

<p>Title: <b>Tribal Member Memorial Policy with Corresponding Procedure</b></p>	<p>Effective Date: <b>Council Approved 7/29/2020</b></p>
<p>Policy Classification: <b>Tribal Council</b></p>	<p>Function: <b>Tribal Council</b></p>

**PURPOSE:** To provide guidelines for honoring Kenaitze Tribal Members upon notification of their death.

**APPLIES TO:** Kenaitze Tribal Members

**DEFINITIONS:** **Kenaitze Traditional Lands:** Western Kenai Peninsula between Point Possession and Kasilof including Cooper Landing, Kenai, Nikiski, Soldotna and Sterling.

**POLICY STATEMENT:** The Kenaitze Tribal Council shall provide support and/or resources for flowers, food and/or the use of Tyotkas through the use of the Tribal Council Discretionary Funds upon notification of a Kenaitze Tribal Member's death.

**PROCEDURE:** The Tribal Programs Director Enrollment Officer shall contact the family member(s) to determine the funeral arrangements and notify the Tribal Council Chair upon the notification of a Kenaitze Tribal Member's death,

- The Tribal Programs Director shall obtain authorization, including but not limited to verbal, text, email, fax, etc., from the Kenaitze Tribal Member's immediate family to publish a notification of death/obituary in the Counting Cord and/or on the Tribe's Facebook.
- The Tribal Programs Director shall notify the Tribe's Enrollment Officer of the Kenaitze Tribal Member's death to verify the Tribal Member's enrollment.
- The Tribal Programs Director shall provide a link to, or copy of, the Tribal Member's obituary to the Tribe's Enrollment Officer.
- The Tribe's Enrollment Officer shall contact the family to obtain a copy of the death certificate.

The Tribal Programs Director shall contact each of the Tribal Council Members in order that a condolence card may be signed or electronically signed as needed.

The Tribal Programs Director shall make arrangements for the following:

- A floral arrangement not to exceed \$100.00 shall be sent on behalf of the Tribal Council and Tribe upon notification of any Kenaitze Tribal Member's death.
- The use of the Tyotkas Elders' Center shall be offered to families living within the Kenaitze Traditional Lands for funeral and/or memorial services.

- The meal following the funeral and/or memorial services, which may include a ham or turkey, a side dish such as potatoes or rice, a dessert, bread or food platter(s), shall be provided for services in the immediate area of Kenai or Soldotna.
- The meal following the funeral and/or memorial services, which may include a ham, turkey or up to two (2) food platter(s), shall be provided for services on the Kenai Peninsula outside of Kenai or Soldotna.

- REFERENCES:**
- Tribal Member Enrichment Funds Policy with Corresponding Procedure
  - Funeral Assistance Policy with Corresponding Procedure

**CONTACT:** If assistance or additional information about the policy is required contact the Tribal Programs Director.

**RIGHT TO CHANGE:** The Tribal Council, in its sole discretion, may amend or rescind this policy, in whole or in part, at any time without notice.

**POLICY HISTORY:** Origination Date: 5/25/2018  
Revision Date: 7/29/2020