



First Nations Education Council Local Knowledge Keepers Honoraria and Travel Protocol

This structure is put in place to honor those who provide their time to share their knowledge and skills with others in a school setting. The purpose of the structure is to ensure that presenters have the opportunity to concentrate on the preparation of their presentation and be able to present in an environment of equalized and fair remuneration.

Protocols:

Presenters should expect a set of protocols to be followed related to their arrival, introduction, venue setup, audience participation and closing of their presentation or performance.

Arrival:

Prior to their arrival, presenters and performers should expect:

1. Students to be prepared for their arrival (how to behave, what to expect and any special protocols they may need to observe).
2. Confirmation of the place, date and time of the presentation/performance.
3. Information about parking, location of room for presentation.
4. Discussion and confirmation of information to be used in the introduction of the presenter.
5. Confirmation of the venue setup required for the presentation/performance including any dietary restrictions.
6. Someone should meet them to help get to the venue and help with their presentation materials.

NOTE:

Presentations related to traumatic experiences may require additional support services to be present (i.e. residential school impact, bullying, racism, etc.)

Introduction:

The introduction of the presenter/performer should include:

1. Acknowledgement of territory or welcome to the territory by a member of the territory's Nation.
2. Introduction of the presenter as approved by the presenter and in keeping with the cultural protocols of that Nation.

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During Presentation/Performance:

1. Ensure that a teacher or responsible adult is present to assist in monitoring student behavior.
2. Ensure that students are prepared to respond appropriately and respectfully during the presentation.
3. Provide technical assistance to the presenter.

After the Presentation/Performance:

1. Observe that Nation's cultural protocols to thank the presenter.
2. Present the presenter with a gift in accordance with their cultural protocols:
 - a) Examples of gifts might be tobacco, sage, sweet-grass, cedar, juniper, Labrador Tea, fir tree pitch, balsam bark, soap berries depending on season and availability.
 - b) These items can be harvested for the purpose of the presentation (i.e. take the students on a field trip to harvest the gift for the presentation)
 - c) When presenting, the person giving the gift should add, "We present this gift with the understanding that it is sacred to the presenter's cultural beliefs and is used in prayer."
 - d) Alternately, gifts of a book by an aboriginal author, local history book, blankets, jackets, vests, etc. are also acceptable.
3. Assist presenter to transport their materials to their vehicle.

Remuneration:

1. **One Hour Presentation:**
 - a) \$50 + mileage at SD 27 rate and distance chart
2. **Half-day Presentation:**
 - a) \$100 + mileage at SD 27 rate and distance chart
 - b) Refreshment break (snacks and refreshments)
3. **Full Day Presentation:**
 - a) \$250 + mileage at SD 27 rate and distance chart
 - b) Refreshment break (snacks and refreshments)
 - c) Lunch

Approved: December 12, 2016

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