

Native Club Site Open Verification Checklist





Native Club Site Open & Serving Youth Verification Checklist

1. Operational Status

- ☐ Club location is physically open
- ☐ Posted hours of operation are visible (on-site and/or online)
- ☐ Hours align with approved application
- ☐ Club is open during youth-appropriate times (after school, evenings, weekends as applicable)
- ☐ Facility is clean, safe, and accessible

2. Youth Presence & Participation

- ☐ Youth are present during operating hours
- ☐ Youth participation matches stated age range
- ☐ Average daily attendance is documented
- ☐ Current youth roster or sign-in system in use
- ☐ Consent/registration forms on file for active youth

3. Programming & Activities

- ☐ Program schedule is available and current
- ☐ Programs align with application (academic support, enrichment, recreation, leadership, etc.)
- ☐ Evidence of active programming (lesson plans, activity logs, calendars)
- ☐ Youth are engaged in structured activities (not just free time)
- ☐ Program materials and supplies are present and in use

4. Staffing & Supervision

- ☐ Approved Club Director/Coordinator is active
- ☐ Staff are present during operating hours
- ☐ Staff-to-youth ratios meet policy requirements
- ☐ Staff schedules are documented
- ☐ Volunteers are supervised and documented (if applicable)



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

