

Longhouse of the Orange Skies – Non- Profit, Inc.

Longhouse Policies and Procedures



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Longhouse Policies and Procedures

The Longhouse of the Orange Skies Non-Profit, Inc. (Longhouse) is an approximately 1,500 member Guide and Princess Program, including Guides, Princesses, Trailmates, Trailblazers, and Papooses. The program is associated with and operates wholly within the charter of the Longhouse of the Orange Skies, Non-Profit (LOSNP), a non-profit corporation. The Longhouse is directed by a volunteer Longhouse Council. The Longhouse Council works to ensure the on-going operation of the Longhouse programs are consistent with the values of the LOSNP.

Purpose

The primary purpose of this organization is to enable the Longhouse Indian programs and support the unique purpose defined for each of the groups within the program. While the Indian Guide and Indian Princess programs are the two programs where there are the greatest number of participants, there are five other programs that may be available based on the level of interest demonstrated by parents and children. The seven individual programs are:

Papooses:	The purpose of the Papoose program is to get an early start on fostering understanding and companionship between parent and child.
Indian Guides:	The purpose of the Indian Guide program is to foster understanding and companionship between father and son.
Indian Princesses:	The purpose of the Indian Princess program is to foster understanding and companionship between father and daughter.
Indian Maiden:	The purpose of the Indian Maiden program is to foster understanding and companionship between mother and daughter.
Indian Brave:	The purpose of the Indian Brave program is to foster understanding and companionship between mother and son.
Trailmates:	Trailmates provides an opportunity for older girls to participate in a father-daughter program similar to Indian Princesses.
Trail Blazers:	Trail Blazers provides an opportunity for older boys to participate in a father-son program similar to Indian Guides.

Membership

Eligibility

Anyone meeting the following criteria is eligible for membership in the Longhouse of the Orange Skies.

- Meets eligibility requirements for membership in the LOSNP.
- Is a parent/child pair where child is age appropriate for one of the programs listed above (provided that program is active).
- Has indicated a willingness to be an active member of a tribe.
- Agrees to adhere to policies and procedures of the LOSNP and the Longhouse.

Fees

To enjoy membership in this organization, an individual must pay fees determined by LOSNP. Additional fees may be necessary to participate in camp outs, events and meetings during the year.

Structure

The Longhouse is organized around tribes and nations.

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Tribes

The base level of each of the programs within the Longhouse is the tribe. Each year the tribe must select a Tribal Chief. The tribe should also select council members similar to those described below for the Longhouse Council as it sees appropriate. Tribes should be formed from up to 15 families, although many tribes operate consistently with many more families. Tribes should hold monthly meetings and plan other tribal outings that are consistent with the spirit of the program.

Nations

In programs where there is more than one tribe, groups of tribes will be organized into Nations. The Nation is the governing council for up to ten tribes, providing guidance and structure in accordance with Longhouse by-laws, policies and procedures. Each Nation should also select council members similar to those described below for the Longhouse Council. Nation Councils should meet each month following Longhouse Council meetings. Nation meetings are open to all Nation Big Braves. All voting shall be by Tribal Chiefs or their representative. Items shall be passed on a simple majority vote. The Longhouse retains final authority for Nation-Tribe alignment and shall make adjustments as need to ensure the ability of the program to meet its objectives. Each year the Nation must select a Nation Chief and a Medicine Man. These persons shall be confirmed through a majority vote of the Tribal Chiefs of tribes in that Nation. Generally, the Medicine Man will assume the duties of the Nation Chief the following year. This allows for a smooth succession and ensures the strength long-term health of the nation.

Longhouse

The Nations and Tribes of all programs are part of the Longhouse. The Longhouse is the governing council for the entire program, providing guidance and structure under the guidance of the Executive Board of the LOSNP.

Longhouse Meetings

The Longhouse meets once each month, typically on the second Monday of the month. Exceptions are occasionally made to accommodate other significant Longhouse meetings such as Chief's Training, or Holidays.

Participation in Longhouse Meetings

All members of the Longhouse Council are expected to attend Longhouse Council meetings. Any Nation Chief who is unable to attend a Longhouse meeting is expected to find a replacement, typically the Nation Medicine Man, to attend in his place. All Longhouse meetings are also open to any parent who is a member of the Longhouse and a participant in any of its programs. Members who are not Longhouse Council members or their designees may participate in any discussion regarding the business of the Longhouse, but are not voting members of the Longhouse Council.

Responsibilities of the Longhouse Council

The Longhouse Council directs activities of the Longhouse programs, including Guides, Princesses, Trailmates, Trailblazers, and Papooses. The Longhouse Council works to ensure the on-going operation of the programs. Specific activities of the council include:

- Formulating overall strategic and tactical direction of the programs under the guidance and direction of the Executive Board of the LOSNP. This includes preparing and managing the annual budget, establishing the

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fee structure, establishment and maintenance of these Longhouse Policies and Procedures, and coordinating with the Executive Board of the LOSNP to ensure the long-term viability of the programs.

- Works with Nations and Tribes to ensure proactive recruitment of new members. Provides a Meshenewa Report two to three times per year to aid in recruiting and assessment of tribal aging.
- Publicizes Indian programs via the local media and other appropriate channels.
- Orients Tribal Chiefs to their responsibilities by providing manuals and handouts, conducting Chief's trainings, and overseeing general communications via Nation Chiefs.
- Plans and manages annual Longhouse events such as Fall Campouts, Indian 500 pine car races, Pancake Breakfast, and participation in local parades and events.
- Ensures that Nations and Tribes are planning appropriate events for their members and adhering to Longhouse policies and procedures.
- Provides patches, beads, and other recognition/awards for members.
- Maintains a website, orangeskieslonghouse.org, which will include a Longhouse Calendar, policies and procedures, forms, links to key websites, and any other key information pertinent to the operation of the Longhouse.
- Maintains an electronic registration portal to assure quick and easy registration and sign-up for Longhouse events. The website for the registration portal is circlebridge.com/orangeskies/login.php.
- Maintains a current calendar of events on the Longhouse website.
- Maintains a current list of participants, posting a roster of Longhouse Council contact information on the website.

Longhouse Council Members

The Longhouse is led by the Longhouse Council. The elected Chief of each Nation shall be a member of the Longhouse Council. In programs where there is only one tribe, the elected Chief of that tribe shall be a member of the Longhouse Council. The Longhouse Council shall also include a Chief, Medicine Man, and Longhouse Elders as described below. Terms of office shall be one (1) year commencing in July and ending in June of the following year ("Longhouse Year").

The Longhouse Council consists of the following positions:

- **Longhouse Chief** – The Longhouse will be led by one person who is known as Chief of the Longhouse of the Orange Skies (Longhouse Chief). The Longhouse Chief is confirmed through a majority vote of Nation Chiefs in attendance at a regular meeting of the Longhouse Council. In programs with only one tribe, the Tribal Chief shall be eligible to vote in the selection process for Longhouse Chief. Each year, the present Longhouse Chief shall determine when to hold the vote for confirmation of the following year's Longhouse Chief. Prior to presenting the nominee to the Longhouse Council, the Longhouse Chief shall discuss the selection with the Executive Board of the LOSNP. The confirmation shall take place at a regularly scheduled meeting of the Longhouse Council. The date shall be communicated to all current Nation Chiefs at the regularly scheduled Longhouse Meeting in the month prior to holding the vote.
- **Longhouse Medicine Man** – The Longhouse shall also have a Medicine Man. Any member of the Longhouse of the Orange Skies interested in being considered for the office of Longhouse Medicine Man may make application to the Longhouse Chief. The Medicine Man shall be nominated by the new Longhouse Chief sometime after the confirmation described in the preceding paragraph is completed. Prior to presenting the nominee to the Longhouse Council, the Longhouse Chief shall discuss the selection with the Executive Board of the LOSNP. The Longhouse Chief and the Medicine Man should not be from the same Tribe. The Medicine Man shall be approved by a majority vote of Nation Chiefs in attendance at a regular meeting of the Longhouse Council. In programs with only one tribe, the Tribal Chief shall be eligible to participate in the approval vote.

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- Longhouse Elders – The Longhouse Council shall also include Longhouse Elders who fill key roles and lead committees of the Longhouse. With the exception of the Sachem position, Longhouse Elders shall be nominated by the Longhouse Chief and approved by a majority of Nation Chiefs at a regular meeting of the Longhouse Council. In programs with only one tribe, the Tribal Chief shall be eligible to participate in the approval vote.

Any member of the Longhouse, as defined above, is eligible to be nominated for a Longhouse Elder position.

Longhouse elders shall be entitled to participate in all Longhouse Council votes pertaining to policy, procedures, and other decisions. They shall not, however, participate in votes to elect Longhouse Chief, Longhouse Medicine Man, or Longhouse Elders. Further, they shall not participate in votes to amend Longhouse policies and procedures. Longhouse Elder positions include the following. Duties are described below.

- Sachem
 - Wampum Bearer
 - Assistant Wampum Bearer
 - Tally Keeper
 - Safety War Chief
 - Meshenawa
 - Fall Campout War Chief
 - Spring Campout War Chief
 - Sand Painter
 - Patch Master
 - Scout
 - Indian 500 Chairman
 - Pancake Breakfast Chairman
 - Web Spinner
- Nation Chiefs – Includes leader of each Guides and Princesses Nation. The leader of Papooses program and leaders of Trailblazers and Trailmates programs may be included when those programs are active. Chiefs are responsible for disseminating information from Longhouse meetings to their Tribal Chiefs. The nation chief represents the interests of nation members in discussions about, and votes on, Longhouse policy. The nation chief recruits nation members to fulfill nation obligations in supporting Longhouse events (e.g., Fall Campout, Pancake Breakfast, and Indian 500).

Multiple Positions

In no case may an individual serve as a Tribal or Nation Chief while simultaneously serving as Longhouse Chief. In no case shall the Longhouse Wampum Bearer simultaneously serve in the capacity of Wampum Bearer for any Nation.

Longhouse Council Vacancies

If any Longhouse officer, other than the Chief, resigns or is unable to serve, the Chief shall appoint a successor. The successor shall be approved by Nation Chiefs under the provisions defined above. The successor shall serve until the next annual selection.

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If the Chief resigns or is unable to serve, the Medicine Man shall become Chief and serve until the next annual selection. Upon becoming Chief, a new Medicine Man shall be appointed under the provisions defined above.

Longhouse Council Voting & Eligibility to Vote

All members of the Longhouse Council shall have an equal vote in all matters of Longhouse policy and procedures. However, in elections of Longhouse Council members or votes to modify the policies and procedures of the Longhouse, only certain members, as defined above, may participate.

Longhouse Council Tenure

With the exception of the Sachem position, it is recommended that an individual not hold the same council position for more than three years. While this is not a hard and fast rule, there is wisdom in following this recommendation as it allows for greater opportunities for dads to assume leadership positions in the organization, reduces the likelihood of "burnout", and provides an opportunity for the adoption of new ideas. More importantly, it reduces the tendency to rely on the same person each year to until he graduates out. People are encouraged to volunteer for different council positions as the opportunity arises. Each council member, along with the Longhouse Chief and Medicine Man should be actively recruiting assistants to learn alongside to provide a cohesive and orderly transition from year to year. Any council elder expecting to graduate out should advise the Longhouse Chief early in the program year so that they can recruit a suitable replacement.

Duties of the Longhouse Council

Chief - Leads the Longhouse Council and is responsible for directing all Nation Chiefs and council members in the administration of their duties. Ensures council meetings are organized and run in an orderly manner. Serves as Master of Ceremonies at major Longhouse events such as the Fall Campout. Represents the Longhouse at public meetings such as appropriate City Council meetings and recognition ceremonies involving the program. It should be a goal of the Longhouse to alternate between dads in the Guide and Princess programs from year to year to provide for balanced leadership representing the entire program.

Medicine Man - The Medicine Man steps in whenever the Longhouse Chief is unavailable to fulfill any of his responsibilities. He also gets involved in special projects and activities related to long term planning. The Medicine Man is the "Spiritual" leader of the Longhouse who provides words to the Great Spirit at all Longhouse meetings and fulfills the responsibilities of Longhouse spiritual leader at Fall Campouts. The Medicine Man is expected to fulfill the role of Longhouse Chief the following year.

Sachem – Former Longhouse Chiefs who are available to provide advice to current Longhouse Chief and council members. It shall be the duty of the Sachem to encourage the growth of the Longhouse. The Sachem will be considered Sachem for as long as his children participate in the Y Indian program and may also be called upon after graduation for advice or counsel or to participate in events. Current Nation Officers are encouraged to take advantage of the experience of the Sachems in assisting with ideas for the Nation.

Wampum Bearer –The Wampum Bearer works with the LOSNP accountant and prepares budgets, monthly cash flow summaries, and monthly account activity registers for each Nation. The Wampum Bearer makes recommendations to the Longhouse Council on appropriate courses of action on all fiscal matters. The Wampum Bearer may be assisted by the Assistant Wampum Bearer who after an appropriate apprenticeship would take over the Wampum Bearer role.

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Safety War Chief - The Safety War Chief is responsible for maintaining and with the Longhouse Chief enforcing the LOSNP Safety Policies and Procedures. The Safety War Chief works with the event war chiefs in evaluating the safety related considerations of the event, including traffic, positioning of equipment, facility/use/fire permits, insurance requirements, etc. Periodically, the Safety War Chief will review the LOSNP Safety Policies and Procedures and make recommendations to the LOSNP Board of Directors as appropriate. The Safety War Chief also works with the Nation Safety War Chiefs to make certain that nation events follow the Longhouse procedures.

Tally Keeper – The Tally Keeper shall keep records and minutes and keep track of attendance at all Longhouse Council meetings.

Meshenawa – The Meshenawa shall lead recruiting activities for the Longhouse-Indian programs, identify tribes in need of new members and manage the flow of referrals (signups and call ins) to Nations/Tribes in need of new members. The Meshenawa should provide materials to Nation and Tribal Meshenawas and Chiefs to assist in their local recruiting efforts and coordinate efforts to get visibility for the program throughout the community. Meshenawa will also provide a "Meshenawa Report" in November and June to the Long House Chief and Nation Chiefs. The report in November will show all new and current members along with the status of each Nation and Tribes for the current year. By mid-May, all Nation Chiefs will report their graduates to the Longhouse Meshenawa. The report in June will show all graduates and the current status of the Nations and Tribes going into the next year.

Fall Campout War Chief – The Fall Campout War Chief's primary responsibility is oversight of all logistics for Fall Campouts including securing equipment for Koda ceremony, setting up and overseeing running of ceremony, and mediating any campsite disputes between Nations and/or tribes. The Fall Campout War Chief shall also help coordinate and distribute materials at Chief's training. The Fall Campout War Chief shall recruit Assistant Fall Campout War Chiefs for each weekend (Guides and Princesses) to assist in planning, recruiting volunteers, supply inventory, and succession.

Spring Campout War Chief - The Spring Campout War Chief's primary responsibility is the coordination of the individual nation Spring Campout schedules and locations, and subsequent communication of such scheduling to the Longhouse Council. The Spring Campout War Chief shall use the dates designated in the LOSNP Policies and Procedures document, as the foundation for schedule coordination.

Sand Painter – The Sand Painter shall publish the "Smoke Signals" newsletter and coordinate and edit all articles submitted by Longhouse Council Members, Nation Sand Painters and Tribal sand painters. The Sand Painter shall also work with a publisher/printer to ensure newsletter is produced and distributed accurately and in a timely manner.

Patch Master – The Patch Master shall budget, order, inventory, and distribute all patches, ribbons, and beads. Further, he shall supply patches for all Longhouse events and handle the distribution of patches to Nations and Tribes. Finally, he shall make recommendations to the Longhouse Council regarding policy and supplying patches to Nations and Tribes.

Scout – The Scout shall identify locations for Longhouse events by working with the War Chief, Indy 500 Chair, and Pancake Breakfast Chair to ensure locations are identified and properly booked.

Indian 500 Chairman – The Indian 500 Chairman shall oversee the entire event including ordering and distribution of car kits to each Nation, coordinating track transportation and set-up; running and operating racing computer program; ensuring that each Nation has the necessary manpower to run the event accurately and on schedule; and orders and distributes awards for event. The Chairman is supported by, oversees, and chairs the Indy 500 Committee.

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Pancake Breakfast Chairman – The Pancake Breakfast Chairman shall manage the entire event, including the printing and distribution of tickets, the procuring of all food, supplies and condiments, coordinating the solicitation of all donations, scheduling the delivery and set-up of all rental equipment, and establishing work schedules for the event. The Pancake Chairman is supported by, and oversees, the Pancake Breakfast Committee which includes representatives from each Guides and Princesses Nation.

Web Spinner - It shall be the duty of the Web Spinner to maintain the Web Site of the Longhouse.

Longhouse Council Meetings

Regular Meetings – At the start of each year the Longhouse Chief shall establish a schedule for meetings of the Longhouse Council. Longhouse meetings shall be scheduled once each month. A minimum of eight meetings must be held each year.

Special Meetings – The Longhouse Chief may call a special meeting when required. A special meeting will also be called when requested by 70% of Nation Chiefs.

E-Mail Votes – The Longhouse Chief may call for an e-mail vote in lieu of convening a special meeting in order to conduct necessary business action that requires a vote of the council between normally scheduled meetings. An e-mail vote will be subject to the same voting and quorum provisions outlined herein. Vote results shall be reflected in the minutes of the next regularly scheduled council meeting.

Attendees – Any member of the Longhouse who meets the eligibility requirements above may attend and speak at Longhouse meetings. However, only council members, as defined above, are entitled to vote in matters before the Council.

Quorum – The presence of six Nation Chiefs and four Longhouse elders, including the Longhouse Chief and the Longhouse Medicine Man shall constitute a quorum for decisions pertaining to policy and procedure. The presence of six Nation Chiefs and either the Longhouse Chief or the Longhouse Medicine Man shall constitute a quorum for electing and confirming the Longhouse Chief, Medicine Man and Elder positions and matters of regular business.

Parliamentary Authority – Robert's Rules of Orders, shall govern this organization in all cases to which they are applicable and which they are not inconsistent with these by-laws.

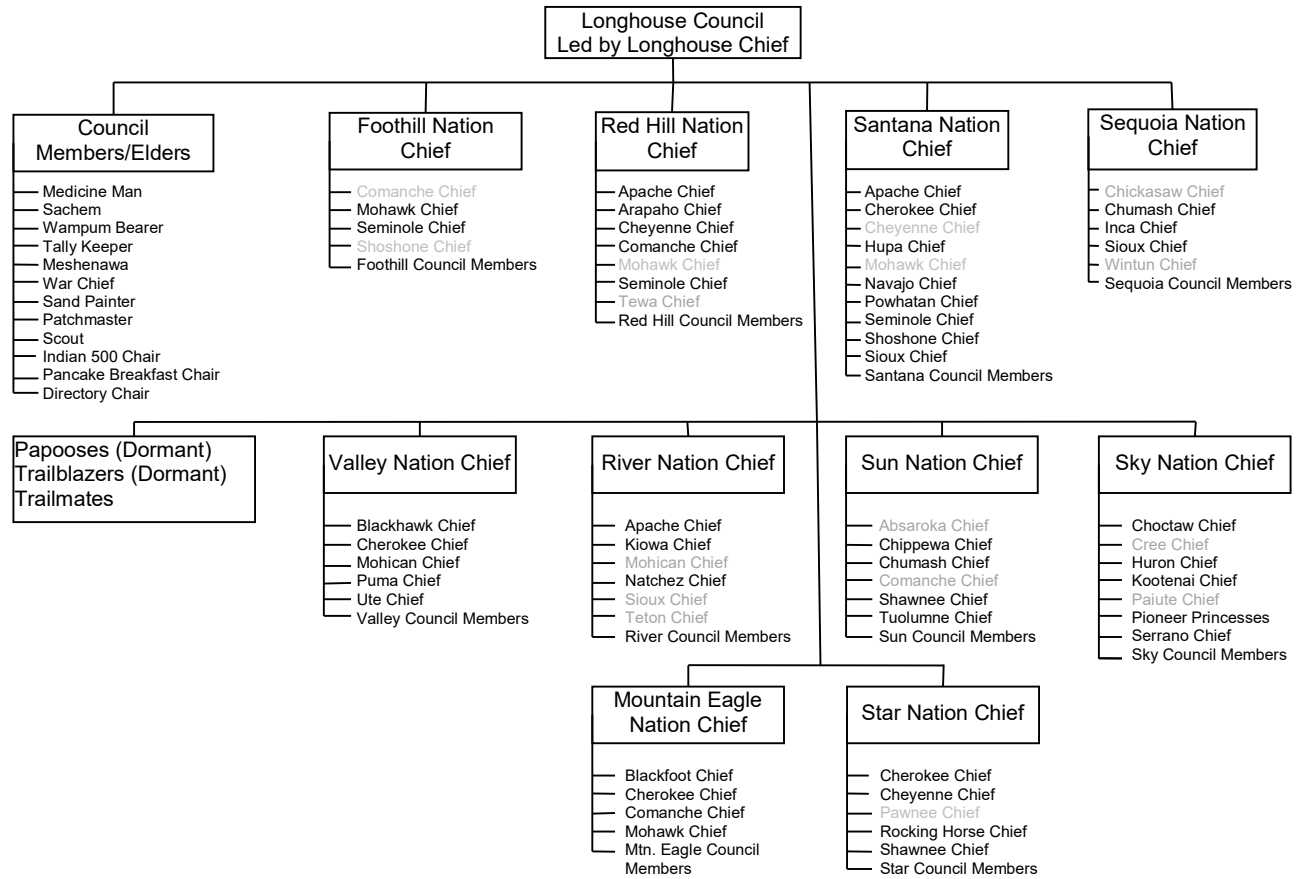
Indian Program Structure

The individual programs are structured within the Longhouse. The Longhouse Council oversees all of the programs. Within the Longhouse there are a number of Guides Nations, Princesses Nations, the Trailmates program and Trailblazers program.

Each of these nations is lead by a Nation Chief who works with his Nation Council to plan activities and ensure the nation is run in a manner consistent with Longhouse policies and procedures. Each nation is comprised of a number of tribes. The tribe is the base level of any and is led by a tribal chief. The tribe typically has tribal positions that largely mirror the Longhouse and Nation structures.

The following is a breakdown of the nations and tribes overseen by the Longhouse Council.

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Longhouse, Nation and Tribal Duties

Events and Campouts – The Longhouse shall plan and conduct a Fall Campout, The Indian 500 Pinewood Derby Race, the Spring Pancake Breakfast, and such other programs as determined by the Longhouse Council. Nations shall plan and conduct events including the Spring Campout. Tribes shall plan and conduct a winter campout, and plan other tribal events throughout the year. Tribes shall participate in Longhouse and Nation events whenever possible.

Event Scheduling – For all Longhouse events where Guides and Princesses are scheduled separately (such as Fall Campout, Indian 500 and Spring Campout), the Princesses event will be calendared to take place prior to the Guides event.

Spring Campouts – The Longhouse will reserve a weekend for Guides Spring Campouts and a weekend for Princesses Spring Campouts. Only Nations from the appropriate program may schedule campouts on assigned weekends. These shall be either the weekends before and after Memorial Day or the two weekends subsequent to Memorial Day depending on where Memorial Day falls and annual school district calendars. Nations may schedule campouts for other weekends but they must get permission from the Longhouse to do so. Further, the Nation should make every effort to avoid creating scheduling conflicts with other Nations as this is a factor that will be considered by the Longhouse Council.

Pancake Breakfast Tickets – The registration fee for each family enrolling in the Indian programs shall include a book of ten tickets to the annual Pancake Breakfast. Members may invite relatives and guests and are encouraged to use the Pancake Breakfast as a recruiting tool. .

Patches – The Longhouse shall make a variety of patches and ribbons available for Longhouse, Nation, and Tribal events. Other awards may be determined for specific events by the planning organization (Longhouse, Nation or Tribe).

Position Patches – The Longhouse will provide position patches for Longhouse and nation positions. Some tribal position patches (Chief, Medicine Man, Sachem, Scout, Wampum Bearer, Sand Painter, and Bead Bearer) will also be provided. However, all other tribal position patches must be purchased from the Longhouse Patchmaster. The costs of purchasing tribal patches shall be determined by the Patchmaster but at a minimum the purchase prices will cover the costs incurred by the Longhouse for the patch.

Custom Patches – Custom patch orders by tribes and/or nations for their events can be placed through the Patchmaster or the tribes and/or nations can place orders for custom patches on their own. Nevertheless, both tribes and/or nations are responsible for the costs of any custom patches they order for their own events. Custom patch orders placed by the Longhouse for Longhouse events will be paid for by the Longhouse.

Costumes and Indian Dress – The Longhouse-Indian program uses a theme based on traditions of American Indians. Use of costumes and regalia shall be respectful of Indian cultures and the principals on which the Longhouse-Indian program was founded. Tribes shall determine their own Indian costume and regalia. Expenses for costumes and Indian regalia shall be borne by the tribe. Regalia once acquired shall be passed on within the tribe or Nation. Upon dissolution of a tribe, tribal headdresses shall be returned to the Nation for future use by other tribes. Longhouse Chief and Longhouse Medicine Man headdresses shall be provided

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from the Longhouse budget. Initial headdresses for Nation Chief and Nation Medicine Man shall be provided from the Longhouse budget. Costs for replacement or refurbished nation headdresses shall be split between the Longhouse and the Nation subject to Longhouse approval. All Chiefs and Medicine Men must maintain their headdress with the utmost care.

Publications – The LOSNP and the Longhouse will provide publications to assist the Tribes and Nations in conducting the program. These publications may include membership manuals, Chief's handbook(s), and other tools with articles and announcements of Longhouse program activities.

The Silver Arrow Award – At the end of each Longhouse year, members of the Longhouse may nominate members to receive the Silver Arrow Award. The Silver Arrow Award is given to an individual that has demonstrated outstanding service to the Longhouse and its programs and exemplifies the "aims", "purpose" and "pledge". Prior recipients of the award are ineligible to receive the award again. A request for nominations shall be made no later than the May Longhouse Council meeting with voting taking place at the June Longhouse Council meeting. The Silver Arrow Award shall be presented to the winning individual at the next year's Fall Campout with an announcement of the award winner at each campout.

Fees, Budgets and Expense Policies

Fees – A program registration fee determined by the LOSNP and the Longhouse shall be assessed to each participant each school year. The payment of registration fees entitles participants (both parent and children) to all program materials and issues of Smoke Signals. Where financial assistance is needed, member fees may be provided by the Longhouse. Eligibility for assistance will be determined by the LOSNP and the Longhouse. Individual Nations and Tribes may choose to help individuals as they deem appropriate through a collection taken from that tribe or nation.

Longhouse Budget – The Longhouse Council shall establish an annual budget. Longhouse income and expenses shall be reviewed at each regularly scheduled meeting of the Longhouse. Income to meet program expenses will be derived from membership fees, event fees, and other fundraisers as determined by the Longhouse Council.

Program Accounts – The LOSNP maintains a checking account dedicated to the Longhouse operation. This account shall house all funds belonging to the Longhouse and each of the Nations. The Longhouse Wampum Bearer, with assistance from the LOSNP accountant, shall prepare an accounting of this account for each regularly scheduled meeting of the Longhouse Council. Accounting for this account shall include a clear separation of funds belonging to the Longhouse and funds belonging to each Nation. Funds belonging to tribes shall be handled outside this account in a manner to be determined by each tribe. A nation may elect to maintain its own account. If so, the account shall be held in the same bank as the LOSNP account with at least one LOSNP Executive Board member as signatory. Establishment of a nation account shall be coordinated with the LOSNP Executive Board.

Deposits – Deposits to accounts shall be made through the LOSNP as described in the Longhouse Deposit Procedure. Deposits must include the entity to which the deposit is to be credited (Longhouse or a specific Nation) and what the deposit is from (registration payments, campout, specific fundraiser, etc.). Every effort should be made to deposit checks or use the registration website to collect funds.

Distribution of Longhouse Funds – All Longhouse expenses must be approved by the Longhouse Council. Expenses for on-going Longhouse operations shall be considered approved by the Council provided they are consistent with the approved Longhouse Budget. This includes expenses such as Longhouse events (Fall Campout, Indian 500, Pancake Breakfast, etc.), patch orders, printing and distribution of Smoke Signals newsletter, recruiting expenses, etc. The Longhouse Council shall review Longhouse income and expense

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items at each regular meeting. Proposed expenditures for goods or services that have not been included in the approved Longhouse budget require approval by the Longhouse Council, subject to the voting and quorum provisions outlined above, prior to purchase of or contract for said goods or services. Any expenditure, when considering all prior and projected expenditures, that will result in the budget for a single budget category to be exceeded by \$500.00 shall be presented to the Council by the Longhouse Wampum Bearer or the Event War Chief/Chairman at a regular meeting and approved by the Longhouse council, subject to the voting and quorum provisions outlined above, prior to engaging in a purchase order or contract which would obligate the Longhouse. Check requests for expenses shall be submitted to the LOSNP in accordance with the Longhouse Check Request Procedure and require the approval of the Longhouse Wampum Bearer or Assistant Longhouse Wampum Bearer, and Longhouse Chief prior to payment.

Distribution of Nation Funds – Nation funds are spent at the discretion of the Nation. Check requests shall be submitted to the LOSNP in accordance with the Longhouse Check Request Procedure and require the approval of the Nation Wampum Bearer and Nation Chief. They are also subject to review by the Longhouse Wampum Bearer, Longhouse Chief, and Longhouse Council. Nations shall not be permitted to incur expenses in excess of the funds assigned to that Nation.

Excess Funds – The Longhouse and each Nation should make every effort to leave a carry forward balance for the following year to enable on-going operation of the program. However, the maximum amount to be carried forward by any one Nation shall be the higher of \$1,500.00 or \$40.00 for each dad in the nation. Nation funds over this amount 30 days after the Nation's spring campout may be reallocated back to the Longhouse.

Longhouse Reserves –The Longhouse carries a reserve for the purpose of allocations to the nations, special funding of projects and emergency funds. Longhouse reserves will have no maximum, but a minimum balance of \$15,000.00. For this minimum to be reduced below the base of \$15,000.00, approval by 80% of the Longhouse Council must take place.

Communication of Accounting Data

Overview - The accounting for the LOSNP is performed by an accounting firm (Firm). Documentation of financial activity must be sent to the Firm in a timely manner for monthly financial statement preparation. The fulfillment of this responsibility is the duty of the Longhouse Wampum Bearer.

It is suggested the Wampum Bearer send documentation to the Firm on a weekly basis via email or fax. Information to be sent includes:

Income - Information regarding changes to CircleBridge for both new items and items being removed are needed. New items require sufficient description for proper accounting. For example, if a nation is collecting funds for an event, include the nation name, event date and location (e.g. Star, Spring Campout, White's Landing). Circle Bridge provides very good reports with deposit detail.
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Expenses - Paid Check Requests with appropriate receipts should be sent to the Firm by the LH Wampum Bearer on a timely basis. The check number should be written on the Check Request form for reference; a copy of the check is unnecessary.

Nation Expenses - Paid Check Requests with appropriate receipts should be sent to the LH Wampum Bearer by the Nation Wampum Bearer on a timely basis. The LH Wampum can forward to the Firm. The check number should be written on the Check Request form for reference; a copy of the check is unnecessary. This process will keep the LH Wampum bearer in the communication loop on Nation financial activity.

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Amendments

Amendments to these Policies and Procedures, including attached procedures may be made at any Longhouse meeting by a majority vote of the present Longhouse Council members, subject to voting and quorum provisions outlined above, and provided that the proposed amendments have been read at one previous regular Longhouse meeting. The revised Policies and Procedures shall be approved as read or amended in accordance with the parliamentary procedures described elsewhere in this document.

Longhouse Alcohol/Drug Policy and Release and Waiver of Liability and Indemnity Agreement

The following Alcohol/Drug Policy and Release and Waiver of Liability and Indemnity Agreement was electronically signed and acknowledged with the Parent's registration in the program. Strict conformance to the Alcohol/Drug Policy is necessary to maintain a good, safe program.

Alcohol/Drug Policy

The consumption of alcohol/drugs is prohibited at all Longhouse of the Orange Skies Non Profit functions. Any parent observing another participant consuming alcohol/drugs should ask that individual to refrain from such activity during the event. If the policy violation continues, it should be reported to the Longhouse Chief or the highest ranking Longhouse Official in attendance at the event. The Longhouse Chief and/or the highest ranking Longhouse representative have the authority to excuse the individual(s) from the remainder of the event.

Violation of this policy should be reported to the Longhouse Chief in a timely manner. Individuals and tribes not adhering to this policy may face disciplinary action, including expulsion from the program, and/or the responsible Nation Chief or Tribal Chief of the individuals violating the policy will be required to step down from their leadership roles. **There is a zero tolerance for alcohol and/or drug consumption at Longhouse of the Orange Skies Non Profit functions.**

Release and Waiver of Liability and Indemnity Agreement

IN CONSIDERATION of being permitted to participate in the programs of the Longhouse of the Orange Skies Non Profit (or for my children to so participate) for any purpose, including, but not limited to observation or use of facilities or equipment, or participation in any off-site program affiliated with the Longhouse of the Orange Skies Non Profit, the undersigned, for himself or herself and such participating children and any personal representatives, heirs, and next of kin, hereby acknowledge, agrees and represents that he or she has, or immediately upon entering or participating will, inspect and carefully consider such premises and facilities or the affiliated program. It is further warranted that such entry into the Longhouse of the Orange Skies Non Profit program for observation or use of any facilities or equipment or participation in such affiliated program constitutes an acknowledgement that such premises and all facilities and equipment therein and such affiliated program have been inspected and carefully considered and that the undersigned finds and accepts same as being safe and reasonably suited for the purpose of such observation, use or participation by the undersigned and such children.

IN FURTHER CONSIDERATION OF BEING PERMITTED TO PARTICIPATE IN ANY PROGRAM AFFILIATED WITH THE LONGHOUSE OF THE ORANGE SKIES NON PROFIT, THE UNDERSIGNED HEREBY AGREES TO THE FOLLOWING:

1. THE UNDERSIGNED, ON HIS OR HER BEHALF OF SUCH CHILDREN, HEREBY RELEASES, WAIVES, DISCHARGES AND COVENANTS NOT TO SUE the Longhouse of the Orange Skies Non Profit, its directors, officers, employees, and agents (hereinafter referred to as 'releasees') from all liability to the undersigned or such children and all his/her personal representatives, assigns, heirs, and next of kin for any loss or damage, and any claim or demands therefore on account of injury to the person or property or resulting in death of the undersigned, whether caused by the negligence of the releasees or otherwise while the undersigned or such children are participating in any program affiliated with the Longhouse of the Orange Skies Non Profit.

Longhouse Alcohol/Drug Policy and Release and Waiver of Liability and Indemnity Agreement

2. THE UNDERSIGNED HEREBY AGREES TO INDEMNIFY AND SAVE AND HOLD HARMLESS the releasees and each of them from any loss, liability, damage or cost they may incur due to the presence of the undersigned or such children in, upon or about any Longhouse of the Orange Skies Non Profit event or program or in anyway observing or participating in any program affiliated with the Longhouse of the Orange Skies Non Profit whether caused by the negligence of the releases or otherwise.
3. THE UNDERSIGNED HEREBY ASSUMES FULL RESPONSIBILITY FOR AND RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE to the undersigned or such children due to negligence of releasees or otherwise while participating in any program affiliated with the Longhouse of the Orange Skies Non Profit.
4. THE UNDERSIGNED HEREBY GIVES PERMISSION for the Longhouse of the Orange Skies Non Profit, or any of its Nations and/or Tribes, to use any photographs or video footage taken of the undersigned and/or the undersigned's children participating in Longhouse of the Orange Skies Non Profit activities in future Longhouse of the Orange Skies Non Profit promotional materials, without additional release or authorization.

THE UNDERSIGNED further expressly agrees that the foregoing RELEASE, WAIVER AND INDEMNITY AGREEMENT is intended to be as broad and inclusive as is permitted by the law of the State of California and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

THE UNDERSIGNED HAS READ AND VOLUNTARILY ELECTRONICALLY SIGNS THE RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT, and further agrees that no oral representations, statements or inducement apart from the foregoing written agreement have been made.

I HAVE READ AND UNDERSTAND THIS RELEASE.
PARTICIPANT OR PARENT OR GUARDIAN

(Electronically signed as prerequisite to registration process)

Longhouse Safety Guidelines and Practices

PREFACE

This safety guideline was written with the purpose of ensuring every participant enjoys each activity and returns home safe and sound. Staying safe is EVERYONE'S responsibility. The Longhouse policy on safety is to maintain an effective program and help foster a culture of safe thinking. When we plan for safety, not only are we ensuring the event is appropriate for the group as is safe as it can be, it creates a means for the leaders to think clearly of all tasks that will occur for any given event. This works to also help us become better event planners. Safety is often only taken seriously after someone is injured. It is the responsibility of each participant to help create a culture of safety and make sure safety is the first thing on our minds in every task we approach.

GENERAL

In order to provide an environment where parent and child can enjoy companionship and create memories they will carry in their minds and hearts throughout their lives, the Longhouse has established a set of policies and procedures. These guidelines and recommended practices build on all of the Longhouse policies and procedures to ensure that each event is well planned and safe for the participants. In order to do this, everyone involved with the planning and all participants should follow the following in planning for and enjoying each event, outing or camp out.

- The Longhouse has a zero tolerance policy with drugs and alcohol. It is everyone's responsibility to make each event drug and alcohol free.
- The Longhouse does not allow bullying or hazing of any kind.
- Ensure one-on-one contact between adults and children does not occur except between family members.
- Strongly encouraged that any overnight outing has at least two adults who are aware of the itinerary and have the appropriate emergency and non-emergency contact information. Contact information should include Longhouse, Nation or Tribal leadership as appropriate as well as for each participant. At least one person should have a copy(ies) of the Longhouse Emergency/Crisis Reporting Procedure available in the event of an emergency.
- The Longhouse is able to provide First Aid Training information to Tribes interested. It is strongly encouraged that each tribe has at least one parent trained in basic first aid skills.
- The Longhouse is able to provide information on where First Aid Kits can be purchased. It is recommended that each Tribe own a First Aid Kit that can be taken to events.
- A Hazard Analysis (see below) for each event should be reviewed by group prior to activity taking place. It is preferred to provide this info prior to the event, such as at a Tribal Meeting, so that those attending can come prepared. If this is not practical, the hazard analysis should be reviewed on the day of the event.
- It is recommended that Tribes implement the Buddy System. This is also a great way for all members of a Tribe/Nation to learn about one another and potentially meet someone new.
- It is every member's responsibility to address any personal health issues such as allergies, asthma, heart conditions, etc. Provisions to support any health issue should be addressed prior to an event so that it does not result in a crisis on the day of the event. Each parent is responsible for educating their children so they do not inadvertently put themselves in harm's way.
- Some personal health issues such as food allergies, diabetes, intense histamine reactions and others may create learning opportunities for both the Big Braves as well as the Little Braves and Princesses, keeping in mind at all times the individual's privacy.

HAZARD ANALYSIS

- The Hazard Analysis is meant to get the group thinking about safety and potential dangers associated with the events we participate in.
- It is highly recommended that a Hazard Analysis be completed for every event a Tribe participates in. The Longhouse has created s Hazard Analysis for Longhouse events that can be viewed as examples. An example for the Fall Camp Out is included below.
- The Big Brave in charge of an event should be responsible for creating a Hazard Analysis.

Longhouse Safety Guidelines and Practices

IN EVENT OF AN INJURY

- Stay calm.
- Contact the appropriate Emergency Contact and/or Family Member if necessary.
- If you need to send someone to get help, send two people at a minimum

ACCIDENT INVESTIGATION FORM

- It is recommended that this form be filled out in the event of a injury.
- It is important to be as descriptive as possible when utilizing this form.
- This form will NOT be used to hold anyone accountable for an incident, but to be used as a learning tool so others will not fall victim to the same issue.
- It is recommended that this form be utilized in the event of a Near Miss/Close Call for education purposes as well.
- See the Emergency/Crisis Reporting Policy for the proper forms.

Longhouse Safety Guidelines and Practices

Hazard Analysis - Fall Camp Out

TASK	RISK	RECOMMENDED ACTION OR PROCEDURE
EMERGENCY CONTACT	N/A	PRIMARY: 911 SECONDARY: 909-790-3127 (PARK RANGERS)
Emergency vehicle path of travel.	Adequate path of travel for emergency vehicle.	Ensure clear space for ambulance, fire truck, etc. into camp ground. Work this out with local authority.
Packing	Weather	Pack appropriately for all types of weather: wind, rain, sun, cold, heat, etc.
Arrive on site.	Vehicular accident.	Leave early to ensure time to get to event.
Camp Setup	Kitchen/Cooking Area Fire Pit	Check with camp/rangers for any rules and restrictions they may have. Note direction of prevailing wind and what direction smoke will travel. Identify and address any combustibles adjacent to and around work area. Appropriate fire extinguisher available (water vs chemical) Knowledge of how to use extinguisher: PASS
Camp Activities	<Evaluate potential activities for Hazards>	<Provide prevention measures for each known Hazard>
Koda Ceremony setup	Lack of planning for event.	Arrive on site prior to weekend of camp to evaluate: Any adverse conditions for tent/camp setup? Parking issues/difficulties? Any particular camp rules or regulations? Evaluate where events will be held and how they will be setup so there is no ad libbing setup which may introduce new hazards to tasks.
	Injury from hand tools.	Inspect all cords and tools prior to use. Do not use any tool that looks unsafe. Ensure you are aware of how to safely use the tool. If not, ask for assistance or do not use tool. Ensure proper personal safety equipment is worn (gloves, safety glasses, etc.)
	Injury from heavy lifting.	Lift with your legs, not your back. You're not superman: ask for help!

Longhouse Safety Guidelines and Practices

Hazard Analysis - Fall Camp Out

TASK	RISK	RECOMMENDED ACTION OR PROCEDURE
	Electrical/PA setup.	Inspect all cords and equipment for damage. If damaged, do not use! Layout cords neatly and be aware that small children may be walking in the vicinity later. Keep it neat and covered to avoid trip hazards that may occur in the dark.
	Special Affects	Take note of seating arrangements. Ensure no one is in vicinity of moving objects, flames, sparks, etc. Note direction of prevailing wind and what direction smoke will travel. Identify and address any combustibles adjacent to and around work area. Appropriate fire extinguisher available (water vs chemical) Knowledge of how to use extinguisher: PASS
	Seating Arrangements	Ensure seating arrangements are easy to get to and leave from in the dark. If possible, try to organize seats in relation to where Nations/Tribes are camped. If there are any special affects, ensure that there is no one sitting within range of fall out from affects. Be aware of location of PA system in relation to seating and potential issues with volume.
	Bonfire setup/use.	Verify the following when using an open flame or heat source: Note direction of prevailing wind and what direction smoke will travel. Identify and address any combustibles adjacent to and around work area. Appropriate fire extinguisher available (water vs chemical) Knowledge of how to use extinguisher: PASS
Koda Ceremony w/Children	Getting Lost.	Ensure buddy system is in effect and children are with adults. It can get very dark and it is easy to get disoriented. If you get separated or cannot find your way back, STAY PUT AND CALL FOR HELP. Tally Keeper should assure that at gatherings of the Tribe (breakfast, lunch, dinner, etc), all fathers and daughters/sons are accounted for.
	Tripping	Tread lightly and carefully as it can get very dark and trip hazards may not be easily seen.

Longhouse Emergency/Crisis Reporting Procedure



Longhouse of the Orange Skies Non Profit Emergency/Crisis Reporting Procedure

If someone is **seriously or critically injured**:

1. Call **911**.
2. Get medical attention **ASAP**.
3. Notify the Longhouse when it is safe to do so. Please call:
 - Ed Carter (714) 313-7338
 - Mike Schmitt (714) 920-9125
4. If applicable, direct media questions to individuals listed above. **DO NOT TALK TO THE MEDIA**.
5. Contact Ed Carter and fill out incident report (sample form attached):
318 W Katella Ave
Orange, CA 92867
(714) 313-7338

If someone is **mildly injured**:

1. Seek medical attention, if required
2. Notify the Longhouse of incident when safe to do so.
3. Contact Ed Carter and fill out incident report (sample form attached):
318 W Katella Ave
Orange, CA 92867
(714) 313-7338

If you are not sure if immediate medical attention is required, call 911 immediately. Remember it is better to be safe than sorry.

Longhouse Emergency/Crisis Reporting Procedure

Longhouse of the Orange Skies, Non-Profit

Sample Incident Report

Instructions

Complete this report under any of the following situations:

- A. A child becomes ill or receives an injury that requires First Aid or medical treatment during a Longhouse, Nation or Tribal event, outing or activity of any kind.
- B. A child receives a bump or blow to the head or other visible injury regardless of treatment.
- C. A child is transported by ambulance as a result of accident or injury during a Longhouse, Nation or Tribal event, outing or activity of any kind.
- D. An unusual or unexpected incident occurs that jeopardizes the safety of a child, such as a child left unattended, there is a vehicle accident (with or without injuries), or a child is exposed to a threatening person or situation.
- E. There is an allegation or reasonable suspicion of abuse of a child.

Important: Consult your state's mandatory reporting requirements for further information on abuse reporting.

Date of Incident:	Time of Incident:
Name and Approximate Age of Child Involved (One Report per Child):	
Contact Information for Child Involved: Parent/Guardian: _____ Address: _____ Telephone: _____ Email: _____	
Nature of Injury/Incident:	
Location of Incident:	
Description of Incident:	

Longhouse Emergency/Crisis Reporting Procedure

Was the above information:

☐ Reported to you by someone else? If so, who: _____

OR

☐ Directly observed/witnessed by you?

Action(s) Taken: (Check all that apply.)

☐ Provided First Aid What/When _____
By Whom _____

☐ Call placed to 911 By Whom _____ + _____

☐ Taken to hospital By Whom _____

☐ Notified Parent/Guardian Who/When: _____

☐ Notified Church Official Who/When: _____

☐ Notified Authorities Who/When: _____

☐ Other _____

Witnesses to Incident:

Name: _____

Address: _____

Telephone: _____

Email: _____

Name: _____

Address: _____

Telephone: _____

Email: _____

Longhouse Emergency/Crisis Reporting Procedure

Printed Name of Person Completing This Report: _____

Position/Nation/Tribe: _____

Address: _____

Telephone: _____ Email: _____

Signature: _____

Date: _____

Signature of Nation Chief/LH Rep: _____

Date: _____

Longhouse Emergency/Crisis Reporting Procedure

WITNESS REPORT

Name: _____

Address: _____

Telephone Numbers:

Home: _____

Work: _____

Cell: _____

Email: _____

Date/Time of Incident:

Fully Describe What You Observed:

Anyone else you know who may have witnessed the incident?

Name: _____

Address: _____

Telephone: _____ Email: _____

Printed Name of Witness: _____

Signature: _____

Date Signed: _____

Longhouse Youth Protection Policy

Longhouse of the Orange Skies Non-Profit **Youth Protection Policy**

Longhouse Barriers to Abuse

1. One-on-one contact between adults and children that are not your own is prohibited: Another adult or child should be present at all times. This includes campouts, outings and transportation to and from Longhouse, Nation or Tribal events. The only exception would be in the case of the immediate safety and health of the child.
2. Accommodations for Adults and Children: When camping, no child is permitted to sleep in the room or tent of an adult other than his or her own parent or guardian. When camping occurs with group sleeping facilities, at least 2 adults must be in each room. Separate shower and latrine facilities are strongly encouraged for adults and children. When separate facilities are not available, separate shower usage should be scheduled.
3. Children's Privacy: Adults must respect and protect the privacy of children in situations such as changing clothes, taking showers, latrine use, etc. Adults may intrude in such situations only to the extent that the immediate health and safety of the child require. Adults must protect their own privacy in similar situations.
4. Inappropriate Use of Cameras, Imaging or Digital Devices: Use of any device capable of recording or transmitting visual images is prohibited in showers, restrooms, changing areas or any other areas where there is a reasonable expectation of personal privacy. This applies to adults and children. Parents are expected to monitor the proper use of such devices when they are being used by their child(ren).
5. Hazing and Bullying: Physical hazing or initiation rituals are prohibited. Tribal rituals such as those suggested in the Nation and Tribal Chiefs' Manual are acceptable provided they are in no ways demeaning to the individual or the Native American culture. Verbal or physical abuse/bullying of any kind, and cyber-bullying of any kind are all prohibited.
6. Appropriate Attire: Proper clothing for all activities is required. Revealing or inappropriate attire is not allowed at tribal, nation or Longhouse events and campouts.
7. Social Media Guidelines: Electronic communication between adults and children who are not their own is prohibited. Posting of pictures which include images of children other than your own to social media sites such as Facebook, Instagram, etc., without the consent of the child's parents is prohibited. Children should be "tagged" in such pictures only by their parent(s). Posting of images from program events that are demeaning to a child, adult, or the Native American culture is prohibited.

Longhouse Youth Protection Policy

8. Mandatory Reporting of Child Abuse: Reporting of any suspected instance of child abuse must be reported. The following steps should be followed in the case of suspected child abuse.

Reporting Child Abuse

1. Make sure the child is safe.
2. If there is a medical emergency call 911.
3. Notify Tribal Chief and at least 1 member of the Longhouse.
Longhouse Contact Information: _____ Contact No. _____
Longhouse Chief _____
Longhouse Medicine Man _____
4. If there is a good faith suspicion or belief that any child has been physically or sexually abused or exposed to any form of violence or threat it must be reported to the local authorities.

☐ I accept and agree to abide by the Longhouse of the Orange Skies, Non Profit Youth Protection Policy.

Signed:

Name

Date

Longhouse Accounting Procedures

Longhouse of the Orange Skies Accounting & Longhouse Allocations

Accounting

The Longhouse maintains one bank account for all Longhouse and Nation funds. The Longhouse Wampum Bearer reviews the information and reports monthly to the Longhouse. Any account questions should be directed to the Longhouse Wampum Bearer. A nation may elect to maintain its own account. If so, the account shall be held in the same bank as the LOSNP account with at least one LOSNP Executive Board member as signatory. Establishment of a nation account shall be coordinated with the LOSNP Executive Board. A separate Nation account is still a Longhouse account and uses the Tax ID Number of the LOSNP. Nations must use the same check request and deposit forms for transfer of money in and out of a Nation account as described below for Longhouse transactions. Refer to the procedure above regarding the communication of accounting data for additional information on the communication of accounting data between the LOSNP, Longhouse Council and Nation representatives on the Longhouse Council.

Registration fees through the CircleBridge (electronic registration platform) registration system and all other Longhouse revenues are deposited to the Longhouse account. Nations may use the CircleBridge system to collect fees for Nation events which will also be deposited to the Longhouse account and credited to the appropriate nation balance.

The President, Secretary and Treasurer of the Longhouse of the Orange Skies, Non-Profit Corporation, or those assigned by the LOSNP Executive Board, may sign on behalf of the Longhouse.

Checks shall require two signatures except where the single signature is an officer of the LOSNP.

Allocations

Periodically, the Longhouse allocates money back to the Nations. If the Longhouse determines it has had successful fundraisers throughout the year, it may allocate additional funds back to the Nations. Nations may choose to hold the funds or distribute them amongst the tribes in the Nation. The following is an explanation of how the allocations are determined and apportioned.

Registration Allocation – If the Longhouse's finances are stable, the Longhouse may allocate up to \$4 per child to the Nation in which the child is registered. This allocation should be made as early in the Longhouse year as possible, but must be made after the adoption of the Meshenewa report.

Spring Allocation – This allocation may be distributed in the spring before the Nation Spring Campouts. In most years, the Longhouse allocates funds back to the Nations after having reviewed the expenses incurred by all of the Longhouse Events. The timing in early spring allows Nations to offset some of the cost of the spring campout.

End of Year Allocation – After reviewing year end finances, the Longhouse Council or Executive Board of the LOSNP may allocate an additional amount back to the Nations while ensuring a solid cash reserve is available to start the next year's council and fund fall activities.

Allocations are made to Nations on a per capita calculation based on the number of children registered at the time of the Fall Campout. A specified amount for the allocation is determined by vote of the Longhouse Council in a regular business meeting. Based on the per capita calculation, funds for each nation are credited to the Nation balance from the Longhouse account. It is the responsibility of the Nation Council to allocate

Longhouse Accounting Procedures

funds to Nation events or back to the tribes (in rare cases). Tribal allocations would be made by preparing check requests in the names of the tribes or tribal chiefs that can be cashed and used for tribal events. The Longhouse can provide to the Nation Chief the exact amount that should be distributed to each tribe.

Longhouse Accounting Procedures

Longhouse of the Orange Skies Check Request Procedure

Check Requests

Each Nation has running balance within the Longhouse account from which they may request funds. Checks can be addressed to a business or an individual. Check requests will not be accepted without an invoice, contract or receipt for an item already purchased. When a nation maintains a separate account, the nation shall adopt procedures to assure conformance with LOSNP policies and procedures.

To submit a check request:

- Requests for payments require a completed and authorized LOSNP Check Request Form, along with supporting documentation and receipts. A blank check request form is included in the forms section of these policies and procedures. An electronic form is posted on the website.
- Check request should be e-mailed to the Longhouse Wampum Bearer at:
<mailto:longhousewampum@orangeskieslonghouse.org>

Copy Ed Carter at:

<mailto:calpcparts@aol.com>

- All check requests should clearly identify if the payment is for a Longhouse or a Nation expense to ensure proper account segregation and budget reporting.
- Longhouse expenses require the approval of the Longhouse Chief (or Longhouse Medicine Man) and Longhouse Wampum Bearer (or Longhouse Asst. Wampum Bearer). A member of the LOSNP Executive Board may act on behalf of the Longhouse Chief in order to provide for a timely response to a check request in extraordinary circumstances.
- The Longhouse Chief may approve expenses via e-mail, which shall then be printed and attached to the original check request package.
- Nation expenses:
 - Require the approval of the Nation Chief and Nation Wampum Bearer.
 - Either the Nation Chief or Nation Wampum Bearer may approve expenses via e-mail, which shall then be printed and attached to the original check request package.
 - The completed check request package (including any e-mail approvals) should be e-mailed to the Longhouse Wampum Bearer for approval and payment processing.
 - Nation Wampum Bearers should keep copies of all check requests to review/verify Longhouse provided Nation balance reports.
- Longhouse Event expenses:
 - The event War Chief or their assistant shall submit all check requests for LH Event Expenses.
 - The completed check request package (including any e-mail approvals) should be e-mailed to the Longhouse Wampum Bearer for approval and payment processing.
 - The event War Chief should keep copies of all check requests to review/verify Longhouse provided budgets and event expenses.

Longhouse Accounting Procedures

- Checks will normally be issued within two weeks of receiving a completed check request. Checks can be mailed to the payee, or picked up by contacting the person identified on the check request form.

Longhouse of the Orange Skies Deposit Procedure

Nation Deposits

All deposits should be given to the Longhouse Wampum Bearer with documentation of what they are for and where they are to be deposited. The entire form needs to be filled out in order to deposit the money correctly. When a nation maintains a separate account, the nation shall adopt procedures to assure conformance with LOSNP policies and procedures.

To submit a Deposit Request:

- All deposits to the Longhouse must include a LOSNP Deposit Form and should be delivered to the address identified on the check request form. A blank deposit form is included in the forms section of these policies and procedures. An electronic form is posted on the website.
- Use a Deposit Form when paying for your patch order and note "Payment to Longhouse for patch order".
- The Deposit Form will be used to credit your Nation balance. Make sure you identify the correct nation.
- Nation Wampum Bearers should keep a copy of all Deposit Forms to verify Nation balances.

Longhouse Patch Procedure

Longhouse of the Orange Skies Patch Procedure

- 1.) The Longhouse sets aside/budgets funds to cover program and position patches in accordance with the Longhouse policies and procedures. In addition, the Longhouse covers part of the cost of activity and award patches.
- 2.) Activity and award patches will cost \$.25 each. Program and year patches are free. Common position patches are free, while others must be purchased. Prices are as shown on the patch order form. Custom patches may be ordered directly (preferred) or through the Longhouse Patch Master. Custom patch orders must be paid for by the Tribe/Nation.
- 3.) The patch request form identifies patches that may be ordered by tribes, nations or the Longhouse. Orders from individuals will not be filled.
- 4.) Tribes and nations are encouraged at the start of each year to compile a calendar of events for the upcoming year and determine the number of patches needed for each event.
- 5.) The patch needs should be compared to existing tribal/nation inventory to determine the current year's needs. Tribes and nations should not stock pile patches for future use.
- 6.) The patch request form is available on the Longhouse website at:

www.orangeskieslonghouse.org

Complete the form indicating the requested number of patches. The cost for each patch and totals will be filled in automatically.

- 7.) Tribal patch requests must be forwarded to their Nation Patch Master for approval.
- 8.) The Longhouse Patch Master should fill most orders within 2 weeks of receipt. When orders are complete, the Longhouse Patch Master will contact the person requesting the patches and coordinate them to be picked up at:

318 W Katella Ave
Orange, CA 92867

- 9.) Patches must be paid for at the time of receipt.
- 10.) Patch orders which have not been claimed within 4 weeks after notification may be returned to Longhouse stock.
- 11.) If a patch is back ordered, the Longhouse Patch Master will contact the Tribe and/or Nation Patch Master to give an estimate of lead time to delivery.
- 12.) Custom Patches are generally more expensive and will normally take 4-6 weeks for delivery after the patch design is approved. A cost estimate will be presented to the Nation Patch Master for authorization and a check/or check request will need to be turned in prior to issuing the order.

What is the Indian 500?

The Indian Program is about building memories.

The Indian 500 is one of the highlights of the year, which everyone looks forward to.

The goal of this event is to create a small wooden car with your child and then compete in a friendly environment, cheering on your child and tribe.

Every child will receive a participation patch. These patches are put on their Indian vest.

Children compete within their own age group for car design trophies. Every child receives a trophy.

Children race their own car down the 50 foot wooden track several times competing with others in their nation for top speed trophies of 1st through 10th place.

The action is fast paced, energetic, and full of fun.

Building memories while building & racing a car with your child!

That is what the Indian 500 is all about.

Indian 500 Rules and Procedures

***This is a sample only
Official rules will be provided with the car kits***

INDIAN 500 OFFICIAL RULES

CAR CONSTRUCTION AND REGULATIONS

This event is for the enjoyment and benefit of the Little Braves and Princesses. Of primary importance are the lessons learned from following a set of rules, good sportsmanship and teamwork between Big Braves and Little Braves/Princesses. With that in mind, Little Braves and Princesses should do as much of the construction as possible within their capabilities, but should not do car building tasks that could cause personal injury or harm to themselves or others. A secondary goal is the participation in friendly competition with their peers. Official car kits will be distributed by your Tribal Chief. When you get your kit, check that all contents are there (one car block, two wooden axle dowels, four wheels and four screws), and contact your kit source if parts are missing.

Rules for the Race

Official Race Rules are below. A copy of these rules and the race schedule may be found on the Longhouse of the Orange Skies Non Profit web site. Refer to orangeskieslonghouse.org. If you have any questions about the rules, ask you Nation Chief.

Car Qualification

1. The body and the axle dowels must be made from wood, but you may use wood other than that supplied with the official car kit. You may elect not to use any wooden dowels at all (*i.e.*, Screw the wheels directly into the block of wood).
2. The car's wheels and axel screws **must** come from the official car kit distributed by the Longhouse.
3. Wheels may not be **modified** except to remove burrs and or minor mold imperfections. Wheels that have been modified more significantly in any other manner will be disqualified. this includes machining the wheels with a lathe, or drill press, etc., reshaping, truing, balancing, creating spokes, pointing edges, and flattening edges, etc. See examples of wheels that are not allowed on the website. Cars made with such changes can be raced int eh dad's conforming race.
4. All four wheels **must** be rolling on the ground when the car is moving forward.
5. Maximum car dimensions: width **2.75 inches**, length **7.5 inches**, height **3 inches**, maximum weight **6 ounces**.
6. Selection of weights and decorations shall be at the car-builders discretion.
7. Onlyd dry lubricants may be used for racing on the axles/wheels.
8. Gravity is the **only** acceptable method of propulsion.

Indian 500 Rules and Procedures

Car Disqualification

1. Any car that fails to meet the standards set forth in the above "Car Qualifications" list will be disqualified.
2. Wheel bearings, washers, spacers, and bushings **are prohibited**.
3. No part of the car **shall extend under** the starting gate.
4. Projections from the car that extend beyond the wheel/axle screw width **are prohibited**, as this could interfere with a competitor's car in the adjacent lane.
5. Sticky substances/materials applied to the front of the car, springs or starting devices, **are prohibited**.
6. Any method of propulsion other than gravity will disqualify the car.

Car Registration and Inspection

1. Make final adjustment **prior to registering your car**. Lubrication must be applied prior to registration.
2. All cars will be measured for width, length, height, weight and wheel compliance as listed in the car qualification section. Cars that do not conform to the listed rules may be allowed to participate in the race but will not be allowed to win a trophy, and will not be given an official time or place in the event. The car will also not be allowed to advance on to the next round of racing (from Nation to Longhouse finals or from Longhouse finals to Longhouse Championship Race).
3. The car may not be modified after it has been registered. The only exception to this rule will be if the car is damaged during the race. Repairs may only be made with the consent of the race director.
4. All parts, including weights, must be securely fastened to the car. A part falling off the car after registration **may not be re-attached**.
5. Big Braves may **NOT** modify or touch the car after it has been registered. Only Little Braves/Princesses may touch their own car when instructed to participate in the race. The only exception to this rule will be if the car is damaged during the race and you are given permission.
6. For the Nation Races, if there is any question regarding Car Qualifications, the nation Chief will rule on the qualifications of the car. His decision is final.
7. For the Longhouse Guides or Princess Finals and for the Longhouse Championship Race, if there is any question regarding Car Qualification, the Chief of the Longhouse or his designee will rule on the qualifications of the car. His decision is final.
8. Registration will be closed fifteen (16) minutes prior to the first race for your respective Nation.

Design Awards

Design awards will be given for 1st and 2nd place. All participants not receiving either a 1st or 2nd place design award will receive a 3rd place design award. Awards will be given to each of the following three grade levels:

1. Kindergarten & 1st grade.
2. 2nd and 3rd grades
3. 4th grade and over.

Cars will be judged for appearance in only one of the following design classes.

Stock: Looks like some sort of car.

Custom: Looks like something that is not a car: such as a piano, dog bone, shovel, etc.

Indian: Displays Indian-type accessories or themes, or places or events in nature.

Indian 500 Rules and Procedures

Design Judging

Judges will consider the following criteria when evaluating the cars.

- a. Originality of Design (Body Style).
- b. Little Brave/Princess effort put into shaping the car, finishing the car surface, and painting the car.
- c. Quality of paintwork and designs by Little Brave/Princess.

Dad's Car Classifications for the Conforming and Unlimited Races

1. Conforming Car - Dads who want to build and race an Indian 500 car in the dad's conforming race, must conform to most of the car building rules set forth above. Cars must use a wooden body and the wheels and screws from the kit. Wood dowels are optional. The wheels may be altered in any manner. The car dimensions and weight must comply with the Car Qualification rules.
2. Unlimited Car - Dads can build an Indian 500 car using the kit wheels and screws with any type of body, dowel axle and propulsion method (except fire/flammable type). Past racers have built fan-powered cars, electric motor cars and CO₂ powered cars.

Indian 500 Rules and Procedures

Indy 500 Race Procedures

Racing Nations Duties

Nation Chief

Nation Chief and son/daughter with Feathers on will handle the announcements Racers' numbers will need to be announced, also have them watch the screen for heat information. Little Chief will run starting gate.

Car Registration

You will need 4-6 people to run your registration tables and 3 judges. Everyone racing will register and get assigned a number, a grade level (color coded for three grade levels Kindergarten and 1st Grade, 2nd and 3rd Grade and 4th Grade and up), and a design car class (Indian Design, Stock Design or Custom Design) for judging. Car is weighed and measured (see below) then placed on a paper plate with a colored sticker (according to Grade) on the car with number on it, number written in ink on racer's hand, and number on plate. Car and plate are placed on "pits" tables according to grade and design, and can not be touched again except to race.

Once **registration is complete 15 minutes prior to race time**, a computer will print out the "Heats" for the Nation's races. Tribal chiefs must keep track of their tribes so the races will proceed quickly. The Heats will also be projected on a screen to assist you.

Weigh-in and Measure

(4 volunteers required)

All cars will be weighed and measured before they register. Remember cars **cannot be touched after registration**. No repairs can be made during the races except to make approved repairs to cars damaged while racing. Cars must conform to the listed rules.

Excess weight cars are returned to owner for correction. **Underweight cars** can be checked in or returned to owner to add additional weight.

Measure

Oversize cars may be allowed to race if the size of the car is judged to not impact a car in an adjoining lane. The Nation Chief (Nation races) or Longhouse Chief (Longhouse races) will determine eligibility to race.

All adjustments/corrections are to be done on work tables/not at registration table.

Registration

(6 volunteers required)

1. Find racer numbers on sheets provided (sorted by tribe). If name not found, assign racer number from tribe's sheet and write in information. Car numbers are to be sequentially assigned.
2. Get grade of racer and corresponding colored paper and sticker.
3. Determine design class (Indian, Custom, and Stock). Indian is anything Indian or nature, Custom is anything specialized, and Stock is anything made from kit.
4. Write number on sticker and place on car.
5. Write number on racers hand.
6. Place car on paper plate and put car in pit according to grade and design. Also put colored paper under paper plate.

Indian 500 Rules and Procedures

Race Operation

Runner

(1-2 volunteers required)

This is the person watching the pit to make sure no one touches the cars. They will also put the cars from registration in the pit on the proper table. No one is allowed in the pit area, so no car gets dropped or damaged. People may look from outside the ropes but NO TOUCHING. From this point, only racers may handle their own car and only to race.

Judges

(3 volunteers required)

Immediately after the registration process is over, your three judges should start the judging in three categories: Stock, Indian and Custom. Forms are provided. First and Second place trophies will be given. All others will receive a third place trophy. Judges could be Moms or Grandparents, they make good ones!!

Recorder

(1 volunteer required)

Keeps track of each race and records top ten race finishers and design award winners in the race journal

Keeping Track of cars and racers

Each nation has been given cars. These cars are being recorded and will be billed to your nation account along with a registration fee for each racer attending the event. The Nation Rep and Nation Chief shall keep track of the final race tallies.

Finish Line Marshal

(1 to 2 volunteers required)

You will need two Dads to sit at the finish line, one on each side. Chairs are provided. Finish line marshal will make sure everyone stays behind the ropes and that the ropes do not get pushed forward. They will also remove the cars from the track for the racers and hand it to them. **NO KIDS PLEASE**. No one should touch the track or step over it.

Starter

(3 volunteers required)

The starter will assist boys and girls up and down the stage as they come up one side and walk down the other side of the stage. They will also **ensure each racer gets in the correct lane**. Please review the plans to follow the flow of traffic.

Traffic Controllers

(3 to 5 volunteers required)

1. Watches on deck-1 racers. Insures they are seated and ready for next race
2. Watches on deck-2 racers. Insures racers are ready to move to on deck-1.
3. Watches on deck-3 racers. Insures racers are ready to move to on deck-2.
4. Watches racers as they enter the "pits" area.
5. Watches racers as they bring cars back to "pits" area.

Recruitment Table

(2 volunteers required)

Need a dad to answer questions about program and hand out information and registration materials to interested audience members.

Longhouse of the Orange Skies Non Profit Guides & Princesses Pancake Breakfast

When: Saturday, September 17, 2016

Where: Hart Park, Picnic Area

Time: 7:00am – 11:00am

A book of 10 tickets are part of your program fees. Loads of prizes to be raffled away and carnival games for everyone!



Longhouse of the Orange Skies Non Profit

Meshenewa (Recruitment) Procedures

Recruitment

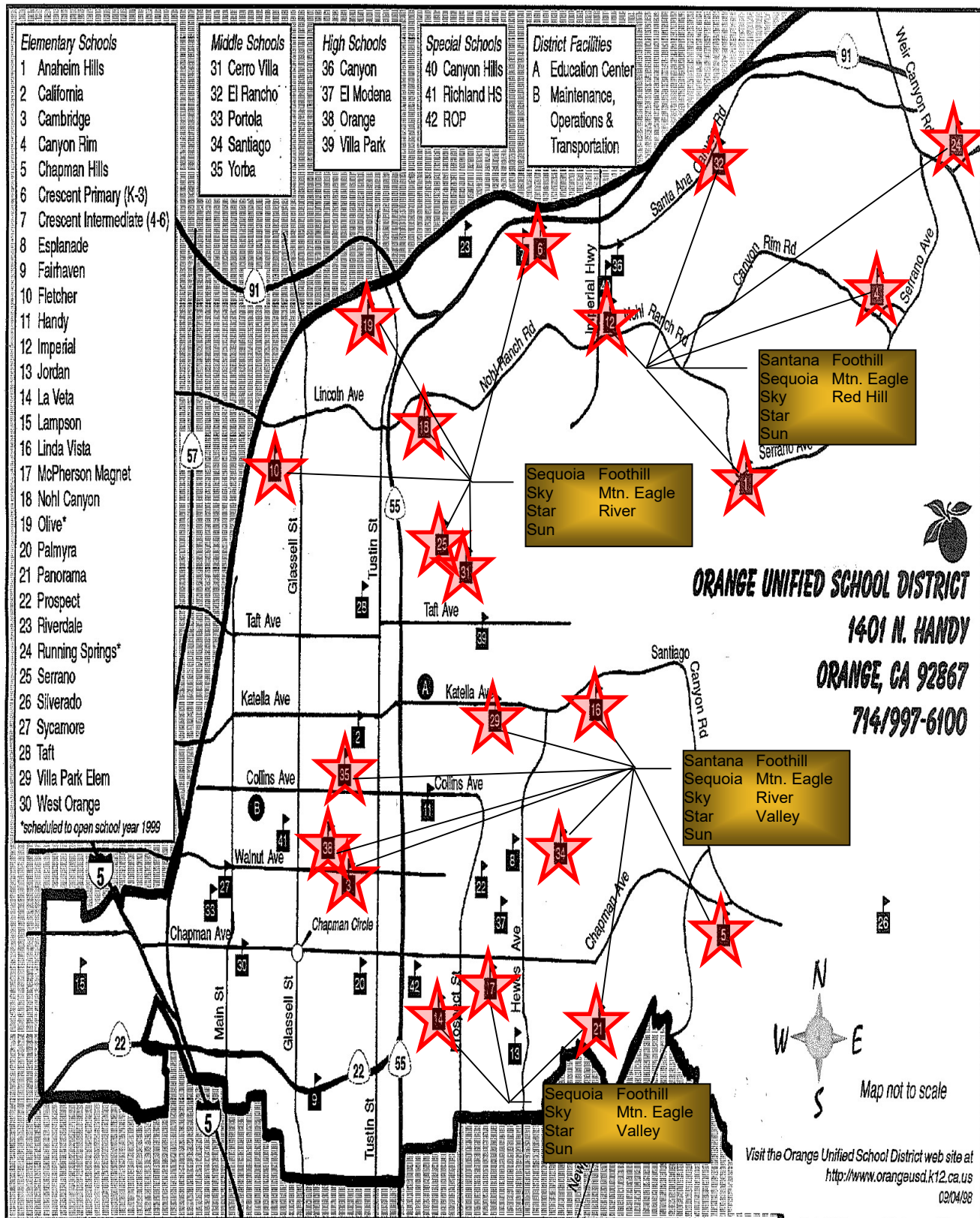
Schools in Orange and surrounding cities

The Longhouse is strongly represented in the areas of East Orange, Villa Park, Anaheim Hills and North Tustin. Tribes and Nations have traditionally recruited within the schools represented by their members. However, there are no exacting limits to the recruiting envelope. Tribes that have members from a wider range of schools and cities may have longer drives to meetings and events, but dads and kids meet people they might not otherwise in their normal walks of life. Some tribes have purposely aimed to recruit kids from each of the feeder elementary schools to a particular Middle School or High School so that those friendships established in the programs may be rekindled at that time. A map of the Orange and Tustin Unified School Districts with nation representation is provided on the next page.

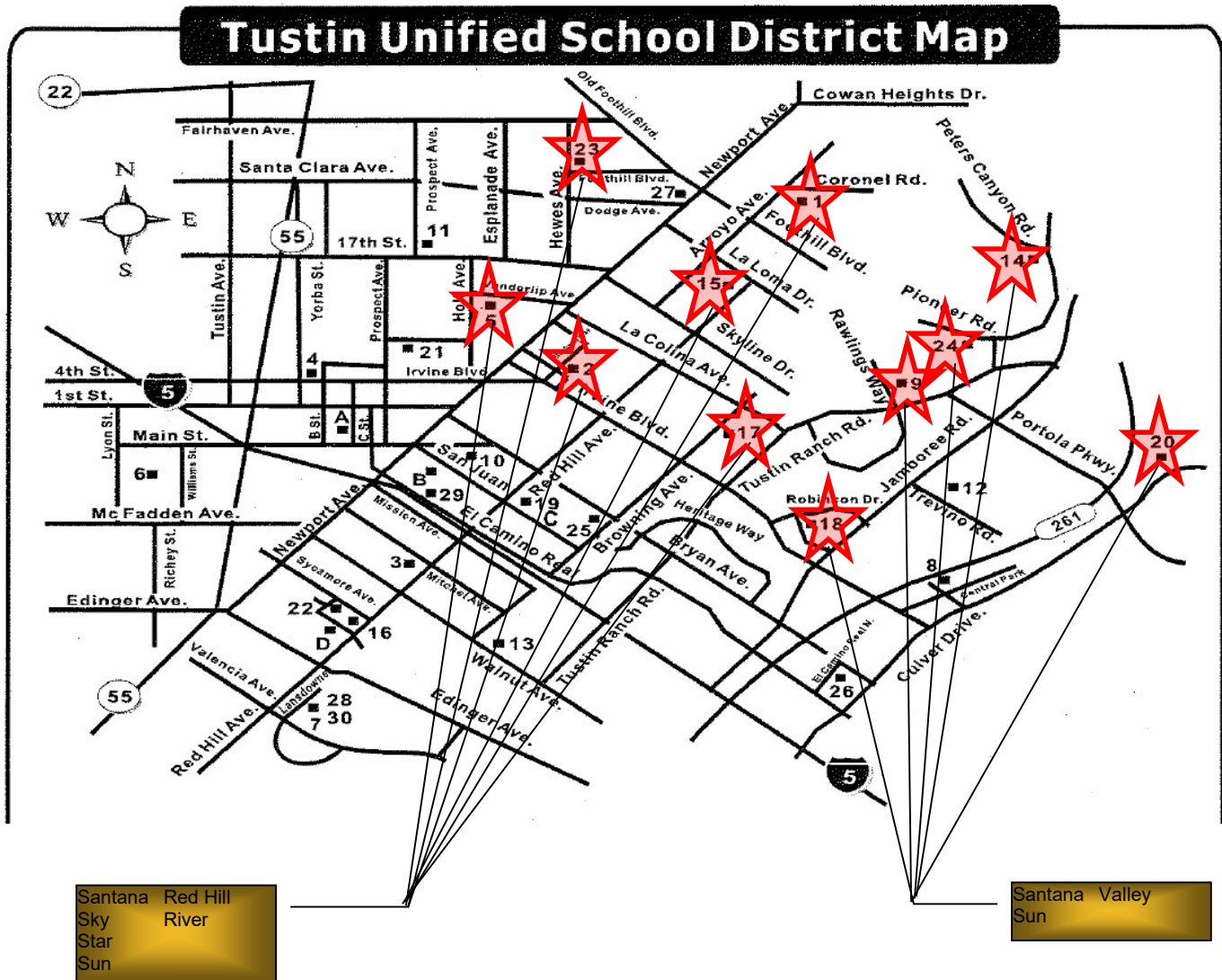
The Longhouse Meshenewa prepares reports for each of the Nation Chiefs at the beginning of the year, immediately after registration is closed (after the Fall Campout) at the November council meeting, and a second report presented at the June meeting identifying recruiting goals by showing how the tribes and nations would look the next year without any recruiting.

Examples of these reports are on the following pages. They break down the entire Longhouse, and each nation by number of children, and number of children in each grade. A percentage of children in 4th grade and above is also provided for each level of the program to highlight tribes/nations that are "aging" without sufficient backfilling of younger children. In order to have a strong program and strong tribe, each nation chief and tribal chief should review the report(s) that are pertinent to his nation/tribe to identify recruiting needs. The Longhouse Meshenewa can support the nation/tribal chief with brochures and flyers to aid in the recruiting efforts. Recruiting at school back to school nights and open houses are good venues to recruit, but face to face recruiting of neighbors and friends is the best means. Recruit wives in the effort as they generally have a closer relationship to your child's friends' parents and can talk to them about the benefits of the program.

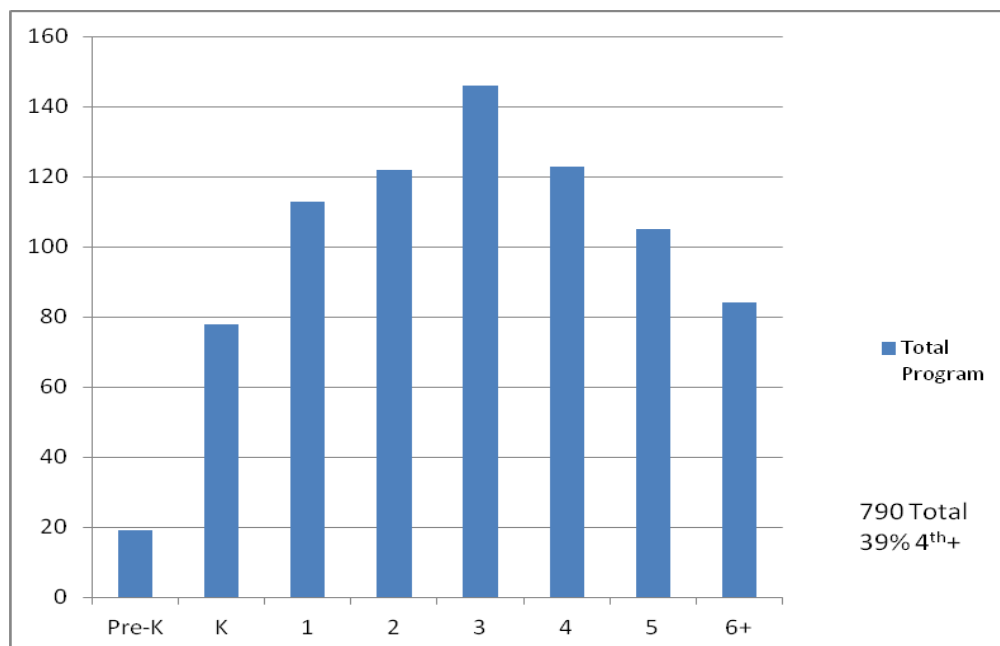
Meshenewa (Recruitment) Procedures



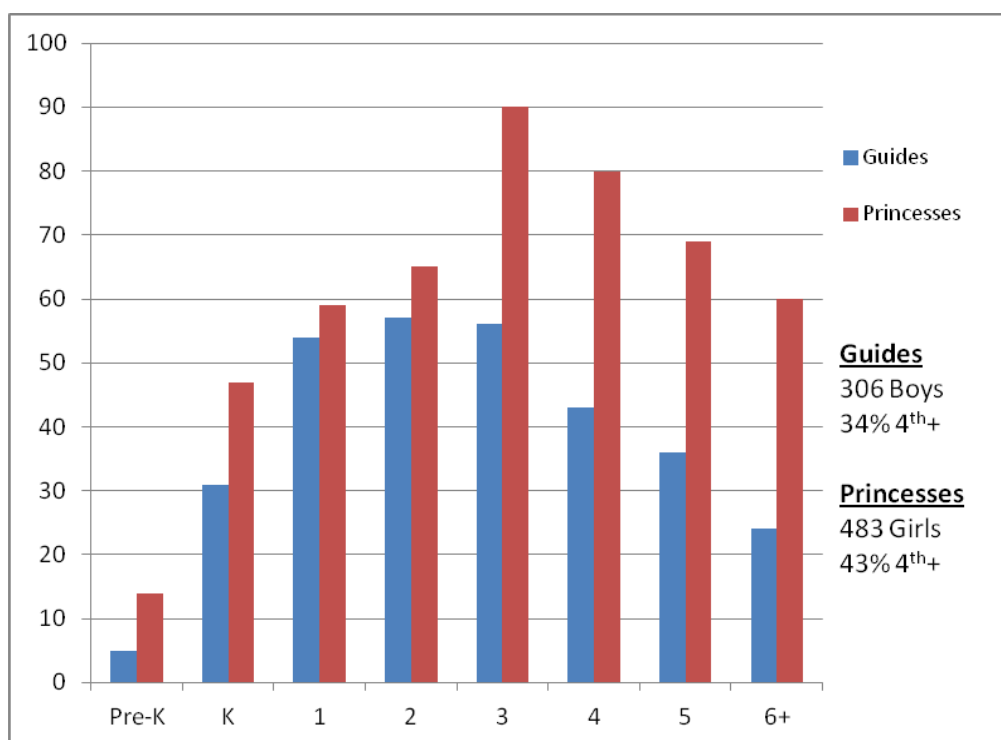
Meshenewa (Recruitment) Procedures



Meshenewa (Recruitment) Procedures

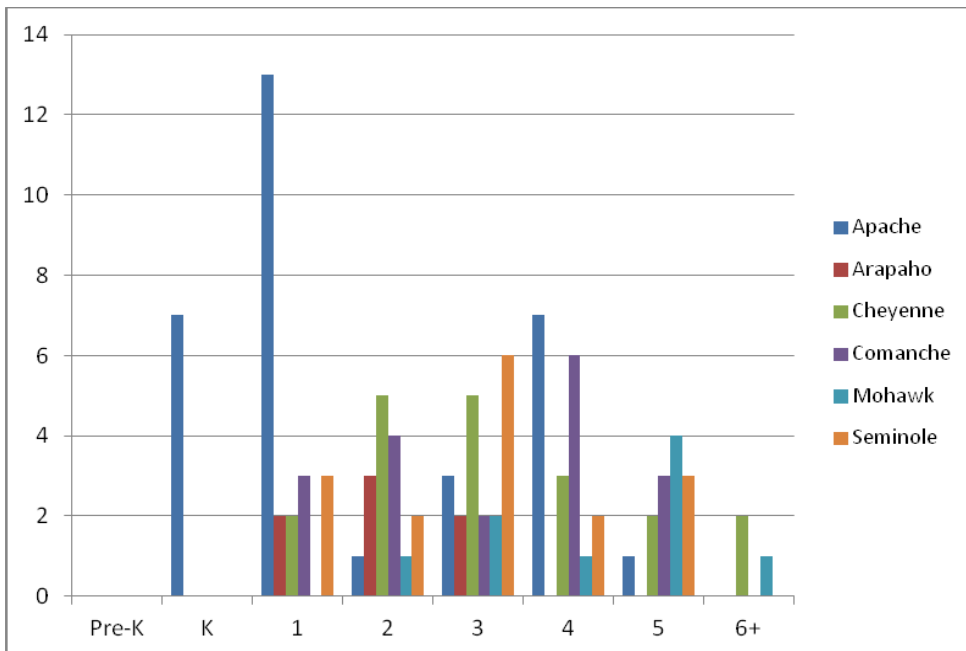
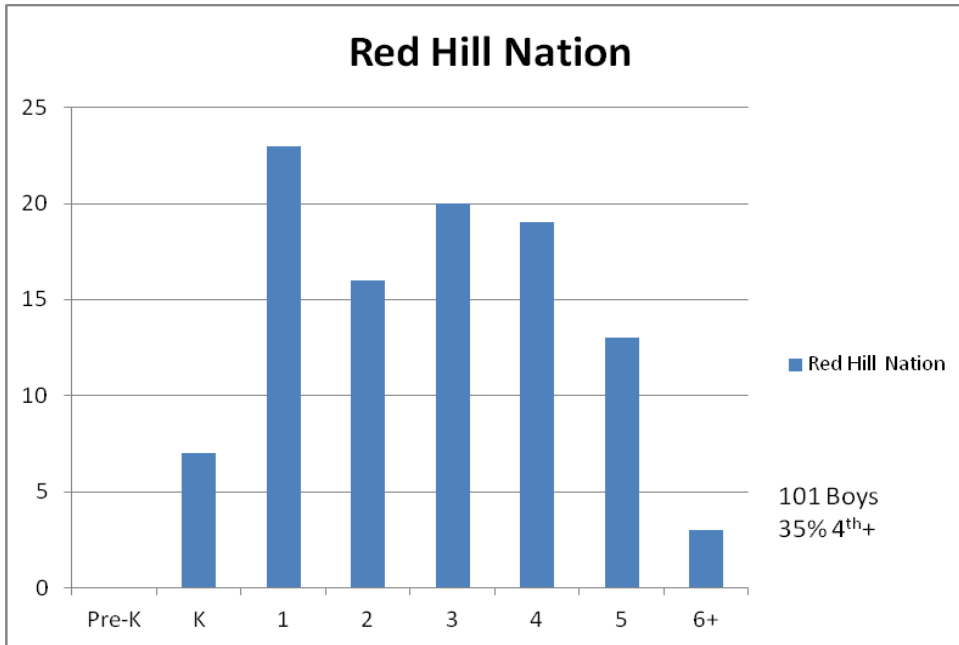


Longhouse (Total Program)



Longhouse (Guides and Princess Separate)

Meshenewa (Recruitment) Procedures



Red Hill Nation (By Individual Tribe)

	Boys	% 4th +
Apache	32	25%
Arapaho	7	0%
Cheyenne	19	37%
Comanche	18	50%
Mohawk	9	67%
Seminole	16	31%



Longhouse of the Orange Skies Forms

Longhouse of the Orange Skies - Non Profit Check Request Form

E-mail Check Request and Receipts to: <mailto:longhousewampum@orangeskieslonghouse.org>

Copy to: <mailto:calpcparts@aol.com>

Date Requested: _____

Description of Expense: _____

Amount of Payment: \$_____

Payee: _____

Street: _____

City: _____ State: _____ Zip Code: _____

If Check Requested by Other than Payee:

Name: _____ Phone: _____

Is this a Longhouse or Nation Expense: _____

If Nation Expense, What Nation?: _____

Authorized By: _____ Position: _____

Authorized By: _____ Position: _____

Please Circle One: Mail Check Hold for Pick Up

Pick Up Checks: 318 West Katella Avenue Ste. B, Orange, CA 92867

For Questions Contact:

1. Longhouse Wampum Bearer - Greg Olson (714) 345-9145
2. Check Pick-up or Payment Status - Ed Carter (714) 313-7338

Longhouse Wampum Use Only:

Amount Approved: _____ Date: _____ Signature: _____

Longhouse Account: _____

Form Dated: Sep 2013

LOSNP and Longhouse Forms

Longhouse of the Orange Skies (Non-Profit)							
Nation				Date			
Tribe							
Contact Person First & Last Name				Email			
TRIBAL EVENT PATCHES	QTY	COST	TOTAL	POSITION PATCHES (FREE)	QTY	COST	TOTAL
AIMS		0.25	0	CHIEF (TRIBE OR NATION)		FREE	FREE
BASEBALL		0.25	0	MEDICINE MAN (TRIBE OR NATION)		FREE	FREE
BOO (HALLOWEEN)		0.25	0	SACHEM		FREE	FREE
BOWLING		0.25	0	SANDPAINTER (PHOTOGRAPHER)		FREE	FREE
CHRISTMAS PARTY		0.25	0	BEAD BEARER (PATCHMASTER)		FREE	FREE
COMMUNITY SERVICE		0.25	0	RECRUITER		FREE	FREE
COOKING/BBQ		0.25	0			FREE	FREE
CRAFT DAY		0.25	0			FREE	FREE
FISHING		0.25	0			FREE	FREE
FOOD DRIVE		0.25	0	NATION CHIEF PATCHES	QTY	COST	TOTAL
HIKING		0.25	0	BEST CAMP		0.25	0
ICE SKATING		0.25	0	HONOR CAMP		0.25	0
KITE FLYING		0.25	0	TRIBE OF THE YEAR		0.25	0
LASER TAG		0.25	0	CHIEF'S AWARD		0.25	0
MINITURE GOLF		0.25	0				0
PARADE		0.25	0				0
PIZZA PARTY		0.25	0	POSITION PATCHES/MISC.	QTY	COST	TOTAL
RAILROAD (TRAIN RIDE)		0.25	0	ELDER		0.25	0
RECYCLING		0.25	0	FIRE STARTER		0.25	0
ROCK CLIMBING		0.25	0	ORGANIZER		0.25	0
ROCKET LAUNCH		0.25	0	PATHFINDER		0.25	0
ROLLER SKATING		0.25	0	PROPERTY KEEPER		0.25	0
SAND CASTLE / BEACH		0.25	0	WAMPUM BEARER		0.25	0
SWIMMING		0.25	0	WAR CHIEF		0.25	0
THE ARTS		0.25	0				0
TRIBAL EVENT		0.25	0	AMERICAN FLAG		0.25	0
WHALE WATCHING		0.25	0				0
WINTER CAMP		0.25	0				0
		TOTAL	\$0.00			TOTAL	\$0.00
NATION EVENT PATCHES				NATION PATCHES	QTY	COST	TOTAL
DADDY DAUGHTER DANCE		0.25	0	FOOTHILL		TBD	
SPRING CAMPOUT		0.25	0	MOUNTAIN EAGLE		TBD	
TURKEY SHOOT (BOW & ARROW)		0.25	0	REDHILL		TBD	
NATION EVENT		0.25	0	RIVER NATION		TBD	
		TOTAL	\$0.00	SANTANA NATION		TBD	
LONGHOUSE EVENT PATCHES				SEQUOIA NATION		TBD	
INDIAN 500		0.25	0	STAR NATION		TBD	
INDIAN 500 VOLUNTEER	INDIAN 500 WAR CHIEF TO ORDER			SUN NATION		TBD	
PANCAKE BREAKFAST		0.25	0	VALLEY NATION		TBD	
FIRST YEAR PATCH	LH PATCHMASTER TO ORDER						
KODA VOLUNTEER	KODA WAR CHIEF TO ORDER						
		TOTAL	\$0.00	SPECIAL NOTES:			
YEAR PATCHES							
SECOND YEAR		0.25	0				
THIRD YEAR		0.25	0				
FOURTH YEAR		0.25	0				
FIFTH YEAR		0.25	0				
SIXTH YEAR		0.25	0				
SEVENTH YEAR		0.25	0				
EIGHTH YEAR		0.25	0				
NINTH YEAR		0.25	0				
TENTH YEAR OR MORE		0.25	0				
		TOTAL	0				
TOTAL DUE					\$0.00		
Patch Order Instructions You can add information to any cell that is colored YELLOW. Do not alter any other cells. Enter your Nation, Tribe, contact name, and email address. There is also an area to put special notes, if necessary. The cost for each patch is noted, and the total cost is shown on the bottom right in BLUE. Payment for patches will be due at the time of pick up.							