

## Nation Chief Campout Planning Guide (Prior to Campout)

- At least 5 to 6 weeks prior to campout, get final list of tribes attending campout from Head Guide/Princess Nation Chief.
- Compile Tribal Chiefs names and e-mail addresses from Nation Chief/Tribal Chief contact list
- Create e-mail distribution list with all Chief and Nation Chiefs attending campout
- Send an e-mail introducing yourself as Nation Chief in charge of planning campout. In your e-mail, attach the Campout Attendance Form and ask Chiefs to fill this out and bring to Longhouse meeting along with a check made out to Prairie Trail Federation.
- Meet with all Tribal Chiefs at Longhouse and collect Camp Attendance Form and Checks. If a Chief does not show at Longhouse meeting, follow up with them immediately and ask them to drop off the attendance form and check at your house. Note: No tribe is guaranteed beds at the campout without paying before the campout.
- At the Longhouse meeting ask for volunteers or assign the Chiefs with their campout duties. Communicate those final duties to all Chiefs prior to campout weekend so they are prepared to do their part.
  - Assign at least four or five tribes to bring a tribal game
  - Assign a tribe to each of the following:
    - Tribal Cheer Judging
    - Tribal Property Judging
    - Church Service – Collection of Money for Special Olympics
    - Canoe Race (Fall/Spring), Sled Race (Winter)
    - Black Cloud Story and monitoring game on weekend and Sunday morning
    - Face Painting for Ceremony (Fall/Spring)
    - Any other activities that you have as part of your weekend
- At the Longhouse meeting or prior to campout weekend, ask for volunteers or assign Dads to the Induction (Fall) & Passage (Spring) Ceremonies (Ceremony scripts found on website). Fill all spots listed on the script for the ceremony and then prior to the campout weekend, e-mail the script to all Dads that have been assigned a part, so that they and their child are prepared before the actual Ceremony.
- At least one week prior to campout, contact the Firestarter Tribe to confirm they will be picking up all items needed for the ceremony (Fall/Spring Only)
- At least two/three weeks prior to your campout, call your Camp Director contact listed on the contract and introduce yourself as the main contact for the campout. Have them send you all the camp activities along with the specified times, so that you can use this info to create the Campout Agendas to be distributed at the registration table. These agendas are important for all Dads to be aware of the planning of all activities, meals, ceremonies, etc.
- Provide the following items to your Camp Director prior to the campout per their requested timeframes (at least one week prior) via e-mail and re-confirm via phone contact.
  - Final attendance numbers – Suggested to report 10% lower to camp to allow for drops
  - Menu selections – Note: Make Director aware that usually only 60-70% show for lunch
  - Cabin assignments – Usually can be provided to the camp the week of the campout
- At least one week prior to campout order firewood from the contacts provided on the firewood supplier lists for each campsite.
- At least one week prior to your campout date, send via e-mail to Deb Strus your Campout Box Request Form (Form to be found on [www.yigp.org](http://www.yigp.org) website). Make sure all sections of this form are filled in completely and after you pick up the campout box from the Greater LaGrange YMCA, please go through it to make sure everything you requested is in the box prior to leaving for the campout. Note: For the Fall and Spring campouts, make sure you have the Ceremony Headdresses, Corn for Ceremony, Face Paint, Induction Patches and Federation Patches (Fall) and Passage Pins (Spring)
- Develop and print out Campout Agenda Sheets to re-communicate all tribe responsibilities for the weekend and e-mail to all Chiefs before the campout. You should have enough printouts to bring to the campout for every Dad attending. Program Administrator can print out if you get the document to them one week prior to campout. (Sample agendas can be found on the website)
- During your pre-planning process, you need to make all Chiefs aware that if they have any changes (up/down) to their tribe attendance numbers they provided you, they need to keep you updated prior to the campout. This is very important in making accurate cabin assignments and to make sure we are meeting minimums and not exceeding maximums.

## **Nation Chief Campout Planning Guide (At Campout)**

- **When you arrive at Camp, seek out the Camp Director and introduce yourself as the Nation Chief in charge for the weekend**
- **Put out Tribe Sign-In Sheets on a large desk in the Lodge so that when people arrive they can sign in for the weekend. Note: I would recommend you always use our Federation Sign-In Sheets because these need to be handed back in to the Head Wampum Bearer for reconciliation of attendance and payment per tribe. The camp may have their own sheets but I would advise them that you were instructed to use our sheets for sign-in. These sheets are also very important for us to see who attended the campout and who has not registered yet**
- **Put Campout Agendas on Registration Table so all Dads know the schedule and times for all the weekend activities, meals, ceremonies, etc.**
- **Confirm delivery of firewood for all tribes**
- **At lunch on Saturday, make announcement of afternoon scheduled activities and make sure the tribe in charge of Black Cloud reads/tells the story of Black Cloud before everyone leaves the Lodge after lunch. Give Black Cloud to a tribe to start the game. Please remind everyone that Black Cloud rests at dinner and will start up again on Sunday morning.**
- **At dinner on Saturday, you should have all the campers up to the camp by then. I would make an announcement for all Dads if they haven't registered yet to please sign the Registration Sheets before dinner ends. This will make it easier for tallying final numbers at the Chiefs' Meeting on Saturday Night. Also, since you have the majority of the Dads in the room at dinner, it would be a great time to go over the upcoming Federation Events Schedule. You should also seek out before dinner ends, the Tribal Chiefs in charge of Tribal Property and Tribal Cheers and distribute the judging sheets to them, so they can distribute them to the rest of the Chiefs for judging. The Tribal Chiefs in charge of the Tribal Property and Tribal Cheers are responsible for collecting all the judging sheets and determining the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Place Winners. They should then fill out the ribbons for the winners of each place for Tribal Property and Tribal Cheer and be ready to announce the winners on Sunday morning.**
- **It is strongly recommended to have the tribal cheer after dinner before all the tribes leave the lodge. It is your call on how you want to handle that, but I find it easier since everyone is in the Lodge at that time, there are no weather issues, safety concerns with tribes doing cheers at the campfire or darkness issues with people reading cheers in the dark or with flashlights**
- **If you are having a Ceremony Fall/Spring, I would make an announcement for all New Dads and Sons/Daughters to make sure they get their faces painted for the Ceremony before they leave the lodge after dinner. The Face Painting Tribe should be prepared to do their part directly after dinner ends. (Nation Chief should bring extra face paint just in case)**
- **You should also announce the time you want all Tribes to be ready for the procession down to the Council Fire. A brief meeting at dinner with all the Ceremony Members to run through how the Ceremony is going to be handled is strongly recommended. That way everyone is on the same page and the Torch Bearers/Tom Tom Beater will understand the proper route to lead the procession of all the tribes down to the Council Fire.**
- **At the Fall Induction Ceremony, make sure Induction Patches are handed out to new kids only. New Dads and Children also each get one of the YIGP Federation Patches. At the Spring Passage Ceremony, make sure all Passage Pins are handed out to Kids only. (Nation Chief to get a count of graduating Guides/Princesses prior to the campout – recommended to add about 15 extra pins on top of the count you received from the Chiefs to allow for any miscounts of kids making passage - better to have more than not enough).**
- **Don't forget to bring the corn down to the Ceremony (Nation Chief in charge to bring corn to campout)**
- **After the Ceremony has ended, remind all the Chiefs of the time you want them back in the Lodge for the Chiefs Meeting**

## **Nation Chief Campout Planning Guide (At Campout)**

- **At the Chiefs Meeting the following should be done**
  - Reconcile final numbers from Sign-In Sheets – All attendees must be signed in
  - Please make sure all Tribe payments reflect final numbers – Collect new checks if needed
  - Distribute Campout Patches
  - Pass out Arrowheads for Chiefs to distribute to kids on Sunday morning after going through the 6 Aims during or after breakfast
  - All tribes that were in charge of a game should fill out 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Place ribbons for all grade levels (K - 5<sup>th</sup>). The ribbons should be given to the Chiefs of the Tribe of who's members won the ribbon
  - Participation ribbons should also be handed out for each child in attendance. The Dads should fill out these Participation ribbons for their child(ren)
  - Make sure ribbons have been filled out for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> Place in Tribal Property, Tribal Cheer, Canoe Race (Fall/Spring), Sled Race (Winter) and any other activities you had scheduled during your campout
  - At the Spring Campouts, all Chiefs must fill out Tribal Chief Transition Form and if anyone is interested in becoming a Nation Chief, the Nation Chief Form must be completed as well
- **Early Sunday Morning, please make sure the Tribe who is responsible for Black Cloud is prepared to ring the bell at 7:30 am and also have another Dad following Black Cloud to determine which tribe had Black Cloud when the bell rang so there are no discrepancies. Another suggestion may be for the Nation Chief to bring an airhorn to camp, so they personally can follow Black Cloud on Sunday morning and blast off the horn at 7:30 am. After the bell or airhorn has sounded, immediately determine which tribe had Black Cloud, so the Dads can be prepared to sing at breakfast.**
- **On Sunday Morning it is important to make sure whoever is assigned to the Church Service is prepared to go through a Devotional Service (found on website) and also take up a Collection for the Special Olympics. I would recommend that you have this Service after most people have arrived for breakfast. If you have it too early, you will be missing many people who show up late for breakfast**
- **Just before breakfast has ended and everyone is still in the Lodge, you and/or the other Chiefs need to announce the winners of the Tribal Property, Tribal Cheer, Canoe Race (Fall/Spring), Sled Race(Winter) and any other formal activities you scheduled that had 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Place Winners. The winners should be announced and they should come up to receive their Tribal Ribbons in front of everyone. The individual winners of the tribal games should be handled in your own tribe meeting after breakfast or in a tribal meeting and not during the formal distribution of the other winners at the campout**
- **Just after the announcements above and before breakfast has ended, the Dads of the Tribe that had Black Cloud must be called up to receive their ribbon but importantly they must SING A SONG TOGETHER IN FRONT OF THE WHOLE GROUP. Some Dads may be reluctant to do this but you must insist they come up and be a good sport and sing their song. It is all in fun and the more fun the Dads have, the more fun the kids will have with it as well**
- **After breakfast you can thank everyone for their contribution in making the weekend a success and also thank the camp staff with a round of applause from all the tribes. You can also make an announcement of the activities that will go on after breakfast and remind everyone to please clean their cabins and follow the camp rules on disbursing their ashes from their tribal campfires before leaving the camp.**
- **Just after breakfast, you will want to get together with the Camp Director to over your final number of campers for Friday and Saturday.**
- **Don't forget to bring home the Campout Box along with all the other items you brought up to the camp, including Black Cloud.**
- **When you return from the campout, please make sure your return your campout box to the Greater LaGrange YMCA within one or two days because they may need it for other campouts.**
- **Soon after getting back from the campout, you should fill out all the campout reconciliation/budget sheets and return with all tribal checks and Special Olympics collections to the Head Wampum Bearer. Also, if any new Registration Forms were filled out at the campout, these are to be returned with the campout reconciliation package, so they can get distributed to the YMCA for registration.**
- **Your job of running a campout is now complete – Congratulations & How How !!**