

To Whom It May Concern:

RVSD 02/11/09

The following information is very important. Please read carefully.

Thank you for requesting our services to assist you with your Pack's annual Arrow of Light Ceremony. It is a great honor to be asked to be there with you during this time. Please use the following information to plan your event to the benefit of all of us.

The Arrow of Light Ceremony is a **Pack-wide** event involving the entire pack, including families of all types and extended families. During the ceremony, Scouts of all ages and ranks are asked to step forward, as are grandparents. (*Just think "the more, the merrier"*) We also ask that you have an even number, but no more than 6 First-year Webelos who will act as an honor guard at the beginning of the ceremony. Be sure that your Cubmaster (or alternative) will be there also.

The best location for this ceremony is outdoors, with an alternative indoor location in case of extreme weather conditions (excessive cold [50° or below], wind, or rain). The Pack will need to make the arrangements with the hosting site for a small fire, if wanted. Please wait for our arrival to set it up. Please make sure that you have chosen an area that will accommodate all the guests expected plus room for our ceremonial set-up which is about 8' x 10'. We can be flexible, if needed.

We realize that at an event of this type, photos are going to be taken. The Den Leaders/parents should find one or more people to be the designated photographers/videographers who are **NOT** parents of Scouts who are receiving their award. Parents (**BOTH** Mom and Dad [or similar if available]) need to be with their son(s) during the ceremony. We can show the photographer(s) the best places for the most important photos. Also, all cell phones and pagers need to be turned off or set to "vibrate only" during the ceremony.

The Scoutmaster(s) [or a representative] from the Troop(s) into which the Cub Scouts are advancing should be present to receive them. If a Scout is not going to continue into Boy Scouts or has not earned the Arrow of Light, but is crossing over, they may still participate in the ceremony. We usually need 2-3 Boy Scouts to assist with the ceremony. If they are members of the Order of the Arrow and have Native American regalia, they may dress out to add to the atmosphere, but this is not required. We will also need about 5-6 Coleman-type lanterns for lighting purposes (*propane type preferred*) unless we are indoors.

If you are ordering your arrows from us, a donation of \$30 per arrow is appreciated, but not mandatory. If you have hardship cases, please let us know. Although we do not charge a fee for this experience, if you would like to cover gas, please consider a donation of \$75 (for the event alone) and go up or down as you feel led. This enables us to continue this program and other aspects of Scouting. Payment is expected by the time of the ceremony unless other arrangements are made. Please make all checks to "RAY OLACHIA".

Thank you again for your request. Please return the arrow forms to Sally Deckard at least 2 months before your event is scheduled. If you have any questions, please contact me.

Sally Deckard
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