



KIT-KE-HAK-O-KUT LODGE  
ORDER OF THE ARROW

Dear Unit Leader;

Make OA Dues payments quickly and painlessly for the Order of the Arrow (OA) members in your unit!

Your unit members will appreciate the time and effort you have saved them by helping to ensure their OA dues are paid on-time! (It is guaranteed!!!) The OA annual dues late fee applies for all payments received after February 28<sup>th</sup>, 2022.

Attached you will have a unit roster listing all OA members in your unit for the last 2 years. Please use this roster to upload when paying for your unit's dues at <https://scoutingevent.com/326-OAdues22>. If a roster is not in this packet please contact Associate Lodge Adviser, Shawn Stiefel, [administration@lodge97.org](mailto:administration@lodge97.org).

We ask that you:

- Select "No/Yes" respectively for members paying their 2022 dues.
- If the member wishes to pre-pay to attend the 2022 events (discounted registration fees for the Spring Weekend, Summer Weekend, and the Winter Banquet) collect an additional \$50.00 for the Silver Arrow Passport add-on. Silver Arrow Passport value of \$65.00.
- Enter any missing members to the sheet. This data must include the BSA ID.
- Costs:
  - Dues only = \$20.00
  - Dues + Silver Arrow Passport (\$20.00 + \$50.00) = \$70.00
- Upload the form and payment at the link above. Please upload the **Excel** file included and do not make any changes to the BSA ID.

Thank you for your assistance

Important note: The data in your packet is current as of 9/20/2021. Please add any members we may have missed.

Questions? Your Chapter Adviser will be happy to assist you or you can contact Shawn (see above).



## How to complete OA registration for recharter

- Proceed to <https://scoutingevent.com/326-OAdues22>

Register

- Select
- Change Unit Recharter to 1 and select register

Unit Recharter

1

Cost: \$0.00

Register

- Fill in the required information
- Select Update Information under Unit Recharter

1 Unit Recharter

Unit Recharter

Checkout Required

Update Information

- Select your unit, enter the number of members that you would like to pay dues for. If a member wants to purchase the Silver Arrow passport enter how that quantity here.

Change Information for Unit Recharter

Unit Information Select Unit

OA Members to pay Dues ? @ \$20 each

OA Members Silver Passport ? @ \$50 each

Upload OA Unit Roster Upload File

Cancel Save

- Upload the completed document you received from the Lodge to indicate which members the payments reference.



KIT-KE-HAK-O-KUT LODGE

## ORDER OF THE ARROW

- Proceed to Checkout to process your payment

[Proceed to Checkout](#)

- The amount due should match your paperwork, select Checkout

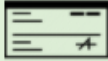

Balance Due Required

Pay **\$70.00** full amount due

[Checkout](#)

- Enter the billing information that matches the payment type you are going to use (if using a credit card the Name and Address should match the card holder)
- Agree to the council policies and enter your payment information

I have read and agree to the council policies (required) [Read Policies](#)


**Bank Routing Information**

Your bank account will be charged in the amount of **\$70.00**

\* **Account Type:**  [Help](#)

\* **Routing Number:**  [Help](#)

\* **Account Number:**  [Help](#)

 **TRUSTe**  
CERTIFIED PRIVACY

[Finalize Payment](#)

- You will receive an email confirmation of payment
- You are now done!