

# Order of the Arrow Insignia Guide (OAIG)

## SUPPORT INFORMATION

*PROVIDED BY*

**INTERNATIONAL SCOUTING  
COLLECTORS ASSOCIATION, INC.  
(ISCA)**



scouttrader.org  
oainsignia.com

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01/01/2022  
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*These Order of the Arrow (OA) Insignia Support Information are maintained on ScoutTrader.org*

*OA Insignia Guide (OAIG) Rules & Guidelines is also maintained on ScoutTrader.org*

*Lodge and Chapter Catalog Listings and Images are maintained on OAIInsignia.com*

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- a) Persons involved with the hobby of collecting, trading, buying, and selling OA Insignia may use the identification system, rules and guidelines (as identified herein) to: identify items to facilitate the collecting, trading, buying, and selling of their individual (or consigned) items.*
- b) OA Lodges and Chapters may use the identification system, rules and guidelines (as identified herein) to identify items issued by the lodge (and predecessor lodges) for a lodge listing of items including a listing on their website.*

# Order of the Arrow Insignia Guide (OAIG)

## OVERVIEW & SUPPORT INFORMATION

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*Note: Refer to the separate document OA Insignia Guide – Rules and Guidelines for additional information and guidance.*

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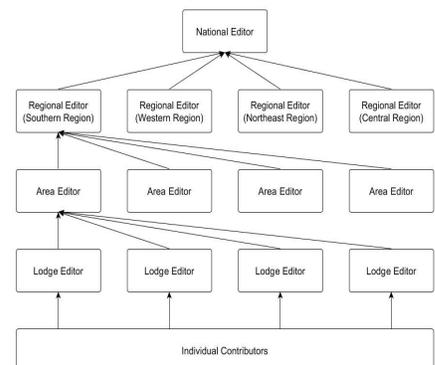
## A. INTRODUCTION

1. The OA Insignia Guide (formerly known as the Blue Book or the Blue Book 2.0) is a catalog of OA Insignia as defined herein.
2. Please refer to the Order of the Arrow Insignia guide (OAIG) “Rules & Guidelines” document (located on scouttrader.org). It is expected that one should be familiar with the “rules & guidelines” document before using and understanding this “Support” document.
3. The governing rules and guidelines and this support information document have been updated/created by the International Scouting Collectors Association (ISCA) and is located on the ISCA website (scouttrader.org).

## B. EDITOR PROCEDURES

### 1. Guiding Principles for Editors

- a. ISCA’s goal is to provide a framework that will help the hobby evolve over time and not require a complete overhaul of the OA Insignia Catalog in the future. As the Order continues to evolve so should our OA Insignia Catalog. We aspire to provide standards that provide a framework for unity and not divisive, arbitrary decisions to cataloging items.
- b. While the previous versions of the OA Bluebook were in print and ending in the last version published on a compact disc, the current approach is a web-based solution for everyone’s consumption across modern technologies. It is found at <http://www.oainsigniaguide.com>.
- c. We are not abandoning the OA Bluebook body of work. We are NOT going to make changes to the original catalog (OA Bluebook) for the sake of change. We will make changes when they are justified and agreed upon. We have processes established to manage these changes.
- d. These Editor procedures will not cover every single possible variation on the rules or insignia descriptions. The intent of these procedures is to describe for the editors how to apply the updated standards. If there are variations that are not directly addressed by the Rules and Guidelines, then we will apply the editorial construct as noted below to the extent that it exists to address and interpret the variation against the Rules and Guidelines. Should that not be successful, we will engage the Standards Committee for either interpretation or addition of new rules to address the variation.
- e. We will leverage the Editorial Committee construct to manage the editorial procedural process (defined below).
- f. We will be subjected to consternation at times as we progress through this effort and the on-going maintenance of the OAIG. It is a journey. We will act in a scout-like manner as we work through the issues. We will abide by the ISCA Code of Ethics (see later in this guide).



2. However, if the above structure is not totally in place, you will be informed as to what structure at the time exists.
  - a. The concept of operations for this construct to work starts from the bottom up. A lodge editor is the heart of this function. The lodge editor will be the person who looks at the submissions and execute the cataloging of the insignia. The lodge editor will execute following the established published OAIG Rules and Guidelines.
  - b. As the lodge editor has questions on how to apply the OAIG Rules and Guidelines, he/she can talk to the assigned area editor. The purpose of the area editor is to provide a “second set of eyes” to support the lodge editor on hard decisions while cataloging. Additionally, the area editor provides standardization across lodges in the interpretation and implementation of the OAIG Rules and Guidelines.
  - c. As the area editor has questions on how to apply the OAIG Rules and Guidelines, he/she can talk to the assigned regional editor. The purpose of the regional editor is to provide recruiting for and maintenance of the list of volunteer area and lodge editors in his or her region. Additionally, the regional editor provides a senior escalation point for conflicts of opinion and interpretation clarifications to ensure consistency in the interpretation and implementation of the OAIG Rules and Guidelines.
  - d. The final member of the Editorial Committee construct is the National Editor. The national editor’s role is to ensure the regional editors are staffed and trained to implement consistently the OAIG Rules and Guidelines, processes and tools. He or she also provides the last escalation point for the editors in resolution of issues.
  - e. One of your first duties as lodge editor is to coordinate with your area and regional editor and confirm what lodge(s) you will be responsible. Our regional editors will allow multiple editors from a lodge. OAIG encourages everyone to participate. However, in the case of more than one lodge editor, someone will have to be designated the lead. That person will have the escalation rights and website access. Upon confirmation, the regional editor will notify the national editor to grant you rights to the OAIG website for cataloging.
  - f. Once you are confirmed as to which lodge you are representing, you should look at the OAIG Rules and Guidelines to understand exactly how the lodge will be referenced (regarding lodge numbers) so you are clear and consistent in your communications. (Does your lodge have a number? Is it in parenthesis or brackets? Are you clear?)
  - g. Next, you should read the OAIG Rules and Guidelines document front to back. This will be the rationale for all your cataloging work.
3. Now you are ready to dive into the world of cataloging Order of the Arrow Insignia. As the lodge’s entries become fully documented in OAIG’s website database, the procedures below would apply to any new issues. For brevity in this document, we are only documenting how to address a new issue; however, it is expected that the new lodge editor will apply this methodology to all entries in their effort.

- a. First, look at the issue and ensure it is from the lodge or not. This will usually be easy to discern with the name or lodge number on the item. However, some, especially older issues, do not have names or numbers on them. The Lodge Editor is expected to check with the Lodge to verify that the issue is indeed from the Lodge.
  - b. Next, do you know what kind of issue it is based on OAIG Rules and Guidelines (A, ARM, B, C, F, HBD, J, L, M, N, P, R, S, W, or X)?
  - c. Is this issue recorded in OABB? If yes, what is the OABB v6's entry for this insignia? We will be keeping this for historical record.
  - d. Next, is there a special code required (H, K, Q, U, Y, and/or Z)?
  - e. Is the patch an event "e" or a chapter "c" specific patch?
  - f. Bringing the cataloging sequence all together:
4. As the editor applies the new Rules and Guidelines to the insignia, it should be easy to identify each of the indicators, codes, letters and numbers and if it should apply. Pay special attention to the Special Categories, especially K, Q, U, Y and Z. These category codes are to help in unique cases but not to be used as a "catch-all".
  5. Additionally, pay particular attention to the need for "Issue, Variety, and MVE" of insignia. Our intent is to catalog correctly all insignia. We are also trying to simplify the catalog and not create varieties when they are not really needed. To that end, please look closely at Section G. "Issues versus varieties versus variations (MVE) – How do you tell?" in the Rules and Guidelines for an explanation of when and how to use the varieties and MVE designations correctly. One additional consideration as you try to decide on issue/variety/MVE, the creation of insignia is not exact. There are manufacturing anomalies that are sometimes present that are unintended. If the lodge did not specify a change, and it is clearly a manufacturing anomaly, it is NOT a variety. If the lodge editor believes that the differences needs to be documented, it is a MVE. The description of differences will be documented in the description section after the MVE label.
  6. The Description Field. The description field includes all sorts of information that may be pertinent to describing and identifying the insignia. This section is not meant to fully and completely describe each listing, but it is meant to give enough information to identify and differentiate any particular listing from the others. Description field abbreviations and definitions are in the Rules & Guidelines Appendix B. In order to standardize how this free text field will be used, there is an order to the entries:
    - a. First designation if applicable (FI, FF, FS, or FFBB)
    - b. First list type of construction (*e.g.*, Swiss, CD, *etc.*)
    - c. Then the type of backing (*e.g.*, CB, PB, BSABACKING, *etc.*)
    - d. Then pertinent information to help identify this patch from other similar patches issued by the lodge such as anniversaries, wording, symbols, usage (*e.g.*, elangomat, ceremony, dance, delegate, *etc.*)
    - e. The type of material (if the item is not a chenille ("C"), a leather ("L") item, a metal ("M") item, or a plain neckerchief ("N")), all placed in parenthesis, and
    - f. MVE information
    - g. Restrictions (if known and validated)

- h. Date of Issue (if known and validated) in parenthesis
- i. Quantity (if known and validated) in square brackets

So that the entry looks like:

*(Build), (Backing), (Description), (Material), (MVE, if applicable), ((Date of Manufacture), if known), ([quantity], if known)*  
 CD, BSABACKING, NJ2010 similar design to S4, Rubber, MVE, (2010), [75]

OR

CB, FDL, NOAC2004, Trading Set, w/X17, (2004), [250]

OR

FF, CB, VER LBL sky and water, (1960), [300]

For section “c” above (pertinent information), it is envisioned that this field is used to describe the item using the designated description field abbreviations found in Rules & Guidelines Appendix B. As the editor fills out the description field, he/she should attempt to adequately and accurately describe the item using the designated abbreviations properly. The Editor should use the abbreviations in alphabetical order for section “c”.

For the OAIG, we are inserting abbreviations as appropriate into the description to help collectors identify first issues, first flaps, first solid flaps and the difference between former designations and current designations.

- FF – First Flap
- FS – First Solid Flap
- FFBB – Included in earlier Blue Book entries as a first flap but no longer considered a first flap
- FI – First Issue. This is used when a non-F nor S flap was the lodges first insignia issue (*e.g.*, many lodges had Rounds or Odd-shapes as their first insignia prior to flaps).

#### 7. Specific Considerations:

- a. When more than one patch is issued by the lodge at the same time, please use the first flap methodology to decide which one is catalogued first (found in Rules & Guidelines) unless the lodge is very clear as to the order of issuance.
- b. When multiple issue sets are issued at the same time, try to keep them together (contingent, delegate, non-delegate, staff, traders, *etc.*)
- c. Be sure to keep cross letter issues (S+X set) in the same sequential order of cataloging.
- d. If the issue is a complicated set of patches, start at the top center of the item and catalog in a clockwise fashion.
- e. If a lodge issues a set with multiple pieces (*i.e.*, flap, chevron, and csp), catalog in the following order (S1+X1+X2). This way, if the CSP is split up or lost, the flap and chevron remains S1+X1 (a subset).

**C. WEBSITE PROCEDURES AND INFORMATION (OAinsignia.com)**

1. The OA Insignia Guide is a collecting community supported reference. It is open and available to anyone but certain use of the system requires registration and for editing privileges requires National Editor assignment. This Appendix A describes how this is done and is primarily targeted to editors.
2. The following table presents the types of things different levels of users can do with the system. What follows are user documentation for the different levels of editor level users.

**OA Insignia Guide Functions by User Level**

<b>Task</b>	<b>Guest</b>	<b>Registered User</b>	<b>Local Editor*</b>	<b>Area Editor*</b>	<b>Regional Editor*</b>	<b>National Editor*</b>
Browse issues	✓	✓	✓	✓	✓	✓
Add comments		✓	✓	✓	✓	✓
Upload images		✓	✓	✓	✓	✓
Add issues		✓	✓	✓	✓	✓
Edit issues			✓			
Delete issues			✓			
Assign issue numbers			✓			
Confirm edits				✓	✓	✓
Assign editors						✓

\* One must be a Registered User to be an editor at any level.

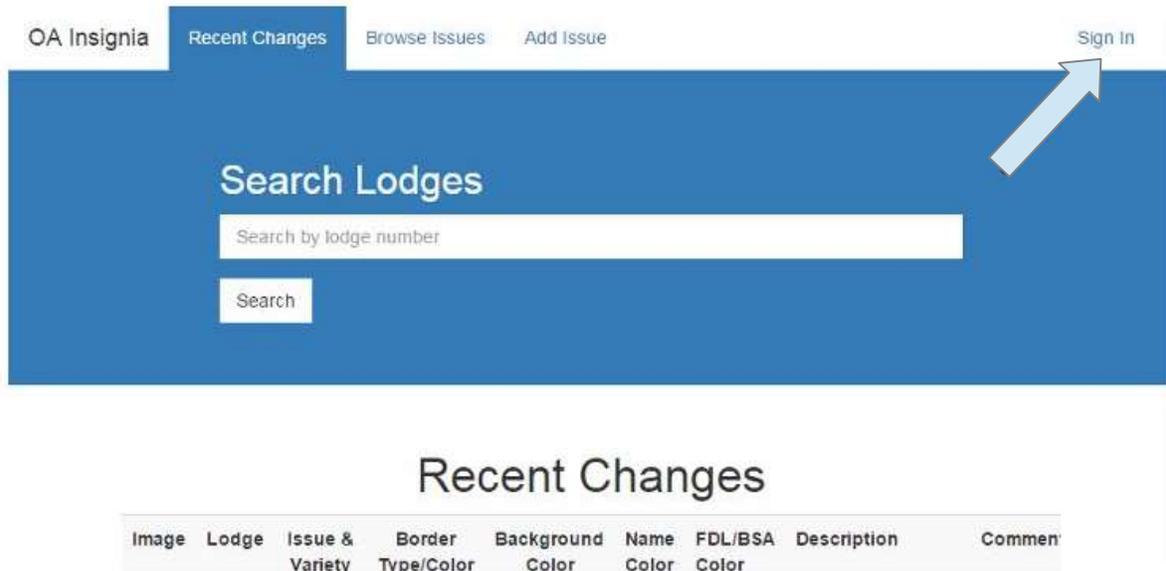
3. The following are the different documentation sections.

- C-1 Registering and Signing In
- C-2 Assigning Editor Status
- C-3 Uploading images
- C-4 Adding issues
- C-5 Editing issues (includes deletion and issue assignment)
- C-6 Confirming Edits

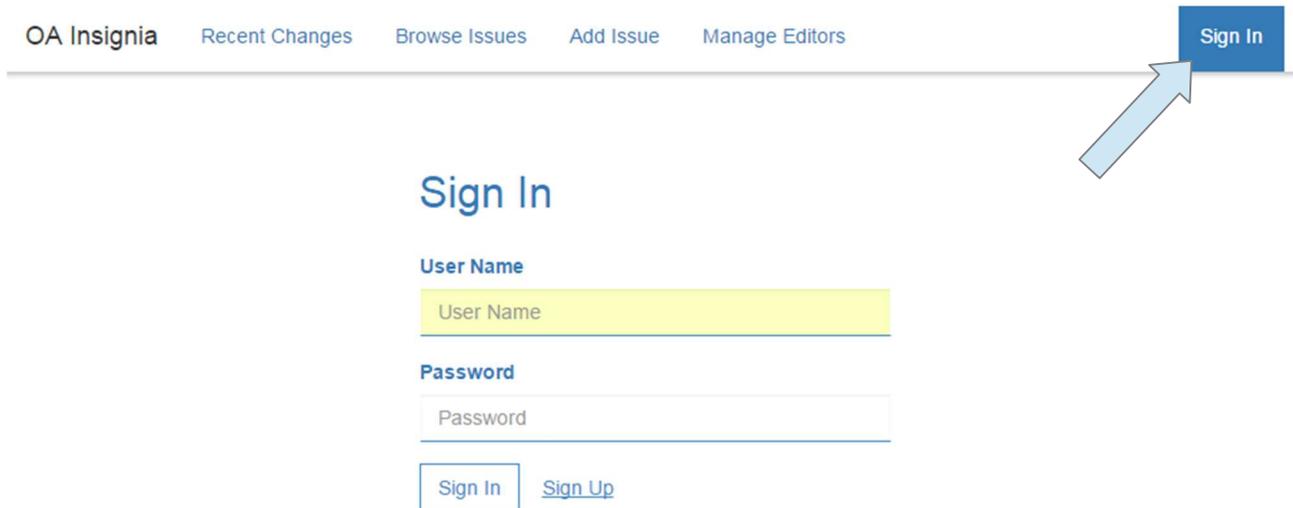
### C-1 Registering and Signing In

To be able to do anything more than browse the database, one must register with OA Insignia Guide. One must be registered prior to the National Editor making editing assignments. After registering, one needs to sign-in to be able to access one's level of system use.

Upon going to OAInsigniaGuide.com one typically gets the following landing screen.

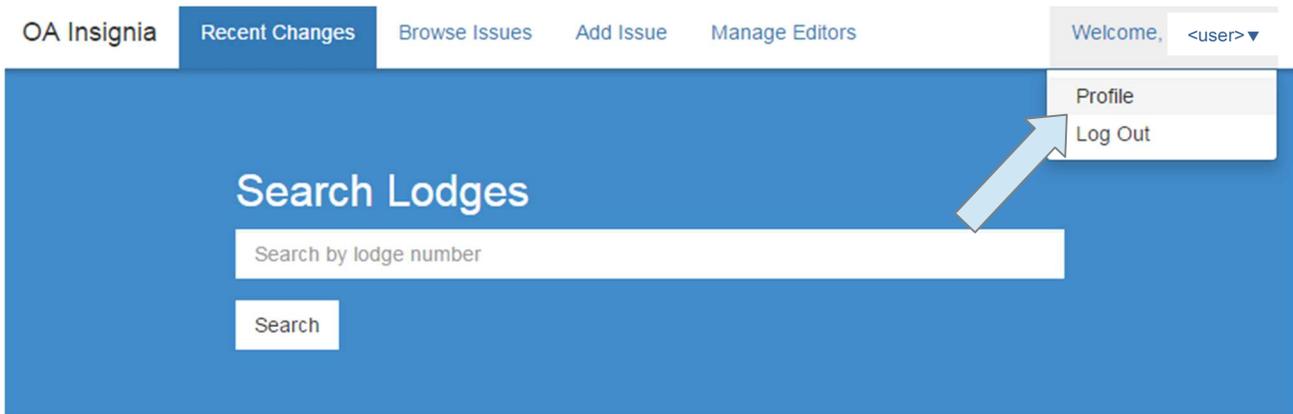


Go to the Sign In tab in the upper right. After clicking on the link one will get the following screen.

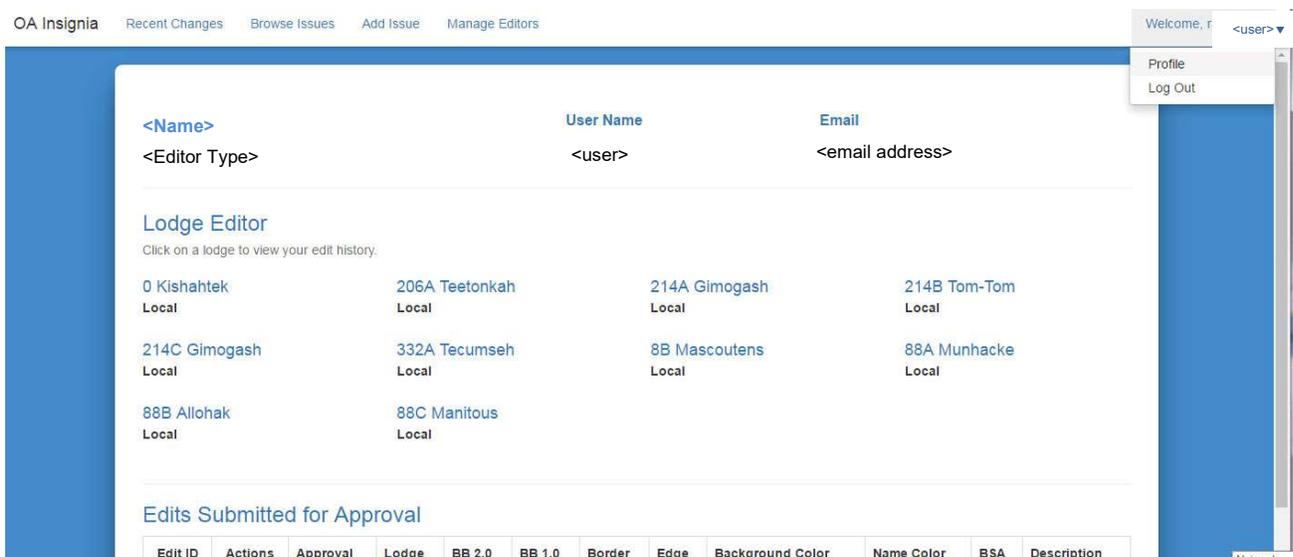


Sign-up if it is your first time using OA Insignia Guide or sign-in if you are already registered.

After one signs in one can check out their profile page (upper right corner) to see the lodges you can edit your pending issue assignments requiring approval.



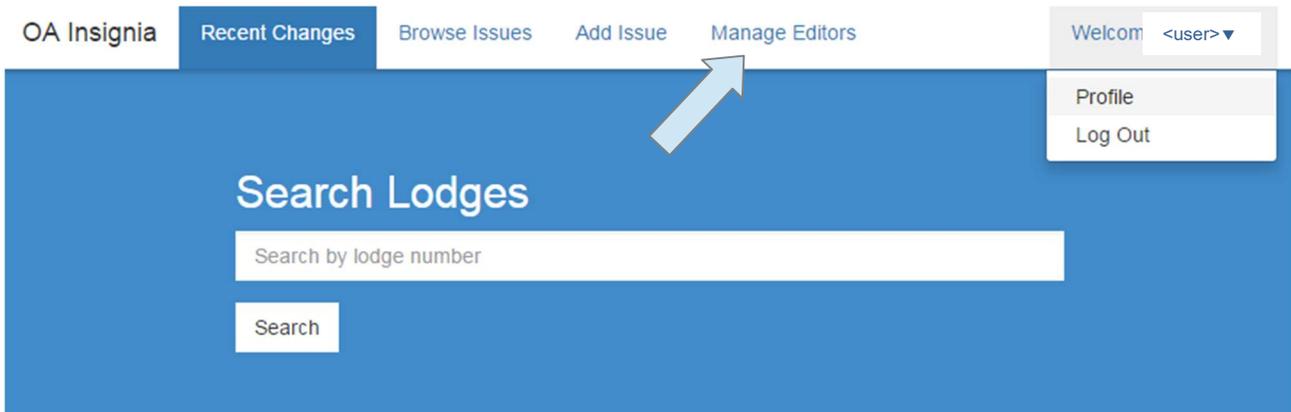
This will bring up one's profile screen:



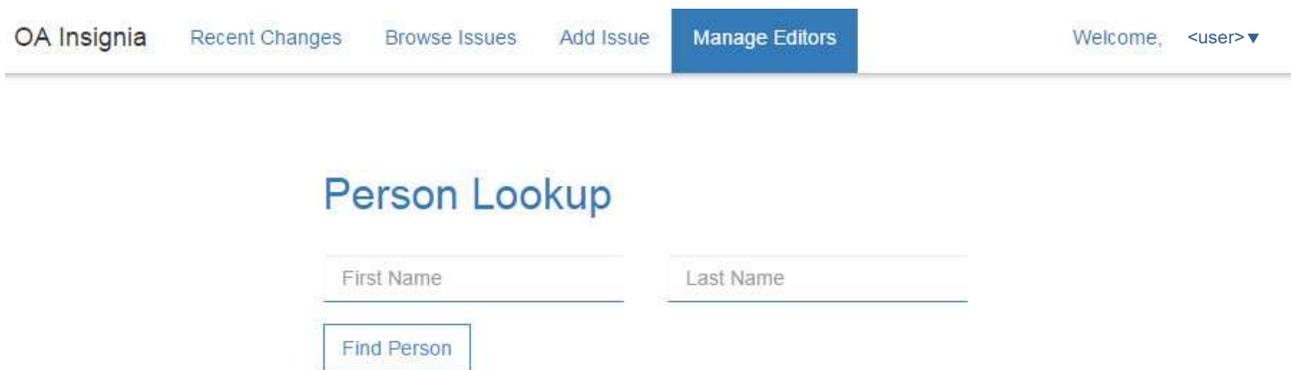
Interacting with this screen is discussed in the following sections.

## C-2 Assigning Editor Status

If you are a National Editor, you will have on your screen a menu tab “Manage Editors”:



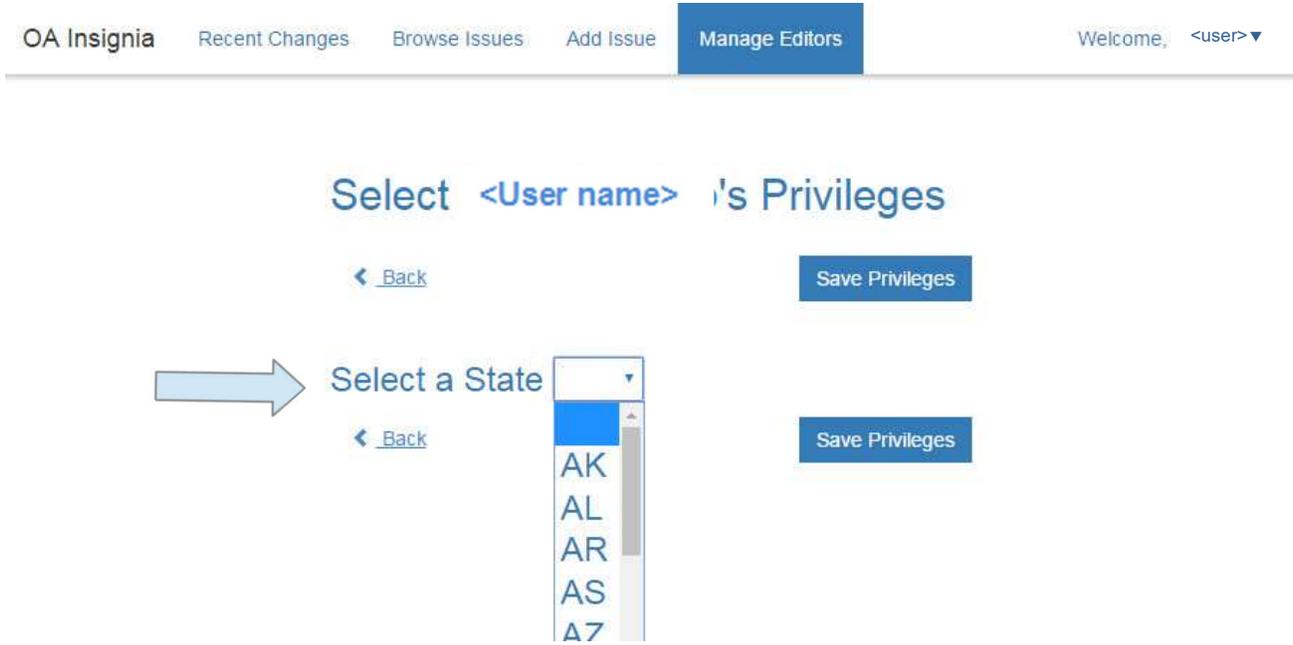
Click on that tab. You will be prompted to enter the name of the person for editor assignments.



If there is more than one person in the registered users with the name entered, you will be prompted for which person to work with. If there is only a single person with that name, you will be taken to the assignment screen.

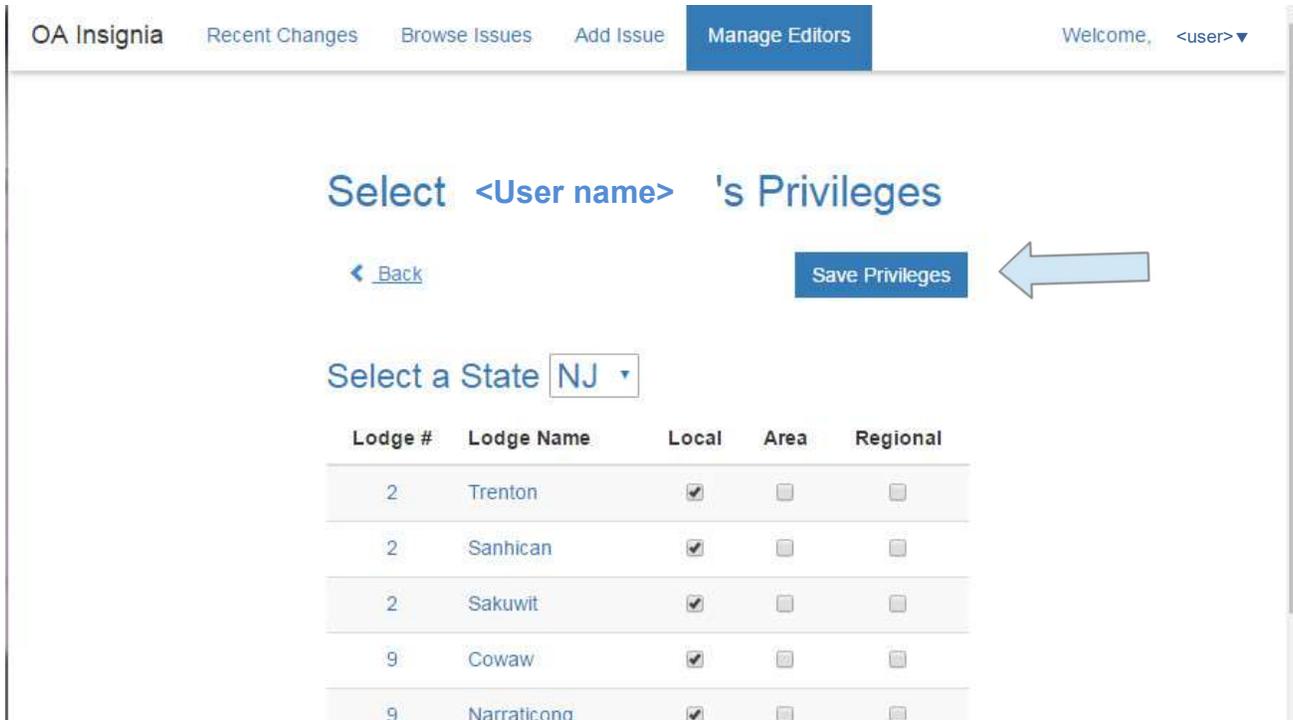


Clicking on the “Select a State” pulldown box brings up the alphabetical list of states.



Choose the state you wish to work with. That will bring up a list of the lodges in numerical order. One can change the number of lodges on the screen up to 100 lodges.

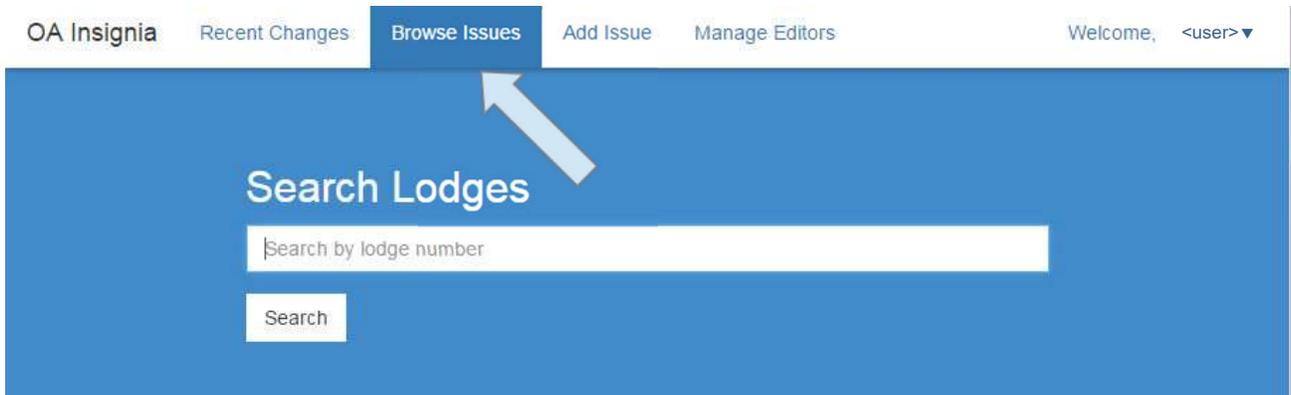
Click on the boxes as appropriate for the editor and “Save Privileges” before going to an additional page of lodges within that state or onto another state.



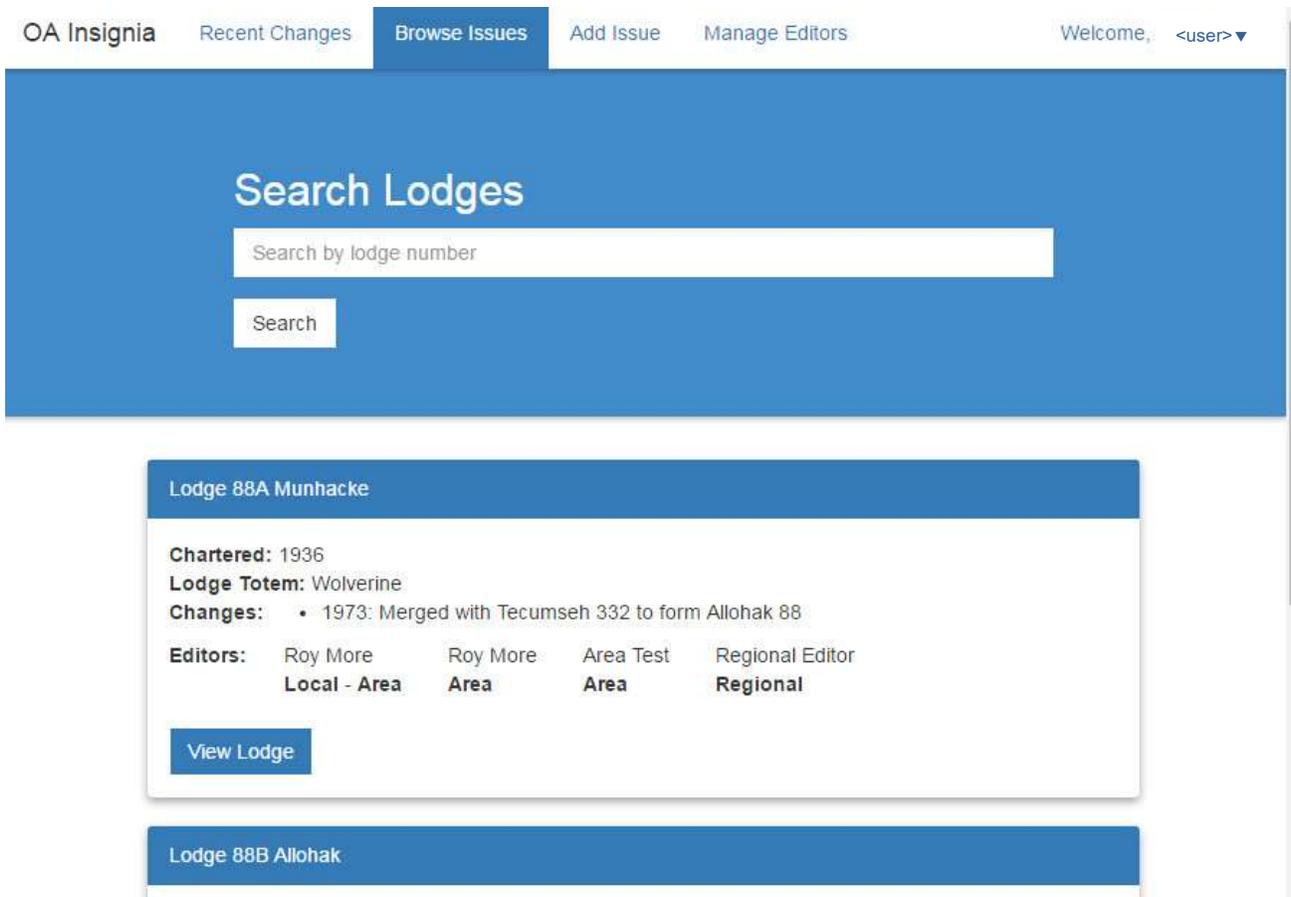
### C-3 Uploading images

Any Registered User may upload an image for an issue. You must first sign-in before you can upload an image.

Click on the tab “Browse Issues”. You will be prompted for the lodge number.



If there is more than one lodge that has used that number, you will be presented with all of the eligible lodges.



Click on the “View Lodge” button to bring up the desired lodge. Note that the lodge header contains list of the various editors at the Local, Area, and Regional level.

There will be an “Edit” column if you have local edit authority.

OA Insignia   Recent Changes   Browse Issues   Add Issue   Manage Editors   Welcome, <user>▼

## Lodge 88A Munhackle

Chartered: 1936  
Lodge Totem: Wolverine  
Changes: 1973: Merged with Tecumseh 332 to form Allohak 88  
Editors: <Name>   <Name>   Area Test   Regional Editor  
Local - Area   Area   Area   Regional

Edit	Image	OAIG	BlueBook 1.0	Border Type/Color	Background Color	Name Color	FDL/BSA Color	Description
			Pending	C BGR	TAN	DBR		on embroidered neckerchief
		Pending	A1a	C GRN	TAN	BRN		RED eye
		Pending	A1b	C GRN	TAN	BRN		no RED eye; (stitch break?)
		Pending	F1	C DBL	ORG	DBL		eyes opened; FF; thin BLK detail

The “Image” column indicates if an image has already been uploaded or is in need of being uploaded. Clicking on the uploaded image icon brings up a picture of the issue in a new screen.

Clicking on the image upload icon brings up a dialog screen allowing you to upload an image from your computer. Choose the image from your computer and click the “Save Changes” button. This will upload the image to the system and note that you made the upload and note it as a recent change to the system.

OA Insignia   Recent Changes   Browse Issues   Add Issue   Manage Editors   Welcome, <user>▼

### Upload Image

Upload Image

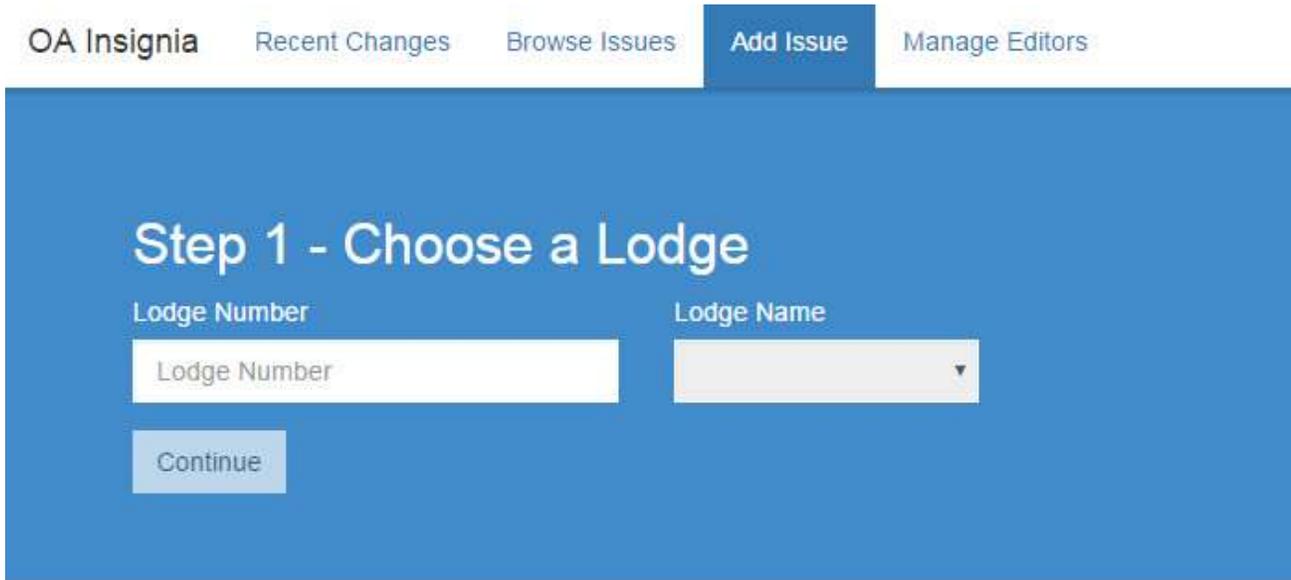
Choose File   No file chosen

Close   Save changes

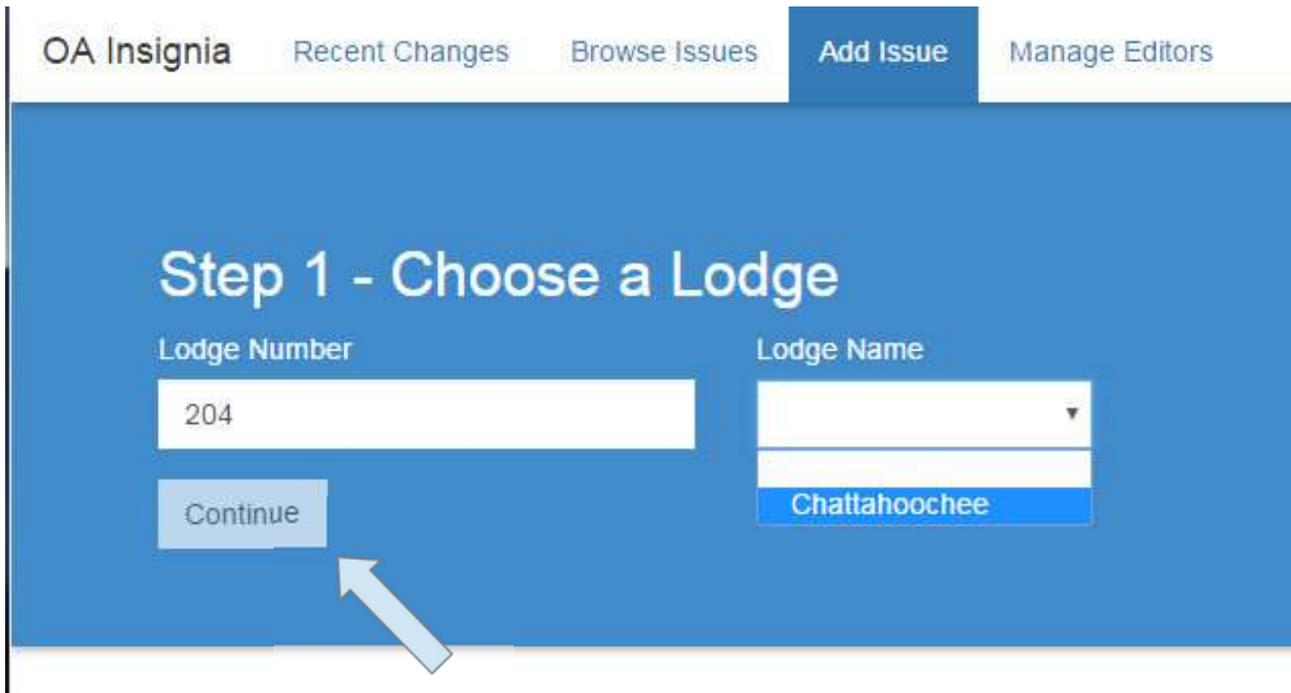
### C-4 Adding issues

One must be a registered user to OA Insignia Guide and then sign-in before being able to add an issue.

To start, choose the “Add Issue” tab. You will then be prompted to choose a lodge. Enter the lodge number and a pull-down menu will show the available lodges. If a lodge is not on the list, report the issue (lower right on web-page) to the editors.



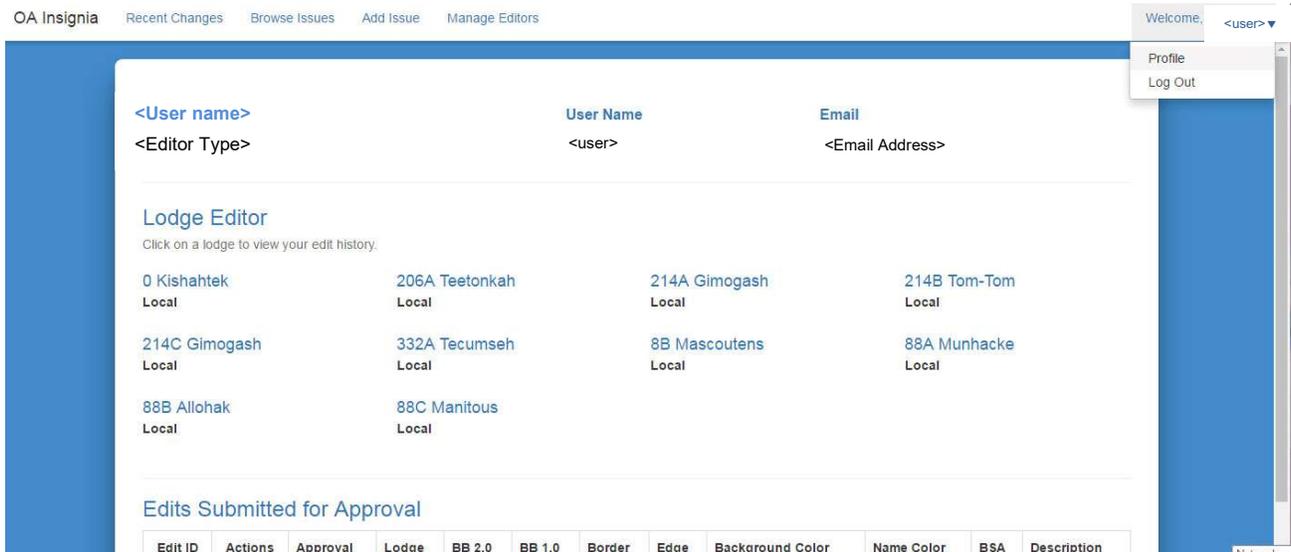
Here is an example using lodge 204. There is currently only one lodge name using that number. Select the lodge name in the pull down and press the “Continue” button.



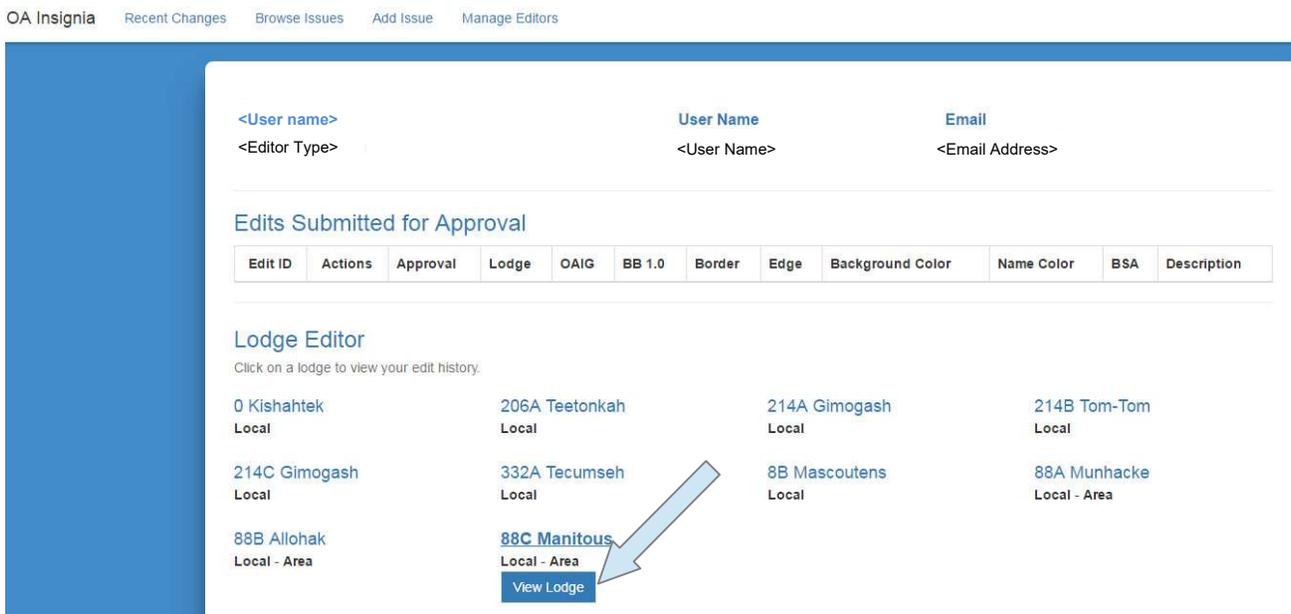


### C-5 Editing issues

You must be a local editor for a lodge to be able to edit issues. You can see which lodges you're an editor by looking at your profile page.



You can select the lodge to work with by clicking on the lodge. This will produce a button to "View Lodge".



Alternatively, one can go through the “Browse Issues” tab and select the lodge. If you’re a local editor for the lodge, you will see the same edit screen an example of which is below:

OA Insignia   Recent Changes   Browse Issues   Add Issue   Manage Editors

### Lodge 88C Manitous

Chartered: 1995  
Lodge Totem: Medicine wheel  
Changes: 1995: From merger of Aloihak 88 and Teetonkah 206  
Editors: <Name> <Name> Area Test Regional Editor  
Local - Area Area Area Regional

**Edit column**

Edit	Image	OAIG	BlueBook 1.0	Border Type/Color	Background Color	Name Color	FDL/BSA Color	Description
			Pending	R BLK	BLK	BLK	DGN	FDL; RED 1994-2012 death flap
			Pending	R BLU	DYL	BLK	WHT	2009 NOAC, rectangle, raised number and WWW, red dream wheel
			Pending	R BLU	DYL	BLK	WHT	2009 NOAC, rectangle, raised number and WWW, red mylar dream wheel, delegate issue
			Pending	R GMY	M/C	GYM	GYM	2010 National Jamboree, staff flap
			Pending	R GMY	M/C	WHT	DYL	"10 Years of Excellence"
			Pending	R GRN	M/C	DYL	WHT	ghost FDL, top part to 2009 NOAC 2-piece. Allowat Sakima.
			Pending	R GRN	M/C	GRN	LBR	2010 National Jamboree, contingent flap - colors are Mylar - need to add to options

**Edit icon**

What appears only to a local editor is an edit column and edit icon. Clicking this icon for a given issue brings up the edit screen.

### Edit Patch

Current Issue & Variety - A1

#### Patch Info

<b>Border</b>	<b>Edge</b>	<b>Background Color</b>
M/C	Cut	M/C

<b>Name Color</b>	<b>BSA</b>
M/C	GRN

**Description**

FDL; BLU/SIL/GLD Mylar bdr & name; C-2A 2001 Host Staff;

#### OAIG Issue & Variety

<b>Shape</b>	<b>Issue</b>	<b>Variety</b>
Select Shape	Issue	Variety

**Update Patch** **Delete Patch**

An editor can change the following fields:

- Border
- Edge
- Background
- Name Color
- BSA/FDL color if present
- Description.

An editor can also assign the OA Insignia Guide shape, issue and variety. An editor cannot change the Blue Book issue and variety as that history is locked in.

For several reasons, there may be a need to delete an issue. It could be a mistake from Blue Book. It could be a duplicate entry. It could be a variety that is no longer being recognized according to the current OAIG Rules and Guidelines. Press the “Delete Patch” button and the issue will be marked for deletion. The actual information is not removed from the database but is suppressed in showing to users. The issue is retained and can be recalled if need be.

After making what changes and assigning an issue if that is desired at this time, press the “Update Patch” button.

A screen will pop-up briefly confirming the edits. Going back to one's profile page and clicking on the lodge the edits made will appear:

### Edits Submitted for Approval

Edit ID	Actions	Approval	Lodge	OAIG	BB 1.0	Border	Edge	Background Color	Name Color	BSA	Description																		
<h4 style="color: #4F81BD;">Lodge Editor</h4> <p style="font-size: small; color: #4F81BD;">Click on a lodge to view your edit history.</p> <table style="width: 100%; text-align: left;"> <tr> <td style="width: 25%; vertical-align: top;"> <a href="#">0 Kishahtek</a> Local                             </td> <td style="width: 25%; vertical-align: top;"> <a href="#">206A Teetonkah</a> Local                             </td> <td style="width: 25%; vertical-align: top;"> <a href="#">214A Gimogash</a> Local                             </td> <td style="width: 25%; vertical-align: top;"> <a href="#">214B Tom-Tom</a> Local                             </td> </tr> <tr> <td style="vertical-align: top;"> <a href="#">214C Gimogash</a> Local                             </td> <td style="vertical-align: top;"> <a href="#">332A Tecumseh</a> Local                             </td> <td style="vertical-align: top;"> <a href="#">8B Mascoutens</a> Local                             </td> <td style="vertical-align: top;"> <a href="#">88A Munhacke</a> Local - Area                             </td> </tr> <tr> <td style="vertical-align: top;"> <a href="#">88B Allohak</a> Local - Area                             </td> <td style="vertical-align: top;"> <a href="#">88C Manitous</a> Local - Area  <div style="text-align: center; margin-top: 5px;"> <span style="background-color: #4F81BD; color: white; padding: 2px 5px; border: 1px solid #4F81BD;">View Lodge</span> </div> </td> <td></td> <td></td> </tr> </table>												<a href="#">0 Kishahtek</a> Local	<a href="#">206A Teetonkah</a> Local	<a href="#">214A Gimogash</a> Local	<a href="#">214B Tom-Tom</a> Local	<a href="#">214C Gimogash</a> Local	<a href="#">332A Tecumseh</a> Local	<a href="#">8B Mascoutens</a> Local	<a href="#">88A Munhacke</a> Local - Area	<a href="#">88B Allohak</a> Local - Area	<a href="#">88C Manitous</a> Local - Area <div style="text-align: center; margin-top: 5px;"> <span style="background-color: #4F81BD; color: white; padding: 2px 5px; border: 1px solid #4F81BD;">View Lodge</span> </div>								
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<a href="#">214C Gimogash</a> Local	<a href="#">332A Tecumseh</a> Local	<a href="#">8B Mascoutens</a> Local	<a href="#">88A Munhacke</a> Local - Area																										
<a href="#">88B Allohak</a> Local - Area	<a href="#">88C Manitous</a> Local - Area <div style="text-align: center; margin-top: 5px;"> <span style="background-color: #4F81BD; color: white; padding: 2px 5px; border: 1px solid #4F81BD;">View Lodge</span> </div>																												
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Edit ID</th> <th>Approval Level</th> <th>OAIG</th> <th>Border</th> <th>Edge</th> <th>Background Color</th> <th>Name Color</th> <th>BSA</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>0</td> <td></td> <td>A-1</td> <td>M/C</td> <td>C</td> <td>M/C</td> <td>M/C</td> <td>GRN</td> <td>FDL; BLU/SIL/GLD Mylar bdr &amp; name; C-2A 2001 Host Staff;</td> </tr> </tbody> </table>												Edit ID	Approval Level	OAIG	Border	Edge	Background Color	Name Color	BSA	Description	0		A-1	M/C	C	M/C	M/C	GRN	FDL; BLU/SIL/GLD Mylar bdr & name; C-2A 2001 Host Staff;
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## C-6 Confirming Edits

Edits and OAIG issue assignments require confirmation by Area, Regional and National editors. The list of edits needing approval show in your profile screen.

## **D. FIRST FLAP/FIRST ISSUE CHANGE PROCEDURE**

1. In the case where OA Blue Book (BB6) considered that a particular flap was the “first flap” or “first issue”, but there is now authoritative information to counter the earlier listing, then the new information may be considered and a change may be made to reflect the new information including the designation of a different “First Flap” or “First Issue”.
2. All of the Appeals Procedures will also be followed as appropriate unless they are in conflict with anything specifically called out in this procedure.
3. In addition, the following must also be followed.
  - a. Anyone can request that a “different” first flap or first issue be considered.
  - b. The request must be submitted to the lodge editor who will review all of the information and make a determination, either to agree or disagree.
  - c. The lodge editor will then forward to the Area editor who will also make a determination, either to agree or disagree.
  - d. The Area editor will then forward to the National editor who will also make a determination, either to agree or disagree.
  - e. The National editor will then forward to the Appeals Committee Chairman (along with all of the submitted information and the results of the above determinations) who will submit to a review sub-committee for a determination and further action as needed.

*Note:* In order for a request for a “different” first flap and/or first issue to be considered, the burden of proof is on the complainant to submit documentation in sufficient detail to warrant changing what the first flap or first issue is. Documentation such as lodge meeting minutes, bylaws, newsletters, dated pictures, *etc.* are preferred. Anecdotal information will only be considered in very rare circumstances.

## **E. GUIDE TO CONDITION**

1. Much has been said and written over the years on the subject of condition. Grading the conditions of insignia is inherently subjective, but the following can be used as a guideline when categorizing insignia identified in this catalog.
2. MINT – Mint patches and neckerchiefs are just that. They have never been washed or sewn onto a uniform and they look just the way they did when they were first produced. Some qualifying comments are:
  - a. Pristine Mint – exceptionally wonderful condition.
  - b. Mint with brilliant color – older mint patches with wonderful original color.
  - c. NEAR MINT – Patches and neckerchiefs that look almost, but not quite mint:
  - d. Machine sewn, but otherwise mint – mint but sewn with a sewing machine neatly along the border such as neckerchief patches that have been taken off the neckerchief.
  - e. Small spot or staple marks, etc., otherwise mint.
  - f. Thread break, otherwise mint.
  - g. Small amount of paper and/or glue on the back, otherwise mint.
  - h. Somewhat Limp (no longer has its' original stiffness), but otherwise mint.
  - i. Box Soil, light handling from being handled over the years, but otherwise mint.
  - j. Aged Twill, original color of background material has changed solely changed from aging, but otherwise mint.
3. USED – Patches and Neckerchiefs that are Used and Worn:
  - a. Definitely used, but still pretty nice.
  - b. Well Used - worn on a uniform and/or washed, etc.; sometimes a little out of shape and maybe has shrunk some due to washing.
4. POOR – Patches with Identified Problems:
  - a. Large glue stain on the front.
  - b. Part of a border missing.
  - c. Major moth damage.
  - d. Very dirty.

## **F. APPEALS PROCEDURE**

1. The National Director or his appointee will designate the Appeals Committee Chairman.
2. As needed, the Appeals Committee Chairman will create an independent Appeals Committee, of at least five (5) members.
3. The Appeals Committee Chairman will be in charge of handling any appeal to the Committee of an unresolved dispute between the regional editor and/or local editors and the Complainant over any issue involving an OA item (including any flap, odd shape, etc.) placed into the OAIG by the regional editor and/or local editors.  
*Note:* Anyone can be a complainant including any of the editors.
4. Any person will have a reasonable period of time (typically one (1) year from the time the particular patch in dispute is listed in the OAIG) to file a complaint with the local editor. If the local, area and regional editor all agree that a change should be made, then it may be changed without going any further.  
*Note:* The local editor is responsible for keeping track of the amount of time that a particular issue has been listed.
5. Disagreements between the local, area and/or regional editor and the Complainant may include any difference of opinion over any matter involving a patch placed into the OAIG. Examples are: the correct order in which a particular patch was issued, the validity of any particular lodge or chapter issue, the classification as to the type of patch, and most importantly, whether the patch put into the OAIG is in fact listed as the correct “First Flap” for the lodge.
6. If no complaint is filed within the time period as defined above, the listing of the regional and/or local editor will be final.  
*Note:* Only if new information is determined to be available, then the time period may be waived (with concurrence of the Appeals Committee Chairman & National Director).
7. The Appeals Committee Chairman will encourage the Complainant and the regional editor and any involved local and area editors to amicably resolve their differences first. If there is still a disagreement between the local, area and regional editor and/or they are not willing to make a decision, then the appeal will proceed.
8. The Appeals Committee Chairman (or his designee) will facilitate discussion between the Complainant and the appropriate editor (whether the regional editor or his local editor) as required.
9. However, when it becomes apparent that no amicable resolution of a dispute can be obtained, the Complainant will submit the unresolved dispute to the Appeals Committee Chairman with appropriate documentation for review and determination.

10. If a true impasse has been determined, the Appeals Committee Chairman will then direct the progress of any appeal from beginning to conclusion.
  - a. The Appeals Committee Chairman will enter the dispute into a log that will be maintained on the ISCA website in a special “Appeals Log”.
  - b. The Appeals Committee Chairman will then create a sub-committee for this specific issue.
    - i. This sub-committee will then adjudicate the matter in dispute.
    - ii. The Appeals Committee Chairman can be the Chairman of this sub-committee or he can designate a member of the sub-committee to be the chairman.
    - iii. The Sub-Committee Chairman will contact each of the parties to submit to the committee any and all written documentation to support their position over the matter in controversy.
    - iv. The sub-committee members will review all written evidence presented by the parties and any oral evidence which a party may wish to introduce.
    - v. The sub-committee may come to a decision without the need for a formal hearing on the matter, but in certain cases it may request a formal hearing in person or by a telephone conference.
    - vi. Upon review of all the evidence presented by either party, the sub-committee will issue a ruling on the matter in controversy, by majority vote.
  - c. Any decision of the sub-committee will be considered final for entry into the OAIG.
  - d. The Appeals Committee Chairman will notify the respective parties of their finding(s) and the decision will become what will finally appear in the OAIG.
  - e. The ISCA Appeals Log will be updated with the final decision and will include any important deciding information.



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# ***ISCA CODE OF ETHICS***

*All members of the International Scouting Collectors Association (ISCA) subscribe to a Code of Ethics to insure fair trading practices amongst its members. All members sign a statement subscribing to this Code:*

**I** will:

**S**et an example in which we all can take pride,

**C**onsciously, fairly represent all items of Scout memorabilia,

**A**lways follow the rules of the event that apply to trading,

**E**xtend the hand of friendship to all collectors,

**T**rade or sell no patch that I know to be fake or reproduction without disclosing the fact,

**H**elp new collectors get started,

**I**mpress on new collectors the importance of ethics in trading,

**C**urrently be eligible to be registered in Scouting,

**S**trive for fairness in all actions consistent with the Scout Oath & Law.