



**2006-2007  
Bear Creek Federation**

**Policy and Procedure  
Manual**

Version 3

Revised August 2006

## TABLE OF CONTENTS

<b>1.00</b>	<b>MISSION, PURPOSE, AIMS, AND MEMBERSHIP.....</b>	<b>1</b>
	1.01 Mission.....	1
	1.02 Purpose.....	1
	1.03 Aims.....	1
	1.04 Membership.....	1
	1.05 Code of Conduct.....	2
<b>2.00</b>	<b>FEDERATION LONGHOUSE.....</b>	<b>2</b>
	2.01 Longhouse Location.....	2
	2.02 Meeting Schedule.....	2
	2.03 Meeting Time.....	2
<b>3.00</b>	<b>YO-HE-WAH NATION LONGHOUSE.....</b>	<b>2</b>
	3.01 Longhouse Meeting Location.....	2
	3.02 Meeting Schedule.....	2
	3.03 Meeting Time.....	2
<b>4.00</b>	<b>WICHITA NATION LONGHOUSE.....</b>	<b>3</b>
	4.01 Longhouse Meeting Location.....	3
	4.02 Meeting Schedule.....	3
	4.03 Meeting Time.....	3
<b>5.00</b>	<b>TATANKA NATION LONGHOUSE.....</b>	<b>3</b>
	5.01 Longhouse Meeting Location.....	3
	5.02 Meeting Schedule.....	3
	5.03 Meeting Time.....	3
<b>6.00</b>	<b>TRIBAL MEETINGS.....</b>	<b>3</b>
	6.01 Meetings.....	3
	6.02 Wampum (Dues).....	4
	6.03 Talleykeeper's Report.....	4
<b>7.00</b>	<b>RULES &amp; REGULATIONS.....</b>	<b>4</b>
	7.01 Code of Conduct.....	4
	7.02 Prohibited.....	6
	7.03 Alcohol Policy.....	7
	7.04 Transportation Policy.....	7
<b>8.00</b>	<b>COMMITTEES.....</b>	<b>7</b>
	8.01 Members.....	7
	8.02 Meetings/Time/Location.....	7
<b>9.00</b>	<b>PROGRAM STRUCTURE.....</b>	<b>7</b>
	9.01 Tribe.....	7
	9.02 Nation.....	8
	9.03 Federation.....	8
	9.04 Tribe Elections.....	8
	9.05 Nation Elections.....	8
	9.06 Federation Elections.....	9
	9.07 Discipline.....	9
<b>10.00</b>	<b>PARENTAL INVOLVEMENT.....</b>	<b>10</b>

10.01 Adult Leadership.....	10
10.02 Family Involvement.....	10
10.03 Dad’s Meeting.....	10
10.04 Parents Responsibilities Within the Tribe.....	10
<b>11.00 COSTS.....</b>	<b>11</b>
11.01 Registration/Dues.....	11
11.02 Tribe Activities.....	11
11.03 Scholarships.....	12
<b>12.00 CALENDAR.....</b>	<b>12</b>
<b>13.00 NEWSLETTER.....</b>	<b>12</b>
13.01 Smoke Signals.....	12
13.02 Website.....	12
<b>14.00 TRIBE ROSTER.....</b>	<b>12</b>
<b>15.00 PERMISSION/RELEASE FORMS.....</b>	<b>13</b>
<b>16.00 CAMPOUT COSTS/TRIBE EQUIPMENT.....</b>	<b>13</b>
16.01 Nation.....	13
16.02 Tribal.....	13
16.03 Individual.....	13
<b>17.00 CAMPOUT POLICIES.....</b>	<b>13</b>
17.01 Alcohol.....	13
17.02 Fighting, Physical Abuse or Verbal Abuse.....	13
17.03 Rides.....	14
17.04 Tribal Games.....	14
17.05 Tribal Contest.....	14
17.06 Tribal Awards.....	14
<b>18.00 FINANCE.....</b>	<b>14</b>
18.01 Signing Authority – Disbursements.....	14
18.02 Signing Authority – Contracts.....	14
18.03 Expense Reimbursement.....	15
18.04 Event Fees.....	15
18.05 Registration Fee.....	15
18.06 Activity Fee.....	15
18.07 Administrative Fee.....	15
18.08 Campout Refunds.....	15
<b>19.00 REGISTRATION.....</b>	<b>16</b>
19.01 When.....	16
19.02 Existing Members.....	16
19.03 New Members.....	16
<b>20.00 NATION OFFICERS.....</b>	<b>16</b>
20.01 Officers.....	16
20.02 Terms of Office.....	18
20.03 Background Checks.....	18
<b>21.00 COORDINATION OF EVENTS.....</b>	<b>18</b>

21.01 Campouts.....	18
21.02 All Other Events.....	18
<b>22.00 CHARITABLE GIVING.....</b>	<b>18</b>
22.01 Reporting.....	18
<b>23.00 MARKETING.....</b>	<b>19</b>
23.01 Use of Logo and Material.....	19
<b>24.00 HONOR TRIBE.....</b>	<b>19</b>
<b>ADDENDUMS.....</b>	<b>20</b>
Indian Guides – Logo, Purpose, Slogan, Aim and Pledge.....	21
Indian Princesses – Logo, Purpose, Slogan, Aim and Pledge...	22

## **1.00 MISSION, PURPOSE, AIMS and MEMBERSHIP**

### 1.01 Mission

Bear Creek Federation, by and through its Board of Elders, is dedicated to providing its member Nations with the priceless history, culture, and traditions of the Indian Guides and Indian Princesses programs as established by Joe Friday and Harold Keltner. Bear Creek Federation accomplishes this by fostering and promoting those traditions in order that they may be passed on from generation to generation, providing services allowing members to communicate with each other on Nation and Federation business, and encouraging and supporting the participants in the programs toward a robust, satisfying, and lifelong enjoyment of the relationship between fathers and their children.

### 1.02 Purpose

- Provide continuity and consistency of Native American-themed program across affiliates.
- Establish and preserve 501-c(3) tax-exempt status and non-profit organization compliance.
- Encourage proper fiscal management and benevolent activities in all affiliates.
- Offer cost advantages of association to affiliates for such things as insurance (i.e. general liability, directors & officers.)
- Provide general guidance to ensure the health and longevity of affiliate programs.

### 1.03 Aims

The Bear Creek Federation, Inc. Indian Guides and Indian Princess Programs are based upon the Ojibway Six Aims, as related to us by the families of Joe Friday and Harold Keltner. The Six Aims are:

1. *Binideewin* (Purity of Heart) - To be clean in body and pure in heart.
2. *Inawendiwin* (Friendship) - To always be friends with my dad/mom/son/daughter.
3. *Sâgiwewin endashiiân* (Love my whole family) - To love the sacred circle of my family.
4. *Nâgasotawa* (Listen with attention) - To be attentive while others speak.
5. *Sâgiwewin kidj'anishinâbe* (Love thy neighbor) - To love my neighbor as myself.
6. *Dabandendamowin akki* (Respect Earth) - To seek and preserve the beauty of the Great Spirit's work in forest, fields and stream.

### 1.04 Membership

Federation members include registered Indian Guides, Indian Princesses and registered adults in the Yo-He-Wah Nation and Wichita Nation. It also includes Officers and Directors of the Bear Creek Federation.

### 1.05 Code of Conduct

Distinct responsibilities come with being a member of a nonprofit organization. In your position, you have accepted an obligation to act in the best interests of the organization as a whole. All members are expected to adhere carefully to the policies, goals and principles of the organization as set forth in our mission and bylaws.[for complete text of the Code of Conduct, Section 6.01]

## **2.00 FEDERATION LONGHOUSE**

### 2.01 Longhouse Location

Federation Longhouse (Board) meetings will be held quarterly at a location that is decided upon by the acting Chief.

### 2.02 Meeting Schedule

Federation Longhouse meetings are to be held quarterly. The specific date of the meeting is flexible in order that they can best achieve the largest number of Board members in attendance. The date must be published 10 days prior to the meeting, unless agreed otherwise by all Board members.

### 2.03 Meeting Time

The specific times are flexible such that we can best achieve quorum. The times must be published 10 days prior to the meeting, unless agreed otherwise by all Board members.

## **3.00 YO-HE-WAH NATION LONGHOUSE**

### 3.01 Longhouse Location

Stacy's Furniture (community room), Grapevine, TX

### 3.02 Meeting Schedule

Longhouse meetings are held on the second Monday of the month

### 3.03 Meeting Time

6:30 pm, with officers meeting at 6:00 pm

## **4.00 WICHITA NATION LONGHOUSE**

### 4.01 Longhouse Location

Feed Store Barbeque, Southlake, TX

### 4.02 Meeting Schedule

7:30 pm (typically to 8:30 pm), with officers meeting at 7:00 pm

### 4.03 Meeting Time

7:30pm to 8:30 pm

## **5.00 TATANKA NATION LONGHOUSE**

### 5.01 Longhouse Location

McKinney, TX

### 5.02 Meeting Schedule

7:30 pm (typically to 8:30 pm), with officers meeting at 7:00 pm

### 5.03 Meeting Time

7:30pm to 8:30 pm

## **6.00 TRIBE MEETINGS**

### 6.01 Meeting

Keep in mind that the strongest Tribes are the ones that meet on a regular basis! Tribal meetings are important and should be held once a month during the school year, with the possible exception of December (due to school vacations and winter holidays). Most Tribal meetings are held in the homes of members on a rotating basis. A typical Tribal meeting includes the following:

- Ceremonies such as opening and closing rituals (see “Tribal Rituals” section).
- Activities such as crafts, stories, Indian lore, games, songs, and service projects.
- Refreshments provided by the host family.

Tribal meetings should start and end on time and generally should not last longer than 90 minutes.

Business and planning activities are kept to a minimum, as these can be taken care of during Dads' Meetings.

The most successful activities are those that are easy for both children and parents to understand. Parent-child pairs should work as a team whenever possible. Try to use discussion activities as well as crafts as part of your Tribal meetings.

Refreshments are served prior to the closing ritual or prayer, which is the official ending of the meeting. Parents and children should sit together during refreshments and throughout the meeting to avoid breaking the Tribe up into separate groups of parents and children.

### 6.02 Wampum (Dues)

Most Tribes will want to institute the collection of Tribal dues, or wampum, for Tribal use. The amount is set by the Tribe and should be kept fairly small. All Tribal money is handled by the Wampum Bearer. Tribes use the money to pay for special treats, craft supplies, and various other items or events.

Children should earn their wampum between meetings by helping with chores at home, doing something positive for the community, or doing some other helpful or responsible act. At Tribal meetings, each child should be prepared to tell other Tribe members what he or she did to earn the wampum. This approach helps the children learn the value of money and encourages them to do things for others.

### 6.03 Tallykeeper's Report

The Tallykeeper has a real job to do in writing up the minutes of the previous Tribal meeting in an imaginative way. The Tallykeeper and son or daughter should work on the minutes together, using terms and symbols where possible and bringing in enough humor to interest the other children. Verbal reports made at meetings should be kept brief. More detailed written reports can be prepared for a Tribal history book.

## **7.00 RULES & REGULATIONS**

In keeping with the program's ideology and to ensure that everyone's safety and welfare are always paramount, certain rules and regulations have been adopted and must be abided. Violations of these rules are grounds for removal from the program, including the loss of a subsidiary's charter. The following actions are specifically prohibited:

### 7.01 Code of Conduct

Distinct responsibilities come with being a member of a nonprofit organization. In your position, you have accepted an obligation *to act in the best interests of the organization as a whole*. All members are expected to adhere carefully to the policies, goals and principles of the organization and to set an

example of civic volunteerism. You will find many of our policies and goals in our bylaws and our mission statement.

The mission of the Bear Creek Federation and its subsidiary organizations is to put faith-based principles into practice through programs that build healthy spirit, mind and body for all. These principles include our basic values of caring, honesty, respect and responsibility. Using them as a basis, we have developed the following code of conduct to ensure that our members, program participants and volunteers and all who participate enjoy a safe, welcoming and comfortable experience. Actions that demonstrate respect for others are expected.

- Appropriate attire is required. Clothing with vulgar, profane or suggestive writing or graphics is not allowed.
- Abusive or instigative language, conduct and behavior are not acceptable.
- Sportsmanlike behavior is expected.
- Sexual display, harassment, activity or conduct is unacceptable.
- Possession and/or use of alcohol or drugs is not permitted.
- Any other conduct of an inappropriate, illegal, threatening or disrespectful nature is in violation of the code of conduct
- Any conduct that would by its nature is harmful to the organization as a whole.

Members, program participants, volunteers and staff are responsible for their personal comfort and safety and may ask any person whose behavior threatens their comfort to refrain from doing so. If any individual feels uncomfortable with a situation, they should report the behavior to a Bear Creek Federation Nation Officer. The Bear Creek Federation will investigate all reported incidents. Suspension or termination of Bear Creek privileges and services may result from a violation of the Bear Creek Code of Conduct.

During your service to our organization and our community, we hope you will keep these principles in mind:

**Organizational goals before personal goals.** Put the best interests of the entire program ahead of individual desires. We are here to serve all the children with quality programs.

**Don't complain about it, do something.** Minimize complaints and pettiness. Look for ways to improve the organization rather than pointing fingers.

**Speak up when you have questions or disagree, but support the final decision of the organization.** Once an issue has been discussed and decided, support it and defend it. We may make mistakes, but we do so in good faith with the best interests of all children at heart. Be a good ambassador. Look for opportunities to introduce yourself to parents new to our program. Ask for their comments and input and invite them to help. Be open to all parents. Address rumors and misunderstandings. Ask complainers to help out. By being open and communicating, we can head off misunderstandings.

**Accept responsibility.** Take on your share of the work. Do your best, ask for help and look for ways to improve prior practices. Accept blame graciously and give credit to your colleagues. Work together. Work with and communicate with the rest of the board, officers and volunteers. We need to restrain egos and share ideas and responsibility.

**Think broadly.** Look at problems from an organization-wide perspective. Focus on the best interests of all the children and the Guides and Princess Programs in general. Look for ways to use older children to help younger ones. Look for ways to collaborate with other towns and other local organizations. Look for ways to draw on the expertise of our parents.

**Treat your colleagues respectfully.** Give your colleagues the benefit of the doubt. They are volunteers just like you, doing their best to help build a quality program for our kids. Conflicts should focus on issues, not personalities or individuals. Courtesy goes a long way toward building harmony and cooperation.

**Know what's going on.** If you have an older brave or princess, talk to the folks involved with the youngest kids. Go to our introductory program. Talk to the Chief. Ask questions. Get answers. Keep your finger on the pulse of our organization.

**Be altruistic.** Volunteer to help a group even if your child is not affected. We all need to be willing to help each other for the best overall good of our children and the Guides and Princess Programs.

#### 7.02 Prohibited

- a) Participation in any affiliate's program or event by a child without his or her parent, legal guardian, as registered on the membership application, or their specifically designated agent.
- b) Failure to promptly pay all properly approved dues and fees.
- c) The illegal possession and/or consumption of alcohol or drugs on or off the event or camp premises, while the event or camp is being attended.
- d) Falsification or misrepresentation of any information on a membership application or disclosure policy.
- e) Use or possession of weapons or firearms at federation or affiliate events, except: :
  - 1) As allowed by local, state and federal laws; AND,
  - 2) As part of a program event sponsored by *appropriate* organization with *adequate* insurance coverage;
- f) Permitting any known judicially-declared pedophiles in any program that would permit contact with a child.
- g) Dissemination of any material that is sexually explicit or pornographic in nature.
- h) Intentional and improper depiction of Native American organizations, Religious organizations, or other people's racial or cultural values.
- i) Allowing or condoning any other activity that would be inconsistent with the spirit of the program.
- j) Any conduct that would, by its nature, be harmful to the organization as a whole.

### 7.03 Alcohol Policy

The use of alcohol or illegal drugs is prohibited during any Bear Creek Federation program or activity, including Indian Guides and Indian Princesses campouts and events. All the camps used by the Bear Creek Federation prohibit the use of alcohol or illegal drugs on their property. If a camp reports to the Bear Creek Federation that a participant or Tribe has violated the policy, that participant or Tribe may be suspended from future activities, receive a letter of admonishment from the Federation, or have individual membership privileges suspended, without reimbursement of any fees or dues.

### 7.04 Transportation Policy

In accordance with Texas law, no children, supervised or unsupervised should ride in the back of a moving vehicle.

## **8.00 COMMITTEES**

### 8.01 Members

Each committee shall have at minimum a Committee Chairperson and at least two other committee members (as a minimum), more members as necessary. One member should serve as Secretary.

### 8.02 Meeting Time/Location

The Committee Chairperson may establish the meeting time and location for all committee meetings, in order to encourage maximum attendance and participation.

## **9.00 PROGRAM STRUCTURE**

### 9.01 Tribe

Tribes are the heart of the Indian Guides and Princesses Program. Each participant is placed in a Tribe shortly after registering for the program. Most Tribes are organized by school mixed in school and age. Tribes consist of 8-12 father/child pairs and meet monthly throughout the school year at a time agreed upon by Tribe members. Each Tribe has an Indian name and a volunteer Tribal Chief; sometimes other volunteer officer positions are used as well. For more information about Tribes and Tribal activities, see the Tribe Information sections of this manual.

## 9.02 Nation

The Nation is a unit of multiple tribes which form a common body or Nation. Activities such as nation campouts, roller skating, parades, etc. are coordinated at the Nation level. Each nation is incorporated independently under the Federation umbrella. While they are ultimately responsible to the Federation, each Nation retains their own funds and are responsible for managing their own finances.

## 9.03 Federation

The Federation is an entity made up of multiple Nations. They are responsible for providing continuity and consistency of Native American-themed program across affiliates; establishing and preserving 501-c(3) tax-exempt status and non-profit organization compliance; encouraging proper fiscal management and benevolent activities by all affiliates; providing efficiencies of association to affiliates for such things as insurance (i.e. general liability, directors & officers) and to provide general guidance to ensure the health and longevity of affiliate programs.

## 9.04 Tribe Elections

Fathers are elected into key leadership roles. Elections for tribal Chief, Assistant Chief, Wampum Bearer and Tallykeeper are held in May to serve for the upcoming year. Prior to actual voting, the Elders overseeing the elections will ensure each member interested in holding a leadership position is given an opportunity to speak to his tribe about why he is interested in being a leader, and what qualifications he feels he has for the job. Fathers need not be present to vote, but must inform an Elder of their vote prior to the time of the vote.

## 9.05 Nation Elections

### Nation Level Officer

- Qualification: Current or former Tribal Chief or Tribal Officer
- Nomination: Membership (as represented by tribe representatives at longhouse) nominates a full/partial slate of Nation Officers to replace expiring terms.
- Ratification: Nation Board of Directors ratifies all/part of the nominees.

### Nation Level Board

- Qualification: Current or former Nation Officer or Tribe Chief
- Nomination: Nation Officers may nominate a full/partial slate of candidates for Nation Board Members.
- Ratification: Federation Board of Directors ratifies all/part of the nominees

## 9.06 Federation Elections

### Federation Officer

- Qualification: Current or former Nation Level Officers, Board Member, and/or Federation Board members.
- Nomination: Federation Board Members may submit a slate of candidates for new Federation Officers members to replace expiring terms.
- Ratification: Federation Board of Directors ratifies all/part of the nominees.

### Federation Board

- Qualification: Current or former Nation Level Board Member
- Nomination: Federation Board Members may submit a slate of candidates for new Board members to replace expiring terms.
- Ratification: Federation Board of Directors ratifies all/part of the nominees.

## 9.07 Discipline

The rules of the Federation are founded on the Guides and Princess Oath and Aims.

### Children and Parents

Learning and displaying appropriate language, actions, and activities are all a part of the Guides and Princess programs. All Guides and Princess participants are expected to follow the Aims and to obey their children, parents, and adult leaders. Although the Guides and Princess programs are a lot of fun, the programs do not fit the needs of all children. The Tribe Chief will notify the family of any child who does not want to work within the rules of the Tribe. Children (and parents) who continually cause discipline problems within the Tribe will be asked to leave the program.

If you are asked to leave the program due to disciplinary actions, your registration and activity fees will not be refunded.

Any member who knowingly destroys or damages another persons property (clothes or otherwise) will be held responsible for the replacement or repair of the item(s).

### Nation Officers, Chiefs and Elders

As a representative of this organization your exemplary conduct is a necessity. All Nation Officers, Chiefs and Elders will be held to the code of conduct outlined in Section 6.01. If there is any question regarding conduct, you may be asked to sit before a review committee of Nation Officers and Elders. If your actions are deemed in direct violation with our Code of Conduct the committee may upon their discretion assign the appropriate disciplinary actions and/or revoke your membership in this organization.

## **10.00 PARENTAL INVOLVEMENT**

### 10.01 Adult Leadership

Although a program for our children, it's necessary that the boys and girls have adult leadership to help develop their leadership skills and ensure that the program accomplishes its goals. We will look to each adult for help from time to time.

Training, of Tribal Chiefs and other leaders, is important to ensure the best possible program for each of our children. It's highly recommended that all Chiefs attend New Chief Training and all new members attend the New Member Training held at the first of every school year.

### 10.02 Family Involvement

Indian Guides/Indian Princess is a family program. We will be calling on each family to participate in the various projects throughout the year. We will use your talents, so that you too can enjoy the fun and excitement of Guides. Do not allow only a few volunteers to carry the program for your son. To have the best Tribe, we must all pitch in!

### 10.03 Dads' Meetings

Most of the common shortcomings of Tribes can be eliminated by having Dads' Meetings - meetings without the children - several times during the year. The main purpose of these meetings is to iron out business and logistical details and avoid boring the children during Tribal meetings. Any business that takes more than five minutes in a Tribal meeting should be referred to the Dads' meeting. Advance planning can be done for a month or semester at a time at a Dads' meeting. The Dads' meeting allows for frank discussion among fathers about what they are or are not able to do based on their schedule and other obligations. It also permits exploration of special events or surprises without risking the disappointment of the children if plans change or fall through. Finally, Dads' meetings offer excellent opportunities for learning. Some fathers find it helpful to discuss magazine articles or books that enhance parenting skills. Others use the time to learn more about and enhance the Indian Guides & Princesses program by reviewing manuals, brainstorming about new activities, or discussing issues within the Tribe. If you are concerned about something within your Tribe, use the Dads' meeting to evaluate the situation, identify problems, and suggest improvements.

### 10.04 Parents' Responsibilities within the Tribe

Parents' foremost responsibility in the Indian Guides Programs is attending meetings with their children. Indian Guides Programs are not children's programs but rather parent-child programs. Their purpose is to foster the companionship of parents with their children. Parents also are expected to attend parents' meetings for long-range planning of Tribal activities, to hold offices in the Tribe, and to help with the crafting of Tribal property. There are many opportunities for fathers to take leadership within the program; some of the most frequently used roles are described below:

*Tribal Chief* - One of the fathers is selected to ensure continuity in meetings, conduct portions of the meetings, and act as leader of the group. He presides at Dads' meetings, facilitates the development of the Tribal meeting schedule, and delegates assignments as needed. The Tribal Chief also serves as the Tribe's representative to the Nation Longhouse – a meeting held three or four times each year with all the Tribal Chiefs from a particular Nation in attendance.

*Assistant Chief*: He assumes the duties of the Chief when the Chief is not able to attend meetings. He may accompany the Chief to Longhouse/Nation meetings and may be in training for the Chief's job.

*Wampum Bearer* - Wampum is a term for money used by some New England Indians. The Wampum Bearer is responsible for the collection and safekeeping of the Tribal wampum (dues) and has responsibility for collecting registration payments for campouts and other Nation events.

*Tallykeeper* - This parent takes care of attendance and minutes at Tribal meetings. He might also be responsible for sending information on Tribal activities to the Nation and birthday cards to the Tribe's Braves/Princesses on their birthdays. Some Tribes enjoy having periodic Tribal newsletters; this responsibility would fall to the Tallykeeper as well.

*Elder or Sachem* - The wise parent of the Tribe – usually a former Chief – assumes this role. He advises the Tribal Chief, reminds all members of the aims of the program, and leads the Tribe in service projects.

## **11.00 COSTS**

### 11.01 Registration/Dues

Tribe dues will be determined annually by the Nation Committee. There are currently two fees a registration fee which covers all cost incurred in registration (patches, headbands, manuals) and an activity fee which is the operational money that sustains our organization.

Senior members who would like to continue in our program (i.e. camping with their old tribe) after their daughter(s) have graduated from the program may do so by paying ½ the registration and activity fees and must complete and sign the appropriate liability forms.

### 11.02 Tribe Activities

Activities are planned throughout the year and many have a fee. These costs will be collected in advance of the event from those who will participate. Each family is responsible for individual costs. Last minute cancellation or no shows will be assessed all costs incurred by the Tribe. Verbal commitments to attend are considered binding when the Tribe must prepay based on show of hands.

### 11.03 Scholarship

Each Nation has set aside funds that are aimed to help families with a hardship with the cost of the program. To receive scholarship you must fill out the scholarship form. Scholarships will be awarded during the Fall and Spring registration periods and are only applicable to Registration and Activity Fees. These will be reviewed and awarded by the Nation Board. All information will be confidential.

## **12.00 CALENDAR**

*Tribe* – The Tribal Calendar of Events are prepared by the Tribal Officers at their annual Tribal planning sessions which are to be held each August. In addition to establishing meeting dates the tribal Officers are responsible for assigning host for each event. It is recommended that each Tribe have one Tribal event per month. Information about these events is sent out with sign-up flyers and is shown in the Tribe newsletter.

*Nation Calendar* – The Nation Chief and his Officers at their annual planning meeting in July prepare The Nation Calendar of Events. It is imperative that the Nation Calendar be established and finalized at least 6 weeks prior to registration.

## **13.00 NEWSLETTER**

### 13.01 Smoke Signals

The Nation publishes a quarterly newsletter called “Smoke Signals”. The newsletter will provide useful information, dates, upcoming events, and special notices. Everyone is encouraged to use this newsletter to communicate to other members of the Indian Guides/Princess family.

### 13.02 Website

Up to the date information can be accessed from our web-site: <http://www.bearcreekfederation.com>

## **14.00 TRIBE ROSTER**

Each tribe should supply a tribal roster to each member. This will include names, addresses, and phone numbers. These lists are updated as necessary and will be supplied on request.

## **15.00 PERMISSION /RELEASE FORMS**

A permission/release form must be completed by the parent or guardian for each child. Please do not assume by payment of fees and their presence that they have permission to attend. These permission/release forms must be turned in to Tribe by the date indicated on the form in order to attend.

## **16.00 CAMPOUT COSTS/ TRIBE EQUIPMENT**

### 16.01 Nation

The Nation provides payment to the park to reserve the campground for the given dates then divides the cost among the total members registered to attend.

### 16.02 Tribal

Each tribe assesses the cost of each camp or event to the member and pays one check to the nation. The assessment generally covers the cost of food (for campouts it would be for Saturday evening and Sunday morning only) and event costs. In the event that the Tribe must pre-register, the Tribe will issue a check and the member is required to reimburse the Tribe. Verbal commitments to attend are considered binding in such cases. Members having paid, but then cancel or are a no-show, are still obligated to pay all costs incurred by the Tribe. There will be no refunds issued.

### 16.03 Individual

Individuals are responsible for additional park entrance fees and meals that have not been coordinated with their tribe.

## **17.00 CAMPOUT POLICIES**

### 17.01 Alcohol & Firearms

The Federation Alcohol and Firearm policies as outlined in Article 7.00 Rules and Regulations apply and will be strictly enforced.

### 17.02 Fighting, Physical Abuse and/or Verbal Abuse

Fighting, physical abuse and/or verbal abuse will not be tolerated. Dads or daughters exhibiting any of these behaviors could be asked to leave the campout or be expelled from the program.

### 17.03 Rides

The Tribe transportation policy as outlined in Article 6.00 applies and is strictly enforced.

### 17.04 Tribal Games

Each tribe is required to host games at a minimum of two campouts per year.

### 17.05 Tribal Contest

Tribes are encouraged to participate in tribal contest. The winner of each contest will be awarded either/or a trophy to hold until the next campout or a patch for their vest.

### 17.06 Tribal Awards

Tribes winning a tribal award are responsible for keeping and returning it to the next campout. During this time the winning tribe may put their tribal name and date of the victory on the award. If an award is destroyed while in a tribe's possession, that tribe will be responsible for replacing it with a like award of equal or greater value.

## **18.00 FINANCE**

### 18.01 Signing Authority – Disbursements

- Checks drawn on the Nation checking or savings account in excess of \$1000.00 will require the signature of both the Wampum Bearer and an Assistant Nation Chief. The Nation Chief should refrain from signing checks, however, may co-sign checks in the event of urgency and the unavailability of the Wampum Bearer or an Assistant Chief. Checks drawn on the Federation checking or savings account in excess of \$1000.00 will require the signature of two authorized Board members, one being the Board Treasurer.
- All expenditures over \$1000.00 must be authorized by either the Nation Chief or Federation Chief.

### 18.02 Signing Authority – Contracts

- Contracts in excess of \$5,000.00 may not be execute on behalf of the Nation (or Federation) without prior approval of the Nation Chief (or Federation Chief), or their authorized designee.
- All vendors who provide services in which there is a foreseeable risk of personal injury (example: bounce house, horseback riding, rock climbing) must provide proof of \$1 million dollar General Liability Insurance coverage and must add Bear Creek Federation and the contracting nation as additional insured.

### 18.03 Expense Reimbursement

In order to be reimbursed for out-of-pocket Tribe, Nation or Federation expenses an “expense work sheet” (available online) must be submitted to the respective Chief or Treasurer (Wampum Bearer.) Reimbursement for expenses in excess of the following amounts will also require written approval:

- Tribal
  - \$100 or more will require Chief approval.
  
- Nation or Federation
  - \$500 or more will require the respective Wampum Bearer approval.
  - \$1,000 or more will require the respective Nation Chief or Federation Chief’s approval.

### 18.04 Event Fees

All event fees must be paid prior to the event. It is the general policy of the Bear Creek Federation not to issue refunds for campouts. This is because we are required to give the campout site a count of how many are attending, and we are then bound to pay for that number of people. If someone doesn’t show up, we still have to pay for them.

### 18.05 Registration Fee

This fee is collected by the nation at the first of each year and is used to fund expenses through the mid part of the year. Each year a committee will meet to evaluate the current fee structure and recommend changes as needed.

### 18.06 Activity Fee

Collected in the second half of the year this fee is normally smaller than the registration fee and is used to fund our programs during the second half of the year. Each year a committee will meet to evaluate the current fee structure and recommend changes as needed

### 18.07 Administrative Fee

Paid by the Nation to the Federation to cover all insurance, legal, and tax filings.

### 18.08 Campout Refunds

It is the general policy of the Bear Creek Federation not to issue refunds for campouts. This is because we are required to give the campout site a count of how many are attending, and we are then bound to pay for that number of people. If someone doesn’t show up, we still have to pay for them. Some sites have policies allowing a 10% variance (or less), but many do not.

## **19.00 REGISTRATION**

### 19.01 When

While new member registration is available throughout the year, our main registration events correspond with the first weeks of school. Normally, we have two registration events. They will be conducted in both the Southlake and Colleyville/Bedford areas.

### 19.02 Existing Members

Existing members are encouraged to register on-line or through their tribe tallykeeper. You must provide to the nation or your tallykeeper within 4 weeks of registering. All tribal registration checks are due at the first longhouse after school begins. All members must sign a waiver form annually. Fathers and daughter who have graduated our program may continue to attend our events by paying one half the registration and activity fees and by signing a waiver.

### 19.03 New Members

New member registration will be held on two weekends (corresponding with the beginning of school) in the Southlake and Colleyville/Bedford area). All new members must pay by check at time of registration. They will receive a Members Guide, Mom's Guide, Headband, Nation Patch and Federation Patch.

## **20.00 NATION OFFICERS**

### 20.01 Officers

*Chief* - responsible for the day-to-day oversight of the Nation, and directing all Nation events. The Chief also chairs all Longhouses.

*Assistant Chief* - responsible for helping the Chief with the operations of the Nation, and for directing operations and events when the Chief is unavailable.

*Wampum Bearer* – is the Treasurer of the Nation. He is responsible for managing the Nation's financial matters, including: budgeting; accounts payable, and; receivables (including membership and events.)

*Sand Painter* – Develops and facilitates advertising promotions and public relations.

*Elder* - Every past Nation Chief assumes the title and role of Nation Elder. The Nation Elder's provide assistance, guidance, and the benefit of their collective wisdom to the Chief and other officers.

*Drum Beater* - is responsible for announcing the number of tribes in attendance at campouts with beats of the Nation drum, managing the Honor Tribe system, and collecting information on the benevolent and charitable activities of the Nation.

*Medicine Man* - is responsible for maintaining the Nation first aid kit(s), providing for first aid at all Nation events, and developing and distributing all Nation safety policies.

*Sherpa* - is responsible for maintaining all Nation property, insuring that property arrives at all campouts and other events, and is then accounted for and returned to storage.

*Tally Keeper* - is responsible for maintaining a detailed and up-to-date database of all active Nation members.

*Meshenewa* - is responsible for coordinating annual registration and all pre-registration and marketing events. The Meshenewa also chairs the registration war room and ensures that new members are assigned to tribes.

*Fire Starter* - is responsible for preparing the campout bonfires, bonfire pyrotechnics, and bonfire safety. The Fire Starter is also responsible for properly extinguishing the remnants of the bonfire, and reconditioning the burned ground cover with peat moss.

*War Chief* - is responsible for coordinating the entertainment and games for all campouts.

*Web Spinner* – Creates and maintains the Nation website, managing relationships with internet service providers and or datacenter operators, assigning and supervising internal and outsourced development work, while facilitating the creation of content and it's posting on the website by appointed agents.

*Scout* – Responsible for establishing all Nation sponsored campouts. Leads park site inspections, negotiates fees with park managers and makes campsite reservations. The Scout facilitates tribe campsite assignments as well as locations for Nation games and locations for Saturday evening bonfire and Sunday morning services. They will work with sponsoring tribes and other Nation Officers to coordinate all routine and special activities.

*Pathfinder* – Coordinates the inclusion of cultural American Indian influences, oversees Nation charitable sponsorships and endeavors, and coordinates campout entertainment provided by tribes. Facilitates all Nation sponsored internal training sessions and training materials such as the new Tribe Chiefs training event.

### 20.02 Terms of Office

The Nation Chief is elected by the Council of Elders to a one year term. At the end of his term, the Nation Chief becomes an Elder. All other nation officers are appointed by the in-coming Chief to a one-year term. At the end of their term, an officer may accept another appointment as an officer of the Nation, though not to the previously held position.

### 20.03 Background Checks

Background checks are required for all Nation Officers and Tribal Chiefs.

## **21.00 COORDINATION OF EVENTS**

### 21.01 Campouts

Coordinating tribes are responsible for coordinating and overseeing all activities at the campout. This includes: assigning campsites; ensuring: the grass is mowed properly; collecting money from members; printing and distributing campsite assignments; printing and delivery of the “welcome packet”; delivery of the check to the park on Friday before the campout; signage (set-up and removal); renting port-o-potties and/or generators (when needed); scheduling entertainment (if applicable); securing vendors proof of \$1 million dollars insurance and having the Federation and Nation added as co-insured (see Section 18:02); and clean-up.

### 21.02 All Other Events

Coordinating tribes are responsible for coordinating and overseeing all activities expected for a successful event, including: reserving site; any registration requirements; scheduling entertainment (if applicable); securing vendors proof of \$1 million dollars insurance and having the Federation and Nation added as co-insured (see Section 18:02); acquiring all goods and supplies; distribution of flyers, handouts and patches; etc.

## **22.00 CHARITABLE GIVING**

### 22.01 Reporting

Coordinating tribes must provide a detailed accounting of charitable donations and community service to the along with your Honor Tribe sheet to the Drum Beater in order to receive Honor Tribe points. This should include:

- Name of Tribe hosting
- Attendees
- Date
- Time

- Location of event
- Charity
- Charity contact information
- Number of items donates and/or time donated;

## **23.00 MARKETING**

### 23.01 Use of Logo and Material

No use of the Bear Creek Federation, Inc., Yo-He-Wah, Inc., or Wichita Nation, Inc. logo, materials (or any other items) may be reproduced without the expressed written approval of these organizations.

## **24.00 HONOR TRIBE**

To achieve Honor Tribe status you must fill out the form provided by your Nation and provide information on a monthly basis to the Nation Drum Beater at Longhouse. Only tribes achieving 100 points will achieve Honor Tribe status.

## **ADDENDUMS**



### **Indian Guides**

**Purpose:**

*To foster understanding and companionship between father and son.*

**Slogan:**

*"Pals Forever"*

**Aims:**

*To be clean in body and pure in heart.*

*To be pals forever with my father/son.*

*To love the sacred circle of my family.*

*To listen while others speak.*

*To love my neighbor as myself.*

*To seek and preserve the beauty of the Great Spirit's work in forest, field, and stream.*

**Pledge:**

*We, father and son, through friendly service to each other, to our family, to this Tribe, and to our community, seek a world pleasing to the eye of the Great Spirit.*



### **Indian Princesses**

**Purpose:**

*To foster understanding and companionship between father and daughter.*

**Slogan:**

*"Friends Always"*

**Aims:**

*To be clean in body and pure in heart.*

*To be pals forever with my father/daughter.*

*To love the sacred circle of my family.*

*To listen while others speak.*

*To love my neighbor as myself.*

*To seek and preserve the beauty of the Great Spirit's work in forest, field, and stream.*

**Pledge:**

*We, father and daughter, through friendly service to each other, to our family, to this Tribe, and to our community, seek a world pleasing to the eye of the Great Spirit.*