



RESOLUTION ADOPTING THE CREATION, SUBMISSION, AND APPROVAL OF YOUTH SERVICES PROGRAM CNG GUIDELINES

WHEREAS, the Comanche Nation is a federally recognized Indian Tribe with a Constitution approved by the Secretary of the Interior of the United States on January 9, 1967, to safeguard tribal rights, powers and privileges to improve the economic, moral, educational, and health status of its members; and

WHEREAS, the Comanche Constitution, Article VI, Section 7(f), provides that the Comanche Business Committee has the authority to implement, administer, and report on progress of programs adopted by the Tribal Council; and

WHEREAS, some Comanche Nation tribal government departments and programs who receive only CNG funding, did not have CNG Guidelines established within, to provide employees and directors a reference or guide for client services provided to tribal members, nor a reference or guide that assisted the department or program in improving quality and performance of those client services; and

WHEREAS, CNG Guidelines are crucial for ensuring consistency, improving quality, and promoting efficiency across various fields, plus, they provide clear instructions, standards, rules, and recommendations, helping individuals and organizations achieve desired outcomes for client services; and

WHEREAS, by adhering to CNG Guidelines, directors and employees can make informed decisions, reduce errors, reduce service denials, produce more approvals, and maintain a high level of performance within; and

WHEREAS, certain departments and programs may require amendments to their CNG Guidelines in the future if services are modified, added, or removed, and any revisions or updates to the CNG Guidelines shall be processed through this same Resolution as amendments; and

NOW THEREFORE BE IT RESOLVED, the Comanche Business Committee hereby adopts the CNG Guidelines for the Youth Services Program that were created and submitted by March 1st, 2025 and finalized by September 2nd, 2025 by a subcommittee; and

BE IT FURTHER RESOLVED, that exceptions to these guidelines may **only** be granted with the written and signed approval of both the Tribal Administrator and Executive Financial Officer; and

BE IT FURTHER RESOLVED, an exception report for the Youth Services Program must be sent to the Comanche Business Committee each month; and

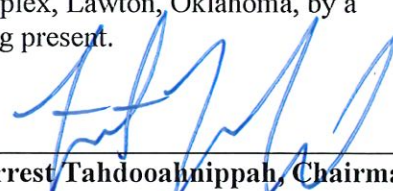
BE IT FURTHER RESOLVED, that any and all prior resolutions in conflict with the adoption and implementation of these CNG Guidelines are hereby null and void.

BE IT FINALLY RESOLVED, the Comanche Business Committee, acting for and on behalf of the Comanche Nation, does hereby authorize this Resolution for such intent.

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CERTIFICATION

The foregoing Resolution was adopted at a special meeting of the Comanche Business Committee held on the 19th day of September, 2025, at the Comanche Nation Tribal Complex, Lawton, Oklahoma, by a majority vote of 5 for, 0 against, and 0 abstaining, a legal quorum being present.


Forrest Tahdooahnippah, Chairman

ATTEST:


Diana Doyebi-Sovo, Vice-Chairman



YOUTH SERVICES

CNG Guidelines

Mission Statement

Comanche Nation Youth Services upholds core values that emphasize holistic wellness—spirit, mind, and body; cultural preservation through language, history, and teachings; responsible citizenship; and quality education for all Comanche youth. These values align with the nation's shared vision for the future. The program's primary goal is to empower Comanche youth for a brighter tomorrow.

Taa Numu Turu?etuu Numi Tuetutuanu Sika Tabeni Sukuhu Tsaatu Puetsuku

"Serving our youth today for a better tomorrow."

Purpose and Priorities

Comanche Nation Youth Services focuses on four key areas:

1. **Wellness** - Encouraging physical health, mental clarity, and spiritual well-being to help youth lead balanced and fulfilling lives.
2. **Culture** - Promoting language, history, and traditional teachings to strengthen Comanche heritage and identity.
3. **Citizenship** - Instilling values of responsibility and community engagement among youth.
4. **Education** - Advocating for accessible, high-quality education to equip youth with the skills needed for future success.

Services Provided

1. **School Clothing Assistance** - Supports Comanche-enrolled students with back-to-school clothing needs. The amount varies from year to year.
2. **High School Senior Assistance** - Helps offset the costs for seniors, including caps, gowns, announcements, and portraits (no reimbursements for senior orders).
3. **Educational Support** - Provides enrichment materials and school supplies.



4. **High School Graduation Stole** - All Comanche Nation-enrolled high school seniors who are on track to graduate during the current school year will receive a stole.
5. **Youth Program Activities** - Large and small group activities, after-school programs focusing on wellness, cultural learning, and citizenship.
6. **Youth Sponsorships** - Supports youth participation in cultural, educational, wellness, and citizenship-based activities. The sponsorship amount will be up to, but not exceeding, \$200.00.

Note: All services are subject to funding availability.

Eligibility Requirements for Services

School Clothing Assistance

Eligibility:

- Student(s) must be enrolled with the Comanche Nation. Pending enrollment will not be accepted.
- Student(s) must be enrolled in public, homeschool, private, charter, or boarding school.
- Student(s) must be enrolled in Pre-Kindergarten (turning 4 on or before September 1st) through 12th grade.
 - **Note:** Students older than 19 years will not receive assistance.

Homeschool Students:

- Current school year homeschool curriculum receipts must be submitted with the application.
- If the student is homeschooled through an online charter or virtual academy, a letter on official letterhead is required.

Application Process

- The applicant must be the legal/custodial parent, legal guardian, or caseworker at the time of submission.
- A new application (one per household) must be submitted each school year.
- Only the legal parent or guardian will receive information about the application status unless otherwise stated.

**Submission Methods:**

Completed applications may be submitted via:

- Walk-in
- Mail
- Email
- Comanche Nation Youth Services webpage:
[comanchenation.com → Departments → Education Center → Youth Services]

Required Documents (per student):

- Provide proof of Comanche Nation membership (C.D.I.B.).
- Report card from the previous school year (will accept a progress report, award, or class schedule for middle and high school students).
- Legal documents (custody order, power of attorney, etc.), if applicable and not previously submitted.

Note: Incomplete applications WILL NOT be accepted.

Assistance

- Assistance will be provided in the form of a designated clothing store gift card or a Visa gift card, depending on availability and funding.
- These cards are to be used exclusively for the purchase of school clothing and/or school supplies.
- Treat gift cards like cash or a personal credit card.
 - Lost or stolen cards cannot be replaced.
- A valid ID is required to pick up the gift card.

Prohibited Items:

Gift cards cannot be used to purchase:

- Consumable items (e.g., food, drinks)
- Gas
- Cell phones, phone cards, game cards, music cards
- Makeup, body sprays/colognes, purses, jewelry, toiletries, deodorant, or accessories over \$25.00.
- Alcohol, tobacco, drugs, or paraphernalia



Note: Violating these restrictions may result in the future loss of services.

Receipts:

- Receipts must be returned to the Youth Services office via walk-in, mail, fax, or email.
 - **Deadline for receipt submission:** June 1st
 - Failure to return receipts will disqualify the applicant from future assistance.
 - Non-compliant purchases totaling \$25 or more will disqualify the student from assistance the following year.
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High School Senior Assistance

- Seniors will receive assistance for senior-related expenses such as:
 - Cap and Gown
 - Announcements
 - Senior Portraits
 - Yearbooks
 - Class Rings
 - Letter Jacket
- Assistance will be issued after October 1 of the current school year.

Important Notes:

- Fraudulent information or spending may result in ineligibility for future assistance.
 - Student information may be shared with other Comanche Nation Educational Programs.
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High School Graduation Stole

- No additional application is required to receive a graduation stole if the student has already applied for services during the current school year. If the student has not submitted an application, they must first apply for school clothing assistance.
- All Comanche Nation-enrolled high school seniors who are on track to graduate during the current school year will receive a stole.
- Seniors graduating early must provide official documentation from their school. This must include:
 - A letter on official school letterhead



- A statement from a school representative confirming the student is approved to graduate early

Afterschool Program

Eligibility Requirements:

- Provide proof of Comanche Nation membership for child (C.D.I.B.).
- Child must be between the ages of 6 and 18.
- Submit a completed application with all required documents.
- Service provided on a first-come first-serve basis; subject to availability.

Application Process:

1. General Process:

- Parent/guardian must be the legal/custodial parent or legal guardian of the child and must fill out the application.
- A new application must be submitted each school year.
- Applications can be submitted via mail, fax, email, or the Comanche Nation Youth Services webpage.

2. Required Documents:

- Provide proof of Comanche Nation membership of the child (C.D.I.B.).

Youth Camps

Eligibility Requirements:

- Child must be an enrolled Comanche Nation tribal member.
- Be between the ages of 6 and 18.
- Provide proof of Comanche Nation membership for child (C.D.I.B.).
- A new application will need to be submitted for each camp session.

Application Process:



1. General Process:

- Parent/guardian must be the legal/custodial parent or legal guardian of the child and must fill out the application.
- A new application must be submitted each school year.
- Applications can be submitted via mail, fax, email, or the Comanche Nation Youth Services webpage.

2. Required Documents:

- Provide proof of Comanche Nation membership of child (C.D.I.B.).
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Youth Sponsorships

Eligibility Requirements:

- Must be a Comanche-enrolled student attending school in grades Pre-K through 12th.
- Provide proof of Comanche Nation membership of the child (C.D.I.B.).
- Submit a completed application with all required documents.
- All students are eligible for one sponsorship per year.
- Activities must align with the program's focus areas: leadership, education, sports, and spiritual wellness.

Application Process:

1. General Process:

- Parent/guardian must be the legal/custodial parent or legal guardian of the child and must fill out the application.
- A new application must be submitted each school year.
- Applications can be submitted via mail, fax, email, or the Comanche Nation Youth Services webpage.

2. Required Documents:

- Provide proof of Comanche Nation membership of the child (C.D.I.B.).
- Parent Code of Conduct
- Student Code of Conduct



- W-9 required from Vendor; obtained by the CN Youth Services Staff.
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Budget Allocation

The Youth Services Program activities include:

- **School Clothing Assistance**
 - **High School Senior Assistance**
 - **High School Graduation Stole**
 - **Educational Support - School Supplies**
 - **Outreach Activities** (e.g., CN outreach events, CN Fair Youth Events)
 - **Large Group Activities:** Youth-led community events, cultural retreats, wellness workshops, summer camps.
 - **Small Group Activities:** Leadership workshops, language competitions, sports training, college visitation days.
 - **Youth Camps during Holiday Breaks**
 - **After-School Programs:** Snacks, enrichment tools, and supplies for each location.
 - **Youth Sponsorships:** Support for students engaging in focus areas of wellness, education, culture, and citizenship.
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Zero Tolerance Policy

The Comanche Nation has a **ZERO TOLERANCE** policy for violence, foul language, and abusive behavior. Verbal threats or acts of violence toward staff, associates, or visitors may result in the denial of services and potential prosecution as per the Executive Order of the Comanche Nation Business Committee, December 7, 2019.

Applications will not be processed until all required documentation is submitted.

Incomplete applications will be held for at least 30 days.

Services contingent upon funding availability.