

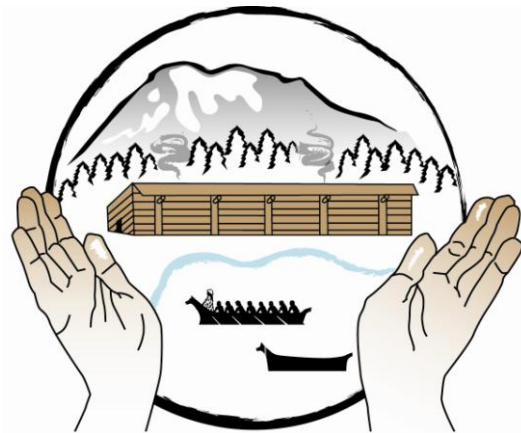
Suquamish Tribal Canoe Journey 2009

**Monday, August 3, 2009
to
Saturday, August 8, 2009**

Suquamish, Washington

20th Anniversary

VOLUNTEER HANDBOOK



**“OUR RELIGION IS THE TRADITION OF
OUR ANCESTORS”**

Letter From the Suquamish Tribal Chairman


June - August 2009

Welcome Volunteer,

On behalf of the Suquamish Tribe, I would like to express our gratitude in advance for your contribution to the 2009 Canoe Journey. The Information contained in the following pages will provide you with the details you need as a volunteer of this year's Journey.

Your time, effort and enthusiasm make our community a better place. I want you to know that we are deeply touched by your spirit of welcome and helping hands. We are proud of your efforts and hope that you recognize how valuable you truly are. Thank you for participating in this historic community event.

Sincerely,



Leonard Forsman
Suquamish Tribal Chairman

Canoe Journey 2009 Volunteer Handbook

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ABOUT TRIBAL CANOE JOURNEYS

This year's Tribal Canoe Journey marks the 20th Anniversary of the historical "Paddle to Seattle," one of a year-long series of events celebrating Washington State's Centennial in 1989. The Paddle, which left the shores of Suquamish for a landing at Golden Gardens in Seattle, was the first traditional intertribal canoe voyage in over a hundred years.

That same year a canoe family from the Heiltsuk Nation challenged all tribal nations to travel by canoe to their Bella Bella BC village in 1993 to be part of the Qutawas festival. Twenty-eight canoes answered that challenge and started our modern day annual Canoe Journey.

Today over a 100 canoes from as many as 90 U.S. Tribes and Canadian First Nations and an estimated 12,000 people participate in Tribal Canoe Journeys. We pull canoes, provide ground support, sing and dance, and share our culture, for the past, present and future of our people.

Cedar canoes are the traditional mode of transportation for coastal Native American people of this region. For thousands of years several different types of canoes have played a key role in our survival. There were canoes for times of war, for fishing, for whaling, and even for sea-going and heavy cargo transportation. Today, the Suquamish Tribe travels the waters of our ancestors with members of many tribes in celebration and awakening of our past.

INTRODUCTION TO THE VOLUNTEER PROGRAM

GENERAL ORIENTATION AND JOB SPECIFIC TRAINING

Regardless of your assigned tasks or schedule, you will be asked to participate in a two and a half hour training session.

We will have one half hour of general training and one half hour of cultural awareness training. We will then break into smaller groups for training for specific jobs.

After you sign up for a volunteer position, we will send you a letter of confirmation with the dates, times and location of the training sessions. The dates, times and location of the training sessions will also be available on the Canoe Journey website at www.tribaljournays2009.com, after June 15th.

VOLUNTEER SHIFT PROCEDURES

VOLUNTEER TRANSPORTATION AND PARKING

Please plan your transportation in advance as access to and through downtown Suquamish will be limited. We encourage you to park in our designated parking area on the West Sound Academy campus, off Creative Drive. The campus is located at 16571 State Highway 305 N. E., in Suquamish. Shuttle buses will be available to transport you from there to the Administration Building. A bus schedule will be included with your letter of confirmation and on the Canoe Journeys 2009 website after June 15th.

VOLUNTEER CHECK-IN

You will begin and end your shift at the Volunteer Center. The Volunteer Center will be located in the Elder's Dining Room at the Suquamish Village Administration Building. The Administration Building is at the intersection of Suquamish Way and Division.

WAIVER POLICY

You must sign a waiver prior to starting your first shift. The waivers will be distributed at the Volunteer training classes. Please note, if you are under 18 years of age, you will need a parent or guardian's signature on the waiver.

BE PREPARED

When you arrive for your first shift, you will be given a volunteer t-shirt to wear while you work and a volunteer kit containing useful items. Don't forget to bring your t-shirt and kit with you every day.

Wear comfortable shoes. You may be standing and/or walking during your entire shift. Some volunteer duties may require close-toed shoes.

Layer your clothing for cool mornings and evenings, and heat during the mid-day. Check weather forecasts to see if rain gear is needed.

You will be provided with a water bottle at the beginning of your first shift. Please bring this bottle with you for each shift. There will be water taps available to refill your bottles.

Bring sunscreen and/or a hat.

There will be no storage area in the Volunteer Center. Please plan to carry all personal items you bring to the site with you.

We cannot be responsible for lost or stolen items that are left in the Volunteer Center or at any volunteer sites.

Please be flexible. We may have to make last minute changes to your duties but do let us know if you cannot perform the new duties requested of you. We will appreciate your cooperation.

FOOD

Breakfast, lunch and dinner will be provided for volunteers. Snacks will be available throughout the day.

IF YOU CAN'T MAKE YOUR SHIFT (WHO TO CALL)

If at any time you are unable to make your shift or will be arriving late, please contact your team leader. Your team leader's name and phone number will be provided to you at your training session. The volunteer hotline number will also be provided for you at your volunteer training session, and will be available on the Canoe Journeys 2009 website after July 1st. Remember, we rely on each and every one of you to provide services to the Tribe's guests.

THE PEOPLE AROUND YOU

Your team leader will provide support and supervision for your volunteer work. You will meet your team leader during your training session.

ELDERS

Elders (persons 55 and over) are accorded great respect and deference. Please be aware of their interests and accord them priority. Be ready to assist by becoming familiar with the location of food, water, cool rest areas and the location of the Red Cross and Information booths.

PRESS

Please do not attempt to answer any specific questions from the media. Press relations are very important and will be handled by the Suquamish Media Coordinator. If a member of the media/press has a question, please direct him/her to the nearest Information Booth.

INFORMATION BOOTHS

The locations of the Information Booths will be identified at your training session and on maps which will be given to you.

REPORTING PROBLEMS AND CONCERNS

If a guest has problems or concerns, please listen and assess the situation. You may want your volunteer team leader to relay this information to the Operation Center.

EMERGENCY SITUATIONS

With the number of guests present during the Journey, we may experience minor first aid problems like cuts, bruises, or more serious medical problems such as heart attacks, heat exhaustion, or broken bones. To effectively manage such an emergency situation, keep the following points in mind:

1. There is a Red Cross station located on the grounds which will be identified on your map. If you need assistance at the scene, contact your team leader and ask that someone from the Red Cross booth comes to you. The injured person is your number one priority. Stay with him/her until help arrives. If there is a serious injury or a person asks for an ambulance, call 911 immediately.
2. If the injury or illness is minor and the person wants you to accompany them to the Red Cross booth, you should contact your volunteer team leader before you leave your area. Your supervisor will let the Red Cross booth know you are coming. The safety and well being of staff and guests is our highest priority.

INCIDENT REPORTS

If a person is injured or property is damaged on the premises, contact your team leader and ask them to relay the information to the Operation Center. An incident report must be filled out at the time of the incident. Examples of accidents are: backing into a pole or building with a vehicle, someone trips and needs medical attention, or damage of property. Collect the names, address, and phone numbers of witnesses. Please include the date and time of the incident, and your name and phone number.

LOST CHILDREN AND LOST PARENTS

A child separated from a parent is stressful for both the child and the parent. Please be sensitive to their concerns and assist them as much as possible. Locate your team leader, tell them what's happening, and ask them to radio the Operation Center. Please stay with the child and/or parent until your team leader has the situation under control.

LOST AND FOUND

All lost and found items are turned in to the nearest Information Booth.

RAIN OR SHINE

Activities will occur as scheduled regardless of rain.

Volunteer Recognition Party

Because we couldn't have done it without you!

All volunteers are invited to attend the Volunteer Recognition Party hosted by the Suquamish Tribe to honor and thank you personally for all your work .

Date: August 11, 2009

Place: Community House

Time: 6:00PM to 8:00PM

CANOE JOURNEY



VOLUNTEER APPRECIATION CELEBRATION