



**NOTTAWASEPPI HURON  
BAND OF THE POTAWATOMI**

A FEDERALLY RECOGNIZED TRIBAL GOVERNMENT

**NOTTAWASEPPI HURON BAND OF THE POTAWATOMI INDIANS  
RESOLUTION NO. 03-17-16-04**

**Approval of Youth Event Policy**

**WHEREAS:** On December 21, 1995, the Department of the Interior recognized the Nottawaseppi Huron Band of the Potawatomi, as a federally recognized Indian Tribe pursuant to the Federal Acknowledgment Process (60 Fed. Reg. 66315);

**WHEREAS:** Article IV and Article VI of the Tribe's Constitution empowers the Tribal Council as the governing body of the Tribe to adopt laws and resolutions as necessary to carry out the powers and duties delegated to the Tribal Council by the Constitution;

**WHEREAS:** Article VI, Section 1(a), of the Tribe's Constitution empowers the Tribal Council to adopt statutes, which are consistent with the Constitution, which shall be necessary and proper to carry out the sovereign powers of the Band and to promote and protect the health, safety, education, and general welfare of the Band and its members;

**WHEREAS:** Article VI, Section 1(i), of the Tribe's Constitution empowers the Tribal Council to administer any funds within the control of the Band and to appropriate for tribal use any available tribal funds;

**WHEREAS:** the Tribe established the Membership Services Department to provide services to eligible NHBP Tribal Members in accordance with Tribal and federal laws, and procedures and guidelines established by the NHBP Tribal Council;

**WHEREAS:** the Membership Services Department is committed to providing exceptional programs and services to enrich the lives of Nottawaseppi Huron Band of the Potawatomi Members, families, and the community; and

**WHEREAS:** the Membership Services Manager has proposed the Youth Event Policy to provide guidelines for staff, participants and volunteers involved in youth events hosted by the Nottawaseppi Huron Band of the Potawatomi government, its departments and agencies.

**NOW THEREFORE BE IT RESOLVED:** that the Nottawaseppi Huron Band of the Potawatomi Tribal Council hereby approves the Youth Event Policy as hereby attached as Exhibit 1.

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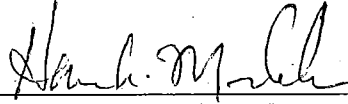
[CERTIFICATION PAGE FOLLOWS]

**CERTIFICATION**

On March 17, 2016, this resolution was approved at a duly called regular meeting of the Tribal Council held on the Pine Creek Reservation, a quorum being present, by an affirmative vote 5 members, 0 opposing, 0 absent, and 0 abstaining, this 17<sup>th</sup> day of March 2016.



**Dorie Rios, Secretary**



**Homer A. Mandoka, Chairperson**

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                                 Membership Services Department  
                                 Legal Department

NHBP Government Records Certified Copy  
True Certified Copy Shall Be Embossed  
Signed by [Signature]  
Date 13/18/16



# Youth Event Policy



## **Purpose**

To provide guidelines for staff, participants and volunteers involved in youth events hosted by the Nottawaseppi Huron Band of the Potawatomi government, its departments and agencies.



## Policy

1. Membership Services and other NHBP departments or agencies may plan trips for Tribal Youth to NHBP facilities and or offsite non-NHBP facilities. These trips may be for one day or may include onsite and or offsite overnight stays.
2. A youth event is any event that involves Tribal Youth or other young people under the age of eighteen.
3. All NHBP staff understands the serious responsibility that having youth under our care is and strives to provide fun, educational and safe events.
4. When planning Youth Events, the Youth Specialists should carefully reflect upon the purpose of the event including whether or not the purposes of the activity are better served as a day or overnight event. The Youth Specialist(s) should add the overnight portion only if it is agreed by their manager that the overnight portion is necessary to achieve the purpose of the event.
5. Youth Specialists must adhere to this policy for all events, offsite and onsite, not limited to, but including camps, retreats, lock-ins, field trips, sporting competitions and others.
6. Overnight events with children under the age of nine are not recommended. Special circumstances may arise where this is allowable. In these circumstances, chaperones will be assigned to specific youth in attendance and required to know whereabouts of each youth assigned to that chaperone at all times.



## Procedures

### A. Planning for the Trip

1. The Youth Specialist(s) must obtain approval from the Membership Services Manager to host a Youth Event.
2. If the trip involves an overnight stay offsite, the Youth Specialist(s) should make an advance site visit to the area if possible. The site visit will assist in foreseeing any potential risks that may be encountered during the trip. The safety and security of all participants should be carefully assessed. Some areas to keep in mind are:
  - a. Will additional chaperones or security need to be provided?
  - b. Where is the nearest medical facility and how will medical expenses be handled?
  - c. If any participants have specific medical needs or accessibility issues and can those needs be accommodated?
  - d. Will the participants require additional vaccinations depending upon the location of the trip?
  - e. Food and recreational activities available at the lodging site.
3. Create a plan of action to respond to emergencies, such as fire, tornado, medical issue and other worst case scenarios. The plans should be written, and the Youth Specialist(s) should discuss them with all chaperons prior to the event.
4. Share basic safety plans with all participants and instruct participating youth regarding what to do in an emergency including separation from the group.
5. Confirm there are adequate facilities for housing all of the participants of the group in one location, including all adult chaperones. If that is not possible, then alternate lodging needs to be located or fewer participants will be able to attend.
6. If the trip is to a non-English speaking location, arrange to have a translator travel with the group and make sure each chaperone and youth has basic information on their person regarding the contact information for lodging and emergencies.
7. Parents become especially frustrated if their child is injured and there is a lack of communication or an element of surprise about the trip. Parents need to be informed in writing with all details regarding the trip. This would include but not be limited to the following:
  - a. Type of activities in which the youth will be participating,
  - a. Cost (if any),
  - b. Departure and arrival dates, times, and locations,
  - c. The Youth Specialist's contact information,
  - d. Names of chaperones, and contact information for at least one (1) chaperone other than the Youth Specialist.
  - e. Mode of transportation (i.e. car, airplane, bus, etc.),
  - f. Accommodations' name and contact information and the name the group is booked under,
  - g. Responsibilities of the Parent/legal guardian who is authorizing the youth to participate,
  - h. Behavior expectations, consequences, and the right to search rooms and belongings.
8. Permission forms must be approved by the NHP Legal Department and signed by a parent or guardian prior to every youth event.
9. Designated chaperones must have a current cleared background check on file in the Human Resources Department.
10. Determine if any additional insurance coverage is needed. All arrangements should be made with the NHP Legal Department to acquire adequate insurance coverage for the event.
11. Arrange a meeting or communicate in another effective manner with all participants and parents/legal guardians to fully explain all details of the event as well as answer any questions.



## YOUTH EVENT POLICY

12. Written behavior standards should be distributed to each participant requiring signatures to indicate the participants have read and understand what is expected of them. If the Youth Specialist(s) holds a meeting, he/she will decide if it is mandatory that at least one parent/guardian of a participant attends this meeting.
  13. Give all chaperones a copy of the Chaperone Guidelines and have each sign an acknowledgement form indicating that the chaperone has read and understood those guidelines.
  14. Remind participants and their parents to ensure any required prescription medication, or other health items regularly used such as allergy medication or contact solutions, are packed with the participant for the event. See additional information regarding medication below.
- B. During the Trip
1. Proper supervision must be provided with a minimum of two adults present with each group of students at all times (see Adult to Child Ratio). What is considered “proper” could vary according to the age of participants and the type of activity. The greater the ratio of supervision, the better. Two adults are required in case of emergency.
  2. A binder with medical release forms and emergency contact names/numbers for each individual (this includes both youth and chaperones) should be carried at all times by the Youth Specialist(s) and one of the chaperones (if the groups separate) in case of injury.
  3. Alcohol should not be consumed by any participant in an event including the Youth Specialist(s) chaperones or any other adult with the group during the event and travel.
  4. Participants should dress appropriately and according to the customs and dress standards of the venue which they are visiting.
  5. The Lodging Standards describe the required sleeping arrangements for all overnight events.
  6. Youth/Young Adult groups with participants who are both minors (17 and under) and adults (18 and over) must provide separate sleeping areas for each respective age group and gender.
  7. If two adults sleep in the same room as the youth (*this is NOT the preferred arrangement but there may be important reasons why it is implemented*), there must be at least ten feet between the sleeping area of the adults and youth. This would apply for dormitory-type accommodations or if youth requires overnight adult supervision (see Lodging Standards).
- C. Adult to Child Ratio
1. For onsite daytime activities supervised by a Youth Specialist the following adult to child ratios will apply:
    - a. K – 12 years old = 1 adult for every 10 youth,
    - b. 13 – 18 years old = 1 adult for every 15 youth.
    - c. Additional youth will require additional adults in a ratio of 1 adult for every 5 additional youth.
    - d. If age groups are mixed the 1 adult for every 10 youth ratio will apply.
  2. For all other activities there shall be a minimum of 2 chaperones (this may include the Youth Specialist). The adult to child ratios would apply as follows:
    - a. K – 12 years old = 2 adults for every 18 youth.
    - b. 13 – 18 years old = 2 adults for every 25 youth.
    - c. Additional youth will require additional adults in a ratio of 1 adult for every 5 additional youth.
  3. Overnight trips require a minimum of 2 adults and if both male and female youth will participate, there must be both a male and female chaperone.



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- D. Lodging Standards. The following lodging standards which apply to hotel and dormitory room accommodations for adults and youth who participate in overnight events.
1. Hotel Rooms:
    - a. Each participant shall have his or her own bed.
    - b. When possible, youth of the same age should also be lodged together and youth and adult participants should not be lodged in the same room.
    - c. Adults' rooms must be on the same floor and as close in proximity as possible to participating youth rooms.
    - d. Youth and adults shall not be lodged in the same room.
    - e. Youth may only be lodged with youth of the same gender and adults may only be lodged with adults of the same gender.
    - f. Exceptions:
      - i. A married couple who are both chaperoning an event may lodge together.
      - ii. A parent or legal guardian may be lodged in the same room as his or her child.
      - iii. An adult may be lodged with a youth because of medical needs of the youth or because of the youth's behavioral issues but only with the prior consent of the youth's parent.
  2. Dormitory-Type Accommodations: Adults and children of the same gender may occupy dormitory room type accommodations provided there is a minimum of two adults and four children per room and no separate accommodations are available for the adults. Adults must exercise discretion and allow privacy for the youth to dress and the adults should not dress in the presence of the youth. No mixed gender dormitory room arrangements are allowed.
  3. Bed Checks. Chaperones, in pairs, may conduct bed checks of hotel rooms occupied by youth and adult non-chaperone participants only at pre-determined times. This means a last check at night to complete a head count, a morning check to make sure nothing is left behind and checks because of behavior or medical needs.
  4. Respect of Privacy. Adult participants must respect the privacy of child participants in situations such as changing clothes, taking showers, etc. Adults must protect their own privacy in similar situations. Other than for pre-determined bed checks and the limited time necessary to assist children in settling into or vacating from their rooms, an adult participant should not intrude into a child's room or designated area except to the extent that health, safety or Behavior Code enforcement require.
- E. Transportation
1. Participants must have a transportation liability waiver on file before the event, which gives program staff the permission to transport.
  2. Travel off site will be communicated to parents/guardians at least a week in advance.
  3. Vehicles used will be GSA's (General Services Administration), which will be provided by NHBP. Vehicles are maintained by the Department of Public Works, ensuring they are in safe operating condition.
  4. Each staff member providing transportation is required to be in possession of a chauffeur's license and complete a motor vehicle safety training every three years. Driving records are checked on an annual basis
- F. Water Safety
1. The Youth Specialist(s) will ensure that a certified life guard must be present during swimming activities at beaches, lakes and waterparks.
  2. Youth are required to follow any rules of the beach or facility where swimming activities will take place.
  3. Personal Floatation Devices must be available and worn during all boating activities.





## YOUTH EVENT POLICY

4. Licensed boat operators and certified canoe instructors must be available during boating or canoeing activities.
  5. Hotel pools without a lifeguard on duty may only be used by participants while a Youth Specialist or chaperone is present.
- G. First Aid and CPR. The Youth Specialist(s) must ensure that his/her first aid and CPR certification is up to date. The Youth Specialist(s) will have a First Aid kit available at every youth event.
- H. Medical Information. All medical information for youth will be kept at in the medical binder<sup>1</sup>. Medical information will include but not be limited to:
1. Name,
  2. Health Insurance Card #
  3. Primary Care Physician
  4. Current Medical Conditions
  5. Prescribed Medications or Traditional Medicines (including any dosing schedule and whether or not the parent authorizes the child to self-administer the medication or wants the Youth Specialist to administer the medication)
  6. Allergies (including food allergies)
  7. Emergency contact information
- I. Medication
1. All medication must be transported in its original packaging and must be immediately given to the worker picking up the youth or if the youth is being dropped off, provided to the Youth Specialist at the drop off site.
  2. The worker transporting the youth will provide the medication to the Youth Specialist.
  3. The Youth Specialist will record the medication on the participant's medical form. Pills will be counted and that count will be recorded on the form.
  4. All controlled substances will be stored in a secured storage container. Other medications may be kept by the Youth Specialist or the youth depending on the instructions from the youth's parent or guardian.
  5. When a youth takes their prescribed medication, the worker will record the date, time, amount and initial the form.
    - a. Youth are to inform the Youth Specialist when they take medication they are allowed to carry.
    - b. The Youth Specialist will ensure that if medication needs to be taken at a certain time or with food that the youth follows those instructions.
    - c. At the end of the even, the Youth Specialist will ensure that medication is counted, recorded, and provided to the worker taking the child home.
  6. Do not administer inoculations of any kind. Youth needing this type of medication (e.g. insulin) are fully trained in the process and the staff is only to observe the administration of the inoculation to be sure the medication has been delivered.
  7. If a participant is allergic to bee stings or suffers from a peanut or other food allergies, an epinephrine stick should be available at all times. All Youth Specialists have been trained on how to use this device and are comfortable with its use.

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<sup>1</sup> While not required, it is recommended that a similar sheet be completed for the Youth Specialist and all chaperones in case of a medical emergency.



## **YOUTH EVENT POLICY**

### J. Incident Report Form

1. This form should be filled out completely as soon as possible after any accident/injury occurs. It is best to complete this form while all of the details, including conditions and witnesses are still fresh in your mind.
2. A copy of this form should be sent to the Health Department as well as the Human Resources Department.
3. Be sure keep this form on file in the Membership Services Department following the event for at least two years.



## Definitions

Adult	Means anyone 18 years of age or older.
Chaperone	An adult at least 21 years of age who is present in order to maintain order or propriety at a youth event, and who meets the qualifications in the Chaperone Guidelines and the Indian Child Protection and Family Violence Prevention Act for persons who have direct contact with or control over Indian Children.
Membership Services	A department of the NHBP Tribal government operations.
NHBP	All references in this policy to NHBP refer to the government operations of the Nottawaseppi Huron Band of the Potawatomi Indians.
One Day	As used in this policy it would include any period of time less than 24 hours when an overnight stay is not planned.
Participant	This may refer to both youth and adults and encompasses anyone who is taking part in an event under this policy.
Tribal Youth	Anyone who has not yet reached 18 years of age, who is eligible to participate in an activity sponsored by NHBP or one of its departments, or agencies.
Youth Event	Any event that involves Tribal Youth.
Youth Specialist	Employee of the Membership Services Department responsible for implementing the NHBP Tribal Youth activities under the direction of the Membership Services Manager.



## **YOUTH EVENT POLICY**

### **Employee Acknowledgement Form**

I have read and been informed about the content, requirements, and expectations of the Youth Event Policy and the Chaperone Guidelines for the Nottawaseppi Huron Band of the Potawatomi (NHBP). I have received a copies these documents and agree to abide by them as a condition of my employment with NHBP.

I understand that if I have questions, at any time, regarding the Youth Event Policy, I will consult with my immediate supervisor or a Human Resources staff member.

Please read the Youth Event Policy carefully to ensure that you understand the policy before signing.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Date

MS Initials: \_\_\_\_\_

Employee File: \_\_\_\_\_



**Chaperone Acknowledgement Form**

I have read and been informed about the content, requirements, and expectations of the Youth Event Policy and the Chaperone Guidelines for the Nottawaseppi Huron Band of the Potawatomi (NHBP). I have received a copies these documents and agree to abide by them as a condition of my participation with this NHBP event.

I understand that if I have questions, at any time, regarding the Youth Event Policy, I will consult with the Youth Specialist or the Membership Services Manager.

Please read the Youth Event Policy carefully to ensure that you understand the policy before signing.

\_\_\_\_\_  
Chaperone Signature

\_\_\_\_\_  
Chaperone Printed Name

\_\_\_\_\_  
Date

MS Initials: \_\_\_\_\_



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**MIKCHÉWIWAK NADWÉZIBEKO • MEMBERSHIP SERVICES**

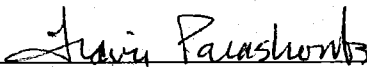
**YOUTH EVENT POLICY**

**CERTIFICATION**

The *Youth Event Policy* was reviewed and approved by the *Membership Services Manager and Chief Executive Officer*. The policy as provided above is the final version presented for approval by Tribal Council without objection at the *March 17, 2016*, regular meeting of the Tribal Council.

  
\_\_\_\_\_  
Tiesha Williams, Membership Services Manager - NHBP

3/17/16  
Date

  
\_\_\_\_\_  
Travis Parashonts, Chief Executive Officer - NHBP

3/18/2016  
Date

**Policy History**

Effective Date	Policy Owner	Next Review Date	Revision Dates
03/17/2016	Membership Services		