

# Nation Chief Manual



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## Nation Council Positions

The following positions may be filled by individuals in the Nation. The positions essentially mimic the Longhouse Council structure as each Nation Council helps the Longhouse Council oversee a great year of activities for the dads and the children in the program.

### **Nation Chief**

The nation leader is responsible for nation affairs. He represents the nation on the Longhouse Council and oversees the nation activities and business.

Duties include:

- Represent his nation at all Longhouse meetings.
- Preside over nation meetings.
- Preside over nation events.

### **Medicine Man**

The Medicine Man is the spiritual leader of the nation as well as the assistant to the chief. The Medicine Man usually assumes the duties of the Chief the following year.

Duties include:

- Lead the opening prayer at each nation meeting and outing.
- Act as the assistant chief and will assume his duties during the nation chief's absence.
- Responsible for Fall Campout "Best Camp" presentation to Nation Chiefs
- Along with other Nation Medicine Men, maintain security line and ushers dads and children to and from bear claw ceremony at Fall Campout Koda Ceremony.
- Prepare for the next year as chief. Attend at least one Longhouse council meeting.

### **Wampum Bearer**

The Wampum Bearer is the treasurer of the nation. He is responsible for the nation wampum and works with the Longhouse Wampum Bearer to assure that nation activities, especially the spring campout are paid for in a timely manner.

Duties include:

- Collect nation wampum as needed to pay for nation events.
- Prepare deposit slips and check requests, submitting them to the Longhouse Wampum to assure that events are paid for in a timely manner and sufficient funds are in the nation account at all times.
- Current procedures and forms for check requests and deposits are located in the documents section of the Longhouse website.

## **Safety War Chief**

The Safety War Chief is responsible for working with nation and tribal war chiefs to establish safety measures for Nation and Longhouse events.

Duties include:

- Ensure that Longhouse safety policies are followed.
- Work with event war chiefs to obtain insurance riders as necessary from the Longhouse.
- Work with the Longhouse Safety War Chief to assess safety issues before and after each Nation or Longhouse event.
- Recommend modifications to Longhouse Safety Policy as appropriate.

## **Tallykeeper**

The Tallykeeper is the secretary of the nation. He is responsible for maintaining an accurate roster of the nation and recording minutes of the nation council meetings.

## **Property Keeper**

The Property Keeper is responsible for the storage, transportation and display of any nation property during the year.

Duties include:

- Maintain an inventory of the nation property.
- Coordinate the safe storage of the nation property between activities.
- Appropriate display of nation property at campouts.
- Coordinate the transportation of nation property to campouts.
- Coordinate return of tribal property to the Nation Chief should a tribe in the nation fold.

## **Scout/War Chief**

The Scout is responsible for locating places for outings and nation events.

Duties include:

- Locate places for outings such as local points of interest or commercial establishments.
- Nations should identify a war chief for each Longhouse or Nation event, such as Fall Campout, Pancake Breakfast, Indian 500 and Spring Campout.
- Coordinate with Longhouse War Chief to make certain that the nation provides sufficient volunteers for Longhouse events.

## **Patch Master**

The Patch Master shall coordinate patch orders for nation events, following the Longhouse Patch Procedure. The patch master may maintain an inventory of event patches. The nation patch master is responsible for the maintenance of the nation patch inventory and coordinating with the Longhouse Patch Master on their reorder.

## **Sachem**

The Sachem is the past chief of the nation. He is responsible for giving assistance and advice to the chief.

Duties include:

- Review the chief's notebook and explain the operation of the nation and longhouse to the new nation chief.



## **Nation Council Responsibilities**

In addition to electing a chief and medicine man, the nation council really has two primary responsibilities, which is to communicate information presented at the Longhouse Council meetings at which the nation chief, or designee, should represent the nation, and to organize the Spring Campout and any planned nation events. The nation council is also responsible for making certain that their nation is well represented at all Longhouse events.

Communication is the most important factor in making certain that the tribal chiefs and the members of your nation know what to expect each year. If communication is started early and is continued throughout the year, you will have a successful year. Some keys to having great communication with your tribes are listed below:

Identify the dates of any nation events as early as possible and communicate that information to the tribal chiefs in your nation. It is equally important to make certain that each tribal chief is aware of Longhouse events such as the Fall Campout, Indian 500, Pancake Breakfast and all Longhouse Council meetings. You do not want your tribes to schedule events and meetings on the same day as Longhouse and Nation activities, including the Longhouse Council Meetings.

Maintain a good roster of tribal chiefs and officers (medicine men, wampum bearers and patch masters) in order to communicate with the tribal chiefs. You need to have and distribute everyone's address, telephone numbers and e-mail addresses. This information should be input into a nation contact list and given to each of the council members'. Circlebidge provides pre-formatted rosters for nations and tribes.

Keep good notes of all nation council meetings.

Use the Longhouse Meshenewa report to identify tribes that may need help in recruitment. As Nation and Tribal Chiefs, you have a responsibility to protect the future experiences for the younger braves as well as those not yet in the ranks. The fastest way for a tribe to go "dark" is to fail to backfill with new tribal members. The risk is greater when there is a large group of boys or girls which is close in age in the tribe. Please review the Tribal Growth Guidelines in the Tribal Chief Manual and the Meshenewa/Recruiting information within the Longhouse Policies and Procedures. Review this report with all tribal chiefs every two or three months during the program year.

**Filling Nation Positions** – Make sure to fill nation positions as soon as possible (before the end of spring campout if possible). Nation council positions may be tribal chiefs, but they do not have to be. For smaller nations, it may be necessary for an individual to be responsible for more than one position. Nation positions to be filled and a general description of their duties are as follows:

1. Medicine Man – Performs ritual and fills in for chief, if missing. The Medicine Man will normally be the Nation Chief the next year. This allows for an orderly succession and better assures the health of the nation.
2. Wampum Bearer – Collects wampum for nation events and camp out.
3. Tally Keeper – Updates roster/calendar and keeps notes of nation council meetings.
4. Safety War Chief - Ensures conformance to Longhouse Safety Policies and Procedures at all nation events.
5. Property Keeper – Stores and keeps track of nation property.
6. Patch Master - Maintains nation patches and coordinates with Longhouse Patch Master as necessary.
7. War Chief – Plans and prepares activities at camp out and supports Longhouse War Chief for Longhouse events.





## **Nation Wampum**

The Nation Wampum Bearer has an important position in the nation. He is responsible for making certain that all of the nation events are paid for in a timely manner and that there are adequate funds in the nation account at all times. The nation wampum bearer works closely with the Longhouse Wampum Bearer to make certain that the Longhouse accounting of nation funds is accurate. The Nation Wampum Bearer must follow all Longhouse policies and procedures in the managing of nation funds. 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 used for Longhouse transactions (see the Longhouse Policies and Procedures for more information).

Nations may maintain a small balance at the end of each year, up to \$1500 or \$40 per dad, in the nation account whichever is greater. Funds in excess of this amount may be returned to the Longhouse account. This end of year balance allows the nation to make deposits for Spring Campout costs if needed early in the program year without resorting to multiple wampum calls during the year. If more than \$40 per dad is required for anticipated early year expenditures, the nation wampum bearer or nation chief should notify the Longhouse Wampum Bearer.

The Longhouse will not release a check for a nation event without there being adequate funds in the nation account. The nation wampum bearer should keep records of all transactions (deposits and check requests) with the Longhouse. He and the nation chief should reconcile their records with the nation account balance provided by the Longhouse wampum bearer at each Longhouse council meeting. The nation wampum bearer may want to maintain a spreadsheet similar to that used by tribal wampum bearers to compare with the Longhouse records.

The largest, and generally most costly, single event for any Nation each year is their Spring Campout. Many facilities require a guaranteed minimum number of "campers". Some require deposits at the time of making the reservation. Infrequently, a member may attend without having paid. Many times, multiple requests for funds from the nation members may be required if the Spring Campout plans are for a very costly location such as Catalina Island. For all of these reasons, individual deposits and even final payments are usually considered to be non-refundable. This may be true also for any other event that may require a guaranteed attendance number such as USS Midway or sporting events.

Refunds, in whole or in part, for nation events may be considered after the event, and after all of the event expenses have been reconciled. Requests for refunds shall be made in a timely manner and no request made more than 30 days after the date of the event should be granted. Refunds, if made, should be extended equally to each parent requesting a refund, making certain that sufficient funds are available in the nation account for any remaining events and for early year expenses for the next year such as Fall Campout firewood and awards, and early deposits to secure Spring Campout reservations.



## Nation Chief Fall Camp Out Check List

- Give dates to Tribal Chiefs ASAP

### 2 Months Prior to Camp Out (Early August)

- Order Camp Judging Awards
- Confirm names of new tribal Chiefs
- Order patches for Camp Out from LH Patchmaster

### 1 Month Prior to Camp Out (Early September)

- Confirm/Assign tasks for Fall Camp Out to tribes (Games & awards, Camp Site Judging, War Chief/fire, hose, wood pallets and fire sticks)
- **Schedule Nation Meeting** – to discuss recruitment, registration with Longhouse, camp out activities, tasks, cost and agenda

### 2 Weeks Prior to Camp Out (Mid September)

- Pick up patches – from LH Patchmaster
- Confirm names & number of new recruits
- Order bear claws from Longhouse Patchmaster
- Pick up awards for Indian Games
- Pick up/confirm sound system for games
- Send out camp out agenda
- Confirm tasks for Fall Camp Out completed

## **Friday of Fall Camp Out**

- Arrive early to confirm camp sites/set-up
- After dinner, walk to all tribal camp sites
  - Say hello
  - Confirm number of attendees & recruits
  - Confirm assigned tasks completed for Saturday
  - Confirm attendance at Saturdays Nation Meeting
  - Pass out camp out agenda (Again)

## **Saturday of Fall Camp Out**

- Conduct Nation Meeting
  - Collect camp out tribal rosters and camp out fees if required
  - Go over days agenda
  - Confirm assigned tasks
- Indian Games
  - Start games and hand over to tribe running them
- Camp Site Judging
  - Meet judging tribe/chiefs and walk camp sites
- Snake Dance
  - Get tribes ready for snake dance headed by LH Chief

## **Sunday of Fall Camp Out**

- Open and Start Chapel
- Introduce medicine man for prayer and story
- Introduce Tribe to give out Indian Game awards
- Introduce Tribe to give camp site judging awards
- Introduce tribe to perform skit
- Closing prayer by Medicine Man
- Closing and Thank you for attendance

(This is an example - Each Nation can adapt as needed)



## **Your Nation**

### **Fall Camp Out Agenda**

#### Fall Camp-Out @ TBD

- Tribal camp set-up at camp area # 1
- Cost - \$XX per dad

#### **Camp-Out Judging**

- Traditional Judging

#### **Indian Games**

- Tribe to host

#### Fall Camp Out Timetable

- Friday Afternoon/Evening:
  - Arrive and set-up camp.
  - Tribal Activity
- Saturday:
  - 9:00 am – Nation meeting at Cherokee camp (Tribal Chiefs)
    - confirm number of attendees
  - 10:30 am – Games hosted by Hupa
  - 12:00 pm –Lunch
  - 2:00 pm – Camp Judging begins. Apache Tribe
  - 3:00 pm – Koda Fire Set-up (volunteers, wood pallets and audio set-up)
  - 6:45 pm – Snake Dance begins
  - 7:00 pm – Koda Ceremony begins. Sit in Nation area only.
- Sunday:
  - 8:00 am – Chapel & Award Presentation, skit (fire ring area)

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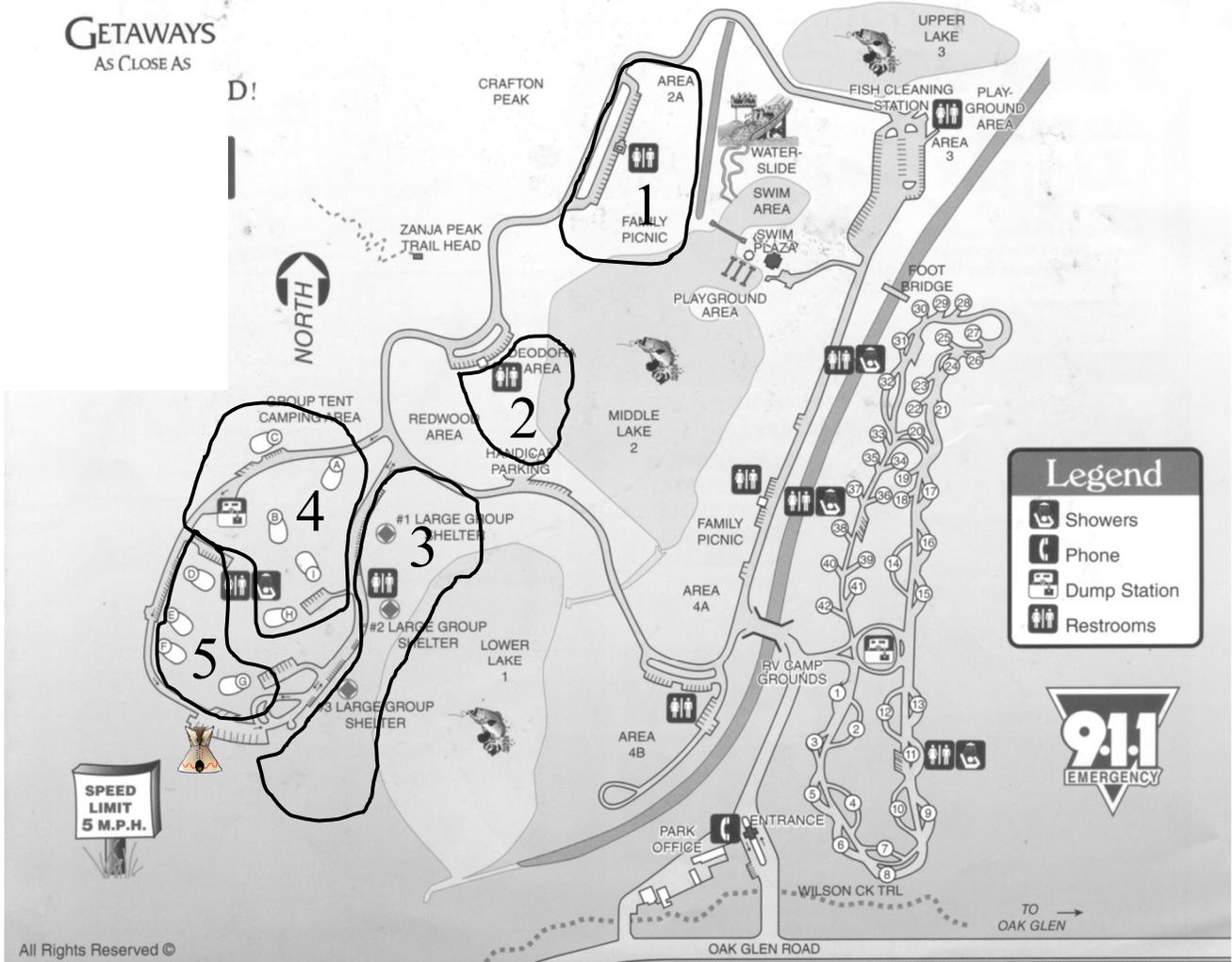
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**(This is an example - Each Nation can adapt as needed)**

## **Best Camp Judging Rules & Criteria**

### **Attendance and Teepees**

The number of points for attendance and teepees at the campout will be determined by the number of participants/teepees at the campout versus the number of participants/teepees on the tribal roster and a percentage will be determined.

Example: 11 participants on the roster  
6 at the campout  
54.5% (round up to 55%) = 11 points out of 20

### **Welcoming of Judges**

The Medicine Man will be the one to welcome the judges to the tribal campgrounds.

### **Campsite Grounds**

Campsite should be free of all white man's stuff. There is to be none of the following: stoves, lawn chairs, lanterns, rakes, tools, or fire water.

### **Tribal Property Display**

Tribal property should be displayed around the campground for judging.

### **Aims**

All adults and children should know the aims. It is very essential that the participants know and understand their aims.

### **Camp Craft Project**

This can be a very simple project and should be of Indian Theme. Example: Sitting mats, charter boards, and costume additions.

### **Cooking on Open Campfire**

The cooking on an open campfire consists of any kind of cooking on a barbecue. Example: Marshmallow qualify for these points.

### **Special Projects**

Special projects during the year will consist of projects that were done other than at a tribal meeting.

### **Nature Hike**

Show or display items you collected during your nature hike. Items like leaves, grass, berries or any animal you saw.

### **Judges' Departure**

The little braves or the entire tribe should say goodbye to the judges in a special Indian Way.

## **Tribal Property**

### **Tribal Display**

Each tribe should have a display of awards won at campouts or any other Indian event.

### **Tribal Costumes**

Each tribe will have some sort of uniform. Generally, it is a vest. This vest is also used to put the patches on any other ID wanted. White Man articles are not allowed.

### **Awards Display**

This is a bulletin board/cloth, which displays the awards that have been worn by the tribe or members of the tribe.

### **Charter Boards**

These are small plaques that have the tribal members' names on them.

### **Tribal ID**

This shows the name of the tribe and should be a sign or banner displayed near the entrance to the tribal camp.

### **Name Tags**

This can be anything worn to show different Indian names for the participants. Example: leather nametags worn on a leather string with a picture that symbolizes your name.

### **Peace Pipe**

Peace pipe is used for acknowledgement of peace between tribes.

### **Wampum Bag**

Is used for collection of wampum at tribal meetings.

### **Totem Pole**

The totem pole is used for another form of tribal identification. This can be made of any type of material.

### **Talking Stick**

This is used to keep the braves quiet while gathered together at meetings or campouts.

### **Sitting Mats**

Sitting mats are used for sitting while at campouts or just to keep yourself clean. Each mat should tell a story.

### **Shields**

The shields should tell a story about the participants.

## Lance

The lance is used to identify each participant's accomplishments. It also has the names of the participants.

## Coup Lance

The coup lance is used to identify each tribal member to his tribe.

## Decoration and Painting of Teepees

Points awarded on basis of whether teepees are painted and whether they are decorated with Indian symbols or picture.

## BEST CAMP Judging Sheet

Description	Max Points							
Attendance (100%=10 pts.)	10							
Number of adults at campout	10							
Number of kids at campout	10							
Number of teepees at campout	10							
Welcoming of judges by Medicine Man	3							
Welcoming of judges by Little Medicine Man	3							
Medicine Man's headdress worn	1							
Little Medicine Man's headdress worn	1							
Big Chief's headdress worn	1							
Little chief's headdress worn	1							
Welcoming of judges by Chief	3							
Welcoming of judges by Big Braves & Little Braves	3							
Purpose spoken by Big Brave	1							
Purpose spoken by Princesses	1							
Slogan spoken by Big Brave	1							
Slogan spoken by	1							
Six aims spoken by Big Brave	6							
Six aims spoken by	6							
Pledge spoken by Big Brave	1							
Pledge spoken by	1							
Clean Campsite grounds	3							
Tribal I.D.	1							
Tribal property display (awards, crafts, etc.)	3							
Tribal display (invitations, crafts, etc.)	3							
Tribal costumes (leather vests, feathers, headbands)	3							
Special community projects done during the year	3							
Special nation projects don during this year	3							
Craft project at campout	3							
Awards display at campout	1							
Charter Boards display (current)	1							
Indian name tags worn (1/3 = 1pt., 2/3=2pts., 3/3= 3pts.)	3							
Face paint worn (1/3 = 1pt., 2/3=2pts., 3/3= 3pts.)	3							
Sand painting display	3							
Nature hike (display items collected)	3							
Cooking on open campfire	1							
Longhouse Chief, Big/Little name known	2							
Longhouse Medicine Man Big/Little name known	2							
Nation Chief Big/Little name known	2							
Nation Medicine Man Big/Little name known	2							
Departure of Judges	3							
Group participation	3							
Overall village appearance	3							
Enthusiasm of entire tribe participation	15							
Totem pole (new = 1pt.)	2							
Peace pipe	2							
Tom Tom	2							
Wampum bag	2							
Talking stick	2							
Sitting mats	2							
Shields	2							
Lances	2							
Coup lance or stick	2							
Tribal war chest	2							
First aid kit	2							
Fire extinguisher	2							
Decorations & painting of teepees	2							
Offering to give skit at campfire	10							
<b>TOTAL =</b>	<b>170</b>							

**(This is an example - Each Nation can adapt as needed)**

# **Honor Tribe/Tribe of the Year Rules & Procedures**

Nations may choose to hold nationwide competition for Tribe of the Year or Honor Tribe. Sample rules for such competitions follow:

Competition for Honor Tribe shall run from September through June of each program year. All tribes earning 225 points or more will earn an Honor Tribe patch for each member. These patches will be awarded at the Spring Campout.

Honor Tribe points will accumulate on a monthly basis throughout the year. In order to receive credit for a given event/meeting, the points earned must be submitted at the next regularly scheduled Nation meeting by the Tribal Chief or other representatives. For example, points for a November tribal meeting/event must be turned in at the December meeting, if this is the next regularly scheduled meeting.

Nation Leaders will be responsible for keeping score sheets for each tribe in the Nation. They should keep nation Sand Painters informed of cumulative totals by tribe for publication in Smoke Signals.

## **Longhouse Honor Tribe Points System**

### **Attendance at Tribal Meetings**

- Round attendance at each meeting to the nearest whole number. One point is awarded for each 10 percentage points.
- 10 points maximum for each meeting

### **Tribal Outings/Events**

- Round attendance at each outing/event to the nearest whole number. One point is awarded for each 10 percentage points.
- 10 points maximum for each event

### **Attendance at Longhouse/Nation Event**

- Round attendance at each outing/event to the nearest whole number. One point is awarded for each 10 percentage points.
- 10 points maximum for each event
- Eligible events include:
  1. Tustin Tiller Day Parade
  2. Fall Campout
  3. Indian 500
  4. Pancake Breakfast
  5. Spring Campout
  6. LOSNP functions/events (street fair function, golf tournament, etc.)

### **Attendance at Nation Meetings**

- 3 points if tribe representative present

**New Item for Smoke Signal**

- 5 points for each publication entry (15 points max)

**Extra Point Awards**

- 10 points for Best Camp
- 2 points for every Longhouse/Nation Officer (10 points max)
- 2 points for every worker at the Indian 500 (10 points max)
- 2 points for every worker at the Pancake Breakfast (10 points max)

*Monthly Tally Sheet*

Tribe: \_\_\_\_\_ Month: \_\_\_\_\_

<b>Tribal Meeting Outing</b>	<b>Date</b>	<b>Attendance %</b>	<b>Points</b>
			(10 Max)
<b><u>Nation /Longhouse Events</u></b>			
			(10 Max)
<b>Nation Council Meeting</b>			(3 Max)

**Smoke Signals News Item:** Yes \_\_\_\_ No \_\_\_\_ (5 pts max for each article)

**Extra Points:** (describe) \_\_\_\_\_

Point's \_\_\_\_\_

**Total Points for Month** \_\_\_\_\_

**Active Tribe Members**

Dads: \_\_\_\_\_

Kids: \_\_\_\_\_

**Submitted by:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Tribal Position:** \_\_\_\_\_



# **Nation Chiefs**

## **Spring Camp Out Check List**

### **ASAP**

- Book Spring Camp Out location ASAP and confirm date and location with the Longhouse Spring Campout War Chief. Some campgrounds require reservations several months, or even a year in advance.

### **3 Months Prior to Camp Out** **(Mid to Late February)**

- Order Camp Judging Awards and Tribal Chief Awards

### **2 Months Prior to Camp Out** **(Mid to Late March)**

- Confirm names & number of graduates from each tribe
- Confirm names of new tribal Chiefs
- Order Broken Arrows from Longhouse Patchmaster.
- Order custom Camp Out Patch, if applicable
- Order patches for Camp Out from LH Patchmaster
- Order or Print Graduation Awards.
- Confirm/Assign tasks for Spring Camp Out to tribes (Games & awards, Camp Site Judging, War Chief/fire, hose, wood pallets and fire sticks)
- Request Honor Tribe Tally Sheets from tribal Chiefs
- Hold election for next year's Nation Chief
- Nation Meeting – discuss camp out activities, tasks, cost and agenda

### **2 Weeks Prior to Camp Out** **(Early May)**

- Pick up patches – from LH Patchmaster and Custom
- Get blue paint and cups for graduation (blue tear)
- Pick up broken arrows
- Pick up Camp Judging Awards & Tribal Chief Awards
- Pick-Up Graduation Awards/Certificates
- Pick up/confirm Sound System for camp fire and games
- Send out camp out agenda/timeline.
- Confirm tasks for Spring Camp Out completed

### **Friday of Spring Camp Out**

- Arrive early to assign camp sites
- After dinner, walk to all tribal camp sites
  - Say hello
  - Confirm number of attendees/graduates
  - Confirm assigned tasks completed for Saturday
  - Confirm attendance at Saturdays Nation Meeting
  - Pass out camp out agenda (Again)

### **Saturday of Spring Camp Out**

- Conduct Nation Meeting
  - Collect camp out tribal tally & collect camp fees
  - Go over days agenda
  - Confirm assigned tasks
- Indian Games
  - Start games and hand over to tribe
- Camp Site Judging
  - Meet judging tribe and walk tribal camps
- Camp Fire Ceremony
  - See scripts
  - Pass-out Tribal Chief Awards

### **Sunday of Spring Camp Out**

- Attend Chapel with New Nation Chief
- Give out "Camp Judging Awards
- Give out Indian Games awards
- Give out "Honor Tribe" award

(This is an example - Each Nation can adapt as needed)



## ***Your Nation***

### ***Spring Camp Out Agenda***

#### Spring Camp-Out @

- Tribal camp set-up at camp area
  - Cost - \$ per dad
  - Traditional Judging
  - Tribe to host I
- Camp-Out Judging
- Indian Games

### **Spring Camp Out Timetable**

- **Friday Afternoon/Evening:**
  - Arrive and set-up camp.
  - Movie night
- **Saturday:**
  - **9:00 am** – Nation meeting (Tribal Chiefs)
    - Confirm number of attendees
    - Collect camping fee (\$ per Dad)
    - Patch distribution & broken arrow confirmation
  - **10:30 am** – Games hosted by
  - **12:00 pm** –Lunch
  - **2:00 pm** – Camp Judging begins.
  - **5:00 pm** – Dinner
  - **7:00 pm** – Graduation Ceremony
- **Sunday:**
  - **8:00 am** – Chapel & Award Presentation, skit (fire ring area)