NATIVE SERVICES



Chartering a Boys & Girls Club in Indian Country

TABLE OF CONTENTS

Introduction	3
Native Service Unit Team	4
Chartering a Native BGC ROI	6
Native Adapted BGCA Curriculum	12
Ways to Charter a Native BGC	19
Key Governance Documents	21
Membership Dues	47
Sample 501c3 Constitution	49
Sample Tribal Resolution	60
Sample Housing Authority MOU	63
CEO Position Description	68
Unit Director Position Description	72
Sample Itemized Budget	76
Sample Certificate of Liability Insurance	79
Sample Work Schedule	83
New Native Org Charter Governance Structure	85
Native Services Unit Website	88
Online Club Chartering Structure System FAQ	90
Online Club Chartering System Instructions	97
Native Club Site Open Verification Checklist	115
Establishing Your Registered Club Members	118

Introduction

The future of our Tribal Nations lives in our youth as every young person carries the potential to become a leader, protector of culture, or changemaker for their community. Chartering a Boys & Girls Club (BGC) in Indian Country is an investment in that future, one that empowers Native youth to thrive while strengthening families, preserving culture, and building stronger Tribal Nations for generations to come.

Boys & Girls Clubs of America (BGCA) has a proven record of helping young people succeed. National research shows that every dollar invested in a BGC returns nearly $10 in long-term benefits through improved academic achievement, healthier lifestyles, higher earning potential, and reduced involvement in risky behaviors. Club youth are more likely to graduate from high school and contribute positively to their communities.

For Tribal communities, however, the value of a Club goes far beyond statistics. A Club can become a gathering place where culture, tradition, and opportunity come together. It's a place where young people can learn from others, celebrate their identity, strengthen connections to language and heritage, and develop pride in who they are and where they come from. When Native youth feel seen, supported, and connected to their culture, they gain the confidence to lead and the resilience to overcome challenges.

The hours after school are among the most important in a young person's day. A Club on Native lands ensures those hours are filled with purpose, mentorship and opportunity. Through academic support and leadership development through cultural programming, and positive relationships with caring adults, youth gain the tools they need to succeed both today and in the future.

Chartering a BGC in Indian Country is more than opening a youth center, it's creating a pathway for the next generation to dream bigger, achieve more, and remain deeply connected to their Tribal values. By investing in Native youth today, Tribal Nations are strengthening their future leaders, preserving their cultural legacy, and creating healthier, more vibrant communities for generations to come!

Meet the BGCA Native Services Unit Team



Carla Knapp
National Vice President
207-299-3078
cknapp@bgca.org



Soyet Antone
Director of Organizational Development
520-610-1526
santone@bgca.org



Bo Schneider
Director
785-550-4189
bschneider@bgca.org



Tim Reiplinger
Director of Organizational Development
218-766-5252
treiplinger@bgca.org



Kelly Concho-Hayes
Lead Director of Organizational Development
505-660-6733
kconcho-hayes@bgca.org



Wambli Dolezal
Director of Organizational Development
712-635-6398
wdolezal@bgca.org



Ashley McMillan
Director of Operations
910-299-6225
amcmillan@bgca.org



WarLance Foster
Director of Organizational Development
480-628-0710
wfoster@bgca.org



Norma Brown
Executive Coordinator
972-897-7819
nbrown@bgca.org



Fenton Jones
Director Federal Grants
207-551-3884
fjones@bgca.org



Ambroshia Stone
Director of Organizational Development
760-937-5760
amstone@bgca.org



Candita Woodis
Safety Analyst
505-374-6684
cwoodis@bgca.org



Anna Bear
Director of Organizational Development
208-790-5207
abear@bgca.org



Janee' Doxtator
Senior Writer & Editor
943-300-7684
jdoxtator@bgca.org



Ethan Clapsaddle
Director of Organizational Development
785-813-8796
eclapsaddle@bgca.org




BOYS & GIRLS CLUBS
OF AMERICA
NATIVE
SERVICES
35 YEARS
of Native Clubs

5. Safety & Compliance

□ Required background checks completed and on file
□ Emergency procedures posted (fire, medical, lockdown, etc.)
□ First aid kit available and stocked
□ Incident reporting process in place
□ Facility meets basic safety standards (exits, lighting, cleanliness)

6. Documentation & Records

□ Approved application on file
□ Insurance and licenses (if required) are current
□ Attendance records maintained
□ Program reports or logs maintained
□ Policies (behavior management, discipline, supervision) available

7. Youth-Centered Environment

□ Youth feel welcomed and safe (observational check)
□ Positive youth–staff interactions observed
□ Rules and expectations are age-appropriate and posted
□ Space is designed for youth use (not primarily adult-focused)

8. Final Approval Decision

□ Club meets minimum requirements to be considered open and serving youth
□ Approval date recorded
□ Reviewer name and signature

_____	_____
CEO	Tribal Leader/Board Chair

Establishing Your Registered Club Members



BOYS & GIRLS CLUBS OF AMERICA
NATIVE SERVICES

Chartering a Boys & Girls Club in Indian Country

Sample Tribal Resolution

[Insert Tribal Letterhead or Logo]

TRIBAL RESOLUTION NO. _____

A RESOLUTION OF THE _____ TRIBAL COUNCIL RECOGNIZING ALL ENROLLED TRIBAL YOUTH AS HONORARY MEMBERS OF THE _____ BOYS & GIRLS CLUB

WHEREAS,

The _____ Tribe is a federally recognized sovereign Tribal Nation dedicated to promoting the health, education, safety, cultural identity, and overall well-being of its children and youth; and

WHEREAS,

The _____ Boys & Girls Club serves as a safe, positive place where young people can learn, grow, build leadership skills, strengthen academic success, engage in cultural activities, and develop healthy lifestyles; and

WHEREAS,

The Tribal Council recognizes that all enrolled Tribal youth are valued citizens of the Nation and that each young person deserves access to supportive opportunities that strengthen their connection to community, culture, and future success; and

WHEREAS,

The Tribe desires to strengthen collaboration between Tribal government, families, community partners, and the Boys & Girls Club to ensure all youth have access to quality youth development programs; and

WHEREAS,

Recognizing enrolled Tribal youth as Honorary Members of the Boys & Girls Club affirms the Tribe's commitment to supporting youth development and encourages participation in programs and services that benefit Tribal young people;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The _____ Tribal Council hereby recognizes all enrolled Tribal youth, ages _____ through _____, as Honorary Members of the _____ Boys & Girls Club.
2. Honorary Membership serves as a symbolic recognition of each enrolled Tribal youth's valued place within the Boys & Girls Club community and supports access to Club opportunities, programs, events, and youth development resources, consistent with Club policies and available resources.
3. The Tribal Council encourages Tribal families, departments, schools, and community partners to promote participation in Boys & Girls Club programs that contribute to positive youth outcomes.

4. Nothing in this Resolution shall diminish the sovereignty of the Tribe or the authority of the Boys & Girls Club to establish operational policies necessary to ensure the safety and well-being of all youth participants.
5. The Tribal Council encourages continued collaboration between the Tribe and the Boys & Girls Club to incorporate Tribal culture, language, traditions, and values into youth programming whenever possible.
6. The Tribal Council directs appropriate Tribal departments to work cooperatively with the Boys & Girls Club to identify opportunities that increase participation by Tribal youth and strengthen support for youth development initiatives.

BE IT FURTHER RESOLVED,

That the _____ Tribal Council affirms its commitment to investing in the future of Tribal children and youth and recognizes participation in positive youth development programs as an important pathway toward healthy, thriving communities and future Tribal leadership.

CERTIFICATION

We, the undersigned officers of the _____ Tribe, hereby certify that the foregoing Resolution was duly presented and adopted by the _____ Tribal Council at a duly called meeting held on the _____ day of _____, 20, at which a quorum was present.

Votes For: _____
Votes Against: _____

Sample Tribal Organization Club Members Letter

[Insert Tribal Letterhead or Logo]

Date

Dear Parents and Guardians,
At the **[Tribal Nation Name]**, we are committed to creating opportunities for our Native youth to learn, grow, connect with culture, and build lasting relationships with peers and mentors. We believe every young Native person deserves access to a safe, supportive, and welcoming environment where they can thrive.

To strengthen opportunities for our youth, our **Boys & Girls Club of [Name]** is pleased to recognize all eligible Native youth served by our community as Club members.

Beginning on **[Date]**, all youth ages **5-18 years old** who participate in programs through the our Tribe will be considered eligible members of the Boys & Girls Club and may participate in Club programming, activities, cultural events, leadership opportunities, academic support, and recreation offerings available through the Club.

Parent/Guardian Notification and Consent
If you **do not wish for your child to be included as a Boys & Girls Club member,** please notify us in writing by [Date] by contacting:

[Contact Name]
[Title]
[Phone Number]
[Email Address]

If we do not receive a written opt-out notification by that date, we will consider your child eligible to participate as a Boys & Girls Club member and may include them in membership records for program participation purposes.

Please note that separate parent or guardian authorization may still be required for specific activities such as:

- Field trips
- Transportation services
- Overnight events
- Medical treatment authorization
- Photography or media releases
- Other activities requiring additional permissions

Our goal is to reduce barriers to participation and ensure that every Native young person has the opportunity to benefit from the programs, supports, cultural connections, and positive relationships available through the Boys & Girls Club.

We are honored to serve your family and look forward to supporting the success and well-being of our youth.

With respect,

[Tribal Leaders Name]
[Tribal Naton Name]
[Club Director Name]
Boys & Girls Club Director

Sample Tribal Urban Indian Center Members Letter

[Insert Urban Indian Center Letterhead or Logo]

Date

Dear Parents and Guardians,
At the **[Urban Indian Center Name]**, we are committed to creating opportunities for Native youth to learn, grow, connect with culture, and build lasting relationships with peers and mentors. We believe every Native young person deserves access to a safe, supportive, and welcoming environment where they can thrive.

To strengthen opportunities for our youth, the **[Urban Indian Center Name] Boys & Girls Club** is pleased to recognize all eligible Native youth served by our community as Club members.

Beginning on **[Date]**, all youth ages **[Age Range]** who participate in programs through the Urban Indian Center will be considered eligible members of the Boys & Girls Club and may participate in Club programming, activities, cultural events, leadership opportunities, academic support, and recreation offerings available through the Club.

Parent/Guardian Notification and Consent
If you **do not wish for your child to be included as a Boys & Girls Club member**, please notify us in writing by [Date] by contacting:

[Contact Name]
[Title]
[Phone Number]
[Email Address]

If we do not receive a written opt-out notification by that date, we will consider your child eligible to participate as a Boys & Girls Club member and may include them in membership records for program participation purposes.

Please note that separate parent or guardian authorization may still be required for specific activities such as:

- Field trips
- Transportation services
- Overnight events
- Medical treatment authorization
- Photography or media releases
- Other activities requiring additional permissions

Our goal is to reduce barriers to participation and ensure that every Native young person has the opportunity to benefit from the programs, supports, cultural connections, and positive relationships available through the Boys & Girls Club.

We are honored to serve your family and look forward to supporting the success and well-being of our youth.

With respect,

[Executive Director Name]
[Urban Indian Center Name]
[Club Director Name]
Boys & Girls Club Director



Native Services
National Headquarters
1275 Peachtree Street NE
Atlanta, GA 30309
(404) 487-5496
naclubs.org