

CONDUCTING

enrollment



audits



DCIAmerica

Each member's records will be treated with the utmost respect. We begin with the premise that every tribal record represents a living, breathing tribal member of your tribal organization, and that unless the tribe determines otherwise, each is indeed a tribal member.

DCI America can provide tribal enrollment audits and assist in rebuilding your enrollment files. We provide comprehensive audits that can rebuild enrollment files with proper documentation and audit reports that clearly indicate required action to be taken.

STEP 1: DCI America will establish an Enrollment Advisory Committee (EAC) with the most seasoned tribal enrollment professional in Indian Country.

- Develop an agreement of understanding with the Tribal Council on the criteria for membership at each stage of development under the tribe's laws
- Examine current member's files for continuity and uniformity
- Review the oldest enrollment records to establish core families
- Interview tribal elders, enrollment staff, and relevant BIA personnel

STEP 2: Starting with tribal elders to all current members:

- Cross-reference every member's file against the tribal laws active at the time of their membership
- Every member's file will be closely examined for proper documentation
- Family trees will be scrutinized against all available records to ensure that adequate procedures were used in authenticating genealogy
- Calculations will be made on every member's file to verify blood quantum
- Each member's file will be cross-referenced to ancestors, parents, and siblings

STEP 3: An EAC member will document his or her findings in a summary report

- In addition to the style and content, a detailed explanation of all research will be inserted in the member's record and the EAC will meet with the Tribal Council at the Council's convenience to provide timely reports and updates

STEP 4: At the conclusion of the audit, DCI will render a final report to the Council. Our report will be made without comment or opinion in reference to tribe's disposition of the information contained. It will be factual based on the data and documentation available. The detailed report will consist of:

- Blood quantum calculations and corrections (when applicable) for every tribal member
- Which criteria was used, when they were in effect and when the member qualified
- A separate listing of every member that did not qualify stating the reason(s)

TRIBAL ENROLLMENT AUDIT REQUIRES A SOUND PLAN OF ATTACK



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www.dciamerica.com / 800.888.1027

No other organization, no matter how they may present themselves, has the experience that DCI has. We have conducted the most audits using the most seasoned enrollment professionals from around the country. And our results and our references speak for themselves. DCI America is the undisputed leader in Tribal Enrollment Issues. We can help draft revisions to your constitution, your tribal enrollment ordinance, or your tribal enrollment committee by-laws . . .

Revisions To Your Constitution

Make your enrollment criteria easy to understand for this generation and the next

Tribal Enrollment Ordinance

An ordinance written in clear and precise language so that everyone understands it to mean the same thing

Enrollment Policies and Procedures

Comprehensive policies and procedures that detail the roles and responsibilities of each position as well as specific duties

Tribal Committee By-Laws

Detailed committee by-laws that spell out the form and function of the enrollment committee

Committee Training

Committee training that takes into consideration your constitution, ordinance, policies and procedures, by-laws and roles and responsibilities



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