




HO-CHUNK NATION

Subject: In-Kind Services	Title: Benevolent, Religious and Non-Religious Events
Scope: Enrolled Ho-Chunk Nation Members	Effective Date: 12-04-17
Issuing Authority: Executive Director Department of Housing	Responsible Issuing Authority Signature:
Approval Authority: Executive Director Department of Personnel	Responsible Approval Authority Signature: 
Legislative Authority: Ho-Chunk Nation Employment Relations Act 6 HCC § 5 4 b. (2)	Policy Number: DOH-DOH-12-04-17-001

1.0 Policy Statement:

- 1.1 In-Kind services assistance is designed to assist Ho-Chunk Nation members with needs associated with Benevolence events, Religious, and Non-Religious events.
- 1.2 This Policy will be implemented and enforced by the Department of Housing.

2.0 Purpose:

- 2.1 These Policy will inform the Ho-Chunk public what In-Kind services are available and direct the Housing Staff on procedures with providing services in observance of traditions.
- 2.2 To ensure funds are used responsibly to sustain the cultural and traditional ways of life as Ho-Chunk people.

3.0 Rational and Background:

- 3.1 A policy is required to establish the types of In-Kind services will be provided for each type of service.

4.0 Policy:

- 4.1 Benevolence Services. The Ho-Chunk Nation will provide the following In-kind Benevolence services for wakes and funerals:
 - 4.1.1 One tent (if needed).
 - 4.1.2 Portable toilets- Maximum of two (2) regular and two (2) handicap accessible.
 - 4.1.3 Chairs and tables (if needed).
 - 4.1.4 Dumpster- One (1) Dumpster sizes are four (4), six (6), twelve (12), and a twenty (20) yards maximum (if needed).
 - 4.1.4.1 Dumpster requests must be made within three weeks of a wake or funeral and can be utilized for up to 30 days.



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4.1.4.2 Dumpsters can be emptied and replaced up to two times during the 30 days.

4.2 Religious Event Services. The Ho-Chunk Nation Department of Housing will provide portable toilets and/or dumpsters for religious events. Requests can be made up to one month in advance of a planned religious event.

4.2.1 Request for toilets are limited to:

4.2.1.1 One regular and one handicap accessible toilet for religious events less than one (1) week in duration such as Feasts, NAC events, and other Traditional events.

4.2.1.2 Requests for portable toilets for week long events, such as Medicine Dances, will be limited to a maximum of three (3) regular or handicap accessible during the week and three (3) regular or handicap accessible during the weekend.

4.2.1.3 Requests will include scheduled cleanings Friday and Sunday for week long events.

4.2.2 Requests for dumpsters:

4.2.2.1 Requests for dumpsters should be made at least one to two weeks in advance of event due to vendor scheduling and dumpster availability. This service may not be available if vendors do not have any dumpsters available for delivery.

4.2.2.2 Dumpsters sizes are four (4), six (6), twelve (12), limited to twenty (20) yards maximum.

4.3 Non-Religious Event Services The Ho-Chunk Nation Department of Housing will provide a water buffalo for non-religious events.

4.3.1 Requests for a water buffalo are honored on a first come first served basis.

4.3.2 Requests should be made a minimum of three weekdays in advance of the event.

5.0 Procedure:

5.1 All requests for In-Kind Services shall be made by telephone or in person to the Department of Housing. The request must include:

5.1.1 Name of point of contact

5.1.2 Service address

5.1.3 Phone number of point of contact

5.1.4 Dates needed for delivery and pick up

5.1.5 Type of event (Benevolence, Religious, and Non-Religious)

5.1.5.1 If the event is a wake/funeral- Name of person who passed.

5.2 Requests received at the Department of Housing will be directed to the appropriate division for processing. The staff person who takes the request will determine if the request is for a wake or funeral, religious or non-religious event.

5.2.1 Requests for portables or dumpsters will be documented on a requisition form and forwarded to the Fiscal Division.

5.2.2 Requests for tents, chairs, and tables for wakes or funerals will be for forwarded to the Rental Management Division for scheduling.



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- 5.2.3 Requests for a water buffalo will be forwarded to the Heavy Equipment Division for delivery.
- 5.2.4 The Fiscal Division will process any invoices for portable toilets and dumpsters for a wake or funeral service through the current financial software program for the Ho-Chunk Nation.

6.0 Forms/Attachments:

- 6.1 N/A

7.0 Definitions:

- 7.1 Benevolence Event – Funerals, or wakes.
- 7.2 Religious Event – Feast, medicine Dance, Native American Church Ceremonies.
- 7.3 Non-Religious Event – Birthday Parties, anniversaries, family Reunions, Etc.

8. Policy History:

12/04/17: Approved by the Executive Director Department of Personnel