

# Diné be' liná

## The Navajo Lifeway

### Spin Off Handbook

#### “How to Become a Spin Off Host”



## Welcome to Diné be'liiná (DBI)

Your role as a Spin-off Host is a crucial one. We are committed to everybody's success, because a successful event means a shared satisfaction that will benefit all. DBI is dedicated to providing you with the information, support and direction you need to fulfill your role, as Host.

## The “Big” Picture

### Mission

DBI is a Non-Profit Organization of local Weavers, Shepherds, Fiber enthusiasts, graphic artists, cultural professional and Elders in the Navajo Nation and surrounding areas, that is based in Shiprock New Mexico, and united in the philosophy of fostering a great learning community strengthens the mission of DBI . We strive for safety, tolerance, respect at our promoted events, and safe environment for local youths (15yr-30yr old), adults and elders to express the “Navajo Lifeway”. All events are Drug and alcohol free as to comply with local and national and state laws.

### Vision

DBI wants to promote a sustainable livelihood through the Navajo Way of Life. Traditionally, this has been sheep, wool, and weaving and whatever comes from that in the Four Corners and the greater Navajo Nation, by performing at a superior level, maintaining sound standards and returning a fair experience to all talent, volunteers and participants.

### Values

- We are dedicated to meeting the educational needs of our patrons.
- We treat Talent, partners, members, volunteers, and colleagues with respect and passion.
- We partner with other promoters, talent and civil organization to provide the best possible events
- Peer run and Peer designed
- We work to foster a fulfilling and challenging events for all.
- We continually seek to improve on our events and experience of our patrons
- We act with responsibility and with accountability in the communities we serve.
- We follow all Civil authorities and laws of the United States, State and reservation level.
- We foster collaborative spirit with all involved with our events.

## Location

Dine Be' lina Inc.  
PO Box 2684

Shiprock, NM 87420 [info@navajolifeway.org](mailto:info@navajolifeway.org)  
(505)406-7428 Mobile (505)368-3975 Office (505)368-3976 Fax

## Communication

DBI mainly communicates with individuals via "Email" but alternative forms of communication is available below:

Aretta Begay – Managing Director  
(505)406-7428

Ephraim Anderson (Zef) - Treasurer  
505.320.1115  
Zefren\_magenta@hotmail.com  
[www.facebook.com/zefrenm](http://www.facebook.com/zefrenm)

## Host as Coordinator

You as Host and you as Coordinator are considered the same thing.

## Time Reporting

DBI understands the nature of our mission is dynamic but time keeping is essential. We do require full communication with volunteers, appropriately filled timesheets, sign-in sheets and volunteers to be at schedule meetings and events and follow the decisions made at such meetings. Spin Off Hosts are only required to communicate as needed for pre planning, attend their schedule meetings and the event itself.

## Compensation

As a Spin Off Host, you are an at-will volunteer, this mean you work as you desire, and you may not be paid for your time. Please understand in some cases we may be able to compensate you for your time as funding and opportunities arise, but DBI will always notify and make written arrangements contracts ahead of such situations.

## Customer Service

- Please remember that the participant is the most important person in our mission
- Participants are dependent on us, but our professional reputation depends upon our participants.
- The participant is not an interruption of our work; they are the reason for our work.
- The participant is not someone to argue with but to satisfy within reason.
- They deserve to enjoy their time with us and be allowed to learn and socialize.

**Dissatisfied participants will**

- Go elsewhere
- Share the bad experience to others on Facebook, word of mouth and internet
- Will not enjoy themselves.
- More likely to cause a disturbance

**Satisfied participants will**

- Be ambassadors of good will for the organization
- Be more understanding when the unexpected happens.
- Will enjoy themselves.
- More likely to invite friends and family

**Community Building & Empowerment**

As a Spin Off Host, you are the eyes and ears of your community. Your responsibility along with the support of DBI is to build a peer run learning space that facilitates the Navajo lifeway "Diné be' liná." This space should feel Safe(Nizhonigo házq'). This space should empower (á'ditii'dlijh) participants. This Space should build Community(K'é).

**Facility**

It is the Spin Off Host's responsibility to secure a location for the Spin Off Group that serves the greatest amount of participants in terms of distance, convenience, space and security. Please work with your local authorities if needed. In many cases DBI may provide a letter of intent and/or letter of determination of DBI's 501 c3 Non-profit status to the Spin Off Host.

**DBI Space recommendations for each activity per participant:**

- (modern and/or traditional variants are acceptable)
- will have sufficient space of 15 sq. feet per participant (3.75 ft x 3.75 ft)
- access to fresh water and toilet facilities.
- Be informed of safety protocols, emergency numbers and fire escape routes.
- To be served from appropriate "Food Processing Establishment" as defined by Title 13 of the Navajo Nation code
- Access to Light(s), chairs and table(s) to create a comfortable workspace

**Risk Management**

- Everyone shares responsibility
- As an organization we must be vigilant against complaints, and to document incidents to protect everyone.
- Good common sense and following of all applicable laws increase safety for our participants.
- Incident reporting and general guidelines set forth here will help maintain and protect the safety of everyone.

### **General Liability**

- In some situations DBI purchases General commercial liability coverage for major events or pays a venue for coverage when offered.
- In all events where there is or no General commercial liability coverage; DBI requires the Host and all new participants sign a Participant Disclaimer every year.
- In some cases where DBI provides general Liability coverage please be aware it is for participants only and does not cover theft, injury or death of members, agents, servants, and independent contractors
- We recommend that all talent/vendors pursue *In-land marine* coverage and Life insurance with a reputable insurance company to protect their life and equipment in those cases.

### **Participant Disclaimer**

All member, volunteers, security and talent must be aware of the participant disclaimer before attending any events. Legal guardians must be made aware in the event such instances talent or volunteers are under the age of majority. Participant Disclaimer form will be provided to the Spin Off Host and returned to the Managing Director of DBI for each participant including the Host, volunteers, Security, Vendors and talent. Please familiarize yourself with the Participant Disclaimer below and return any question to the managing director of DBI.

**AS A PARTICIPANT IN ANY DBI ACTIVITY, I RECOGNIZE AND ACKNOWLEDGE THERE ARE CERTAIN RISKS OF PHYSICAL INJURY, AND I AGREE TO ASSUME THE FULL RISK OF INJURIES, INCLUDING DEATH, DAMAGES OR LOSS THAT I OR MY MINOR CHILD MAY SUSTAIN AS A RESULT OF PARTICIPATING IN ANY ACTIVITIES CONNECTED WITH OR ASSOCIATED WITH ACTIVITY. I AGREE TO WAIVE AND RELINQUISH ALL CLAIMS I OR MY MINOR CHILD MAY HAVE AS A RESULT OF PARTICIPATING IN ACTIVITY AGAINST DBI AND ITS AGENTS, SERVANTS, MEMBERS AND INDEPENDENT CONTRACTORS. I FURTHER AGREE TO INDEMNIFY AND HOLD HARMLESS AND DEFEND DBI AND ITS AGENTS, SERVANTS, MEMBERS AND INDEPENDENT CONTRACTORS FROM MY CLAIMS RESULTING FROM INJURIES INCLUDING DEATH, DAMAGES AND LOSSES SUSTAINED BY ME OR MY MINOR CHILD THAT ARISE OUT OF, IN CONNECTION WITH, OR IN ANY WAY ASSOCIATED WITH THE ACTIVITIES OF THIS EVENT**

DBI will provide a Participant Disclaimer sign to the Spin Off Host when asked.

### **Image use disclaimer**

- DBI permits personal photography of its members, volunteers and talent for their own use for promotion and education.
- Participants must be notified if a photograph explicitly identifies anyone specifically for profitable use and provide the subject with a photo release when applicable.
- If a private photographer is hired by a third party, please inform DBI to provide all event information.
- If a member, agent, volunteer or talent wishes to use photos/video taken by DBI, please let us know. DBI allows free use of images and video in positive promotional materials and common creative use.

- **As a participant in this event, you will permit use of your/your child's image as described below.**  
**Please let us know if you do not agree, and we will not use your/your child's image as described.**

**I UNDERSTAND THAT DBI IS AN ORGANIZATION THAT PROMOTES NAVAJO LIFEWAY ACTIVITIES AND EVENTS ABROAD, BUT ALSO TO THE NAVAJO COMMUNITY AT LARGE. AS SUCH, ARTICLES, BROCHURES, VIDEOS AND WEBSITES MAY BE USED EITHER PROMOTIONALLY OR EDUCATIONALLY AND MAY INCLUDE IMAGES OF THE DBI PARTICIPANTS IN OUR PROGRAMS.**

**BELOW IS THE IMAGE USE DISCLAIMER PLEASE FAMILIARIZE YOURSELF WITH IT. PLEASE REFER ANY QUESTION TO THE MANAGING DIRECTOR.**

I HEREBY PERMIT THE USE OF MY OR MY DAUGHTER/SON'S IMAGE TO BE PHOTOGRAPHED, VIDEOTAPED OR OTHERWISE RECORDED FOR USE IN DBI PUBLICITY OR EDUCATIONAL MATERIALS. THESE MATERIALS INCLUDE, BUT ARE NOT LIMITED TO, PHOTOGRAPHS OF ACTIVITIES AND INTERACTIONS, DBI INTERNET WEBPAGE AND VIDEOS OF HOSTED ACTIVITIES.

### **Incident reporting (times to report)**

To protect everyone in the event of an incident requiring reporting DBI provides each Spin Off Host with incident report form in case of:

- Physical harm or injury to anybody when on the premises of an event.
- Physical damage to (or theft) of any DBI, agents, servants, members, independent contractors and talent's property or Equipment.
- Participant property loss
- Any act of Violence or threat of violence.
- Major Failure of equipment
- Any threat against DBI
- Express objection to talent/activity context
- Shut down orders from civil authorities (political, police, venue administrators), etc.

### **Documentation**

- You are responsible for the creation of documentation if a DBI incident report is not readily available. (ex Written statement describing the event you witnessed)
- Proper documentation can help defend you in court and keep you out of court.
- When in doubt, write it out, photo and submit to DBI.

### **Best Practices & Conduct- Everyone**

#### **Everyone shares responsibility**

- As an organization we must be aware of best practices to ensure harmony and fairness in all participates in our events. Whether DBI, its agents, servants, members' talent and independent contractors.

### **Equal Opportunity**

- Participants, DBI , its agents, servants, members' talent and independent contractors are entitled to enjoy this event regardless of race, color, religion, sex, national origin, ancestry, age, disability, veterans status, sexual orientation or any other status or traits protected by Tribal, Federal, State and local laws.

### **Harassment and conflict**

We do not allow harassment of any kind because of color, race, sex, age, religion, national origin, disability or any other bias protected by law.

As Spin Off Host you are responsible for conflict resolution in the nature of K'é when participants, artist, vendors, and talent are in disagreement. Consensus within your group often will face and resolve the conflict. If you have any question please contact DBI.

### **The law defines sexual harassment as:**

- Unwelcomed sexual advances
- Request for sexual favors or
- Visual, verbal, physical conduct of a sexual nature.

### **Sexual harassment occurs when:**

- Submission to the conduct is made "condition" to a favor
- Submission to or rejection of the conduct is used as a basis of decision affecting the individual.
- The conduct or purpose of has a negative effect on the individual's environment.

### **Other harassing behaviors are also prohibited, and they include**

- Verbal threat, epithets, derogatory comments and slurs
- Derogatory posters, photographs, cartoons, drawings or slurs
- Assault, unwanted touching or blocking normal movements and/or
- Retaliation for reporting or threatening to report harassment.
- A public disturbance of any kind threatening the intent of the event or activity.

### **Conflict of interests**

DBI has no Bias against other fiber events, organizations, promoters and jobs. The nature of DBI is that everyone takes the best business decision in regards to one's talent. All agents, servants, members' talent and independent contractors are entitled to pursue events with whomever they choose and only make "good faith" effort to keep agreed scheduled DBI events, and to provide notice at least one week before a schedule event of any change in status.

### **Drugs & Alcohol**

The sale, manufacture, distribution, purchase, use or possession of non-prescribed narcotics, hallucinogenic drugs, marijuana , Alcohol (on Navajo Reservation and/or dry events) or other controlled substances is prohibited by DBI agents, servants, members, talent and independent contractors while a DBI event is in progress. All events are to be Cigarette free when possible.

***To provide top notch events for our participants everyone must be in top form (non-intoxicated) when performing, this is for Participant.***

### **Weapons**

No weapons are allowed at a DBI event. This includes firearms, knives or any object that is taken away from its intended purpose for use as a weapon.

### **News Media**

Inquiries from the news media should be deferred to DBI members. Only information pertaining to a specific person's talents or performance and not DBI equipment and operational procedures shall be shared. DBI will also honor venue specific media disclosures when applicable.

### **Personal Property**

Everyone shares responsibility for their own personal property. If possible leave any unnecessary valuable possessions and money at home.

### **Solicitation/Distribution/Sales**

Only talent/vendor or talent/vendor's agents, servants, and independent contractors may solicit, distribute or make sales related directly to their talents own performances as long as it does not interfere with the their scheduled performance/activity with DBI. All items solicited, distributed or sold must follow all applicable laws.

### **Personal Appearance**

DBI encourages appropriate attire (including cultural or traditional) for Spin Off activities but does not condone nudity, poor hygiene or appearance contrary to the positive Spin Off environment.

### **Environmental Health**

DBI strongly encourages Spin Off Hosts to familiarize themselves with title 13 of the Navajo Nation code and/or state law concerning food preparation and service, and to have a valid Food Handlers (Blue) card and copy on file and display. If food vendors are to be present please inform the Managing Director



of DBI. CPR certification is also highly encouraged. Fire extinguishers are always recommended at any and all activities.

**ID Badges (in some cases)**

Please protect and wear your ID badges at schedule events. In many cases the badge will help you through security, cover and help identify you to other DBI members.

**Parking**

Parking at a DBI event is done at your own risk. We are not responsible for theft, vandalism or injury or damage to yourself or property. Please park in designated areas for your safety.

**Final words**

Diné be' liná, means the way that, we, the people live. We promote a sustainable livelihood through the Navajo Way of Life. Traditionally, this has been sheep, wool, and weaving and whatever comes from that.

Sheep is Life – Dibé bé liná is a celebration of traditional Navajo shepherding and weaving culture. Enjoy educational workshops, Navajo cuisine, vendors booths, Navajo-Churro sheep and wool shows, and much more.

**IN FINAL WORDS BE SAFE, SANE AND COOL.  
WATCH OUT FOR OTHERS AND  
MAKE THIS A COOL PLACE FOR EVERYONE.**

## **Spin Off Guidelines**

### **DBI provides only initial training**

Communication between you and the Managing Director of DBI is important because as the number of Spin Off grows be aware that DBI will be unable to lead every Spin Off. However we will support your Spin Off group until you establish independence. DBI will also facilitate your independent group's ability to provide support to fledging Spin Off groups as yours becomes more self-sufficient. Together we can grow and help each other. When you have questions and/or doubts please contact the Managing director.

### **Finances**

DBI is a 501 c3 Non-profit organization as required by law to be accountable in our finances. Please be aware that we require each Spin Off group to be as accountable in the event that your Spin Off group grows. W-9s are required for all Spin Off hosts and any person that may be paid through DBI. DBI can provide basic accounting training and advice as it pertains directly to the Spin Off group. Keeping a defined location for receipts, deposits, expenses and having full disclosure and responsibility with your Spin Off groups finances will be a starting point. Please inform DBI of any transaction that is over \$1,000 or when the group's discretionary cash transactions accumulate over \$500.

### **DBI as Employer**

DBI does not employ anyone associated with Spin Off groups, DBI will only facilitate artists, teachers and lectures and talent as independent contractors. Whom are responsible for their taxes in the event of transactions require reporting to the appropriate tax authority (Navajo Nation, state and federal). Questions requiring this is under preview of the Manager Director.

### **Everyone shares responsibility**

As an organization we must be aware of the community to ensure harmony and the continuation of events of the Navajo Lifeway at the local level.

### **Peer run Spin Off group**

Participants and Hosts within each Spin Off group are encourage to reach consensus for the organization, mission and planning of Spin Offs. It will help

share costs, find direction, guide the Spin Off and help share the responsibilities together.

### **Free Family Friendly Events**

All DBI events are to be organized with the social norms of family or K'é at no cost for participation, except in instances as directed by DBI.

### **ID Badges when needed**

Please protect and wear your ID badges at schedule events. In many cases the badge will help you through security, cover and help identify you to other DBI members.

### **Host/Associates Conduct**

Hosts are encouraged to share the best practices and conduct with close members of their Spin Off group, family, volunteers and associates. This will help ensure a safe, fun event and further future fiber promotions.

### **Sign-in sheets and misc. forms**

DBI will provide sign in sheets, waivers, promotions, incident reports and other forms for documentation and planning for the Hosts to process and return to DBI as needed.

### **Communication**

Spin Off host group may sponsor other Spin Offs but they must notify DBI Managing director directly. They also must not make arrangements on the behalf of DBI or with DBI board members, other Spin Off hosts/groups and/or Officers without also notifying the Managing Director.

### **Supplies**

DBI, as funding is available, may provide supplies and tools for the Spin Off participants, but each Spin Off group is to be responsible for its own cost of supplies. Tools are available at the discretion of the managing director. A limit of two weeks loan are available in limited situations per the equipment rental agreement, fees, collateral and in such cases the Spin Off Host is responsible for loaned equipment in the event of theft or damage.

### **Impartiality**

Spin off host and groups must be impartial in its relationships within its own Spin Off group and other organizations. We strive to find a healthy balance between K'é and the appearance of nepotism. Investments, tools, information, teachings and agreements must be shared and unbiased.

### **Potluck**

To encourage community we strive to use the oldest tools available, food. Please organize potlucks to feed participants and demonstrate cultural/traditional foods. Please make reasonable efforts in regard to environmental health. Appropriate sanitation (3 tub washing rinse disinfecting) for reusable service is required but single service is suggested.

### **Pre-planning**

Hosts and Spin Off groups are encouraged to work together to create a meaningful yearly schedules of activities to encourage participation and promotion on Facebook and aboard.

### **Goals**

As a group having yearly goals written and displayed during activities is encouraged to keep the direction of your Spin Off group on track and prevent failure. Spin Off Hosts should maintain a Journal that records the happening at each event and major changes in status. For example Spin Off Hosts can record challenges and successes. This must be created with group consensus as it helps each individual have ownership in the Spin Off group.

### **Adaptability**

Changes, success and failures should be shared with DBI and other Spin Off groups to strengthen all organizations for unforeseeable circumstances. Please document when these events occur and share with DBI.

### **Resignations**

If a Spin-Off Host feels the need to take a break or leave for whatever circumstance, Please info DBI in writing and allow for sufficient time to transition. Transfer of the Spin-Off Journal and Handbook will help the New Spin Off Coordinator continue the Spin Off Group

### **Risk management**

Please maintain the legal disclaimers that DBI provides and have them clearly and openly displayed along with any pertinent documents as required by law.

This includes

- Participant Disclaimer
- Image use disclaimer
- Food handlers permit

## Recommended Spin Off practices

- As Host give yourself 30 minutes before setting up and leading a Spin Off group to RELAX from your daily activities.
- As a Spin Off grows a Host must get the Spin Off group to work as a team to create an successful events, no one should feel as if it all rests on their shoulders.
- Encourage participants to meet 30 minutes prior to scheduled events for introductions, lite refreshments and socialization.
- Greet each person as they arrive, inform them of that event activities, sign in sheet and if they are new to the Spin Off.
- Each Spin Off should create their own Ground rules to encourage community but not defined as strict rules of behavior.
- Discuss challenges on learning, being a fiber artist and/or practicing the Navajo lifeway.
- Help participants find ownership in Fiber arts or the Navajo Lifeway. Work as a group for ideas.
- Make the group take 15 minute breaks, every two hours, for refreshments and water.
- Encourage the Spin Off group to connect and interact with individuals or organizations outside the Spin Off group
- Familiarize yourself with the Navajo lifeway website at <http://navajolifeway.org/>
- Let Spin Off group know how to get involved
- Have a delta/(-) session at the end of the meeting and to sign participant disclaimers.
- End official activities with 1 hour early for last minute socialization and questions. Invite new people to return.

**Below are the DBI Emergency procedures. These are shared by all members of DBI for all events to have a unified process to deal with emergencies. Please memorize them.**

### Fire procedure

**If you detect a Fire or code “FIRE” is called, then please follow these guidelines.**

Remove participants from the danger by announcing “Please proceed outside” while another DBI Member calls 911 or most relevant fire dept. number.

Extinguish the fire is safe to do so, Fire Extinguishers will be located in a defined area as defined by each Spin Off group.

Review RACE followed by PASS procedure.

Stay near the events until DBI confers with authorities on the next course of action as the event maybe subject to investigation and questioning. Leave everything as is and do not remove anything at the event.

RACE procedure then Pass procedure

Rescue-remove everyone from danger

Alarm – Alert DBI and Call 911

Confine – Close doors and windows

Extinguish or Evacuate - Use PASS

procedure or evacuate If fire  
is too large to put out with  
one extinguisher.

P – Pull pin

A-Aim

S-Squeeze handle

S-Sweep side to side

Fire Dept. Numbers

1st – 911 Dispatch Center

Your Fire Dept. Number - \_\_\_\_\_

2nd- 505.368.1350 Shiprock Fire Dept.

3rd- 505.368.1351 Shiprock Fire Dept.

### **Threats of violence and acts of violence procedure**

If you detect an act of or threat of violence in the crowd during your Activity, then please follow these guidelines.

- **Ask for the offender(s) to calm down** and ask participants to take a break
- If the incident escalates and/or security is requesting for back up or the police have been called, then stop the Activity **ask the participants to move to a safe space.**
- If continued escalation occurs DBI members will make the announcement to clear the building in a calm manner and wait in an open space for an announcement once the situation has been handled.
- Please stay on site if this occurs as a restart-up of the event is likely to occur and in such case a encouragement is likely to put the event back on track. Weapons threat procedure

If you detect a weapon in the crowd during your Activity, then please follow these guidelines.

- Signal the authorities to the presents of a weapon
- Give a description of the individual to security/police.
- Continue your Activity as the Authorities are alerted.
- Continues as DBI confers with the authorities when they arrive.
- Continue until told otherwise by DBI, venue or Authorities on further instructions.

### **Active Weapons procedure**

If you detect an active (drawn weapon) please look for any injured and

**Stop Activity immediately,**

**Take cover & announce**

**“Code Black Stat” twice (if injury was seen) or**

**“Code Black” twice (if no injuries seen) shout it out.**

- If possible only announce that participant s **“drop to the floor”** for their safety if **you are not in imminent danger**.
- Stay in a safe place until the Individual leaves or is neutralized.
- Stay near the events until DBI confers with authorities on the next course of action as the event maybe subject to investigation and questioning. Leave everything as is and do not remove anything at the event.

### **Medical Emergency procedure**

If you detect a Medical Emergency in the crowd during your Activity, then please follow these guidelines.

- **Lower your Activity volume and calmly make an announcement urging the participant s nearest to the incident to move away and stay uninvolved. Then make an open call for Help by announcing Medical emergency please call 911 or EMT phone number**
- Ask for the participant s to stay calm
- If the **incident escalates** and/or security is requesting for back up or the EMTs have arrived and are using aggressive CPR, then **stop the Activity, and ask the participant s to calmly exit the event.**
- Please stay on site if this occurs as a restart-up of the event is somewhat likely to occur.

### **Drunk and/or Disorderly procedure**

If you detect a Drunk and/or Disorderly individual in the crowd during your Activity, then please follow these guidelines.

- Notify the venue authorities or police about the individual along with a description
- Continue as normal while the individual is asked to leave in a clam manner.
- If the individual resists being removed than follow the Threats of violence and acts of violence procedure.

### **Creep procedure**

DBI provides a safe environment for all ages, but we share responsibly to ensure every event follows all social norms and age appropriate relationships. If you suspect that a participant (s) is being harassed, or is fearful, horrified or repugnant towards another individual's social or sexual advances. Please follow these guidelines.

- Signal the authorities or police about the offender along with a description
- Continue as normal while security or Police confirms the victim's safety.
- Continue as normal if the offender is asked to leave in a clam manner
- If the individual resists being removed then follow the Threats of violence and acts of violence procedure.

## Cataclysmic event procedure

Refer to the venue policy and procedures first for reference. If not readily available or at a private dwelling please use common sense to secure your life. It is important to know in such situations you must protect your life only and abandon any regard for wealth and property. To protect such will only further in danger your life.

### **Cataclysmic infrastructure attack/failure**

- Abandon property in the safest, most logical, and fastest route furthest away from the attack/failure. Administer first aid if applicable.
- Help others abandon, if safe, to do so, do not linger in the area in an attempt to locate individuals.
- Once safety has been reached, wait in a designated spot for the civil authority's instructions.
- It is wise to gather in several smaller groups than one centralized group until all clear is given.

### **Cataclysmic Biological attack/event**

- Abandon property in the safest, logical, and fastest route furthest away from the attack/event. If possible stay upwind from event epicenter. Biological agents can linger in the air.
- Be conscious of your health status. You may have been exposed to bio-hazardous agent. Continue to abandon if healthy and limit contact with others.
- If symptoms start to appear or there is a sudden change in health. Stop and wait. Limit contact by verbal warning others that may come near you. Your exposure may help identify the nature of the event when authorities respond to the area. Note time and nature of symptom occurrence.
- Help others abandon at your own risk, do not linger in the area in an attempt to locate individuals.
- Once safety has been reached, wait in a designated spot for the civil authority's instructions.
- It is wise to gather in several smaller groups of healthy people than one centralized group until all clear is given.
- **Public water systems and natural water sources may not be safe to drink, do so at your own risk.**

### **Cataclysmic Radiological attack/event**

- Abandon property in the safest, logical, and fastest route furthest away from the attack/event. Administer first aid if applicable. If possible stay upwind from event epicenter. Radioactivity can linger in the air.
- If ash or snow like substance begins to fall from the air, then please seek a safe spot to limit contact immediately. Look for an object (bed sheet, tarp) to hold over your head and/or body to limit skin contact and breathing of contaminated air. Then immediately proceed



abandoning as before. Note that there may not be an acceptable safe area for 30 or more miles from the event.

- Be conscious of your health status. You may have been exposed to Radiological agents. Continue to abandon if healthy and limit contact with others.
- **If symptoms start to appear or there is a sudden change in health. Stop and wait.** Limit contact by verbal warning others that may come near you. Your exposure may help identify the nature of the event when authorities respond to the area. Note time and nature of symptom occurrence.
- Help others abandon at your own risk, do not linger in the area in an attempt to locate individuals.
- Once safety has been reached, wait in a designated spot for the civil authority's instructions.
- It is wise to gather in several smaller groups of healthy people than one centralized group until an all clear is given.
- Public water systems, food, materials and natural water sources may not be safe to drink, eat or handle, do so at your own risk.

## Contract definitions and additional information

<b>Address -</b>	We require a physical address if different from the Mailing address for contract drafting and to mail information.
<b>Arbitration -</b>	DBI and Talent agree to seek alternative dispute resolution in the event of an irreconcilable disagreement, before seeking legal action.
<b>Services -</b>	Please inform DBI of all services that can be provided. See your contract for details.
<b>Compensation -</b>	See contract for details.
<b>Cancelation policy -</b>	Please inform DBI of any cancelation at least two weeks before a schedule event. Compensation clauses in such an event will be detailed in a contract.
<b>Force Majeure -</b>	DBI and Talent understand that unavoidable circumstances such as act of God, strikes, natural disasters or failure of third parties may delay or cancel an event.
<b>Indemnity- Independent</b>	See Participant disclaimer in Risk Management for details.
<b>Contractor status -</b>	All parties are engaged as independent contractors.
<b>Insurance-</b>	See Risk Management.
<b>Intellectual property -</b>	DBI and Talent are allowed to video and record performances as long both parties follow the guidelines in the "Image use disclaimer"
<b>Liability -</b>	See Participant disclaimer in Risk Management for details.
<b>Open door-</b>	DBI has an open door policy for dialogue about any topic
<b>Sales &amp; Solicitations -</b>	See best practices and conduct for details.
<b>Venue -</b>	take note of venue or host specific

## Security & DBI Member Guidelines

### Everyone shares responsibility

As an organization we must be aware of the community to ensure harmony and the continuation of Spin Offs.

**The Dictionary defines security as:**

**The Dictionary defines decency as:**

- The state or feeling of being free from
- Fear, care, danger
- Safety or a sense of safety
- Proper and fitting
- conforming to social norms.

### **Visibility as a deterrent**

As security volunteers and/or contracted DBI believes in having “open presence in pairs” and “situation alleviation” meaning **always roam an event in pairs** and when a situation arises that the members of DBI do not add to the escalation. Visibility is the best deterrent to negative behavior of participant during an event but we must be on the guard for certain kinds of behavior that is not allowed by local common decency.

### **Secure your own safety before others & unreasonable risk.**

You and all members of DBI are to hold your own safety before attending to the safety of others. We discourage physical contact with participants and acts of unreasonable risk. In such incidents the Civil authorities will be called.

**PLEASE READ THE PARTICIPANT WAIVER.**

### **Incident reporting (times to report)**

- Physical harm or injury to anybody when on the premises of an event.
- Physical damage to (or theft) of any DBI, agents, servants, members, independent contractors and talent's property or Equipment.
- Participant property loss
- Any act of Violence or threat of violence.
- Major Failure of equipment
- Any threat against DBI
- Express objection to talent material
- Shut down orders from civil authorities (political, police, venue administrators), ect.

### **Documentation**

- You are responsible for the creation of documentation if a DBI incident report is not readily available. (ex: Written statement describing the event you witnessed)
- Proper documentation can help defend you in court and keep you out of court.

### **Prohibited actions**

**Participants will be asked to leave the event and/or authorities called in any of these instances:**

- Unlawful sexual acts. (Rape, incest, ect.) Police are to be called and Victims safety ensured
- Nudity of any sort (graphic display of pubic hair, genitals, anus and female breast)
- Violence Acts without cause and/or to incite violence upon others or self.
- Open use of controlled substances

**Warnings**

**Participant s will be asked to stop actions at the event in any of these instances:**

- Age inappropriate Graphic depictions or enactment of sexual acts (clothes on).
- Actions or spoken words about race, color, religion, sex, national origin, ancestry, age, disability, veterans status, sexual orientation or any other status or trait protected by Tribal, Federal, State and local laws in a direct negative way.
- Creep activity (detailed later)

**ID Badges**

Please protect and wear your ID badges at schedule events. In many cases the badge will help identify you to other DBI members.

**Fire procedure**

**If you detect a Fire or code "FIRE" is called, then please follow these guidelines.**

- Remove participant s from the danger by announcing "Please proceed outside" while another DBI Member/Spin Off host calls 911 or most relevant fire dept. number.
- Extinguish the fire is safe to do so, Fire Extinguishers should be located at the front door. Review RACE followed by PASS procedure.
- Stay near the events until DBI confers with authorities on the next course of action as the event maybe subject to investigation and questioning. Leave everything as is and do not remove anything at the event.

**RACE procedure**

**R**escue-remove everyone from danger  
**A**larm – Alert DBI and Call 911  
**C**onfine – Close doors and windows  
**E**xtinguish or Evacuate - Use PASS procedure or evacuate If fire is too large to put out with one extinguisher.

**Pass procedure**

**P** – Pull pin  
**A**-Aim  
**S**-Squeeze handle  
**S**-Sweep side to side

**Fire Dept. Numbers**

**1st – 911**

**2nd- 505.368.1350**

**3rd- 505.368.1351**

**Dispatch Center or your Fire Dept: \_\_\_\_\_**

**Shiprock Fire Dept.**

**Shiprock Fire Dept.**

**Threats of violence and acts of violence procedure**

If you detect an act of or threat of violence in the crowd during your Activity, then please follow these guidelines.

- If you witness or hear “**security** ” then there has been a threat of violence or act of violence at the event.
- **Wait (if possible) until Activity volume lowers and calmly make an announcement urging the participants nearest to the incident to move away and stay uninvolved with the incident. Ask for the offender(s) to calm down and leave and remind the crowd to be cool and chill.**
- Escort the offender(s) out of the event. No physical contact.
- If the incident escalates or participant (s) refuses to be reasonable call the police. The Activity will stop shortly.
- If continued escalation occurs DBI members will make the announcement to clear the building in a calm manner and wait in an open space for an announcement once the situation has been handled.
- Please stay on scene if this occurs as a restart-up of the event is likely to occur.

### Weapons threat procedure

If you detect a weapon in the crowd during the event or are notified of a weapon, then please follow these guidelines.

- Notify your fellow DBI/Host.
- Share a description of the individual to All.
- Continue monitor the offender as the Authorities are alerted.
- Continue as DBI/Host confers with the authorities when they arrive.
- Continue until told otherwise by DBI/Host, venue or Authorities on further instructions.

### Active Weapons procedure

If you detect an active (drawn weapon) or hear a Code

“**Dr. Black Stat**” (weapon with injured) or

“**Dr. Black**” (Weapon no injury)

**Take cover and visually confirm from an acceptable distance of a weapon and presents of injury,**

**Call police & notify of basic offender description and presents of injuries.**

<b>1<sup>st</sup> – 911</b>	<b>Dispatch Center or your Local Fire: _____</b>
<b>2<sup>nd</sup>- 505.368.1350</b>	<b>Shiprock Police Dept.</b>
<b>3<sup>rd</sup>- 505.368.1351</b>	<b>Shiprock Police Dept.</b>

- If possible only announce that participants “**drop to the floor**” for their safety if you are not in imminent danger.
  - Stay in a safe place until the Individual leaves or is neutralized.
  - Stay near the events until DBI confers with authorities on the next course of action as the event maybe subject to investigation and questioning.
- Leave everything as is and do not remove anything at the event.**

## Medical Emergency procedure

If you detect a Medical Emergency in the crowd or hear code "Dr Blue", then please follow these guidelines.

- Urge the participant s nearest to the incident to move away and stay uninvolved with the incident

### ***If participant is conscious***

Ask "what is the nature of the emergency, and gather basic relevant information." **Call 911** or most **relevant emergency number**. Administer basic first aid if relevant.

### ***If participant is unconscious but breathing***

**Call 911** or most **relevant emergency number**. **Ensure person's airway is clear**. Administer basic first aid if relevant.

### ***If participant is unconscious not breathing***

**Call 911 or most relevant emergency number** "inform the dispatchers of the status of the participant". **Ensure person's airway is clear**.

**Ask if people present are certified in CPR or if you are Certified in CPR, then proceed with the relevant CRP procedures.**

## **Notify Emergency Medical personal of nature of the emergency**

### **Northern Agency:**

<b>1st – 911</b>	<b>Dispatch Center/local number:</b> _____
<b>2nd- 505.368.6175</b>	<b>Northern Navajo Medical Center EMTs</b>
<b>3rd- 505.368.6001</b>	<b>Operator - Northern Navajo Medical Center</b>

- Ask for the participant to stay calm and remind the crowd to be cool and chill
- If EMTs have arrived and are using aggressive CPR, then ask the participant s to calmly exit the event.
- Please stay on stage if this occurs as a restart-up of the event is somewhat likely to occur and in such case a moment of silence will be observed followed by an emotional appropriate track.

## Drunk and/or Disorderly procedure

If you detect a Drunk and/or Disorderly individual in the crowd, then please follow these guidelines.

- Met with the DBI member with the offender's description or location and approach as a pair.
- Ask the offender to leave in a clam manner.
- If the individual resists being removed than follow the Threats of violence and acts of violence procedure.

## Creep procedure

DBI provides a safe environment for all ages, but we share responsibly to ensure every event follows all social norms and age appropriate relationships. If you suspect that a participant (s) is being harassed, fearful, horrified or repugnant towards another individual's social or sexual advances. Please follow these guidelines.

- Meet with DBI member about the offender for a description
- Approach the Victim and ask if they feel safe and if the offender is bothering the victim.
- If the victim is adamant that the situation is okay then, leave the situation and monitor.
- If they ask for help or want help then notify the offender to stay away from the victim.  
Monitor
- If the same victim or another participant has requested help/complained about the same offender then calmly ask the offender to leave the event.
- If the individual resists being removed than follow the Threats of violence and acts of violence procedure.

## Cataclysmic event procedure

Refer to the venue policy and procedures first for reference. If not readily available, use common sense to secure your life. It is important to know in such situations you must protect your life only and abandon any regard for wealth and property. To protect such will only further in danger your life.

### **Cataclysmic infrastructure attack/failure**

- Abandon property in the safest, logical, and fastest route furthest away from the attack/failure. Administer first aid if applicable.
- Help others abandon if safe to do so, do not linger in the area in an attempt to locate individuals.
- Once safety has been reached, wait in a designated spot for the civil authority's instructions.
- It is wise to gather in several smaller groups than one centralized group until an all clear is given.

### **Cataclysmic Biological attack/event**

- Abandon property in the safest, logical, and fastest route furthest away from the attack/event. If possible stay upwind from event epicenter. Biological agents can linger in the air.
- Be conscious of your health status. You may have been exposed to bio-hazardous agent. Continue to abandon if healthy and limit contact with others.
- If symptoms start to appear or there is a sudden change in health. Stop and wait. Limit contact by verbal warning others that may come near you. Your exposure may help identify the nature of the event when authorities respond to the area. Note time and nature of symptom occurrence.

- Help others abandon at your own risk, do not linger in the area in an attempt to locate individuals.
- Once safety has been reached, wait in a designated spot for the civil authority's instructions.
- It is wise to gather in several smaller groups of healthy people then one centralized group until an all clear is given.
- Public water systems and natural water sources may not be safe to drink, do so at your own risk.

### **Cataclysmic Radiological attack/event**

- Abandon property in the safest, logical, and fastest route furthest away from the attack/event. Administer first aid if applicable. If possible stay upwind from event epicenter. Radioactivity can linger in the air.
- If ash or snow like substance begins to fall from the air, then please seek a safe spot to limit contact immediately. Look for an object (bed sheet, trap) to hold over your head and/or body to limit skin contact and breathing contaminated air. Then immediately proceed abandoning as before. Note that there may not be an acceptable safe area for 30 or more miles from the event.
- Be conscious of your health status. You may have been exposed to Radiological agents.
- Continue to abandon if healthy and limit contact with others.
- If symptoms start to appear or there is a sudden change in health. Stop and wait. Limit contact by verbal warning others that may come near you. Your exposure may help identify the nature of the event when authorities respond to the area. Note time and nature of symptom occurrence.
- Help others abandon at your own risk, do not linger in the area in an attempt to locate individuals.
- Once safety has been reached, wait in a designated spot for the civil authority's instructions.
- It is wise to gather in several smaller groups of healthy people then one centralized group until an all clear is given.
- Public water systems, food, materials and natural water sources may not be safe to drink, eat or handle, do so at your own risk.

### Notes:



# Diné be' liná

This agreement, made on \_\_\_\_\_ (date) by and between Diné be' liná hereinafter referred to as "DBI" and \_\_\_\_\_ (name) hereinafter referred as "Spin Off Host or Host".

## Spin Off Host Contact Information:

Name: \_\_\_\_\_ Are you over the age of 18? : Yes  No   
Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

## Witnesseth:

Whereas, Spin Off Host intends to donate services to DBI identified above, and said DBI intends to accept the donation of volunteer services

*Report to: Aretta at 505.406.7428(cell)*

## Details of Performance/Services:

NOW THEREFORE, in consideration of the mutual promises, the parties hereto agree as:

### 1.

Spin Off Host agree to donate services to DBI in the capacity of Spin Off Host. Said services shall include, but may not limited to the descriptions in the DBI Spin Off host Handbook.

### 2.

It is understood that the Spin Off host is not nor expects any present or future salary, wages, or other benefit for these services. When compensation is offered, subject to DBI discretion, the Spin Off Host is to execute this contract as an independent contractor and are not employed by Diné Be'liná, its agents, servants, and independent contractors. As such that the Spin Off Host is



responsible to submit all proper entities concerning workman's compensation (W-9) and all taxes to the United States, Navajo Nation and State governments.

### 3.

Spin Off Host agrees to follow the supervision and direction of any personal, employee, or volunteer, to whom volunteer has been assigned to perform services, and to participate in any training required by DBI in order to perform the duties of Spin Off Host per the Spin Off Handbook.

### 4.

AS A Spin Off Host, I RECOGNIZE AND ACKNOWLEDGE THERE ARE CERTAIN RISKS OF PHYSICAL INJURY, AND I AGREE TO ASSUME THE FULL RISK OF INJURIES, INCLUDING DEATH, DAMAGES OR LOSS THAT I OR MY MINOR CHILD MAY SUSTAIN AS A RESULT OF PARTICIPATING IN ANY ACTIVITIES CONNECTED WITH OR ASSOCIATED WITH ACTIVITY. I AGREE TO WAIVE AND RELINQUISH ALL CLAIMS I OR MY MINOR CHILD MAY HAVE AS A RESULT OF PARTICIPATING IN ACTIVITY AGAINST DBI AND ITS AGENTS, SERVANTS, MEMBERS AND INDEPENDENT CONTRACTORS. I FURTHER AGREE TO INDEMNIFY AND HOLD HARMLESS AND DEFEND DBI AND ITS AGENTS, SERVANTS, MEMBERS AND INDEPENDENT CONTRACTORS FROM MY CLAIMS RESULTING FROM INJURIES INCLUDING DEATH, DAMAGES AND LOSSES SUSTAINED BY ME OR MY MINOR CHILD THAT ARISE OUT OF, IN CONNECTION WITH, OR IN ANY WAY ASSOCIATED WITH THE ACTIVITIES OF DBI.

And

AS SPIN OFF HOST I HEREBY PERMIT THE USE OF MY IMAGE TO BE PHOTOGRAPHED, VIDEOTAPED OR OTHERWISE RECORDED FOR USE IN DBI PUBLICITY OR EDUCATIONAL MATERIALS. THESE MATERIALS INCLUDE, BUT ARE NOT LIMITED TO, PHOTOGRAPHS OF ACTIVITIES AND INTERACTIONS, ON DBI INTERNET WEBPAGE AND VIDEOS OF HOSTED ACTIVITIES.

### 5.

Spin off Host is responsible for their own equipment, Property, safety, appropriate attire, and control of Spin Off, as well as matters of public safety as conforms to DBI policies.

### 6.

If the Spin Off Host requests DBI owned equipment for a Spin off event, the Host is responsible for DBI equipment and it's deposit Fees. The Host and DBI agree to normal wear and tear of DBI equipment and in the event of damage or theft the Host is responsible for 20% of the cost of replacement. DBI reserves the right to deny any individual access to the DBI equipment rental.

### 7.

DBI agrees to provide:

- **8 hours of Spin Off Training or support**

- **Promotional material and advertising.**
- **Networking with their organizations for support**
- **Letter of intent or interests of DBI's nonprofit status**
- **Assistance in financial planning as it relates to the Spin Off group**

**8.**

Artist agrees to abide by to any signed Memorandum of agreement between DBI and 3<sup>rd</sup> parties and also understands that in case if illness, emergency or act of God preventing the Host from appearing for a Spin Off, suitable substitutions may be made.

**9.**

DBI cancellation policy is that if a Host in good faith makes efforts to notify the parties of DBI, of a class cancelation a minimal of 2 weeks before scheduled Spin Off, the Host agrees to return any material fee(s), Monetary advances, equipment and/or materials purchased with material fee(s) and/or Monetary advances.

**10.**

The Host acknowledges that they have reviewed and understand all content of the DBI Spin Off handbook, and have reviewed the participant disclaimer, image use disclaimer and conduct. The Host agrees to follow as such and anything not mentioned here in the contract may be covered in the Spin Off Handbook

**11.**

Artist acknowledges that if they are contracted and/or employed to another entity, that the Artist in good faith has made arrangements and has informed DBI of any requirements by that entity to perform the contacted activity.

**In Witness whereof, we have signed this contract on the day and year written below.**

**Name of Spin off Host:** \_\_\_\_\_

**By (name of witness):** \_\_\_\_\_ **Date:**        /    /   

**DBI Agent :** \_\_\_\_\_

**By (name of witness):** \_\_\_\_\_ **Date:**        /    /   

**PLEASE PRINT, SIGN, SCAN AND RETURN ONE COPY WITHIN ONE WEEK TO:**

**DBI**  
**Fax 505.368.3976**  
[info@navajolifeway.org](mailto:info@navajolifeway.org)



**Non DBI Agent:** Fill out lines 01-20 **DBI Agent:** Fill out 21-21  
 Please fill out each line and Print legibly

## DBI Incident Report

### Individual Association :

01- Participant  Independent contractor  Talent/artist/vendor  HOstr  Other:  
 02- **Name:** \_\_\_\_\_ **Date:** / /  
 03- **Date of Birth:** / / **Are you over the age of 18? :** Yes  No

**Contact Information:** if under 18 fill out guardian information.

04- **Guardian Name if applicable:** \_\_\_\_\_  
 05- **Street Address:** \_\_\_\_\_ **City/State/Zip Code:** \_\_\_\_\_  
 06- **Phone Number:** ( ) - **E-mail:** \_\_\_\_\_

### Incident Logistics

07- **Name of Event:** \_\_\_\_\_ **Date of Incident:** / / **Time of Incident ( )AM/PM**  
 08- **Location of Incident:** Draw a map of location if applicable.  
 09- **Physical Address:** \_\_\_\_\_ **City/State/Zip Code:** \_\_\_\_\_  
 10- **Nature of incident:** Theft  Accident  Violent Act  Fire  Medical Emergency  other   
 11- **Relationship to incident:** Subject of above  Witness of above  Other   
 12- **Did incident happen inside the event:** Yes  No  **During Scheduled event:** Yes  No   
 13- **Was Public safety summoned:** Police  Fire Dept  EMT  Other   
 14- **Was anyone taken to a Medical Facility:** NO  (skip next line) YES  (please name facility in next line)  
 15- **Name of Medical Facility:** \_\_\_\_\_

**Witnesses:** Please provide Name & Phone numbers of at least 2

16- **Name:** \_\_\_\_\_ **Phone Number:** ( ) - **E-mail:** \_\_\_\_\_  
 17- **Name:** \_\_\_\_\_ **Phone Number:** ( ) - **E-mail:** \_\_\_\_\_

### Incident Description

18- **In your own words what happened during the incident:** (Be specific, answer who, what, where, why and how incident occurred. If you are describing injury please answer what body parts are involved)

**Document certification:** if over the age of 18

19- I certify that the above information is accurate and complete. I also understand that the Participation Disclaimer was clearly posted when I entered this DBI event.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Severe Injury certification:** if severely injured

20- I/or my minor child certifies that the above information is accurate and complete I/or my minor child understand that the Participation Disclaimer was clearly posted when I/or my minor child entered this DBI event. I/or my minor child also understand that any expense for medical attention related to this incident other than that provided and authorized by DBI and its agents or Venue and its agents is my own responsibility. I/or my minor child also understand that the completion and processing of this report is not an indication fault or that this incident is regarded or a covered claim. I also understand that I/or my minor child's guardian may be contacted for a release of Medical Records directly related to this injury for insurance claims and processing.

Signature:

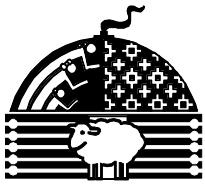
Date:

**For DBI Agents Use only: below****Disposition of Individual Line 02:**

21- **Disposition:** Returned to event  - Left event  - Medical Facility   
Law enforcement  Banned  - other

22- **Name of Medical/Law enforcement facility:**23- **Street Address:**  **City/State/Zip Code:** 24- **Phone Number:** (  )  -  **E-mail:** **Follow up:**

25- **Please document in the apace below the progress of the incident report. Sign and date every update and follow up.**



# Diné be'íiná

## THE NAVAJO LIFEWAY

### Volunteer/Contractor Timesheet

Please provide as much information as you can if you are a new volunteer, it is important to fill out a w-9 for paid work, or/and to keep track of paid/volunteer hours for DBI.

Name : \_\_\_\_\_ Date: submitted \_\_\_\_\_

New Volunteer/Contractor : No  Yes : please fill out next portion

Contact Name: \_\_\_\_\_ EIN/SS#: \_\_\_\_\_ - \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Suite: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ - \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

501(c)3 tax-exempt organization? Y /N  W-9 Current to Year?: Y /N  (please send new W-9)

**Total:\$** \_\_\_\_\_

**Work Summary - please generalize the work & travel performed for the time period summited and fill out the required information on the back of this form**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Disposition (office use only) Agent: \_\_\_\_\_ Date: / /

Entered QB Date: / / IT: \_\_\_\_\_ File created: Y /N  Default Acct#: \_\_\_\_\_

Approval Via: Executive Director  Board Objective/Approval  Officer: Pres/VP/Tres.

(if board action required) Emailed: Date: / / IT: \_\_\_\_\_

Added to Agenda: Meeting date: / / IT: \_\_\_\_\_ Approved  Failed  Date: / /

Treasurer IT: \_\_\_\_\_ Date: / /

Disbursement Method: Cash  Debit  8373  Last 4 : \_\_\_\_\_ Check  no. \_\_\_\_\_ Inventory  Other : \_\_\_\_\_

OB Reconciliation it: \_\_\_\_\_ Date: / /

File Date: / /



**Spin off Journal**