

# CONFEDERATED TRIBES of the CHEHALIS RESERVATION

Resolution No. 2018-097

**RE: Approval of the revised Heritage and Culture Program Policies**

**Whereas:** The Business Committee of the Confederated Tribes of the Chehalis Reservation is the duly constituted governing body of the Chehalis Tribe, in accordance with the Constitution and By-laws adopted by voting members of the Tribe and approved by the Commissioner of Indian Affairs; and

**Whereas:** The Business Committee is responsible for protecting and enhancing the social, health, educational and economic well-being of Tribal Members; and

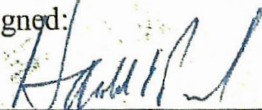
**Whereas:** The Chehalis Tribe strives to preserve, promote and perpetuate traditional and contemporary Chehalis Tribal Heritage and Culture; and

**Whereas:** The Chehalis Tribe wants to encourage participation in our Heritage and Culture Program by fostering a positive environment; and

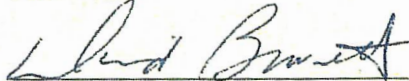
**Now Therefore Let It Be Resolved:** That the Business Committee of the Chehalis Tribe does hereby approve the revision to the Heritage and Culture Program Policies, a copy of which is attached hereto and made a part hereof;

**Certification:** This Resolution, Number 2018-097, was duly considered and approved at a regularly scheduled meeting of the Chehalis Business Committee held on November 6, 2018, at which a quorum was present. The vote being 4 For, 0 Against, with 0 Abstentions and with the Chairman not voting.

Signed:

  
\_\_\_\_\_  
Harry Pickernell,  
Chairman

Attested:

  
\_\_\_\_\_  
David Burnett,  
Secretary



# Heritage and Culture Program Policy and Procedures

Effective Date: 11.6.18  
Approved by Resolution #: 2018-097

## Introduction

“We believe the actions we take today will impact our children 7 generations from now.”

This policy is intended to accomplish the goals of the Chehalis Heritage and Culture Program.

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# Heritage and Culture Program Policy and Procedures

## Purpose

To preserve, promote, and perpetuate traditional and contemporary Chehalis Tribal culture.

## Scope

This policy covers all aspects of Heritage and Culture activities, events and environment in order to promote the Chehalis Tribe's Heritage and Culture in a positive and meaningful way.

## Service Population

The Heritage and Culture Program will provide services to any of the following individuals. Priority consideration for classes and services will be given in the following order:

1. Tribal Member
2. Spouse, Partner or Significant Other of a Tribal Member
3. Natural, adopted, or foster child of a Tribal Member
4. Community members may participate if any vacant spot for a class is not filled by the above mentioned service populations. Kits must be paid for in advance as stated in the Billing and Contractual Guidelines below.

## Special Classes

Special classes are classified as the large project classes.

1. Approval must be given by the Heritage and Culture Committee.
2. Tribal Member priority for class participation. Vacant spots may be filled in order of the Service Population as specified above.
3. Participants must meet the required age limit set by the instructor and posted on the signup sheet.

## Class Participation Guidelines

The following describes the participation guidelines:

1. In the event that the instructor is a contractor, class attendance by the instructor's immediate family is limited to two individuals as long as it follows the service population as described in this policy. Immediate family is defined as parent-child & siblings.
2. Participants must meet the required age limit set by the instructor and posted on the signup sheet.
3. Participants must sign themselves up (only) for classes in-person or via phone to the Tribal Reception Front Desk.
4. No infants or toddlers allowed.
5. All projects must be completed onsite and with the class or staff person.
6. If participants sign up and fail to attend special classes or projects are left incomplete, they will be ineligible to attend the next special class.
7. Individual cancellations for special classes must be noted on the sign-up sheet prior to the class. Participants should cross their names out, date and initial to signify they will be unable to attend. A phone call notification to a Heritage and Culture staff person prior to class is an acceptable cancellation.

# Heritage and Culture Program Policy and Procedures

## Scheduling Procedures

All project classes require Heritage and Culture Committee prior approval before scheduling. An updated activity budget will be provided to the Heritage and Culture Committee upon review.

1. Cultural classes may be limited to 6 classes per quarter, depending on class costs.
2. All classes must be held individually – no overlapping or simultaneous classes. Each class will be scheduled to take place on a separate day.
3. Classes will be scheduled, at minimum, quarterly, [three months per quarter], per calendar year.

## Sign-ups and Sign-ins

1. All participants must sign themselves in at classes.
2. All class sign-ups will include waitlist space, requiring phone numbers to ensure participants the opportunity to be contacted to attend if space becomes available.

## Class or Event Announcements

Our goal is to encourage participation in the Heritage and Culture Program. We believe, not limited to, the following will promote the program class projects and events:

1. Flyers for class projects may be shared in the following ways:
  - a. Tribal Website
  - b. Email or other forms of electronic communication
  - c. Distribute flyers within the Chehalis Reservation boundaries
  - d. Post at the Heritage and Culture Office
2. Class project signups will be available at the Tribal Reception Front Desk and the Heritage and Culture Office.
3. Heritage and Culture Committee approved calendar may be shared in the following ways:
  - a. Tribal Website
  - b. Email or other forms of electronic communication
  - c. Distribute calendar flyers within the Chehalis Reservation boundaries
  - d. Post at the Heritage and Culture Office

## Billing and Contractual Guidelines

1. Personal Services Contracts (PSCs) are in effect for the duration of the project.
  - a. Although bids may be emailed to the Program Manager via a third party. The Program Manager will contact all approved Contractors for an appointment to complete all paperwork and make class arrangements in a personal meeting. Failure to meet this requirement will result in cancellation of the proposed class.
  - b. All bids must be submitted through the Program Manager for presentation and approval to the Heritage and Culture Committee.
2. New PSCs will be required by the 15<sup>th</sup> of the month preceding contract expiration to avoid class cancelation due to the lack of the new paperwork completion of routing.

# Heritage and Culture Program Policy and Procedures

3. The Contractor is responsible to meet with the Program Manager in person to complete and sign all paperwork prior to class. Paperwork includes, but is not limited to:
  - a. Personal Services Contract
  - b. W-9
  - c. Signed Heritage and Culture Program Policy and Procedures acknowledgement
4. No classes will be held until all contractor paperwork has been approved accordance with the Tribe's Procurement Policies and Procedures.
5. If the class requires materials to be purchased beforehand, arrangements must be made with the Program Manager during the personal meeting to compile materials in a timely fashion in accordance with Accounting Department deadlines. All materials that are able to be store bought (hides, beads, needles, etc.) must be accompanied by a receipt for reimbursement, unless the Program makes them available via prior arrangements (See a & b below). Failure to do so will result in the postponement of the class.
  - a. Enrolled Chehalis Tribal Members are eligible to have the tribe purchase materials themselves. Materials will be coordinated by the Program Manager.
  - b. Non-Chehalis Tribal Members will be required to purchase materials themselves.
  - c. Complete kits must be distributed to participants at the beginning of class in order to bill for the entire number of participants on the sign-in sheet.
  - d. Material kits purchased by the Tribe will be distributed via the Heritage and Culture Program only.
  - e. Kits must be paid for at the Accounting Department. The Program Manager will release kits based on Accounting Department receipts only.
  - f. When billing for material kits and consumable supplies, an itemized accounting detailing the contents (number of needles per kit, etc.) per kit must accompany the invoice for each class.
  - g. Any unused materials or kits will become the property of the Heritage and Culture Program if the Tribe pays.
6. Any unused materials or kits will become the property of the Heritage and Culture Program if the Tribe pays for them beforehand or is invoiced after the class is completed.
7. Invoices must be submitted to the Program Manager.
  - a. Sign-in sheets must accompany all class invoices, which will not be paid until the original sign-in sheet is received by the Program Manager.
8. Valid sign-ins will determine the number of students paid for.
  - a. Sign-in sheets containing multiple signatures with the same handwriting, will result in those signatures being invalidated and will not result in payment. Children must also sign themselves in the appropriate age class.
9. If a class is not completely filled, the instructor will be paid for the hours approved in the bid and actual number of kits used, based on sign-in sheets.

## Accounting Procedures

1. The purpose of the Accounting procedures is to ensure that all financial activities of the Tribe are conducted in a manner that is consistent with Generally Accepted Accounting Procedures (GAAP) and maintains adequate control over financial transactions.
  - a. All official records, forms, books and signatures shall be in ink.

# Heritage and Culture Program Policy and Procedures

- b. All invoices shall come to the Accounting Office and all inquiries from vendors shall be directed to Accounting staff.
  - c. Invoices shall be attached to copies of the purchase order authorizing the purchase, including proper accounting codes. Upon approval, the entire signed packet is submitted to the bookkeeper for payment processing.
  - d. The bookkeeper examines the voucher for completeness of auditable documentation, then numbered for data entry, with accounting codes. Once the run is verified, checks shall be printed.
  - e. Once checks are written, they are attached to the vouchers and given to the Business Committee for signature, then returned to the bookkeeper for mailing and filing.
2. In no event will checks be prepared:
- a. Unless the procedures are followed
  - b. Without signed vouchers
  - c. Prepared or signed in advance
  - d. Prepared on verbal authorization

## Inventory Policy and Procedure

The Inventory Policy establishes a process for the recording, identification, and accountability of all Heritage and Culture owned equipment, materials and supplies. It is the responsibility of all Heritage and Culture program staff to maintain a system of inventory control to provide a safeguard against loss and to facilitate effective utilization.

1. Physical inventory counts are to be conducted on a quarterly basis.
2. Inventory sheets must be signed and dated by, at minimum, three (3) employees who participated.
3. All inventories must be reported through the Program Manager for review to the Department Director and Heritage and Culture Committee. All inventory sheets shall be kept and received as a permanent record for the program.

## Code of Conduct

We are one program, but we represent many ideas, experiences and backgrounds. We value each other's contributions and believe that everyone should have an equal chance to succeed. This is essential in order to advance our goals and initiatives.

All staff, participants, committee members, and others who may interact with the program agree to do our part to keep the Heritage and Culture Program an inclusive and respectful place to be. We agree to do this by:

1. Driving a positive environment
2. Value the input of others
3. Respect and share the diversity of each other's talents, abilities and experiences
4. Foster an atmosphere of trust, openness and candor
5. Leading by example
6. Respecting others and succeeding together
7. Promoting a healthy and safe environment

# Heritage and Culture Program Policy and Procedures

Harassment and violence will not be tolerated in the program. This includes unwelcome verbal, visual, physical or other conduct of any kind that creates an intimidating, offensive environment. The following is specifically prohibited:

1. Sexual harassment
2. Offensive language or jokes
3. Racial, ethnic, gender or indigenous slurs
4. Degrading comments
5. Intimidating or threatening behavior
6. Showing hostility towards others because of individual characteristics, talents, or abilities
7. Verbal assaults, threats or any expression of hostility, intimidation, or aggression

Drugs and alcohol are strictly prohibited. Any person on premises of the Heritage and Culture Program is expected to be free from the influence of any substance that could impair judgement. We therefore prohibit:

1. Illegal drugs
2. Controlled substances (i.e., alcohol)
3. Impairment from the misuse of prescription or over-the-counter drugs

## Policy Violations

Heritage and Culture strives to maintain practices that ensure mutual trust and respect, as well as fairness. Clear and open channels of communication between employees, participants and the committee are essential to maintaining this positive environment.

Violations to this policy may result in the following:

	First Occurrence	Second Occurrence	Third Occurrence	Fourth Occurrence	Authority to Enforce
Employee <i>SEE PERSONNEL POLICIES</i>	Verbal Warning	Written Warning	Suspension	Termination	Direct Supervisor accordance to Personnel Policies
Participant	Verbal Warning	Written Warning	Not allowed to participate for 1 month and/or the next 2 classes	Not allowed to participate for 3 months and/or the next 6 classes	Department Director
Committee Member	Verbal Warning	Written Warning	Final Written Warning	Removal from Committee	Review and authorization from Business Committee

# Heritage and Culture Program Policy and Procedures

The Heritage and Culture Program has zero tolerance for violence, alcohol or drugs. Any violation to this may result in immediate removal or termination from the Heritage and Culture program.

By signing below, I \_\_\_\_\_ acknowledge that I have read, understand, and agree to abide by the Heritage and Culture Program Policies and Procedures as outlined above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Type of Class: \_\_\_\_\_

Class Dates: \_\_\_\_\_

Location: \_\_\_\_\_