS ARE NOT TO BE SENT DIRECT TO THE NATIONAL OFFICE. All transmission of fees must be submitted through your local council office.**
- **Individual registration forms and additional conference Information will be available to all lodge contingents on the Order's official website after April 1, 2004.**
- **Attach reservation deposit ($100 per space reserved) to a transmittal form and white copy of the Council Contingent Leader Appointment and Reservation form and send to your local council office for forwarding to the National Order of the Arrow office.**

SCOUT EXECUTIVE APPROVAL
I approve the above named individual to act as our council's Contingent Leader to the 2004 National Order of the Arrow Conference.

_____ **Date** _____
(Scout Executive Signature)

Please make three copies. Copy Distribution: Send original with reservation check to Order of the Arrow, B.S.A., 1325 West Walnut Hill Lane, P.O. Box 152079, Irving, TX 75015-2079, one copy to Region Office, second to Council File, third to Lodge File.