

2026 Revision

Section Leadership Seminar

Management Handbook



Document Introduction

Welcome to the Section Leadership Seminar Management Handbook.

This will have the information necessary to set up and execute an effective SLS. This training supports lodge members across the section by not only exploring the best practices in leadership within the OA, but also the endless number of skills that apply to both in and outside of our order.

See below for the key subjects of this handbook:

Introduction (you are here)

Who should attend?

Role Descriptions

Pre-Event Planning

Training Sessions

Branding



Who should attend?

The Section Leadership Seminar is available and encouraged for all arrowmen, both youth and adult, to attend.

The SLS serves as an opportunity to deepen scouts' understanding of Scouting's national honor society and build the connection across other lodges within the section. Whether honing skills to serve as chapter and lodge leaders or learning a new skill, this training will allow scouts to feel equipped when fulfilling meaningful roles.

Youth arrowmen gain confidence, leadership skills and mentorship while program eligible and adult participants receive insight on some of the best ways to support the youth within the program.



Role Descriptions

Section Officers:

The role of the section officers in the success of the Section Leadership Seminar is vital. Whether the Chief, Vice Chief, or Secretary are planning this event, the offices should have open and considerable communication to ensure the success of SLS.

Lodge Chiefs and Advisers:

Utilizing the lodge chiefs and advisers within a section helps to share the importance of the SLS and how ALL lodge members can benefit from this training.

Coordinates attendance and communicates important updates with lodge members.

Facilitators:

For their session, facilitators should communicate to the officer responsible for the event if there are any needs for materials or space accommodations prior to the event. The facilitator will ensure the training materials have been reviewed to present during SLS. Further responsibilities may be determined by section officers to ensure the success of the other sessions and overall event.



Pre-Event Planning

Geography:

The Section Leadership Seminar should have the largest cross-section of Arrowmen from across the section by prioritizing geographic centrality. Selecting locations which are accessible to the largest number of Arrowmen will help ensure the most robust turnout.

Insurance:

The section must collect national activity insurance at a rate of \$4 per day for each participant in attendance.

On-Site Liaison:

It is a highly recommended practice to seek an On-Site Liaison. This could be any lodge member in the surrounding area that can assist in the following fields:

- △ Site selection
- △ Promotion Assistance
- △ Transportation
- △ Registration and cracker barrel staffing
- △ Food service



Pre-Event Planning

Infrastructure:

Important considerations to take into account when identifying a site are as follows:

Sleeping Quarters - If overnight, adequate sleeping and shower facilities for all staff and delegates, in compliance with Scouting America's Safeguarding Youth Guidelines, are essential. These facilities should be in close proximity to the conference room and dining area. Ensure accessible sleeping quarters are available for delegates/staff who require accommodations.

Food - Ensure that food is served in a safe and clean manner, quantity and options should be able to include those with dietary restrictions (including allergies and religious restrictions) that must be accommodated.

Parking - Adequate parking facilities, located near the conference room, should be sufficient to accommodate delegates and staff

Presentation Spaces - The spaces in which training sessions will take place should have ample seating and desk/table space for participants. These spaces should also be well lit and have access to AV technology. It is preferred to allow room for the facilitator of the sessions to roam and interact with the arrowmen in attendance.



Pre-Event Planning

Technology:

The Section Leadership Seminar relies on slide decks, which can be accessed via PowerPoint, to aid the facilitator in delivering the content. Each SLS will require a projector, screen, and laptop to be successful.

Accessibility:

Mobility - Some delegates may have mobility impairments and need assistive devices such as wheelchairs. The facility should be able to accommodate learners who require accommodations without substantial modifications or drawing attention to them unnecessarily

Holidays - Do not schedule courses during significant religious or civic holidays.

Sight and Hearing Accommodations - Be prepared to accommodate learners with auditory and visual impairments. Adjusting seating arrangements, providing space for an interpreter, and having someone share notes can make it possible for a learner with accessibility needs to succeed in the course

Cost - Whenever possible cost should be kept to a minimum. Work with a host lodge to identify low-cost transportation options, meal service, and housing, if applicable. Ask lodges to subsidize the registration fee for delegates who cannot otherwise afford to attend.



Training Sessions

Where do I Find the Training Materials?

Through the Order of the Arrow training website (oa-scouting.org/training), section leadership will be able to select from a library of training sessions, ensuring your seminar reflects the needs of your lodges at that point in time. Each seminar will include an opening and closing session to reinforce the mission and vision of the OA.

Can a Section Add Their Own Sessions?

While SLS provides a foundation of key sessions, your team is encouraged to incorporate your own training materials that reflect your section's unique strengths. Our online training system will remain open for section leaders to suggest new topics or contribute syllabi for future sessions—ensuring the program grows with your ideas and experiences.



Branding

Statement on Thematic Integration, Name, and Branding

The Section Leadership Seminar (SLS) is the model through which this training is delivered. While we have developed official branding elements—including the SLS name, logo, and slide deck template—to promote consistency and ease of distribution, we also recognize and respect that many sections have their own established branding, event names, and logos.

The national training committee's goal is to support each section in delivering impactful, relevant training that reflects the unique needs of their lodges. You are encouraged to adapt the training experience to what works best for your section, including using your own event names and branding, if desired. Our SLS branding resources are available for those who wish to use them to ensure a consistent look and feel across materials. Ultimately, we want you to feel empowered to shape your event in a way that resonates with your participants while benefiting from the resources provided.



Branding Elements



SLS Logo Mark with B&W variants



Vertical Signatures



Primary Horizontal Signature



Non-Gradient logo
for patches



Basic Patch Design

Museo Slab 700 - Header

Museo Slab 300 - Header accent

Museo Slab 700 Italic - Subheader

Museo Sans 300 - Body Text

Header Text Dark Grey

HEX: #474747
RGB: 71, 71, 71
CMYK: 66, 59, 58, 41

Style Light Grey

HEX: #C3C3C3
RGB: 195, 195, 195
CMYK: 23, 18, 19, 0

Background Light Grey

HEX: #E0E0E0
RGB: 224, 224, 224
CMYK: 11, 8, 9, 0

Text Black

HEX: #1E1E1E
RGB: 30, 30, 30
CMYK: 72, 66, 65, 75

SLS Red

HEX: #DA4031
RGB: 218, 64, 49
CMYK: 9, 90, 92, 1

SLS Orange

HEX: #E16636
RGB: 225, 102, 54
CMYK: 7, 73, 89, 0

SLS Yellow

HEX: #F5EA14
RGB: 245, 234, 20
CMYK: 7, 0, 98, 0

SLS Green

HEX: #359846
RGB: 53, 152, 70
CMYK: 80, 16, 100, 3

SLS Blue

HEX: #2E3081
RGB: 46, 48, 129
CMYK: 100, 98, 15, 3

SLS Purple

HEX: #5B2F8A
RGB: 91, 47, 138
CMYK: 80, 99, 6, 1

Gradient SLS Red & Orange

Freeform gradient
formed by mixing
even parts SLS Red
& SLS Orange.

Gradient SLS Yellow & Green

Freeform gradient
formed by mixing
majorly SLS Green
with a small portion
of SLS Yellow.

Gradient SLS Purple & Blue

Freeform gradient
formed by mixing
even parts SLS Blue
& SLS Purple.

Gradient Grey's

HEX 1: #C3C3C3
RGB 1: 195, 195, 195
CMYK 1: 23, 18, 19, 0
HEX 2: #8C9091
RGB 2: 140, 144, 145
CMYK 2: 48, 37, 38, 2



*Section Leadership
Seminar*