



SHINGLE SPRINGS BAND OF MIWOK INDIANS

Shingle Springs Rancheria, (Verona) Tract, California
5281 Honpie Road, Placerville CA 95667
P.O. Box 1340, Shingle Springs CA 95682
(530) 676-8010 Office; (530) 676-8033 Fax

RESOLUTION 2015-74

SUBJECT: APPROVAL OF THE YOUTH EDUCATION DEPARTMENT POLICIES AND PROCEDURES MANUAL

WHEREAS, the Shingle Springs Band of Miwok Indians (the “Tribe”) is a federally recognized Indian tribe eligible for the special programs and services provided by the United States to Indians because of their status as Indians and is recognized as possessing powers of self-government; and

WHEREAS, the Shingle Springs Tribal Council is the duly-elected governing body of the Tribe and is authorized to act on behalf of the Tribe; and

WHEREAS, the Tribal Council has created a department to work with youth specifically to further their education; and

WHEREAS, the Tribal Council directed Tribal Administration to create the “Youth Education Department Policy and Procedure Manual” which contains procedures to serve as guidelines for the delivery of programs and services to all Tribal Youth; and

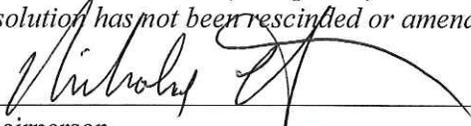
WHEREAS, the Tribal Council has reviewed the amended “Youth Education Department Policy and Procedure Manual” a copy of which is attached, and has found it to be consistent with the Tribe’s goals for the Tribal Youth; and

NOW THEREFORE, BE IT RESOLVED that the Tribal Council hereby approves the attached “Youth Education Department Policy and Procedure Manual” and authorizes the Chairman or his designee to execute any and all documents and agreements necessary as may be required to give effect to the transactions, herein contemplated, and to take such other actions as may hereby be necessary and appropriate to carry out the obligations there under; and

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately.

CERTIFICATION

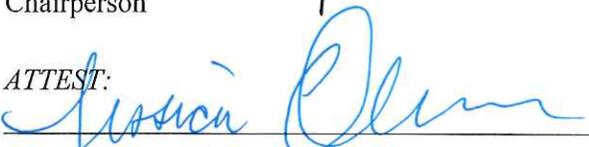
As a duly-elected official of the Shingle Springs Band of Miwok Indians, I do hereby certify that, at a meeting duly called, noticed, and convened on the 19 day of November, 2015 at which time a quorum of 7 was present, this resolution was duly adopted by a vote of 7 FOR, 0 AGAINST, 0 ABSTAINED, and said resolution has not been rescinded or amended in any form.



Chairperson

11/19/2015

Date

ATTEST:


Secretary

11/19/2015

Date



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YOUTH EDUCATION DEPARTMENT POLICIES AND PROCEDURES MANUAL

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SECTION I
DEFINITIONS

“Adult” shall mean person who is 18 years of age or older.

“Child” or “Children” shall mean person who is 17 years of age or younger.

“Department” shall mean the Youth Education Department.

“Known” shall mean awareness by the community or members of the community of an incident or circumstance.

“Manual” shall mean this Youth Education Department Policies and Procedures Manual.

“Participant” shall mean a Child who is actually participating in Youth Education Programs.

“Program” shall mean all offerings, events or services made by the Youth Education Department to the Tribal community.

“Intern” shall mean a Child who participates in the Tribal Internship Program.

“Pervert” shall mean any person who is known to have committed, or has tried to commit, a sexual act including, but not limited to, prostitution, pimping, molestation, sexual assault, rape, statutory rape, aiding and abetting rape, bestiality, sexual abuse, sexual battery, incest, human trafficking, groping, fondling, lewd acts, enticing a minor, exploitation of a minor, against any person or animal whether the individual was convicted or not convicted of their crime.

“Referral Services” shall mean those services in which a Participant is referred to resources outside of the Tribe.

“Student” shall mean a person who is attending preschool through 12th grade at a regular high school.

“Tribal Member” shall mean a single individual who is an enrolled member of the Shingle Springs Band of Miwok Indians.

“Tribal Membership” shall mean all individuals who are enrolled members of the Shingle Springs Band of Miwok Indians collectively.

“Youth” shall mean person who is aged 0 through high school.

SECTION II
DEPARTMENT OVERVIEW

(A) PURPOSE.

The Shingle Springs Band of Miwok Indians created the Youth Education Department for the purpose of providing resources to supplement the education that Tribal Members birth through twelfth grade receives. The Youth Education Department accomplishes this by operating Programs which support learning. Programs available may change from time to time as Tribal Member needs and availability of resources change. This Youth Education Department Policies and Procedures Manual describe Services.

(B) ELIGIBILITY.

All Services are for Tribal Members. Some Services may from time to time be open to additional individuals, such as sibling children, family members or the greater community. The Youth Education Department reserves the authority to limit participation in any particular Program to Tribal members only.

(C) DEPARTMENT STAFF.

The Youth Education Department staff shall include the Youth Education Manager, the Lead Youth Activity Leader, the Lead Tutor and may or may not include additional Youth Activity Leaders and Tutors. Additionally, the Youth Education Department may at times utilize Interns or contractors and will also coordinate with many other staff in the course of facilitating Programs.

(D) BUDGET.

The Youth Education Department budget is approved annually by the Tribal Council. Modifications to the approved budget may only be approved by the Tribal Council.

(E) FORMS.

Forms or other documents needed to fully implement Programs may be created and revised at the direction of the Tribal Administrator, or his or her designee, as necessary to fully implement Programs without need for amendment to this Manual.

(F) FRAUD.

Any individual found to be using false or misleading statements, omitting or misrepresenting facts or altering or forging documents to obtain eligibility, assistance or benefits will be immediately disqualified from attendance in Programs in the future.

(G) CONFIDENTIALITY.

Maintaining confidentiality is a requirement of being a Youth Education Department staff member. All staff receives confidentiality training and signs a confidentiality statement upon hire.

(H) APPROPRIATE BOUNDARIES.

In the course of serving the community and the individuals in it, the Youth Education Department staff at all times must maintain appropriate boundaries and abide by certain ethics. These include, but are not limited to, following all applicable law, obeying all direct orders of the Tribal Council and maintaining a strictly professional relationship with Children.

(I) SUSPECTED ABUSE.

Youth Education Department staff members and contractors are mandated reporters required to report actual or suspected Child abuse, abuse of persons with special needs, elder abuse, animal abuse, financial abuse, domestic violence, threats of self-harm and threats of harm to others to the proper authorities.

(J) SOVEREIGN IMMUNITY.

Nothing contained within this Manual shall be construed as a waiver of the sovereign immunity of the Tribe.

(K) AMENDMENTS.

This Manual, or any section herein, may be amended by a majority vote of the Tribal Council.

(L) SEVERABILITY.

If any provision, clause, sentence or paragraph of this Manual is held to be invalid, the invalid portions shall not affect the remaining portions which shall remain in full force and effect.

SECTION III
BACKGROUND STANDARDS FOR STAFF, VISITORS, CHAPERONES,
VOLUNTEERS, CONTRACTORS AND INTERNS.

(A) BACKGROUND STANDARDS.

The following standards will determine who is suitable to be around children:

1. Child Abuse.

Individuals must have never been convicted of a crime, whether misdemeanor or felony, that constitutes child abuse. This includes, but is not limited to, physical, mental, verbal or financial abuse, neglect or endangerment.

2. Domestic Violence/Intimate Partner Violence.

Individuals must have never been convicted of a crime, whether misdemeanor or felony, which constitutes domestic violence and/or intimate partner violence.

3. Sexual Assault.

Individuals must have never been convicted, or be known to have committed a crime, whether misdemeanor or felony, to any person of a sexual nature. This includes, but is not limited to, molestation, lewd acts, rape, prostitution or other sexual assault.

4. Alcohol and/or Other Drug Offenses.

Individuals must have not in the last 7 years been convicted of a crime, whether misdemeanor or felony, for illegal cultivation, sale or distribution of alcohol or another substance.

5. Known Abusers/Perverts.

All individuals of any age, including other children, who are known to be an abuser or a Pervert are not suitable to be around children whether or not they have been convicted of a crime. The Tribe places a high priority of ensuring that children are not abused and encourages members of the community to notify Tribal Administration if an incident has occurred which is a cause for concern. Community members are to be assured that their identity is anonymous while notifying the Tribe about known abusers/Perverts.

(B) APPLICABILITY.

Background checks are required for the following individuals who have direct access to Children:

1. Staff.

Includes any employee who works in the Education Center.

2. Visitors.

Include any adult who wishes to visit the Education Center including, but not limited to, employees working in other departments of the Tribe, parents and/or guardians of children and other family members of the children.

3. **Chaperones.**
Includes any adult who may supervise a child during a trip or event.
4. **Volunteers.**
Includes any adult who may, without compensation, help out Youth Education Department staff during any event, trip, or during normal business hours at the Education Center.
5. **Contractors.**
Includes those adults who are hired to complete a specific job for a specific period of time. All contractors who work in the Youth Education Center directly with the children must submit to a background check.
6. **Interns.**
Although many interns do not have criminal records because they are minors, any known abusive or perverted behavior will preclude them from interning in the Youth Education Center.

(C) PROCESS.

The staff, visitor, chaperone, volunteer, contractor or intern will go to an approved vendor to be background checked and fingerprinted. It is recommended to get the background check and fingerprinting completed thirty (30) days prior to any event or as soon as possible once the individual is aware as those who have not received clearance cannot be around the youth or attend youth events or trips.

(D) FREQUENCY.

Background checks and fingerprinting must be completed once every three (3) years unless it is known that an incident occurred that will cause the individual not to meet the backgrounds standards in which case a new background check must be completed immediately.

SECTION IV
EDUCATIONAL ASSESSMENTS

(A) PURPOSE.

The purpose of the needs assessment is to determine the Child's current and future needs. The initial needs assessment will focus on educational needs primarily but will also screen for other needs including, but not limited to physical, emotional, mental health and special needs. Once needs are determined special emphasis can be placed on particular educational areas for children individually and the group as a whole if patterns exist.

(B) FREQUENCY AND METHOD.

Needs assessments shall be completed yearly by the Shingle Springs Tribal TANF Program Assessment Coordinator as a TANF prevention activity. The Assessment Coordinator will create the assessment and will provide recommendations to the Youth Education Department staff on how to modify Programs for individual youth and the group as a whole to help the Youth progress educationally.

(C) SCREENING FOR EDUCATIONAL BARRIERS.

Educational barriers can come in many forms. Every situation is complex, and lack of access to education may be the result of a combination of multiple barriers. In such cases, problems can be addressed only through a combination of strategies that recognize the complexity of barriers. Some of the most common barriers which the Youth Education Department will screen for include, but are not limited to, the following:

1. **Poverty.**
Does the child have adequate food, shelter and clothing?
2. **Location.**
Are there issues of attending school because of distance, terrain, transportation or the safety of the neighborhood?
3. **Family Conflict.**
Does the family have a history of domestic violence, drug abuse or separation?
4. **Infrastructure.**
Does the child's school have appropriate resources and access to a variety of learning methods?
5. **Quality.**
Is the child's school ranked highly, is there a low student to teacher ratio, is it feasible for the family to transfer their child to private school?
6. **Cost.**
Are tuition costs, class fees or the costs of extracurricular activities more than the family can afford?

7. **Security.**

Does the child feel safe or are they being harassed, discriminated against, or having conflicts with other students or their teachers?

8. **Engagement.**

Does the child have friends at school and activities and classes that they like?

9. **Health.**

Does the child visit a medical doctor and a dentist at regular intervals? Does the child see a therapist or engage in any type of family or group therapy? Does the child have any pertinent health history like major injuries or ongoing conditions to be aware of? Has the child had speech, hearing or vision screens recently? Does the child have special needs? Does the child have allergies?

10. **Attendance.**

Is the child frequently absent or late to school? Does the child choose to ditch class? Is the child involved in court due to truancy?

11. **Learning Style.**

Is the child a visual, audio or kinesthetic learner?

12. **Behavior.**

Does the child have any behavioral issues or behavioral conditions?

(D) PLAN.

Once the student is assessed the Assessment Coordinator and Youth Education Department will create a plan for one (1) year for the student and family.

SECTION V
AFTER SCHOOL PROGRAM

(A) PURPOSE.

The purpose of the after school program is to expand on what children learn in school by offering activities which promote learning in a fun way.

(B) ELIGIBILITY.

Those eligible to attend the After School Program are Tribal Member Youth through high school and their siblings living in their home. Youth who are not fully potty trained may attend as well so long as their parents and/or guardians are present at all times. The After School Program is not a daycare; the staff will not be changing diapers.

(C) ACTIVITIES.

Activities at the After School Program include, but are not limited to, the following:

1. Art
2. Crafts
3. Math
4. Science
5. Swimming
6. Exercise
7. Self Defense
8. Nature
9. Cooking
10. Dance

(D) COLLABORATION.

The After School Program will work with other departments to create exciting educational opportunities for Youth. The After School Program may also work with outside organizations and contractors to bring different educational activities to the program.

(E) LIBRARY.

The Youth Education Department manages the Tribe's Library and is responsible for finding grant funding to improve offerings.

(F) HOURS OF OPERATION.

The hours of operation will generally be 12-6PM Monday through Friday however changes in the schedule for special events and holidays will be posted in and around the Education Center.

SECTION VI
TUTORING

(A) PURPOSE.

The purpose of tutoring is to establish a positive learning experience by improving the Child's understanding of school subjects with individualized tutor sessions. This will help the Child be more successful in school.

(B) METHOD.

The Youth Education center will hold tutoring appointments after school between 12:00PM and 5:00PM Monday through Friday. Students and parents will fill out the necessary forms needed to create a tutoring plan.

(C) SUPPORT.

The Tutoring Program is supported by the Afterschool Program which will assist with tutoring and homework. Maintaining communication with parents is key to successful tutoring.

(D) HOMEWORK.

The Tutoring Program helps children with homework however it remains the parent or guardian's responsibility to ensure that homework is complete and is turned in.

(E) WORKING WITH THE SCHOOLS.

With parent or guardian permission the Tutoring Program will work with the Child's teachers and school to provide tutoring which is most helpful.

SECTION VII
REQUIRED FORMAL NOTIFICATION PROCESS FOR ALL EVENTS

(A) PURPOSE.

The purpose of required notification is to include all Tribal Member Youth in Programs offered by the Youth Education Program regardless of location or family.

(B) FORMAL NOTIFICATION.

All Tribal Members are entitled to be notified about all events at least thirty (30) days in advance of those events occurring by mail. There are no exceptions and no events will be allowed to occur without notice to the entire Tribal Membership by mail.

(C) INSUFFICIENT NOTIFICATION.

The following forms of notification are insufficient as they are non-inclusive:

1. Word of mouth
2. Social media posts (Facebook, Instagram, etc.)
3. Signs or posters
4. Emails not sent to every single Tribal Member
5. Text messages not sent to every single Tribal member
6. Phone calls not made to every single Tribal Member

(D) EVENTS.

Events which require notification include, but are not limited to, the following:

1. Presentations (by the Tribe's staff or outside contractors)
2. Family nights and other open house type events
3. Field trips (nature walks, colleges, powwows, libraries, etc.)
4. Dance (Traditional, Hula, etc.)
5. Exercise (MMA, Weekly Classes, etc.)
6. Any and all other special events

SECTION VIII
FIELD TRIPS

(A) PURPOSE.

The purpose of having a field trip is to either teach Youth something new in the field or reward the Youth for an accomplishment. For these circumstances there are two (2) types of field trips: Educational Field Trips and Incentive Field Trips.

(B) EDUCATIONAL FIELD TRIPS.

Educational Field Trips are held to teach or expose Youth to new information. All Tribal Youth are invited to go on Educational Field Trips at least thirty (30) days before they occur. Educational Field Trips will have a structured agenda which will include only educational stops on the trip.

(C) INCENTIVE FIELD TRIPS.

Incentive field trips are a reward for achieving a learning goal. In the formal trip announcement there will be a list of objectives that must be completed prior to qualifying for the incentive field trip. As not all children live on or near the Shingle Springs Rancheria, accommodations can be made by contacting the Youth Education Department to find out how objectives can be met in other areas.

(D) CHAPERONES.

Chaperones must be immediate family of the youth attending or Tribal employees. All chaperones must have an up to date background check completed within three (3) years.

The following chaperone to child ratios will be observed:

- 1 chaperone per every 1 child aged less than 5 years old
- 1 chaperone per every 2 children aged 6-9 years old
- 1 chaperone per every 3 children aged 10-17 years old

For instance, if there are children of the following ages 0, 1, 1,5, 5, 5, 5, 6, 7, 7, 11, 14,15, 16, 16, 16,17, 17, 17 there should be 9.5 chaperones. Round up to the nearest whole person. Extra chaperones are not required.

(E) PER DIEM.

Per Diem is calculated based on the federal rate for the area as listed on the General Service Administration's website. Per Diem will be calculated at 75% for the first and last day of travel and at 100% for all full days in between. This is consistent with how most governmental agencies facilitate travel and is not excessive. Cashing per diem and not attending the field trip is not allowed and funds must be paid back to the Tribe on the next business day following the absence from the field trip or collection procedures will commence immediately.

(F) BEHAVIOR.

During a Youth Trip certain behaviors must be avoided by Youth and chaperones alike during the whole duration of the trip as the focus is on the children and adults must model good behavior. Behaviors, including but not limited to, drinking alcohol, using drugs, physical fighting, stealing and breaking laws in general will be prohibited on Youth Field Trips. Use common sense.

SECTION IX
YOUTH INTERNSHIP PROGRAM

(A) PURPOSE.

The Tribe created the Youth Internship Program to assist Tribal Member Youth in acquiring job skills through real experiences in many different work settings. Through participation, Youth Interns will learn which types of work best suits their skills and interests while developing a work ethic which will set them apart from other young people in the job market.

(B) ELIGIBILITY.

Youth Interns must be:

1. Enrolled members of the Shingle Springs Band of Miwok Indians; and
2. Youth through 12th grade who are attending regular school; and
3. Youth Interns must obtain and maintain a current a work permit from the educational institution which they attend; and
4. Have completed any community service hours that they owe to the Tribe prior to starting their internship; and
5. Youth Interns must not be specifically prohibited by the Tribal Council, Tribal Court, their probation terms, etc. from participating in the Youth Internship Program.

(C) POSITIONS AVAILIABLE.

Positions available will be based on the amount of work available. In this way Youth Interns will have plenty of work to do.

(D) APPLICATION PROCESS.

Applicants will follow the following process:

1. Apply for an internship position.
2. Interview for an internship position.
3. Obtain work permit within ten (10) business days.

(E) WORK PERMITS.

Obtaining and maintaining a current a work permit is required for Internship. In this way the young person's school performance, attendance and school behavior will be monitored by the school. If school performance is not satisfactory the school will notify the Tribe and the Youth Education Department Manager will immediately stop assigning work to the young person until the work permit is reapproved.

(F) PROGRAM MANAGER.

The Youth Internship Program Manager will be the Youth Education Department Manager who will perform tasks including, but not limited to, approving timesheets, submitting invoices for payment, placing interns and evaluating performance.

(G) IMMEDIATE SUPERVISOR.

The immediate supervisor will be the person who directly supervises the Youth Intern. Although the immediate supervisor does not necessarily have to be a supervisor or manager of other staff themselves, they must possess the qualities necessary to direct work. The immediate supervisor must not be a first degree relative (mother, father, sister, brother, daughter, or son) of the Youth Intern.

(H) TIMESHEETS AND PAYCHECKS.

1. Youth Intern pay periods will follow the same bi-weekly schedule as Tribal Employees.
2. Timesheets are due to the immediate supervisor the Monday immediately following the end of the two-week pay period by 5:00PM.
3. Timesheets are due to the Finance Department by the Wednesday immediately following the end of the two-week pay period by 12:00PM.
4. Paychecks will be ready by Friday at 5:00PM immediately following the end of the previous pay period for those who follow the above timesheet schedule.
5. Turning timesheets in late will result in being paid late.
6. Timesheets must contain the signature of the Youth Intern, the Immediate Supervisor and the Youth Education Manager.
7. Youth Interns must take a lunch prior to starting of the sixth hour of their shift which is at least thirty (30) minutes long.
8. Youth Interns will round their time to the nearest fifteen (15) minute increment. In example: 8:00, 8:15, 8:30, 8:45, etc.

(I) WORK ETHIC.

The main purpose of the Youth Internship Program is to teach a healthy work ethic. As such the following skills are taught by example by the supervisors, and rigidly enforced with the Youth Interns, because it will serve well to make these skills habits before entering the workforce as adults.

1. Timeliness.

Interns and their supervisors are expected to show up on time and work until the shift is over. Bad habits like showing up late and leaving early will cause job loss and other problems as adults and is an important habit to learn earlier rather than later.

2. **Advance Notice.**

Timely communication is key to any work relationship. If an Intern will be late or absent from work or scheduled meetings or activities it is best to communicate with a supervisor as early as possible. These actions show respect towards others.

3. **Respect.**

Interns are expected to be respectful in their verbal and non-verbal communication to their coworkers, work contacts and community members.

4. **Chain of Command.**

Parents, Family Members, Friends and Individual Tribal Members in positions of political power are not part of the chain of command. Failure to follow the chain of command not only puts these adults in an awkward position but also prevents Interns from learning the correct way to ask permission, voice a concern or gain an approval. Youth are impressionable and it is very important for adults to not help interns cut corners.

Follow the chain of command.

The Intern chain of command is as follows:

Tribal Council



Tribal
Administrator



Youth
Education
Manager



Supervisor



Intern

5. Responsibility.

Internship is practice for the real world. Just as an adult working for another company would not ask their mother or father to call in sick for them or ask their boss for time off, Interns must communicate with their supervisors directly.

6. Appropriate Behavior.

Appropriate behavior includes, but is not limited to, being polite to others, not swearing, using inside voices, not gossiping, etc. Use common sense.

7. Appropriate Dress.

Interns are expected to dress appropriately. Although the Tribe does not have strict rules on work clothing the best way to dress is to wear something similar to what the adults in the department are wearing.

(J) NEW INTERN SELECTION.

At least two (2) brand new Interns will be chosen every Internship Period unless there are less than two (2) brand new Youth wishing to Intern. The following will be used to prioritize brand new interns:

- | | | |
|----|--|-----------|
| 1. | Ability to answer questions during interview | 20 Points |
| 2. | Attitude during interview | 10 Points |
| 3. | Dress during interview | 10 Points |
| 4. | Resume | 10 Points |

(K) RETURNING INTERN SELECTION.

The following rubric will be used to select Interns from those who have had an internship previously (100 Points)

- | | | |
|----|---|-----------|
| 1. | Prior Performance (Taken from last internship evaluation) | 50 Points |
| 2. | Ability to answer questions during interview | 20 Points |
| 3. | Attitude during interview | 10 Points |
| 4. | Dress during interview | 10 Points |
| 5. | Resume | 10 Points |

(L) INTERNSHIP OFFER.

Upon selection a written offer will be made to the Applicant. The Applicant must accept or decline the offer within ten (10) business days or the offer will be made to a different person.

(M) HOURS PER WEEK.

Interns may work the maximum amount of hours as specified in their work permits but not to exceed 8 hours in one day or 40 hours in one week.

(N) INTERNSHIP PERIOD.

Internship periods are as follows:

1. **Spring:** January through the last day of school
2. **Summer:** First day of summer vacation through last day of summer vacation
3. **Fall:** First day of school through December

Depending on school district, school may open or closed at different times so there will be overlap in the Internship Periods. Internships may start according to the work permit. Shorter internships during spring, fall or winter break or weekend events may occur.

(O) EVALUATION OF PERFORMANCE.

At the end of an Internship Period each Intern will be evaluated for performance.

Performance will be evaluated on the following (50 Points:)

1. **Attendance (5 Points:)** Did the Intern always show up to work? If the Intern did not show up to work did they call in? If the Intern called in did they do it themselves or did their parents do it?
2. **Timeliness (5 Points:)** Was the Intern on time? Did the Intern stay until the end of their shift?
3. **Communication (5 Points:)** Did the Intern communicate well with their supervisors and coworkers? Did the Intern violate the chain of command? Did the Intern have positive or negative communications? Did the Intern do any public speaking?
4. **Professionalism (5 Points:)** Did the intern speak professionally? Did the Intern dress professionally?
5. **Attitude (5 Points:)** Did the Intern maintain a positive attitude? Did the Intern complain often? Was the Intern friendly to coworkers and the public?
6. **Quality of Work (5 Points:)** Was the intern efficient? Did the Intern have their own projects? Did they Intern's quality of work improve over the course of the Internship?
7. **Staying on Task (5 Points:)** Did the Intern work on their projects? Did the Intern play on their phone? Did the Intern meet deadlines? Did the Intern look for work to be done? Did the Intern spend their time visiting?
8. **Conflict Resolution (5 Points:)** Did the Intern run into any conflicts? How did the Intern resolve the conflict? Were there any deadlines which were difficult?
9. **Team Work (5 Points:)** Did the Intern work with the team? Did the Intern carry their own weight on the team? Did the Intern get along well with others on the team?
10. **Growth (5 Points:)** Did the Intern's skills improve? What did the Intern learn to do during this Internship period?

SECTION X
CERTIFICATION

As a duly-elected official of the Shingle Springs Band of Miwok Indians, I do hereby certify that, at a meeting duly called, noticed, and convened on the 19 day of November, 2015 at which time a quorum of 7 was present, this Manual was duly adopted by a vote of 7 FOR, 0 AGAINST, 0 ABSTAINED, and said Manual has not been rescinded or amended in any form.



Tribal Council Chairperson

11/19/2015

Date

ATTEST:



Tribal Council Secretary

11/19/2015

Date