



## Ginew/Golden Eagle Policies, Procedures & Permissions



### **Behavior Expectations for Participants**

#### *Show Appropriate Behavior*

Participants listen to the Ginew/Golden Eagle Program staff and one another. We do not tease, use profanity or become physically aggressive. We walk in the hallways at the Center and stay with the Ginew/Golden Eagle group.

#### *Respect Property*

Participants care for the property in the Center, the Ginew/Golden Eagle vehicles and other designated areas/sites as if the property were our own. We are held accountable for any misuse or misbehavior regarding property.

#### *Practice Safety*

Participants practice safety such as wearing our seat belts while in the Ginew/Golden Eagle vehicles. We follow all safety guidelines set by the Ginew/Golden Eagle Program staff.

#### *Leave Personal Items at Home*

Participants do not bring unnecessary personal belongings, especially since the Ginew/Golden Eagle Program staff cannot guarantee the security of such belongings. We do not bring outside food because food is provided by the program. If we are aged 10 and under, we do not have our cell phones out while in group. If we are aged 11 and above, we may use our cell phones during specified free times.

#### *Positively Represent the Ginew/Golden Eagle Program*

Participants remember that our attitudes and behaviors reflect and represent the Ginew/Golden Eagle Program, which is why we strive to maintain a positive attitude and show appropriate behavior. In addition, we remember that our attitudes and behaviors also reflect and represent the Minneapolis American Indian Center and the American Indian community.

**\*I HAVE READ AND UNDERSTAND THE BEHAVIOR EXPECTATIONS OF THE GINEW/GOLDEN EAGLE PROGRAM.**

(Applicant) Please sign your full name:

(Parent/Guardian) Please sign your full name:



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### Transportation Policies & Procedures

Transportation is a service provided by the Ginew/Golden Eagle Program. Participants are eligible for transportation to and from the program if they live or attend school within the program's transportation boundaries (i.e. South Minneapolis).

#### *Daily Phone Call*

On the day of a scheduled activity, the Ginew/Golden Eagle Program staff will contact the participant's parent/guardian to confirm his/her/their attendance and transportation need. (In the case that a parent/guardian does not receive a call from the Ginew/Golden Eagle Program staff, please call the program office at 612-879-1708 or the program cell phone at 612-308-6314 to confirm attendance and transportation for the participant.) If a participant's scheduled attendance and/or transportation need changes, a parent/guardian must notify staff at least one hour before the scheduled pickup time. If the staff does not receive confirmation for transportation, the participant will not be on the afternoon pickup list. In this case, a parent/guardian is still welcome to drop off the participant and check him/her/them in with staff; furthermore, the participant may be added to our night drop off list.

#### *Parent/Guardian Afternoon Drop Off*

The Ginew/Golden Eagle Program staff is not able to supervise participants in the Center prior to 5:00 p.m. If a parent/guardian intends to drop off the participant before this time, please stay with him/her/them until staff arrives. If a parent/guardian will be late to drop off the participant, please call the program cell phone at 612-308-6314.

#### *Parent/Guardian Night Pickup*

A parent/guardian must pickup the participant ten minutes prior to when the Ginew/Golden Eagle Program drivers leave for night drop offs. Any participant who is not picked by a parent/guardian at this time will need to go with the Ginew/Golden Eagle Program drivers along the night drop off route; in this event, the drivers will attempt to contact the parent/guardian before leaving the Center. Additionally, a parent/guardian must be at home when the participant is scheduled to be dropped off from program activities. If a parent/guardian is not at home at the scheduled time, the participant will be suspended from the Ginew/Golden Eagle Program until a parent/guardian contacts staff for a conference. If the participant resumes his/her/their participation after said conference but the parent/guardian still fails to be at home at the scheduled time, the participant will be suspended from the program indefinitely.

#### *Night Drop Off: When a Parent/Guardian Is Not at Home*

The Ginew/Golden Eagle Program driver will leave a note on the parent/guardian's door to explain the present situation, and the participant will stay in our vehicle until the end of the drop off route. If the driver is not able to reach the parent/guardian at this time, the driver will contact both emergency contacts and the participant will be dropped off at one of their homes. If the driver is not able to reach the parent/guardian OR either of the emergency contacts, the participant will be taken to St. Joseph's Home for Children at 1120 E. 47th St. in Minneapolis.

\*I HAVE READ AND UNDERSTAND THE TRANSPORTATION POLICIES AND PROCEDURES OF THE GINEW/GOLDEN EAGLE PROGRAM.

(Applicant) Please sign your full name:

(Parent/Guardian) Please sign your full name:



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### Medical Emergencies

I give permission for the Ginew/Golden Eagle Program staff to obtain medical care for the applicant in the event of an injury or a medical emergency. I understand that the Ginew/Golden Eagle Program staff will not disburse medications (including aspirin) to the participant without a parent/guardian's written or verbal consent.

(Parent/Guardian) Please sign your full name:

### Photo Release

I give permission for the Ginew/Golden Eagle Program staff to take photos of the applicant engaged in program activities, which may be used in displays, newsletters, social media updates and other promotional materials. I understand that the photos are solely used for the program and are not altered in any way.

(Parent/Guardian) Please sign your full name:

### Program Survey

The Ginew/Golden Eagle Program staff is committed to growing and refining our program. Through continuous learning and research, we aim to better understand how our curricular approaches are working to empower American Indian youth to make healthy choices. The information we gather through surveying Ginew/Golden Eagle participants not only helps us to improve our program, it also helps us to secure the funding for it.

While Ginew/Golden Eagle participants attend their weekly program at the Minneapolis American Indian Center, they complete the survey. These surveys are confidential and anonymous, which means that the information is not shared with any outside source and the participants' names are not associated with any answers. It is optional for Ginew/Golden Eagle participants to complete this survey.

(Parent/Guardian) I give permission for the participant to complete the Ginew/Golden Eagle Program survey. \*Please circle one.

Yes

No

Maybe

(If you have questions, call Julie Green, the Ginew/Golden Eagle Program Director, at 612-879-1765.)

### Participation

I give permission for the applicant to participate in the Ginew/Golden Eagle Program at the Minneapolis American Indian Center. I understand that in doing so I am granting permission for the staff to engage him/her/them in all scheduled activities, including transportation off-site for field trips and other activities.

(Parent/Guardian) Please sign your full name:



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### **Designated Driver/Receiver**

A parent/guardian may designate another trusted adult to pickup or receive a participant when the Ginew/Golden Eagle program activities end for the night. A parent/guardian's signed approval indicates that the trusted adult, who is not listed as an emergency contact, has agreed to this designation. Please note that no person, regardless of his/her/their relationship to the participant, may pickup or receive the participant without the parent/guardian's signed approval.

Designated Driver/Receiver Name & Relationship to Applicant:

(Parent/Guardian) Please sign your full name: