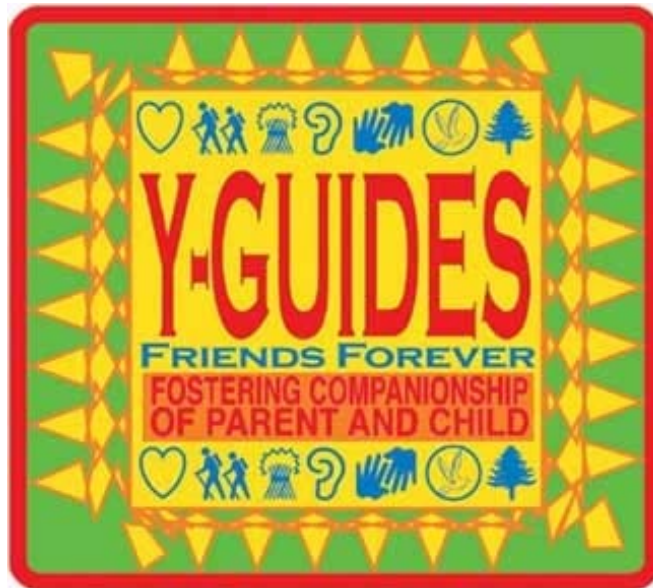



SANTA CLARITA VALLEY FAMILY YMCA

# Y-GUIDES PROGRAM NUN-PA-WA-PA NATION *TRIBAL CHIEF HANDBOOK*



 We build strong kids,  
strong families,  
strong communities.

# ***Nun-Pa-Wa-Pa Nation 2008-2009***

## ***Tribal Chief Duties & Responsibilities***

The Tribal Chief is the most critical position to the success of the Y-Guides program. A well-organized enthusiastic chief will dramatically increase attendance at Nation Events and will have a huge part in ensuring that each dad and kid experience the most out of the program. Conversely, a disorganized chief will leave dads confused and “out of the loop.” Attendance will drop dramatically and many dads will simply fade out of the program.

These goals do not require a huge time commitment. Consistent Communication is the key. Having your materials organized and contacting each member at least once a month by telephone are both critical to your success. While “group emails” seem a time saver, a simple voice mail at home or a quick reminder by telephone will dramatically improve participation.

### **As Chief:**

Your Primary responsibility is prompt and thorough communication of all Y-Guides related information to all tribal members. This can be via email, handouts at your meetings or by telephone. It is critical that you push the calendar early. Get members to commit to getting the entire Y-Guide annual calendar transferred to their calendar. While everyone will obviously not be able to make all events, this early calendaring will have a huge positive effect.

You are responsible for pushing for sign-ups and attendance at Nation Events. The power of a phone call cannot be overemphasized vs. email for this task. Plan a call time once a month. This responsibility can be split with another member of your Tribal Leadership. Call each member and enthusiastically remind them of upcoming events and ask them to call or stop by the YMCA early to register. You will likely be leaving messages for some of your members, but it still have the positive effect of your voice.

You will oversee your monthly tribal meetings. This will include coordinating and directing the other tribal leadership. These are discussed in more detail in the Tribal Meeting and Tribal Leadership outlines.

Attendance at the monthly Longhouse Meetings is mandatory for the chief or a representative from the tribe.

The chief also Participates in the annual YMCA Campaign effort.

You should be a champion of Internal Recruiting. This should be a topic of a separate email to all your members. It should be pitched hard at the beginning of our year (NOW!) and should be the topic of periodic reminders throughout the year. We cannot grow this program without the help of each member!

***GOOD LUCK AND HAVE FUN!***

# *Nun-Pa-Wa-Pa Nation 2008-2009*

## *Suggested Tribal Leadership Positions*

### **Tribal Chief**

Oversees running of the tribe and the monthly tribal meetings. Primary responsibility is prompt and thorough communication of all Y-Guides related information to all tribal members via email and telephone as well as pushing for sign-ups and attendance at Nation Events. The power of a phone call cannot be overemphasized vs. email, especially during efforts to push for attendance at events. Responsible for coordinating and directing the other tribal leadership. Attendance at the monthly Longhouse Meetings is mandatory for the chief or a representative from the tribe. The chief also Participates in the annual YMCA Campaign effort.

### **Assistant Chief**

Assists the Tribal Chief as above

### **Wampum Bearer**

Attends Tribal Meetings. Is responsible for collecting Wampum (a dollar or two that each child puts in the kitty as he/she tells the group what good deed or chore they performed to earn the Wampum.) The Wampum Bearer hands out beads (or other small trinket,) "manages" the Wampum investments over the course of the year and provides occasional email reports as to the growth of the Wampum. Wampum has been traditionally used to throw a year-end party.

### **Sand Painter**

Responsible for the production and distribution of the monthly Tribal Newsletter. The primary responsibility here is to meet the deadline for submission of the newsletter each month.

### **Tribal Elder, Equipment Manager & Photo Guy**

Acts as a seasoned expert in all tribal matters. Responsible for the tribal equipment and banner and takes lots of digital pictures. This responsibility may be shared with the Chief or Assistant Chief as determined by the two.

### **War Chief**

Responsible for organizing tribal outings and disseminating thorough and timely information on them, including highlights, dates, times and directions. These outings are typically monthly and may include fun outings (Placerita Canyon, Metrolink, museums, Mountasia, Chuck E. Cheese, Vasquez Rocks, LA Zoo, etc.) community service (clothing, food or eyeglass drives, clean up efforts, civic activities, fire or police station, etc.) or both. Attendance at these outings is NOT the responsibility of the War Chief. A successful War Chief will simply gather good compelling information, distribute it early with lots of detail, send a reminder or two by email and remember, "If you build it, they will come!"

***GOOD LUCK AND HAVE FUN!***

# *Nun-Pa-Wa-Pa Nation 2008-2009*

## *Suggested Tribal Monthly Meeting Format*

### **Monthly Tribal Meetings**

The tribe should decide on a consistent day each month to meet as a tribe (i.e., Second Monday of every month from 7:00PM – 8:00PM) that accommodates the most schedules. The Longhouse is the first Thursday of every month and it would be a very good idea to have your tribal meeting after that date. This will allow you to disseminate important info received at the Longhouse to your tribal members. It is most common to rotate to a different member's house each month. That "Host" member can then be in charge of the snack and craft. It is also not uncommon to meet at a designated spot each month and assign the "Host" on a rotating basis.

It is very important to emphasize attendance at these meetings as this will strengthen the bond between the kids and will ultimately lead to much better Nation Even Attendance. This is a time for Dads and Kids to strengthen their relationship and commitments to each other through ceremony and fun! Meetings can last from 45 to 90 minutes depending on your group's personality and interest. Whatever is chosen should be respected so people can continue on to other commitments after the designated end time.

**Opening Ceremony** (*Can be found in your Y-Guides Book*)

**Pledge of Allegiance** (*Have a flag handy*)

**Y-Guide Slogans** (*Kids can Guess or recite; Pals Forever – Friends Always*)

**Roll Call** (*First Names and Indian Names*)

**Nation & Tribal Information** (*Keep this brief – Hand Outs, Date Reminders, etc.*)

**Wampum** (*Child exchanges \$\$ for beads. Gives report of deed/chore earning wampum*)

**Scouting Reports** (*Kids give report of event/outing/trip/movie seen*) since last meeting)

**Craft** (*Does not need to be expensive - lots of good ideas on-line - keep it simple*)

**Snack** (*Keep it simple. It's a treat, not a meal*)

**Story** (*Good examples in Program Book, on-line, Fables, etc. Indian themes are good*)

**Ending Ceremony** (*Can be found in your Y-Guides Book*)

It is important to let this evolve to fit the personality of your group. However, it is equally important for both the kids and dads to have structure and ceremony at these meetings. The kids will know what to expect and will get more out of the time spent together. We have learned to try and conduct as little "business" as possible at these meetings. A 15-minute debate over next month's tribal outing will take its toll on the kids and defeat the goal of the meeting. Planning and debate should be accomplished via email or at a separate "Dads Only" meeting at The Greens (or Bulldogs, or . . .) Use this time to hand out material or flyers, give date reminders and reinforce the importance of attendance at Nation Events.

**GOOD LUCK AND HAVE FUN!**

# ***Nun-Pa-Wa-Pa Nation 2008-2009***

## ***Suggested Tribal Monthly Outing Format***

### **Monthly Tribal Outings**

Monthly Tribal Outings are not mandatory, but are used by most groups to reinforce the goals of the program, strengthen relationships and friendships and provide yet another forum for interaction with your child. The tribe's War Chief is responsible for the organization of these outings. If you have not appointed a War Chief, the Tribal Chief or Assistant Chief should handle this responsibility:

Typically, the Chief, Assistant Chief and War Chief (and others if desired) will get together in a "Dad's Only" meeting and put together a list of Tribal Outing and Dates. The War Chief can then put together all the necessary information for these outings and deliver it by email and at the Monthly Meeting.

### **War Chief (Chief/Assistant Chief)**

The purpose of this position is to organize tribal outings and disseminate thorough and timely information on the events. This information should include; highlights, dates, times and directions. These outings are typically monthly and may include fun outings, community service events or both.

Attendance at these outings is NOT the responsibility of the War Chief. Try to steer clear of RSVPs and Pre-Paid events. A successful War Chief will simply gather good compelling information, distribute it early with lots of detail and send a reminder or two by email.

Remember, ***"If you build it, they will come!"***

The list of possible Outings is endless, but examples include:

Placerita Canyon	Metrolink to Olivera Street	Museums
Mountasia	Chuck E. Cheese	Vasquez Rocks
LA Zoo	Clothing, Food or Eyeglass Drives	City Clean-up Efforts
Fire or Police Station	Ice Station	Towsely Canyon
Mt. Pinos Snow Day	Boating	Fishing
Pinewood Derby Prep	Ventura Harbor	Beach
Haunted House	Visit to Santa	Horseback Ride
Charity Food Basket	Devil's Punchbowl	Pumpkin Patch

***GOOD LUCK AND HAVE FUN!***