American Indian Higher Education Consortium

2027 Student Conference Handbook



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INTRODUCTORY STATEMENT

Since the first AIHEC Student Conference in 1980, this annual event has grown from a few dozen participants to over 1,000 students, faculty, and staff coming together each spring to compete in academic, cultural, and artistic exercises; share stories, and best practices; participate in workshops and plenary sessions; and celebrate the Tribal College Movement. As participation has grown, the conference has also grown in complexity and organization. In 2010, the AIHEC Board of Directors, composed of the nation's Tribal College and University (TCU) presidents, requested that AIHEC and TCU staff begin the process of formalizing and standardizing the conference, including competition rules, participation requirements, judging, cost, etc. In 2013, the Board established the AIHEC Student Conference Commission to oversee this process.

This handbook, the *AIHEC 2027 Student Conference Handbook*, is the result of the Commission's continuing work. Due to the 2020 COVID-19 pandemic the 2020, 2021, and 2022 AIHEC Student Conferences were canceled. This handbook guides the structure, organization, and rules of conduct for the coordinators and participants of the 44th annual AIHEC Student Conference in 2027. We are grateful to the first Student Conference Commissioners, Samantha Cameron, Jonnie Clifford, Carmen Henan, Koreen Ressler, and Carmen Taylor for their time, commitment, and willingness to serve and share their knowledge with future generations of Tribal College students, faculty, and staff.

The AIHEC Student Conference Commission drafted the AIHEC Student Conference Handbook to acquaint member TCUs with the information needed to host the annual AIHEC Student Conference, typically scheduled in the spring semester of each year. The AIHEC member TCUs have assembled into five discrete regions. Every year, one of these five regions organizes a "host committee" consisting of knowledgeable individuals from each region's TCUs. This committee plans and manages the annual AIHEC Student Conference.

Individuals from each of the host committee's TCUs involved in the planning or managing of the annual AIHEC Student Conference should read, understand, and comply with all the policies and guidelines outlined in this AIHEC Student Conference Handbook. The handbook describes many of the events and responsibilities of the host committee and outlines helpful guidelines for each event or responsibility.

There are two main objectives of the AIHEC Student Conference Handbook: 1) To standardize the year-to-year rules, procedures, and awards of each student competition, and 2) to provide experienced direction to new coordinators, judges, administrators, and TCU Presidents who previously might have not attended or coordinated the annual AIHEC Student Conference.

The AIHEC Student Conference Handbook, no matter how extensive, cannot anticipate every circumstance or question that might arise about rules, policies, procedures, coordination, or guidelines. As the annual AIHEC Student Conference continues to grow, the need might arise,

and the AIHEC Board of Directors reserves the right to revise, supplement, or rescind any policies or portion of the AIHEC Student Conference Handbook.

The 2027 AIHEC Student Conference Handbook will be made available to the host committee for distribution to the members of their committee as well as general distribution on the host committee's chosen website and avenues of social media.

AIHEC Student Conference Commission

Samantha Cameron, Bay Mills Community College

Jonnie Clifford, Oglala Lakota College

Koreen Ressler, Sitting Bull College

Alex Grandon, AIHEC Staff

Lisa Vandever, AIHEC Staff

HOST COMMITTEE REGIONS

Woodlands Region	Montana/Pacific Region	Dakota Region	Southwest Region
Bay Mills CC.	Aaniiih Nakoda College	Cankdeska Cikana CC.	College of Muscogee Nation
College of Menominee Nation	Blackfeet CC.	Nueta Hidatsa Sahnish College	Diné College
White Earth TCC.	Chief Dull Knife College	Sitting Bull College	Haskell Indian Nations U.
Keweenaw Bay Ojibwa CC.	Fort Peck CC.	Turtle Mountain College	Institute of American Indian Art
Lac Courte Oreilles Ojibwe University	Iḷisaġvik College	United Tribes Technical College	Navajo Technical University
Leech Lake TC.	Little Big Horn College	Oglala Lakota College	Southwestern Indian Polytechnic Institute
Little Priest Tribal College	Northwest Indian College	Sisseton Wahpeton College	Tohono O'odham C.C.
Nebraska Indian CC.	Salish Kootenai College	Sinte Gleska University	California Indian Nations College
Red Lake Nation College	Stone Child College		
Saginaw Chippewa TC.			

STUDENT ELIGIBILITY

To be eligible to participate in the annual AIHEC Student Conference, a TCU student shall meet the following criteria at the time such student is listed on a TCU team roster or registration form and at the time of the relevant competition.

a. The student shall be enrolled at an AIHEC-member TCU with a minimum of nine (9) credit hours per quarter or per semester as established by their AIHEC-member institution.
b. While students enrolled in graduate study are permitted to attend the conference if they are enrolled in at least six (6) credit hours, they cannot participate in or register for any ***academic*** conference competitions. The conference ***academic*** competitions are for certificate, associate, or bachelor's degree seeking TCU students only. Non-academic competitions are open for participation by any eligible student.
c. The student must maintain a minimum, cumulative 2.0 grade point average (GPA), or a "C" grade average for those students previously enrolled, except that any GPA requirement established by an AIHEC-member institution shall take precedence, and in the case of a student not previously enrolled (e.g., new student, transfer student), he or she shall be deemed to be in good academic standing and making satisfactory progress, as determined by the TCU in which said student is enrolled;
d. The student cannot be a full-time or adjunct faculty but may be a Tribal College or University employee in other capacities; and
e. The student must have a written certification of current college credits and academic standing provided by the registrar or other authorized official of the AIHEC-member institution in which he or she is enrolled.
f. An eligible student is limited to participating in no more than three combined academic and non-academic competitions.

Each competition registration form in the AIHEC Student Conference Handbook requires a signature from a staff member, an administrator, or a coach from the AIHEC-member institution which the student attends certifying that the student meets these eligibility requirements.

The conference student eligibility requirements are consistent with the AIHEC Student Congress Bylaws, Article VII, regulating student eligibility, which was approved by the AIHEC Board of Directors on October 30, 2013.

PART ONE: LOGISTICS AND REGISTRATION

Each year, a primary coordinator will lead the host committee. The host committee will be responsible for the overall planning, budgeting, and management of the annual AIHEC Student Conference.

Logistics include securing an adequate-sized venue, scheduling of competitions/agenda, hotel rooms, meeting rooms, banquets, meals, plenary speakers, transportation, and student activities.

Registration includes handling the funds and fees, budgeting, deadlines, involvement from outside organizations, program booklets, T-shirts, logos, website/social media management, and competition awards.

The following documents will assist the lead conference coordinator and the host committee with planning and implementing the logistics of the overall AIHEC Student Conference.

HOST COMMITTEE

- Composed of a lead coordinator, a chair of the committee to run the meetings, and a group of individual staff and/or faculty from the host region's Tribal Colleges.
- Responsible for the overall planning, budgeting, coordinating, and managing of the AIHEC Student Conference

HOST COMMITTEE GUIDELINES AND PROCEDURES

- The host committee will begin to meet at least once a month starting at least one calendar year prior to the AIHEC Student Conference which they are responsible for coordinating.
- The lead coordinator may be assigned from one of the host committee Tribal Colleges or the host committee may choose to hire from outside the host committee. In working with a large committee, it is important that everyone involved has a clear sense of the roles and responsibilities. The lead coordinator and the Chair of the host committee are two key people whose roles should be clearly outlined to the committee.
    - The lead coordinator's duties generally include all the logistics (menu, a/v, room sets, agenda document maintenance, etc.). The planner, in that capacity, may be involved in web maintenance, program content management, and sponsor relations.
    - The chair of the host committee calls the meetings, keeps meeting minutes, and should be the lead on competition-specific issues.
    - Host committee members retain the duties related to planning, staffing, running and reporting on their specific competitions. Competition room spec and set needs, a/v and food needs will be worked on with the lead coordinator.
- The host committee will be composed of at least one representative from each Tribal College in the host committee's region and the committee will be led by a lead coordinator who may not necessarily be a staff or faculty member from the region's Tribal Colleges. Historically, the host committee and coordinators are volunteers from the tribal colleges. In some cases, the lead coordinator has been hired from inside or outside the Tribal College community.
- The host committee will invite relevant local contacts, businesses, and groups to participate in the monthly host committee meetings, such as the local business bureaus, hotel representatives, local government representatives, etc.
- Early in the planning year, ensure representation of the AIHEC Central Office staff in future host committee meetings to bridge communication among the TCU community, oversee conference standardization, troubleshoot common issues, plan the AIHEC Board of Directors meeting, and act as an impartial representative.
- Individual tasks and competitions will be assigned to each region's Tribal Colleges for coordination. Tribal Colleges may volunteer to coordinate specific tasks or competitions.

The Tribal Colleges are responsible for assigning individuals from their colleges as coordinators to each task or competition assigned by the host committee.

- It's not recommended to include a separate conference from another entity, AIHEC, or Federal Agency, within the student conference. The extra work and coordination required is too burdensome to manage for the host committee.
- The host committee will ask for periodic updates on tasks and competitions from each of the coordinating colleges. If progress reports are not provided to the host committee in writing or via phone call by a competition coordinator for two consecutive meetings, the lead coordinator will contact the coordinator's college president. If the president does not respond, the coordination of the assigned event will be the responsibility of a separate college in the committee.
- During the conference the host committee will need to have a lead point of contact working with the venue and the coordinators for last-minute needs.
- During the conference the host committee will need to have a host of volunteers, including at least two floating A/V, IT volunteers to address technology issues that arise.
- Split each day into two timeframes for judges that cannot commit to a whole day.
- Coordinators should recruit the judges for their competitions and provide the specific competition judging criteria in advance to make sure the judges are qualified. Consider hiring judges from local or regional colleges and other local entities that have experience in the topics they will judge.
- Offer pre-conference training sessions for judges, with recorded orientation.
- Provide a hospitality room with food for judges and coaches.
- Every morning during the conference the host committee will convene to discuss any issues or prepare for the day. The morning host committee meeting is a crucial release valve for any stressors that developed over the span of the previous conference day.

Host Committee reports and records that would be helpful appendixes to the Handbook:

- Full list of exhibitors, sponsors and ad purchasers with full contact info
- Full list of registration-by-registration type
- Tee shirt and bag order numbers
- Conference Venue meeting rooms specifications sheet
- Budget documentation (prior year's revenues and expenses)

DISPUTE RESOLUTION COMMITTEE

- During the conference, the host committee will need to identify the members of the Dispute Resolution Committee:
    - The dispute resolution team should have at least one representative from each host TCU and will elect a chair for the team.
    - The dispute resolution team requires any person wishing to make an official dispute to fill out and submit a Dispute Resolution Form.
    - A dispute resolution team member that is an affiliate of the petitioning school should recuse themselves on said issue and not participate in discussion, advocacy, or final vote.
    - Have multiple Presidents and AIHEC staff on the dispute committee
    - Have multiple copies of competition rules on-hand during competition
    - Reply to disputes via email.
    - Have a private room for the Dispute Resolution Committee.
    - Have the dispute resolution form at a designated Information Booth
    - Have a fillable PDF that can be emailed due to handwriting concerns.

Template Competition Dispute Resolution Form Instructions

What to do if there is a competition dispute.

1. The TCU coach contacts (*name of dispute chairperson & email address)* to request a Dispute Resolution Form, or a form may be available from the competition coordinator.

2. Complete the form providing the following information:
    - Name of the Competition
    - Competition Coordinators' Name
    - Tribal College filing the dispute
    - Coaches Name and contact information
    - Describe the disputed decision
    - Describe the complaint
    - Provide support Documentation
    - Provide what is felt to be fair and reasonable.

3. Submit the completed dispute resolution form to *(name of dispute chairperson and email address)*.

4. The competition coordinator will provide their statement explaining their decision with documentation.

5. The Dispute Resolution Committee will meet upon receipt of the above to review the facts of the disputed case and make a ruling.

6. Both the coach and competition coordinator will be informed immediately of the ruling. This decision is final.

Dispute Resolution Committee Template Submission Form

Competition: _____ Date/Time Filed: _____

Competition Coordinator's Name: _____

Complainant Information:

TCU Name: _____

Coach's Name/Person Filing: _____

Email: _____ Cell #: _____

Describe the Disputed Decision:

Describe Your Complaint:

List any Supportive Documentation: (Attach documentation to this form)

What do you think is a fair and reasonable resolution.

(For Use by the Dispute Resolution Committee's Ruling

Committee Chair Signature: _____ Date: _____

Committee Members:

PLANNING TIMELINE

AIHEC Student Conference Suggested Planning Timeline:

- **Twelve Months+:**
  - Assemble host committee and identify conference location/city
  - Representatives from the host committee meet with previous year's host committee to obtain previous year's statistics, esp. hotel rooms required
  - Conduct surveys if necessary
  - Identify conference center and venue
  - Identify tasks, competitions, and agenda items
  - Determine conference theme and announce student competition for conference logo based on the theme
- **Eleven Months:**
  - Representatives from the host committee travel to prospective location to determine space availability and local hotel options
  - Assign tasks, competitions, and agenda items to the host committee members
  - Host committee determines the fiscal situation; the funds that are available and the funds that are needed from the Tribal Colleges in the host committee
- **Ten Months:**
  - Chosen conference center/venue gives report on services available and approximate cost.
  - Identify local hotels and contact to make aware of dates and need
  - Begin fundraising, finding sponsorship, contacting advertisers (including AIHEC central for federal agencies) – prepare 1-page flyer for solicitations.
  - Identify and contact entities that might want available space at the conference (AIHEC, AICF, AMP, etc.)
- **Nine Months:**
  - Final invoice for funds from host committee Tribal Colleges
- **Eight Months:**
  - Estimating final registration and fundraising, establish the conference budget.
  - Establish final timeline and deadlines.
  - Stage One of the AIHEC Student Conference Website and Facebook Page Launched to provide preliminary information, dates, location, materials, etc.
- **Six Months:**
  - Confirm keynote speakers.
  - Confirm workshops and presentations.
  - Latest time to provide knowledge bowl resource material to AIHEC Central Office
  - Begin online conference and competition registration.
- **Four Months:**

    - Assign meetings and competition space
    - Transportation Confirmed
    - Pow-Wow Organized
    - Latest date for launch of Stage Two of the AIHEC Student Conference website to provide both conference and competition registration
- **Sixty Days:**
    - Awards Banquet Organized
    - Awards Purchased
- **Thirty Days:**
    - Agenda and Program Confirmed for Printing
    - Student Activities Confirmed with AIHEC Student Congress
- **Two Weeks:**
    - Meal and Refreshments Confirmed
    - Online Conference Registration Closes
- **One Week:**
    - Competition Registration Closes

FIDUCIARY AGENT

- The management and responsibility of any funds received for any reason will be the assigned task of a of a single host committee Tribal College's Business Office. This Business Office will serve as the fiduciary agent for the entire host committee.
- The host committee will determine the fee required of each region's Tribal Colleges at the first meeting and determine a method to collect and track the fee. If funds are not available from the last time the same host committee organized the student conference, then the host committee will invoice each Tribal College in the hosting region. The amount will be determined by the previous year's host committee budget.
- A single bank account will exist to collect the revenue from the host committee fees owed by each Tribal College in the host committee, the registration fees owed by participants in the Conference, and the sponsorship donations provided from outside groups for advertisement and/or exhibit booths.
- The same bank account will pay for all expenses.
- The fiduciary agent is responsible for building a budget based on previous years' financial records. The host committee needs to see the actual figures in terms of revenue from prior years' host committees in order to create accurate projected revenue that will inform the overall conference budget. The funds from each Tribal College member of the host committee, the funds from fundraising, sponsorship, donations, and advertising, and the funds from registration will constitute all the revenue in the budget.
- The fiduciary agent must track all financial transactions and records, including conference hosting fees, registration fees, sponsorships, exhibit hall fees, and conference expenses.
- The fiduciary agent will be required to provide the host committee with frequent updates on financial matters and provide the AIHEC Student Activities Committee with a final financial report within 90 days of the conclusion of the conference.
- The cost of the coordination of the competitions, activities, awards, materials, meals, audio/video equipment, venue, gifts, and the speakers will constitute the expenses of the budget.
- The funds from fundraising and registration will need to be estimated in the first version of the budget.
- The Tribal Colleges determine if any leftover revenue will be distributed back to the host committee Tribal Colleges or if the leftover funds will remain in the account for when the committee hosts their next student conference.
- The host school that decides to be the fiduciary might want to take on the added task of promoting and securing sponsorships and attracting and managing exhibitors, so they know what money is coming in and going out. Otherwise, they will need to regularly communicate with the host committee coordinators assigned to sponsorship and exhibitors.

REGISTRATION

- A digitized registration process is sufficient, but a dedicated event management platform would streamline registration, payment processing, and track participants for both the registrants and the event coordinators. Provide a receipt for registrants to confirm registration for both conference and their individual competitions. Consider linking conference registration data to competition registration and scheduling for seamless coordination of both.
- Registration forms will be posted online six months in advance. A master list of all registered students and the competitions in which they are registered must be always available online for reference/confirmation and possible correction of registration errors. TCUs should be urged to check the online list to ensure that their students are properly registered. The registration could collect emails during registration to submit confirmations via email.
- All pre-registration will be done by business or personal check, purchase/money order, or credit card via a service such as PayPal or through an on-campus entity such as the bookstore. Note: Purchase orders are payable within 30 days, causing a delay in cash flow.
- Implement a clear deadline for both handwritten and online registration to manage last-minute changes. Registrants with late changes or registration should be notified that they might not receive a printed badge.
- The registration coordinator must inform the registering agent from each TCU that all competitors MUST meet the conference's eligibility criteria. Proof of student enrollment for registration will be confirmed by the signature of the registering agent from each Tribal College. Any student registrant that is discovered to be ineligible after the start of the conference (after the Parade of Flags Ceremony) will disqualify the entire Tribal College team from all conference competitions.
- General Pre-registration pricing needs to include a description of services and meals included.
- Distribute conference bags before or after attendees reach the booth to reduce wait times at the registration tables. Organize badges by college/organization. Additionally, be prepared for colleges requesting additional confirmation or invoices beyond a Wix or other conference app Point of Sale receipt. Have a W-4 available at the registration booth.
- Obtain coordinator and coaches' cell phone numbers for last minute changes
- General registration is for non-students and non-elders.
- Onsite registration needs to have a higher cost to facilitate head counts for coordinators.
- Sample Registration Logic:
    1. Single Participant
        a. Student Competitor or General/Student/Elder
            i. General/Student/Elder
                1. Full Conference or Single Day
                2. Student Competitor = Full Conference Student Fee
                    a. Register for each competition
                    b. Must submit verification of eligibility

American Indian Higher Education Consortium Student Conference
[*Date: Location*]
[*"AIHEC Student Conference Theme"*]

[*Year*] AIHEC Student Conference Registration Form**

IMPORTANT NOTICE: All pre-registrations are non-refundable. However, they can be transferred to a different name. Please note, to gain entry to AIHEC activities the individual shall have with them an AIHEC Registration Badge.

Pre-Registration, [*Year*]		Onsite, [*Year*]	
General Registration	[*$xxx*]	General Registration	[*$xxx*]
Student Registration* (College or High School)	[*$xxx*]	Student Registration* (College or High School)	[*$xxx*]
Elder-Registration (65+)	[*Free*]	Elder Registration (65+)	[*Free*]

One Day On-Site Registration

General Registration	[*$xxx*] (Meals not included)
Student Registration* (College or High School)	[*$xx*] (Meals not included)
Elder-Registration (65+)	[*Free*] (Meals not included)
Banquet	[*$xx*] (for elders and one day on-site registrants)

*Students shall provide proof of school enrollment with registration.

NAME: _____
ADDRESS: _____
TRIBAL COLLEGE, ORGANIZATION or PROGRAM:_____
PHONE: _____ EMAIL:_____

No cash accepted through the mail. Credit Cards are accepted through the host committee's website. Payment by check or purchase order made to **[*Host Committee Checking Account*]** shall accompany all registration forms.

Mail all registrations and payment to:
[*Host Committee Business Office*]

**This Registration form and all registration forms in the AIHEC Student Conference Handbook, including all competition registration forms, are a sample document which may be modified as necessary.

NOTE: Please list all persons from your campus who are attending the conference. Indicate whether registration is general or a student registration and each competition in which the student will participate.

PARTICIPANTS: (Please type or print clearly)
Name _____Student ___General ___
Competitions:_____
Name _____Student ___General ___
Competitions:_____
Name _____Student ___General ___
Competitions:_____
Name _____Student ___General ___
Competitions:_____
Name _____Student ____General ___
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Competitions:_____
Name _____Student ____General ___
Competitions:_____
Name _____Student ____General ___
Competitions:_____
TOTAL:
STUDENT $ _____GENERAL $ _____

Business Check _____ Paypal _____ Personal Check _____ Credit Card _____
AMOUNT ENCLOSED: $_____
Payable to:
[*Host Committee Business Office*]

I verify that each student participant meets the AIHEC Student Conference eligibility requirements
TCU Coordinator's Signature _____ Date _____

Mail completed registration forms and payment to:
[*Host Committee Business Office*]
(Registration is transferable, but non-refundable)

FUNDRAISING, ADVERTISING, & EXHIBIT BOOTHS

- Fundraising, advertising, and exhibit booths will be handled by one Tribal College of the host committee.
- Contact known organizations (AISES, etc.) to ask for funding contacts and strategies.
- A cumulative list of donors needs to be provided from the previous year's host committee which will be passed on to the following year's host committee at conclusion of each conference.
- Contact federal agencies (Department of Energy, Coast Guard, DoD, etc.), individual and local TCU partners (Other local universities, AICF, Intel, etc.), local tribal entities (government, casinos, individual retailers, etc.), and local chambers of commerce to request funds or assistance.
- Offer levels of advertising to the entities dependent upon their level of sponsorship.
- Implement vendor payment options on the website from the beginning.
    - Have vendors purchase booth space directly from the conference website to streamline the process
- Sponsors need to be recognized for their level of sponsorship throughout the conference including gifts, announcements, program emphasis, etc.
- Media of advertising include the conference program, exhibit booths, banners, signage, etc.)
- Unlike registration, fundraising, sponsorship, donations, etc., they do not have a deadline and never close.
- TCUs will pay for any required exhibit booth space except for the Tribal Colleges included in the host committee. Ensure TCU presidents communicate and confirm the space their campus will need in the exhibitor hall location early on.
- Exhibit booths are available starting the day before the opening ceremony and close before the awards banquet.
- The number of exhibit booths available is limited to the size of the room available.
- To attract traffic of students into the exhibit booth area, place food and/or beverage with the exhibit booths. Even with the presence of vendors selling items, the exhibit booth area is known to be empty without incentive. Make the exhibit booths as visible as possible. Ask the venue for side space in the hallways or foyers.
- Consider on-site support from a service to address exhibitor needs, so TCU staff can be free to focus on the conference.
- Coordinate and staff a conference store selling merchandise to raise conference revenue. Shorten store hours on the last day due to lower sales activity. For the Conference Store, consider using the Apple Square App as the point of sale. No cash was created, and the app logged all the sales and issued receipts to customers as requested. Order more Large (L) and Extra-Large (XL) sizes, especially for caps and sweatshirts. (L/XL for caps, 4X and up for clothes). The AIHEC Student Congress could have a dedicated booth to improve efficiency.

CONFERENCE VENUE

AIHEC Student Conference Venue:

- One or more Tribal Colleges from the host committee will determine a location city for the AIHEC Student Conference centralized for their region.
- The host committee will request bids from approximately three venues in the area capable of hosting the 4-day AIHEC Student Conference.
- Local resources and accommodation, such as hotels, restaurants, airport, transportation, etc. will be taken into consideration.
- The venue shall have available meeting space to schedule all workshops, competitions, and meetings of the conference. This might require coordination of multiple venues depending on the location of the city and the number of expected participants.
- Confirm that the conference venue does not contain any offensive, demeaning, or troublesome memorabilia or shops in the surrounding neighborhood.

CONFERENCE THEME & LOGO

AIHEC Student Conference Theme & Logo:

- One of the first steps in the process. The Theme and logo should be determined as close to a year out from the student conference as possible. Without a logo: the website cannot go live, T-shirts and programs cannot be ordered, and keynote speakers and workshops cannot be arranged. Without a live website, important information cannot be provided to the participants such as location, competition rules, and materials (knowledge bowl books). Without a theme or logo, a chain reaction of events cannot take place, and it brings planning to a halt.
- Every Tribal College of the host committee will suggest a theme for the student conference and the committee will vote on the best idea.
- Announcing the theme, the host committee will hold a student competition for a complementary logo.
- The theme and logo shall be determined prior to launching the website and pre-registration.
- Ultimately, the logo will be branded on all products created by the host committee, including T-shirts, publications, banners, websites, social media, etc.
- The conference theme will guide the topics of the workshops, plenary talks, and the scheduled workshops at the AIHEC Student Conference.

LOGO COMPETITION FORM

Basic Elements/Requirements: **Due on [Deadline]**

The AIHEC Student Conference [Region] Host Committee invites any AIHEC student to submit a logo design for the AIHEC [Year] Student Conference which will be held in [Conference Location] at the [Conference Venue], [Conference Dates]. The logo will complement this year's Conference theme, [Conference theme], and will be used on the [Region] Host Committee's website and the AIHEC Student Conference materials including the program, agenda, banners, and T-shirts. Please follow the design parameters below provided by the [Region] Host Committee.

-Name: AIHEC [Year], American Indian Higher Education Consortium

-Typography [Example]: Helvetica (regular, **bold**) and Gotham (**bold**)

-Color Palette [Example]: #f9df06, #2594b9, #e1263d, #2d2a2a

-Size/Format [Example]: 750px high, 540px wide, 300ppi, PNG 24

Web Header Logo [Example]: 125px high, 90px wide, 72ppi, PNG 24

NAME/BRAND:
In 1972, six American Indian tribally controlled colleges established the American Indian Higher Education Consortium (AIHEC) to provide a support network as they worked to influence federal policies on American Indian higher education. Today, AIHEC has grown to 37 Tribal Colleges and Universities (TCUs). Each of these institutions was created and chartered by its own tribal government for a specific purpose: to provide higher education opportunities to American Indians through programs that are locally and culturally based, holistic, and supportive.

Through AIHEC, our colleges continue to work together to influence policy and establish programs in all facets of higher education. They receive technical assistance in key areas; network with one another, federal agencies, other institutions, and potential partners; mentor new institutions; and plan new initiatives to address evolving areas of need.

AIHEC provides leadership and influences public policy on American Indian higher education issues through advocacy, research, and program initiatives; promotes and strengthens Indigenous languages, cultures, communities, and tribal nations; and through its unique position, serves member institutions and emerging TCUs.

TCU students, please attach your submissions (2) via email to: [Logo Competition Coordinator email]

HOTEL BLOCK

AIHEC Student Conference Hotel Block:

- Once the Conference Venue is confirmed, and almost at the same time, a block will be reserved by the host committee at each local hotel.
- The host committee will need to estimate the number of participants to anticipate for the conference. Although a change in the host city from year to year might alter the number of lodgers expected, the committee might wish to issue a lodging survey to the participating Tribal Colleges from the previous year's conference to obtain rough estimates of the hotel rooms used the previous year.
- Once the estimate is determined, the host committee will notify the local hotels of their estimated need for rooms on the dates selected for the student conference.
- Once the local hotels are identified and notified, the host committee will post the hotel information on the student conference website for the other TCUs to begin making reservations.
- If negotiating with multiple hotels, require the hotels to offer the same rate (or within $10 of each).
- Double occupancy rooms will be in high demand, and the host committee will need to block double occupancy rooms near the conference venue first. The host committee should consider negotiating a certain number of double occupancy rooms rather than simply a "Run of the House".
- Many colleges will book their hotel rooms one month prior to the event. If the host committee wants to help with later attrition rates, then they can release the rooms early enough to allow the hotel to re-sell them. Consider a reduction clause to reduce the block at a certain time if not filled.
- Based on an attendance of nearly one thousand (1,000) participants, expect to contract between two thousand (2,000) and twenty-three hundred (2,300) room nights.

MEALS & REFRESHMENTS

- Meals and refreshments will be the biggest expense of the AIHEC Student Conference budget. The host committee will need to assess their available money from seed funds, their expected revenue from registration and sponsorship, and their expect expenses from the individual events, the venue, and the speakers to set a budget for meals and refreshments. Cost typically $100,000+.
- A meal will be required at the awards banquet. The conference venue will have menu options or will know the third-party catering options.
- Moderate snacks and refreshments will be made available throughout the student conference near or at the registration booth. The snacks and refreshments are generally served during mid-morning, and mid-afternoon breaks are most popular among the participants.
- While remaining within the meals and refreshments budget outlined by the host committee, workshops, competitions, student activities, plenaries, and individual meetings might request food and refreshments to be included within their individual competition's budget to serve at their event. The coordinators of each individual event will need to know the menu options or third-party caterer and work with the primary coordinator to make their order.
- The art exhibition and competition usually have a reception with food and refreshments after the judging of the competition where the winners of each category are announced.
- Meals and refreshments need to be finalized and confirmed with the conference center/venue staff at least two weeks prior to the conference. The conference venue or third-party caterer might have a separate, earlier deadline.
- Meals and refreshments can be used as an incentive for student participation in speaking sessions.
- Host committees have been known to provide a welcome reception on the first day and a banquet for any evening keynote speakers during the conference.
- Order fewer items overall (coffee), focusing on substantial options like hot food and lots of water. Include vegetarian options and allocate a larger time frame for breaks in the agenda. Order less fruit and sweets and remove the Tuesday/last day afternoon break.

MEETING & COMPETITION SPACE

- Using a list from the previous host committee, the current host committee will need to have a complete list of the meetings, competitions, and workshops planned for the conference to coordinate space for all the events.
- The host committee will identify available space for each event and map out the entire conference at the anticipated venue. Edits to the map will be made as events are modified and needs are altered.
- The available space will dictate the scheduling and, ultimately, the agenda. Therefore, meeting and competition space will need to be determined before the programs with the agenda are sent to the printer optimistically three months in advance.
- Once the room space is finalized, each separate event's coordinator will need to make their requests for necessary room equipment based upon their event including, A/V, projectors, projector screens, tables, chairs, lectern, and/or meals and refreshments.
- Last-minute changes will always happen and clear signage at the registration tables, or correction notes in the programs, can help mitigate confusion. The host committee might wish to use a large Master Board near the registration table that clearly outlines every event, its assigned room, and the schedule and timing of the event.
- The host committee may choose to have an Elder's room where seats and tables are available along with snacks and refreshments throughout the conference.
- The host committee will need:
    - One staff office room, out of the way, with secure access for storage and to serve as a command hub.
    - One committee meeting room for 40-50 people for daily morning meetings (could be the same as above).
- An information booth could be set up at the conference venue in addition to the registration booths, staffed by knowledgeable individuals. This booth can provide:
    - Dispute Resolution forms
    - Video voting forms
    - Coach information
    - Vendor layout maps
    - Extra agendas
    - Local area information (food, parking, etc.)
    - Snack menu and times
    - Banquet information
    - Payment center for judge payouts: This was helpful when knowing who to pay on EACH day and keeping that information separates.

AGENDA & SCHEDULING

AIHEC Student Conference Agenda and Scheduling:

- The host committee will need to know and schedule all the events, competitions, presentations, speakers, and workshops and then create the agenda to include in the program.
- The program will need to be printed, and the printer will determine the cost and the deadlines.
- Once the agenda is finalized, the host committee will need to post the final agenda on the website and social media.
- Any last-minute changes will need to have clear signage at the conference, have a possible insert in each program, and be posted on the website and on social media.

STUDENT CONFERENCE PROGRAM

- Encourage more participants to use the app, especially during the conference when posting updates and sending push-out notifications. Conference registration and processing exhibitors can all be completed through most conference apps.
- Registration and Exhibitors could of all go through the app if the Woodlands Host Committee had known earlier.
- The student conference program will need to be professionally printed.
- The student conference logo and theme will need to be selected and approved.
- The host committee will need to collect bids from designers and printers and select the best price for the quality.
- The program is a source of revenue for sponsors and donors. The host committee might wish to contact the previous year's host committee for previous donors and sponsors.
- The conference program will be distributed to each participant who registers for the student conference along with their name badge and a lanyard.
- Consider having printed agendas and post a large poster of the agenda at the registration area to replace traditional programs.
- The typical student conference program contains:
    - A welcome letter from a TCU President from the host committee
    - A welcome letter from the governor of the state where the student conference is held.
    - An agenda with times and locations for competitions and other events and functions
    - Keynote speaker biographies
    - Times and locations of the workshops and presentations and their descriptions/abstracts and presenters
    - Advertisements from sponsors and donors
    - An advertisement for the Powwow
    - A final page or two for notes.

WEBSITE & SOCIAL MEDIA

- The host committee will need to have a centralized online resource for potential participants and registered participants to obtain information. The information needs to be released on the website in two stages.
    - Stage one will be released early in the planning process around eight months to a year from the event and include:
        - The AIHEC Student Conference Handbook
        - Sponsorship and Program Ad Registration
        - Dates and General Notifications
        - Conference Venues and Hotel Information
        - Maps of the local area and the venues
        - Contacts
    - Stage Two will be released as soon as possible after stage one, and no later than November prior to the event, and will include:
        - Registration includes required forms and payment processing capability using a payment service (Paypal, etc.).
        - Registration Confirmation (Master list of all competitions and competitors)
        - Competition Forms
        - Registration and Roster forms
        - Judging Forms
        - Rules
        - Agenda
        - Deadlines
- The registration website will need to follow the guidelines under the Registration section of this Handbook and will need to be configured to generate reports of the participants and their various involvements in the competitions.
- One of the host committees, Tribal Colleges will host the link to the student conference website on the homepage of their Tribal College website.
- The same host committee Tribal College with the task to host the website will also host a the conference's social media presence for up-to-the-minute updates and sharing files such as images.
- The host committee will need to post local transportation options for fellow TCUs on the AIHEC Student Conference website.
- Cycle all social media requests prior to the conference to the website (disable DMs, and postings of questions, etc.). Have a social media coordinator with multiple volunteers to capture more of the event and potentially livestream major moments and agenda items. Post detailed information on social media well before the conference. Arrange for a livestream of major events like the opening and awards ceremonies to be shared with the Social Media coordinator. Have multiple people manage social media to ensure comprehensive coverage.

WORKSHOPS & PRESENTATION REGISTRATION

- The host committee will need to determine if they wish to have workshops and presentations at their student conference. The decision is mainly dependent on the space available at the conference venue.
- The host committee will need to make suggestions for workshops and presentations or panels (STEM, TCUs, Behavioral Health, etc.) based on the student conference theme.
- The host committee sends letters and emails to potential presenters.
- The host committee could designate staff to coordinate outside presentations before and during the conference. The staff will need to coordinate badges for presenters/panelists. Host Committees need to determine if outside presenters, even from the AIHEC Central Office, need to register, and if not, whether they can participate in the conference activities.

KEYNOTE SPEAKERS

AIHEC Student Conference Keynote Speakers:

- The host committee will need to compile a list of potential speakers and have a determined budget for speakers.
- Each Tribal College that composes the host committee will suggest at least one speaker their students want to speak at the student conference.
- If chosen, each Tribal College will contact their speaker(s) and determine the cost and schedule of the speaker(s).
- In some instances, a Tribal College President in the host committee will need to write a letter to invite the speaker and have the rest of the Tribal College Presidents sign the letter for endorsement. In most instances, a member of the host committee will know the speaker and invite them to speak.
- The host committee will make a final list of the speakers and decide to secure the speakers for a set time during the student conference.
- There are generally four keynote speakers: one for each of the three mornings of the student conference and one more keynote speaker on the final evening of the student conference at the awards banquet.
- All the competitions need to be suspended during any keynote speaking sessions whether that session occurs in the morning or evening.
- Live Stream Coordination: If the host committee desires to have livestreams, ensure they are properly set up and communicated. Avoid a livestream that is too far back to see the event.
- There was increased focus on competitions rather than the general sessions in the mornings. Also, consider moving entertainment to the evenings to boost attendance at the entertainment and the sessions.

OPENING SESSION: PARADE OF FLAGS

AIHEC Student Conference Opening Session – Parade of Flags:

- On the first morning of the student conference the host committee representative will introduce the conference, hold an invocation, present the colors by a color guard, and then introduce Mr. and Ms. AIHEC (with AIHEC flag) and each participating college in alphabetical order as they parade into the opening session hall and arrange in order around the large hall.
- Each participating Tribal College will have their institution's flag with them. Mr. and Ms. AIHEC may lead the procession with the AIHEC flag. (Coordinate this with AIHEC Student Congress staff (Stacia Prue and Marvene Tom)
- The Opening Session hall is usually the same hall as the evening Pow-Wow and the final Awards Banquet. The space needs to be long or wide enough to support a parade of all the participants of the conference (~1,000 students, faculty, staff, and administration).
- Clear signage and strong volunteer support will be needed to arrange the colleges in alphabetical order for the procession.
- The opening session is an opportune time to speak to the student conference about last-minute updates, outline the activities and locations, and host the first keynote speaker or plenary session.
- Most student participants will leave immediately after they parade into the hall with their flags because the competitions will begin. If a plenary or keynote speaker is scheduled, they shall speak AFTER the parade of the flags but BEFORE the competitions begin for the day.
- Ensure live stream is coordinated and properly set up
- Consider moving entertainment to the evenings to boost attendance.
- Use numbered or named signs for line-up orders for the parade and provide a microphone for announcements.

STUDENT ACTIVITES

AIHEC Student Conference Student Activities:

- The host committee will need to coordinate with the AIHEC Student Congress (ASC) advisors and officers, especially the ASC Regional Representatives, to determine their level of involvement.
- Generally, the ASC and *Tribal College Journal* will want to host a Poetry Slam on the evening before the opening ceremony and parade of flags. ASC and *TCJ* must have written instructions/rules/judging criteria for the Poetry Slam. Judges must be made aware of, and adhere to, the rules.
- The ASC may also want to host a talent show or fashion show or dance or other social event on the evening that the Pow-Wow is not scheduled.
- The ASC Officers may run other competitions such as the film festival.
- The ASC will host a Candidate Speech event for their elections on the final day of the conference. The event would be best in the most visible meeting space with a lectern and a microphone.
- All Student Congress-arranged student activities will benefit from snacks and refreshments, though the ASC may help with expenses or cover them completely within their budget.
- A T-Shirt Exchange occurs on the evening prior to the start of the conference and the opening ceremony/parade of flags. The T-Shirt Exchange occurs in collaboration with the Poetry Slam. Pizza has been traditionally served during the exchange.
    - Consider hiring a Master of Ceremony (MC) to narrate and coordinate the T-shirt Exchange.
    - Assign roles for managing the exchange to students at host committee TCUs.

AICF STUDENT OF THE YEAR & POW-WOW

AICF Student of the Year Banquet:

- The American Indian College Fund (AICF) hosts a Student of the Year banquet at the conference.
- AICF will reach out to the host committee to coordinate the needs and spacing requirements for the event.
- Avoid overlapping meals with the Competition Awards Banquet the following evening.

AIHEC Student Conference Pow-Wow:

- The host committee will determine the budget for the Pow-Wow.
- One Tribal College of the host committee will need to arrange a Pow-Wow on either the second or third to last evening of the student conference.
- The one Tribal College of the host committee will determine if the Pow-Wow will be a competition Pow-Wow or a traditional Pow-Wow.
- Local Native, tribal, and political community members are welcomed and encouraged to participate.
- Local professional Pow-Wow groups will be contacted for drummers, dancers, head staff, etc.
- The Pow-Wow program will be planned to include but not limited to grand entry, flag song, color guard, exhibitions, drum competitions, etc.

AWARDS BANQUET

- An awards banquet will be held on the final day of the student conference.
- The awards banquet can be held in the same large meeting room as the opening session and can expect to have a similar number of people attend.
- A served or buffet meal generally is provided. This meal is one of the highest contributions to meals and refreshment costs.
- A stage will need to be provided along with a lectern and a microphone on the stage as well as a wireless microphone for use on the floor by presenters. AIHEC Central will provide banner backdrops and podium cloth with AIHEC branding.
- An invocation is required prior to the meal, and a keynote speaker or musical guest is acceptable while guests eat.
- Consider methods to move the awards banquet along faster. Such as moving the announcement of the AIHEC Student Congress Election Results and Art Competition Awards to another event earlier in the conference.
- The names of the winners for each competition will be printed on the Final Student Awards Form.
- The awards/trophies need to be lined up, in order, on the awards table either immediately off-stage, below the stage, or another specifically designated area to help with time-efficiency. An official photographer can be designated to take photos of all the winners.
- All pictures of winning teams and individuals will take place off-stage, either below the stage or in the front corners of the banquet hall. Distribution can become chaotic; space out the announcement of the winners to provide time for them to pick up their award.
- Awards Banquet Control Process:
    - Determine maximum number of seats in banquet room reserved
    - Published the maximum seating capacity on registration website
    - The registration team monitored the number of tickets included in registration packets as well as all additional sales. This is an ongoing task.
    - Calculate Final Guaranteed number of meals and report at least seventy-two (72) hours prior to event
    - Communicate the guaranteed number of tickets to catering
    - Determine cut-off time for on-site ticket sales
    - Determine the number of tickets to be sold on-site
    - Reconfirm new number of tickets with catering

Final Student Awards Form

Competition	1st Place Name	2nd Place Name	3rd Place Name

STUDENT AWARDS

AIHEC Student Conference Student Awards:

- All the awards will be standardized from year to year to promote similar rewards for similar accomplishments.
- The host committee will be provided with the awards budget from the year before and purchase the same awards for all the events and competitions and for all places: 1st, 2nd, and 3rd place.

Individual Competitions- Cash Awards and Commemorative Plaques:

- 1st placers will be awarded a $100 cash prize & plaque.
- 2nd placers will be awarded a $75 cash prize & plaque.
- 3rd placers will be awarded a $50 cash prize & plaque.

Team Competitions- Team Cash Awards and Trophies:

- First-Third Place: Trophies and Cash awards, based on the minimum number of members needed to make up a team:
  (a) First Place: $100 times the minimum number of team members required in the Handbook (e.g. if hand games require a minimum of six players, then first place would receive $600 ($100 x 6).
  (b) Second Place: $75 x minimum number required to participate (e.g. $75 x 6).
  (c) Third Place: $50 x minimum number required to participate (e.g. $50 x 6).

  This shall be the format for all team competitions. In all cases, the minimum number of participants shall be used.
- No coordinator or coach may supplement the provided host committee awards with additional rewards or accolades at the student conference awards banquet.
- The AIHEC Student Congress will award a Spirit Award to be awarded by the outgoing Ms. AIHEC to the participating tribal college that exhibited the greatest spirit and sportspersonship throughout the conference.

PRE & POST HOST COMMITTEE MEETING

AIHEC Student Conference Pre and Post Host Committee Meeting:

- The host committee will need to have a sit-down meeting prior to the start of the conference to confirm all tasks, responsibilities, and assignments.
- Discussions shall be made for contingencies, last-minute changes or updates, competition disputes, emergency plans, areas of logistical trouble and areas of concern, and safety.
- The host committee will need to host a sit-down meeting after the end of the student conference to make recommendations to improve the handbook and assist next year's host committee. The meeting might need to include key members of the next host committee
- Discussions to include lessons learned, approval of new competitions and new strategies, difficulties, successes, safety concerns, and finally, recording helpful contacts for future conferences. The discussion will culminate in the final report detailed next.
- At the conclusion of the AIHEC Student Conference all data gathered by the host committee from the conference will be consolidated into a unified report. Data will include lead coordinator and important contacts made (sponsors, businesses, coordinators, speakers, presenters, partners, etc.), financial numbers (individual revenue streams, individual expenses, insurance required, sponsorships, donations, etc), registration numbers (general, student, elders, etc), and problems encountered, and lessons learned. The final report will be submitted to the Central AIHEC office in Alexandria, VA for archiving, incorporation into the AIHEC Student Conference Handbook, and for use by the next host committee.
- The host committee may issue an evaluation in the registration packet to each participant and incentivize the participants to submit the evaluation by holding a raffle at the student awards banquet.

PART TWO: COMPETITIONS

Each year, the host committee will be responsible for the specific coordination of the individual competitions at the annual AIHEC Student Conference. **Starting in 2020, the AIHEC Board of Directors limits the total number of competitions that a host committee can coordinate at each AIHEC Student Conference to 20 academic competitions and 4 non-academic competitions.** A coordinator will be selected by the host committee to plan and run each competition. The coordinator is usually a host committee TCU faculty or staff member. Coordination of each competition includes distribution of the rules and registration forms to the student participants, selecting impartial judges and assistants (if necessary), and setup and execution of the competition at the conference. The following documents of the AIHEC Student Conference Handbook will assist the coordinators and coaches of the individual competitions. **The host committee must distribute the competition chapters to the corresponding coordinators and coaches.** All the competitions need to be suspended during any keynote speaking sessions whether that session occurs in the morning or evening.

Six (6) competitions are subjective, and they require possibly paid, non-partial judges:

- Critical Inquiry
- Film Festival
- Mr. & Ms. AIHEC
- One-Act Play
- Speech
- Web Page Design

The events which are coordinated each year but do not require standardization are listed below.

***Tribal College Journal*'s Writing Contest -** Each year, the winning entries of the TCJ's writing and cover art competitions are featured within the fall issue of *Tribal College Journal*. The *TCJ Student Edition* provides the students with incentives, exposure, and material for their resumes. Student support services administrators use it for recruitment and for encouraging students.
TCJ encourages students to submit their best work (proofread and edited) for consideration.

***Tribal College Journal*'s Art Contest -** Each year, we seek artwork to use on the cover of the *Tribal College Student*. To be considered for the *Tribal College Student* cover, send high resolution images of your artwork. The image itself can be the art form (painting, drawing, or photograph) or it can be a photograph of a three-dimensional object, such as a sculpture.

5k Fun Run – the 5K fun run can be organized each year by a coordinator from the host committee. A safe and well-marked route is the only requirement.

ARCHERY

Required Non-Academic Competition

AIHEC Archery Competition Objectives:

- Reinforce a refined cultural activity with rich American Indian history.
- Strengthen existing archery programs at TCUs and stimulate new interest in the sport.
- Showcase talent and skills.

AIHEC Archery Competition Rules

1. The only permitted bows are Traditional bows (re-curve, long bow, etc.); no compounds or sights.
2. Bows and arrows will not be provided onsite.
3. Each team shall have at least one (1) coach that will attest to knowledge of the rules.
4. Teams shall have four (4) shooters to qualify for Men's and Women's team awards. There will also be Men and Women Individual high score awards. If a college does not have four (4) men or four (4) women to complete, there can be an option for a team with a mixture of men and women to be a four (4) person team and compete in the Men's category.
5. A college that has less than a four (4) person team shall have three (3) or less archers compete in the individual Men's or Women's bracket.
6. Registration forms shall be submitted to the archery coordinator one week prior to the coach's meeting the evening before the competition.
7. Line Infractions: In each round, first timeline violations will get a warning and the second time, a disqualification.
8. There will be a practice time thirty (30) minutes prior to the start of shooting. Once the competition starts archers begin to shoot.
9. Depending on the site and the year, each archer will only shoot a certain number of arrows per target. Shooters can only place the number of arrows in their quiver that are needed for each shot. Each shooter needs to bring their own traditional bow and five to ten (5-10) arrows. All arrows should be marked by individual archers with initials. The maximum diameter of an arrow shaft will not exceed 9.3mm.
10. Scoring: ten (10) points for bull's-eye and inner ring, eight (8) for outer ring, and five (5) for body. When an arrow is on the borderline, a judge should be consulted, and the higher score will be awarded.
11. Each shooter will be paired with another shooter from a different team, and they will be responsible for filling out each other's score card. There will be judges available to answer any questions/settle disputes.
12. Scores from each round will be combined for an Overall Score.
13. All scorecards shall have the shooter's name and school affiliation printed neatly and shall be signed by the shooter.

14. Teams will shoot according to the schedule, please arrive at least fifteen (15) minutes in advance.
15. There are two (2) rounds of shooting on two (2) separate days and all shooters shall shoot both days. Scheduling conflicts are to be mentioned and worked out at the coach's meeting. An individual round involves an archer to shoot three (3) arrows, ten (10) ends to equal a thirty (30) arrow round. A perfect score is three hundred (300). The max number of arrows to be fired per individual contestant is 60.
16. There will be a coach's meeting the evening prior to the start of the competition; every coach shall be present at the meeting to check in their teams.
17. Team competition: Teams are seeded based on the four scores in from the individual round of predetermined Men's and Women's team roster. The coach must designate the four (4) archers who will officially represent the team before the official practice starts on the first day of competition. The bracket will be completed using this seeding method. The highest combined score from the four (4) archers will receive the first seed.
    a. The team round is an elimination round.
    b. Each team member will shoot one (1) arrow, one after another until all four archers have shot.
    c. Each match will have twelve (12) arrows scored until three (3) rounds are achieved.
    d. The team with the highest combined score will move into the next bracket.
    e. This format continues until only a winning team remains.

Official AIHEC Archery Roster Registration Form

This form shall be submitted by *[Insert DEADLINE]*
Submit the form to: *[Insert AIHEC Host Committee/Archery Coordinator Contact Information]*

Tribal College:_____

Team Name: _____

Head Coach: _____

Head Coach Email: _____Phone: _____

Please type or print legibly.

	First and Last Name	Team or Individual	Gender or Mixed	Adequate Equipment?	Preferred Shoot Time
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

I certify that the Tribal College participants listed on the roster meet all eligibility guidelines of the American Indian Higher Education Consortium (AIHEC) and are eligible to participate in the AIHEC Student Conference.

Signature – Archery Coach Date

Archery Competition Scorecard

Student Name:_____

School:_____

Team or Individual:_____ Gender:_____

Scores: Bull's-eye and Inner Ring 10, Outer Ring 8, Body 5, and a Miss 0.

Mark arrows before scoring.

Shot 1:____ Shot 3:____ Shot 5:____ Shot 7:____ Shot 9:____

Shot 2:____ Shot 4:____ Shot 6:____ Shot 8:____ Shot 10:____

Initial: ____ Initial: ____ Initial: ____ Initial: ____ Initial: ____

Shot 11:____ Shot 13:____ Shot 15:____ Shot 17:____ Shot 19:____

Shot 12:____ Shot 14:____ Shot 16:____ Shot 18:____ Shot 20:____

Initial: ____ Initial: ____ Initial: ____ Initial: ____ Initial: ____

Total Score:_____

ARCHERY COMPETITION GUIDELINES AND PROCEDURES

- The archery coordinator is chosen by the host committee. The archery coordinator will reserve or rent out an appropriately sized, local archery range nearby the student conference.
- The archery coordinator will provide periodic updates to the host committee concerning registration numbers and the cost of the archery range.
- The archery coordinator may use the proven rules from above and adjust as the need arises to adapt to the specific host location and range, participant-entry size, budget limitations, etc.
- The archery coordinator will need to recruit ~five to ten (5-10) people (faculty, staff, or students) to assist with judging, safety, onsite scheduling and registration and on-site setup at the conference range.
- Suggested Checklist of Materials to bring to the conference: Score cards for each participant; master spreadsheet of the registered students; the master schedule for the competition; and as many extra arrows, bows, and targets as possible. A first-aid kit with bandages.
- An offsite, local archery range will need to be rented out for at least two (2) days. A site with animal targets is preferred. All targets should be unmarked whether 3-D or target with a maximum distance. There should be some language distinctions between 3-D targets and face targets.
- Have a firm registration deadline. Postmarked, faxed, emailed, etc. at least seven (7) days before the start of the conference. No exceptions.
- Enter registered students into a master spreadsheet by college/coach and then by team to ease the checking in process at the conference.
- The coordinator arrives at the conference at least a day before the competition to host a coach's meeting in the evening to check in the teams and confirm the schedule based on any changes with other competitions.
- There shall be at least two (2) floating judges besides the archery coordinator. Both judges will act as line-judges, spot-judges, and monitor and enforce range safety. There will be distinct lines for shooting line, waiting line and spectator lines. Line judges will be present during all sessions. No tape measures or rangefinders allowed. No earphones at shooting line.
- Once the conference begins, the coordinator is responsible for all logistics including any rolling changes in the participant scheduling due to other competitions, managing the turns for the ten-twenty (10-20) shooting lanes at the range, tracking all the scoring, and working with the range owner or manager.
- It would be helpful for the coordinator to include the specific details of the competition (based on the limitations of the range) such as the type of targets and number of arrows needed per round.
- All competition bows and arrows need to be inspected before archers are allowed to compete.
- The coordinator collects all the score cards and determines the winner for each category: Men's Team, Women's Team, Men's Individual, and Woman's Individual. The winners are reported by the host coordinator to the awards banquet coordinator.
- If a college cannot assemble four (4) men or four (4) women for a team, the coordinator can decide to permit a mixed team of four (4) men or women to compete in the Men's Team category.

ART EXHIBITION

Required Academic Competition

AIHEC Art Exhibition and Competition Objectives:

- Strengthening existing Art programs at Tribal Colleges and Universities.
- Provide an incentive to produce quality art pieces.
- Showcase a variety of tribally significant art pieces.
- Provide a forum for tribal college students to showcase talent.
- Provide a potential market for TCU student artwork.

AIHEC Art Exhibition and Competition Rules

1. All artworks shall be completed by college students attending an AIHEC-affiliated TCU Institution.
2. All artists must be registered at least two weeks prior to the start of the conference.
3. A representative may accompany artwork from the artists' sponsoring college.
4. A living artist shall have produced all entries within the last two (2) years.
5. A selected panel will judge all entries.
6. Student attendees will have a chance to vote for a special 'Peoples' Choice' favorite.
7. All entries marked 'for sale' shall be accompanied by the artists' permission for the sale of such art, however, the student will need to provide contact information to the interested party or parties for a personal sale upon conclusion of the conference.
8. Artists may enter all categories, but only one (1) entry per category. Entries shall remain physically on-site for the duration of the competition to be eligible for awards.
9. Registration forms shall accompany all artwork submitted for the competition.
10. The conference will not be responsible for lost, damaged, or stolen items. Security will be provided while the art is on display.
11. Students are responsible for the transportation of their artwork to the conference and the removal and transportation of the artwork at the end of the conference.
12. Video, light, and other extreme mixed-media art creations are strongly encouraged for art exhibitions and competition entry.
13. Art pieces with particularly extra detailed instructions will be curated and set up by submitting art students or by their official College representative.

Official AIHEC Art Exhibition and Competition Registration Form

This form shall be submitted by *[Insert DEADLINE]*

Submit the form to: [Insert AIHEC Host Committee/Art Exhibition Coordinator Contact Information]

Artist Name:_____ **Date:**_____

Tribal College:_____ **Piece for Sale (Y/N and Price):**_____

Email:_____ **Phone:**_____

Division and Category – There is no limit on the number of categories entered, however, there is a limit of one (1) entry per category, per person. Each art piece shall be accompanied by a registration form. *When presenting artwork, please make sure to include presentation card (card stock) with name, title of artwork, category/type and Tribal College (*with each artwork piece). Make a copy of form for student and one for TCU (file purposes). All art pieces shall be entered in a category listed below. Check correct box below:

Division 1 – Traditional (50% or more of one or more of the following)

Categories: Bead _____ Leather _____ Quilt_____ Textiles_____ Dimensional_____

Title of Artwork:_____

Division 2 – Contemporary (50% or more of one or more of the following)

Categories: Drawing_____ Painting_____ Digital Design/Digital Art_____ Photography_____

Ceramics/Pottery_____ Jewelry_____ Sculpture_____ Mixed Media_____

By checking the line below, the student also enters the *Tribal College Journal* art contest and gives permission to have submissions photographed for inclusion in the *TCJ Student* art contest. Contestants recognize that this form will serve as the official entry form for said contest and that TCJ may publish the student's work in in *Tribal College Journal*, *TCJ Student,* and all related publicity materials.

_____Yes, I would like to enter the TCJ art contest. _____No, I do not wish to enter the TCJ art contest.

Title of Artwork:_____

Description of Artwork:_____

Artists Signature:_____ Date signed:_____

Advisor Signature:_____ Graduation Year:_____

I certify that the TCU artist registered above meets all eligibility guidelines of the American Indian Higher Education Consortium (AIHEC) and is eligible to participate in the AIHEC Student Conference.

Signature Date

Art Exhibition Judging Form

Student Name:_____

School:_____

Category:_____ Type:_____

Title of Artwork:_____

Score on 1-10

Beauty:_____ Skill:_____ Inherent Meaning:_____ Uniqueness:_____ Fulfilled Intent:_____

Comments:_____

Total Score:_____

ART EXHIBITION GUIDELINES AND PROCEDURES

- The host committee choses the art exhibition coordinator. The host committee must reserve an appropriately sized conference room, the art exhibition coordinator will provide periodic updates to the host committee concerning registration numbers and category of entries.
- The art exhibition coordinator may use the proven rules from above and adjust as the need arises to adapt to the specific host location, participant-entry size, budget limitations, etc.
- The art exhibition coordinator will need to recruit ~ ten (10) people (faculty, staff, or students) to assist with security and on-site setup at the conference.
- Suggested Checklist of Materials to bring to the conference: extra registration forms; master spreadsheet of the registered students and their entries; a judging form for each entry; a ribbon for 1, 2, and 3 place winners for each category; a possible 'people's choice' ribbon for each category; duct tape and extension cords for mixed media entries; as many easels as possible; table skirting to hide the storage space under the tables; and ribbons for the judges to wear as they judge the competition.
- A large conference room will be required: As the competition grows, in terms of subject matter as well as participation, more space are needed to display the submitted artwork. The bigger the space the better.
- *Have a firm registration deadline. Postmarked, faxed, emailed, etc. at least ten (14) days before the start of the conference. No exceptions.*
- Enter registered students into a master spreadsheet by category and then in alphabetical order to ease the checking in process at the conference. Name; College; Tribe; Category; Title of Artwork.
- The coordinator arrives at the conference at least a day before the art exhibition to set up the conference room and begin accepting registered artwork to display. Every displayed piece of artwork have a corresponding registration form attached. Only students entering a work of art, or their representative, may enter the room before the start of the conference to set up their artwork.
- Organize the setting up of the room by art category.
- Once the conference begins, the coordinator or other authorized individuals shall be present whenever the conference room is unlocked.
- Mingling students and faculty may vote for their favorite artwork in each category. (People's choice award)
- On the last day of the conference at midday the judges (selected from the host colleges or by the host coordinator) will gather in the room for judging. The judges judge by consensus using the judging form as a guide, selecting a 1st, 2nd, and 3rd place for each category. It takes ~ two to three (2-3) hours depending on the number of entries.
- The host coordinator will have a select ribbon for 1st place, 2nd place, 3rd place, and the People's Choice. The winners are reported by the host coordinator to the awards banquet coordinator.
- The art exhibition and competition awards can be awarded at a separate reception to avoid lengthening the larger awards banquet on the final evening.
- The host coordinator will work with the editor and publisher of *Tribal College Journal* to facilitate access and photographing student art entries for inclusion in the *TCJ Student* art contest. Have a separate registration process for the TCJ art contest.

BUSINESS BOWL

Required Academic Competition

AIHEC Business Bowl Competition Objectives:

- Strengthen existing Business programs at TCUs and stimulate new interest in Business.
- Showcase talent and skills.

AIHEC Business Bowl Competition Rules

1. Only one (1) team from each tribal college can compete.
2. Teams will consist of four (4) members, one (1) of which shall be designated as the team captain.
3. Teams shall have one (1) coach and may have one (1) alternate team member.
4. The team captain will be responsible for verifying the coin toss results, choosing the match categories, ensuring the timely arrival of the team for each match and raising any disputes during the competition. Each team member will have a handheld buzzer switch to control.
5. The alternate team member may replace another team member for any or all matches, but the alternate team member cannot be substituted once a match begins.
6. All team members, including the alternate team members, shall be listed on the team's registration roster. Changes to the roster can only be made in emergencies, documented in writing, and submitted within seven (7) days before the competition.
7. A match may be played with fewer than a full team. Once the match begins, any vacant positions shall remain vacant throughout.
8. The team coach is responsible for their team's registration. The coach is not required to attend their team's matches; however, they shall prepare their team for competition. The team coach should ensure that the team arrives for the competition on time and support the team. Coaches cannot compete and cannot raise any disputes during or after the match.
9. The team captain is the only person permitted to raise any dispute or concern about a question to the quizmaster. The dispute or concern shall be addressed as soon as the conflict arises. Once the next question is read, the dispute or concern can no longer be addressed.
10. It is highly recommended that the team captain accompany their coach to the coaches' meeting.
11. Any team that arrives ten (10) minutes late for the scheduled start time of the match will have been forfeited.
12. Teams will be organized into brackets for double elimination rounds.
13. Team members and spectators shall conduct themselves in an appropriate manner. Spectators are not allowed to communicate in any way with the teams once a match

begins. Any cheating will result in the disqualification of an entire team from the tournament.

14. At the beginning of the match, the quizmaster will toss a coin to determine which team will have control of the board to begin the match.
15. Heads will go to the team on the quizmaster's right, Tails to the team on the left.
16. The captain of the team who wins the coin toss will choose the first source category (book, video, map, etc.) for the first question. After the quizmaster asks a question, the team who answers correctly gains one (1) point and is permitted to select the category for the next question. The last team to answer a question correctly always chooses the category of the next question. This process continues until the final question is read for each of the two rounds, respectively.
17. After a question is read by the quizmaster, either team may buzz in during the initial ten (10) seconds to give an answer or request a re-reading of the question. Questions will only be re-read once. After a team buzz in, the team has ten (10) seconds to respond.
18. The team requesting a re-read of a question is not exclusively permitted to answer; after a question is re-read, a ten (10) second period for discussion and answering begins again where either team may buzz in to answer.
19. After the first reading of a question, if a team buzzes in and answers incorrectly, the other team may request a re-reading of the same question. The team who answered incorrectly will not be permitted to answer the same question again.
20. If a team buzzes in prior to the complete reading of a question, that team may not request a re-reading of the question. If the team buzzing in prior to the complete reading answers the question incorrectly, the other team may request a re-reading of the same question.
21. Only one team member can answer a given question. If a team gives more than one answer at any time, then both or all answers will be considered incorrect if any of the answers provided are incorrect.
22. If both teams answer the question incorrectly, the quizmaster will provide the correct answer, and no point will be given to either team.
23. Each correct answer is worth one (1) point. No point penalties exist for incorrect answers.
24. The only question types are 'fill in the blank', 'true or false', and determining definitions.
25. Questions will come from the following areas of business: Accounting, Economics, Marketing, and Management.
26. The first team to buzz in gets to answer the question; each team gets ten (10) seconds to answer the question correctly; if time expires or the first team answers incorrectly the second team has a chance to answer the question correctly within ten (10) seconds. Even True or False questions can be answered within ten (10) seconds by the team who hasn't answered after the first team incorrectly answers a True and False question.
27. Each round is a twenty (20) minute block. Clock will stop for disputes.

28. The first team that answers twenty (20) questions correctly, or the team with the most correctly answered questions at the end of twenty (20) minutes, is deemed the winner.
29. Only paper and pencils will be permitted, but writing any part of a question is prohibited. No electronic devices.
30. The judge and mediator will keep track of the overall score.
31. Disputes regarding questions and answers will be decided by the judge(s). The Quizmaster may confer with the designated Business Bowl judge(s) to resolve a dispute. Time will be stopped during this interval and restarted following the decision of the judge(s). The decision of the judge(s) is final for the match in play. Teams are limited to 2 disputes per match.

Registration forms shall be submitted to the Business Bowl coordinator at least one (1) week prior to the start of the competition. Official AIHEC Business Bowl Roster Registration Form

This form shall be submitted by *[Insert DEADLINE]*
Submit the form to: *[Insert AIHEC Host Committee/Business Bowl Coordinator Contact Information]*

Tribal College:_____

Team Name: _____

Head Coach (optional): _____

Point of Contact email: _____Phone: _____

Please type or print legibly.

	First and Last Name
1	
2	
3	
4	
5	(Alternate)

I certify that the Tribal College participants listed on the roster meet all eligibility guidelines of the American Indian Higher Education Consortium (AIHEC) and are eligible to participate in the AIHEC Student Conference.

Signature – Business Bowl Point of Contact Date

BUSINESS BOWL COMPETITION GUIDELINES AND PROCEDURES

- The Business Bowl coordinator is chosen by the host committee. The Business Bowl coordinator will reserve an appropriately sized Business Bowl location depending on whether an audience will be permitted. If an audience is permitted to attend, then a large conference room will be required; if no audience is permitted then the coordinator can reserve a classroom-sized room.
- The Business Bowl coordinator will provide periodic updates to the host committee concerning registration numbers and the cost of the Business Bowl supplies and buzzer technology.
- The Business Bowl coordinator may use the proven rules from above and make minor adjustments as the need arises to adapt to the specific host location, participant-entry size, budget limitations, etc.
- The Business Bowl coordinator needs to recruit ~ two (2) additional people (faculty, staff, or students) to assist with judging, onsite scheduling, monitoring, and registration and on-site setup of the conference room. If two rounds run simultaneously, three (3) people will be needed for each occurring round.
- Suggested Checklist of Materials to bring to the conference: Large dry erase board for the official bracket; master spreadsheet of the registered students/teams; questions for at least forty (40) matches; and buzzer equipment.
- The Business Bowl coordinator will need to acquire buzzer equipment which is necessary to regulate the time limits and judge which team buzzed in first.
- Have a firm registration deadline. Postmarked, faxed, emailed, etc. at least seven (7) days before the start of the conference. No exceptions.
- Enter registered students into a master spreadsheet by college/team to ease the checking in process at the conference.
- The coordinator arrives at the conference at least a day before the competition to set up the room reserved for the Business Bowl with at least two (2) tables and to make sure the buzzer equipment works correctly.
- The coordinator may also be the judge and the mediator for the competition, but the questions should be pulled from TCUs business textbooks and should be developed with help from each participating region. One (1) suggestion is to have each region provide eight (8) rounds (given 16 registered teams) worth of questions; another suggestion is to have each Tribal College of the host committee provide an equal fraction of the number of questions required.
- There have been historically four (4) rounds (16 teams – down to 8 teams – down to 4 teams – down to 2 teams). This can be managed differently depending on the number of teams that register.
- The order of the starting bracket is set up by a random drawing at a coaches' meeting.
- Once the conference begins, the students are responsible for their own scheduling of other conference competitions.
- The Business Bowl coordinator is responsible for reporting the winning team to the awards' banquet coordinator.

CHESS

Optional Non-Academic Competition

AIHEC Chess Competition Objectives:

- Showcase talent and skills.
- Strengthening existing chess programs at TCUs and stimulate new interest in the game.

AIHEC Chess Competition Rules

1. The AIHEC Chess Competition adheres to the standard rules of chess, United States Chess Federation Rules 7th edition. Please see the following link. https://new.uschess.org/sites/default/files/media/documents/us-chess-rule-book-online-only-edition-chapters-1-2-10-11-9-1-20.pdf
2. There will be placement awards for the top three (3) individuals.
3. All six rounds are Game in fifteen (15) Minutes with a ten (10) second add-on or delay.
4. Each TCU team can only have 4 players.

Official AIHEC Chess Roster Registration Form

This form shall be submitted by *[Insert DEADLINE]*
Submit the form to: *[Insert AIHEC Host Committee/Chess Coordinator Contact Information]*

Tribal College:_____

Head Coach (optional): _____

Point of Contact email: _____Phone: _____

Please type or print legibly.

	First and Last Name
1	
2	
3	
4	
5	
6	
7	
8	

I certify that the Tribal College participants listed on the roster meet all eligibility guidelines of the American Indian Higher Education Consortium (AIHEC) and are eligible to participate in the AIHEC Student Conference.

Signature – Chess Point of Contact Date

CHESS COMPETITION GUIDELINES AND PROCEDURES

- The Chess coordinator is chosen by the host committee. The Chess coordinator will reserve an appropriately sized location. The coordinator can reserve a classroom-sized room.
- The Chess coordinator will provide periodic updates to the host committee concerning registration numbers and the cost of the Chess supplies and timer technology.
- The Chess coordinator may use the proven rules from above and make minor adjustments as the need arises to adapt to the specific host location, participant-entry size, budget limitations, etc.
- It is highly recommended that the coordinator uses a "knockout" style with single elimination format for this competition and tailor it to the number of registered players. The coordinator will do everything possible to avoid pairings of players from the same college in the first round to make sure each registered player gets to play at least one game.
- The Chess coordinator needs to recruit two (2) to three (3) people (faculty, staff, or students) to assist with onsite scheduling, monitoring, and registration.
- The suggested Checklist of Materials to bring to the conference includes a master spreadsheet of the registered students, eight (8) chess boards, eight (8) sets of chess pieces, and eight (8) chess clocks.
- Have a firm registration deadline. At least seven (7) days before the start of the conference is recommended.
- Enter registered students into a master spreadsheet by college to ease the checking in process at the conference.
- The coordinator should arrive at the conference at least one (1) day prior to the competition to set up the room reserved for the Chess competition with at least eight (8) tables for chess boards and two (2) chairs for each table.
- The coordinator may also be a monitor (referee) for the competition. Should a dispute arise, the coordinator reserves the right to confer with experienced players, administrators, or elders as needed to make the best decision possible in the spirit of competition.
- Once the conference begins, the students are responsible for their own scheduling of other conference competitions.
- The Chess coordinator is responsible for reporting the winning players to the awards' banquet coordinator.
- The competition can run two days, depending on the number of registered players and teams.

CYBER COMPETITION

Optional Academic Competition

AIHEC Cyber Competition Objectives:

AIHEC Cyber Competition introduces and encourages students to explore computer science and cybersecurity education disciplines and careers. Students will explore cybersecurity concepts, attack vectors, coding principles, ethics, and more through a series of cybersecurity challenges. This competition will include but is not limited to Capture the Flag (CTF), Jeopardy style, and other educational toolsets as determined by the host committee and lead coordinator.

AIHEC Cybersecurity Competition Rules

1. Teams shall have at least one (1) member, but no more than five (5) members. A Tribal College may enter more than one team. A team must represent no more than one Tribal College or University.
2. Every team must have an adult who is employed by the team's academic institution, following the same exceptions outlined in the "Team/Institution relationship" section, who will act as the institution's official liaison. They may solicit assistance or volunteers from their community as needed, but only the official school liaison is recognized by AIHEC Cyber Competition for the purposes of communication, discipline, and transmission of student data.
3. Teams will be supplied with:
    a. Logins to the game engine for all eligible participants
    b. Network access is sufficient to complete the challenges and engage with the game engine.
    c. A scoreboard identifying current team scores and rankings.
    d. A table of approximately 24"x96" which must contain all team equipment within the vertical area bounded by the surface of the table, up to a height of no more than 30" above the surface of the table.
    e. One power strip with at least five ground 110v plugins. laptops containing tools needed for the competition.
4. Participants will need to supply all computing equipment including laptops, monitors, keyboards, mice, or other input devices, and associated cables they wish to have for the competition.

    Note: The team is responsible for ensuring their computing resources can connect to/ function within the AIHEC Cyber Competition event network.

5. Teams will gather information and attempt to breach a live system hosted at the competition.
6. Points will be granted based on the following categories:
    a. Reconnaissance
    b. Scanning

   c. Gaining Access
   d. Maintaining Access
   e. Clearing Tracks
   f. Data Exfiltration
7. Teams must be able to demonstrate to judges how each category was accomplished.
8. Teams are not allowed to sabotage each other during this competition.
9. Three (3) independent judges will evaluate each team's efforts.

Official AIHEC Cybersecurity Competition Registration Form

This form shall be submitted by *[Insert Deadline]*
Submit the form to: *[Insert AIHEC Host Committee or the Cybersecurity Coordinator Contact Information]*

Tribal College:_____

Team Name: _____

Email: _____Phone: _____

Please type or print legibly.

	First and Last Name
1	
2	
3	
4	
5	

I give permission for this Cybersecurity Competition entry to be included in the AIHEC Virtual Library.

_____ _____

Signature of Team Captain Date

I certify that the Tribal College participants listed above, and on the roster, meet all eligibility guidelines of the American Indian Higher Education Consortium (AIHEC) and is/are eligible to participate in the AIHEC Student Conference.

Signature – Cybersecurity Competition Point of Contact Date

Cybersecurity Judging Form

Team Name _____

Tribal College _____

Judge's Signature _____

Score each criterion 1 to 10, with 10 being the highest/best.

CRITERIA	SCORE	COMMENTS
Reconnaissance: Methods that were utilized to prepare for a breach.		
Scanning: Technology resources used to scan host(s) for information in the pre-attack phase.		
Gaining Access: Approach(es) students took to gain access to systems and applications.		
Maintaining Access: Technology used to ensure continued access to a system.		
Clearing Tracks: Methods implemented to hide evidence of compromise.		
Data Exfiltration: Volume and type of data retrieved from compromised systems.		

Total Points_____

Time_____

CYBERSECURITY COMPETITION GUIDELINES AND PROCEDURES

- The Cybersecurity coordinator is chosen by the host committee. The Cybersecurity coordinator will reserve an appropriately sized Cybersecurity lab location. If an audience larger than the three (3) judges will be permitted to attend, then a large conference room will be required; if no audience will be permitted then the coordinator can reserve a classroom-sized room.
- The Cybersecurity coordinator will provide periodic updates to the host committee concerning registration numbers.
- The Cybersecurity coordinator may use the proven rules from above and adjust as the need arises to adapt to the specific host location, participant-entry size, budget limitations, etc.
- The Cybersecurity coordinator needs to recruit ~ three (3) people (faculty or staff) to assist with judging.
- All equipment must be contained within the area defined by the table boundaries.
- No material may encroach within the walkways and common areas of the competition.
- No extension cords, power strips, adapters, generators, batteries, or similar items may be used to extend or expand the provided power.
- No high amperage items such as refrigerators, microwave ovens, or the like may be used
- Suggested Checklist of Materials to bring to the conference: master spreadsheet of the registered students, judging scorecards, projector screen, laptops, server, and projector.
- Have a firm registration deadline.
- If desired, a coordinator may host an orientation and training day on day one of the conference and move the entire competition to the second day of the conference.
- Enter registered students into a master spreadsheet by college/team to ease the checking in process at the conference.
- The coordinator arrives at the conference at least one (1) day before the competition to set up the room reserved for the Cybersecurity lab with at least one (1) judges' table and to confirm the screen, projector, and equipment work properly.
- The Cybersecurity coordinator is responsible for reporting the winning team to the banquet awards coordinator.

CRITICAL INQUIRY

Required Academic Competition

AIHEC Critical Inquiry Competition Objectives:

- Offer Tribal College students the opportunity to explore topics of interest relevant to their communities through research, written documentation, and oral presentation.
- Showcase talent and skills including public speaking, critical thinking, research, etc.

AIHEC Critical Inquiry Competition Rules

1. Critical Inquiry is a team event that requires the development of a thesis statement addressing a specified issue, research, and the creation of an oral presentation to be judged.
2. Tribal College students decide a topic based on an offering of issues (two (2) or three (3)) that face Tribal College communities selected by a committee of critical inquiry coordinators from each region.
3. Teams will take a position on their selected topic, establishing a position or thesis statement. Research on the selected topic is required to support the ideas and solutions the team wishes to advance.
4. Tribal College students shall include in their presentation varying points of view regarding their topic. Counter viewpoints are required and should be used to illustrate why the team's position or concept is best.
5. Presentations will be judged according to how well the topic is researched, the degree to which the presentation is informative, the sources used, and the delivery and organization of the presentation.
6. Each team will have two (2) to four (4) members, at least two (2) members of the team will participate in the presentation and all team members shall be present at the time of their presentation.
7. Each presentation shall be between twenty (20) to thirty (30) minutes. Any presentation that is under twenty (20) minutes or over thirty (30) minutes will be automatically disqualified.
8. Team members and spectators shall conduct themselves in an appropriate manner. Spectators are not allowed to communicate in any way with the teams once a match begins. Any intentional or unintentional communication with or by a team will result in the disqualification of the entire team from the tournament. A team is disqualified if the team's coach signals to their team(s) during the competition.
9. Reading a presentation has a flat delivery. A memorized presentation makes for a stiff and tense presentation. Most presenters use good notes on three by five (3x5) notecards. Cards are relatively inconspicuous and easy to hold. Limit the notes to key phrases that will recall several sentences or an entire section of your presentation.

10. A lectern will be provided. Standing behind the lectern will give formal air to the presenter's presentation. Moving from behind the lectern will establish a friendlier relationship with the presenter's audience. Both styles are acceptable.
11. Teams can use any type of audiovisual, visual, or other aids to support their presentation. Each team will be responsible for providing their own equipment; however, a screen and projector will be provided.
12. A good visual aid will clarify, reinforce, or highlight an idea. Be relevant to the subject of the presentation. Be easy to read. Be kept simple. Avoid complicated graphs or tables. Be brief. Four (4) or five (5) lines with no more than six (6) words per line as a guideline for good visual aid. Each visual aid shall be read and absorbed by the audience within two (2) minutes. The presenter shall spend the first fifteen (15) seconds of those two (2) minutes focusing the audience's attention on the slide and explaining the layout. A good visual will not overwhelm the audience with color or detail. Use color to highlight important points or related groups.
13. Team shall provide four (4) copies of their presentation in a booklet form for the judges.
14. Team awards for first (1^{st}), second (2^{nd}), and third (3^{rd}) place will be awarded during the student banquet.
15. Professional attire is recommended, but there is no preference between traditional, or business and the competitors should make the decision which would be most appropriate. Hoodies, baseball caps, unnecessarily oversized clothing etc. which does not convey a message of professionalism, reverence for the topic, or respect for the Judges panel should be a consideration.
16. Judgement will begin when the competitors enter the room and will continue through presentation until the time the team leaves the competition room. Professionalism with regards to conduct (i.e. handshakes, greetings, eye contact) and behavior (i.e. off-color jokes, sidebar comments, rudeness) are all elements of consideration when being scored.
17. Handouts are required for each team that competes. Handouts produced must be professional, typed, clean, and with works cited in APA format.
18. Any participant that is over ten (10) minutes late for their assigned time to compete will be disqualified from the entire competition.

Official AIHEC Critical Inquiry Roster Registration Form

This form shall be submitted by *[Insert DEADLINE]*
Submit the form to: *[Insert AIHEC Host Committee/Critical Inquiry Coordinator Contact Information]*

Tribal College:_____

Team Name: _____

Head Coach (optional): _____

Point of Contact email: _____Phone: _____

Topic: _____

Please type or print legibly.

	First and Last Name
1	
2	
3	
4	

I certify that the Tribal College participants listed on the roster meet all eligibility guidelines of the American Indian Higher Education Consortium (AIHEC) and are eligible to participate in the AIHEC Student Conference.

Signature – Critical Inquiry Point of Contact Date

TEMPLATE Critical Inquiry Judging Form

Tribal College:_____
Team Name:_____
Head Coach (Optional):_____
Point of Contact Email:_____ Phone:_____

Topic:_____

Judge Signature:_____
Score each criterion 1 to 10 with 10 being the highest / best.

CRITERIA	SCORE	COMMENTS
Introduction – Issue or topic grabs attention, creates interest, weight of urgency is noted		
Subject is clearly stated and defined		
Main points are clear		
Ideas, research options, information, collected data, and counterpoints are presented to show depth of analysis		
Conclusions, consequences, justifications, alternatives, and analysis achieves synthesis		
Plan of implementation: develop a plan, timetable, recommendations, and desired outcomes for addressing or rectifying the topic or issue presented.		
Presentation: Tone, speed, gestures, eye contact, engagement, organization, clarity, appropriate attire		
Handouts are professional, clean, with works cited, and presented at appropriate time		
Time limit - Under time – Two points are deducted per 30 second under the time limit of 20 minutes.		
Disqualification with time below 20 minutes or over 30 minutes		
Questions and Answers are addressed in a professional manner. Note: Question and Answer period does not count toward the allotted presentation times noted above.		

Total Points_____

One Judge Keeps the Time _____

CRITICAL INQUIRY COMPETITION GUIDELINES AND PROCEDURES

- The Critical Inquiry coordinator needs to recruit ~ four (4) to five (5) people (tribal judges or community members from outside the TCUs to avoid conflict of interest) to assist with judging, onsite scheduling, monitoring, and registration and on-site setup of the conference room. The hosting TCUs will provide a $200 honorarium for invited (outside) judges.
- The Critical Inquiry coordinator will provide periodic updates to the host committee concerning registration numbers and the cost of the Critical Inquiry supplies.
- The Critical Inquiry coordinator may use the proven rules from above and make adjustments as the need arises to adapt to the specific host location, participant-entry size, budget limitations, etc.
- The Critical Inquiry coordinator needs to recruit ~ four (4) to five (5) people (faculty, staff, or students) to assist with judging, onsite scheduling, monitoring, and registration and on-site setup of the conference room.
- Checklist of Materials to bring to the conference: master spreadsheet of the registered students, obtain and display a countdown clock to assist the teams as they manage the timing of their presentations, obtain judging scorecards, countdown clock, projector screen, laptop, USB flash drive, and projector.
- Have a firm registration deadline. Postmarked, faxed, emailed, etc. at least seven (7) days before the start of the conference. No exceptions.
- Enter registered students into a master spreadsheet by college/team to ease the checking in process at the conference.
- The coordinator arrives at the conference at least one (1) day before the competition to set up the room reserved for the Critical Inquiry with at least two tables (for visual aids) and to make sure the screen and projector work properly. The coordinator must obtain and display a countdown clock to assist the teams manage the timing of their presentation.
- The coordinator may also be a judge for the competition, but the issues should be developed, selected, and/or approved by a committee of the regional coordinators in the fall before the conference.
- The order of the presentations is set up randomly.
- Once the conference begins, the students are responsible for their own scheduling of other conference competitions.
- The Critical Inquiry coordinator is responsible for reporting the winning team to the banquet awards coordinator.
- To broaden the understanding and encourage discussion on the topics explored during the critical inquiry competition, spectators are permitted. Once an inquiry begins, the doors to the competition space are closed and no other spectators are permitted to enter until the inquiry is complete and the doors are reopened.
- The coordinator will need to establish judging criteria using a clear critical inquiry judging rubric prior to the start of registration and post the rubric on the conference website.

DRONE RACING

Optional Non-Academic Competition

AIHEC Drone Racing Competition Objectives:

The AIHEC Drone Racing Simulator Competition introduces students to drone flight and technology without requiring prior experience. Students will gain exposure to skills applicable to aviation, robotics, engineering, computer science, cybersecurity, and emerging technology fields. More specifically, students will learn fundamental flight concepts, practice piloting skills, and navigate standardized racing courses on the VelociDrone FPV Racing Simulator using RadioMaster controllers for the most realistic experience. Like other esports, recognizing drone racing as a legitimate and meaningful form of student engagement also strengthens school pride and community connections across TCUs.

AIHEC Drone Racing Competition Rules

1. Pilots must represent no more than one Tribal College or University.

2. Pilots must have a MultiGP Pilot Account to log into the racing software during the competition.

3. Every team or individual must have an adult who is employed by the team's academic institution, following the same exceptions outlined in the "Team/Institution relationship" section, who will act as the institution's official liaison. They may solicit assistance or volunteers from their community as needed, but only the official school liaison is recognized by AIHEC Drone Racing Simulator Competition for the purposes of communication, discipline, and transmission of student data.

4. The specific VelociDrone track and drone configuration will be announced to participants before the competition so they have an opportunity to familiarize themselves with the simulator.

5. Pilots will receive a 30-minute qualifying session to practice and record their best times. The qualifying stage allows pilots to become familiar with the controller, learn the track, adjust to FPV flight, practice throttle control, learn gate placement, and develop a racing strategy.

Qualifying Rules

Each competitor will:

- Be assigned a 30-minute qualifying session.
- Receive access to one of the 10 simulator stations.
- Complete as many practice and qualifying attempts as possible during their allotted time.
- Have their fastest three-lap time recorded.
- Be ranked against all other competitors based on their best three-lap time.
- The fastest qualifying time will receive the highest seed, with subsequent competitors seeded in order based on their recorded three-lap times.

5. Following qualifying, competitors will be placed into a double-loss elimination bracket based on their qualifying results. The number of competitors assigned to each heat will depend on the total number of students who qualify. The basic advancement structure will be:

- Top half of the heat: Advance on the championship side of the bracket.
- Bottom half of the heat: Receive their first strike and move to the consolation/elimination side of the bracket.
- A competitor's second loss eliminates them from the competition.

This creates a fast-moving tournament while giving competitors a second opportunity to remain in contention after an initial loss.

The double-loss format is designed to balance competitive intensity with an opportunity for competitors to recover from a single poor performance.

Each competitor begins the elimination portion of the competition with zero losses.

Championship Side: Competitors who finish in the advancing positions of their heats remain on the championship side of the bracket.

Consolation Side: Competitors who finish in the non-advancing positions receive their first loss and move to the consolation side of the bracket. Competitors who lose again on the consolation side are eliminated.

This process continues until the field is reduced to the final group of competitors.

6. Once the competition reaches the final eight pilots, the tournament will transition into a Chase the Ace format. Rather than continuing through a traditional elimination bracket, all eight finalists will compete against one another. The winner of each final heat will earn a championship win. The competition will continue until one pilot finishes first twice. The first pilot to earn two first-place finishes will be crowned the champion.

7. Competition Format: The primary competition format will crown an individual AIHEC Drone Racing Simulator Champion.

Competitors will be ranked based on:

- Qualifying performance
- Elimination bracket results
- Chase the Ace final performance

The qualifying results will primarily be used to establish the initial tournament seeding, while performance during the elimination rounds and finals will determine final competition placement.

The competition can also be structured to recognize team performance in addition to individual performance. If AIHEC would like to incorporate a team championship, MultiGP can assign points to each competitor based on how many pilots they defeat during the competition. For example: 1 point =

each competitor defeated. Those points can then be added together for all competitors representing the same team.

8. Pilots will be supplied with:

   A. Software for racing, registering pilots, and timing and scoring.
   B. Network access sufficient to compete and engage with the game engine.
   C. A scoreboard identifying current team scores and rankings.
   D. A room of at least 1,000 sqft for up to 10 laptop stations and approximately 3-4 feet of clearance between stations where possible.
   E. At least four 15-amp power outlets.
   F. All computing equipment, including laptops, controllers, headphones, other input devices, and associated cables.

9. Pilots are not allowed to sabotage each other during this competition. Unsportsmanlike behavior, cheating, or harassment will result in disqualification.

Official AIHEC Drone Racing Roster Registration Form

This form shall be submitted by [Insert Deadline]

Submit the form to: [Insert AIHEC Host Committee or the CI Facilitator Contact Information]

Tribal College:_____

Individual or Team Name: _____

Email: _____Phone: _____

Team Roster (if applicable):

Please type or print legibly.

First and Last Name | Pilot Name

1

2

3

4

5

I give permission for this Drone Racing Simulator Competition entry to be included in the AIHEC Virtual Library.

_____ _____

Signature of Team Captain or Individual Date

I certify that the Tribal College participants listed above, and on the roster, meet all eligibility guidelines of the American Indian Higher Education Consortium (AIHEC) and is/are eligible to participate in the AIHEC Student Conference.

Signature – Drone Racing Simulator Competition Point of Contact Date

DRONE RACING COMPETITION GUIDELINES AND PROCEDURES

- The AIHEC Drone Racing Simulator Coordinator is chosen by the host committee. The coordinator will reserve an appropriately sized competition location.
- The coordinator will provide periodic updates to the host committee concerning registration numbers.
- The coordinator may use the proven rules from above and adjust as the need arises to adapt to the specific host location, participant-entry size, budget limitations, etc.
- All equipment must be contained within the room.
- No material may encroach within the walkways and common areas of the competition.
- No extension cords, power strips, adapters, generators, batteries, or similar items may be used to extend or expand the provided power.
- No high-amperage items such as refrigerators, microwave ovens, or the like may be used.
- Suggested Checklist of Materials to bring to the conference: master spreadsheet of the registered students, bracket cards, projector screen, computers, server, and projector.
- Have a firm registration deadline.
- If desired, a coordinator may host an orientation and training day on day one of the conference and move the entire competition to the second day of the conference.
- Enter registered students into a master spreadsheet by college/team to ease the check-in process at the conference.
- The coordinator arrives at the conference at least one (1) day before the competition to set up the room reserved for the Drone Racing Simulator Competition and to confirm that all equipment is working properly.
- The coordinator is responsible for reporting the winning teams to the awards' banquet coordinator.

ESPORTS

Optional Non-Academic Competition

AIHEC Esports Objectives:

AIHEC Esports Competition introduces and encourages students to explore STEM education disciplines and careers through structured, competitive gaming. Esports showcases the growth of digital culture and technology in education and welcomes students who may not typically participate in more physical athletic competitions. Recognizing esports as a legitimate and meaningful form of student engagement is also a means to strengthening Tribal College or University pride and community connections across TCUs. This competition will feature game titles including Rocket League, Super Smash Bros Ultimate, and Valorant, or titles determined by the host committee and lead coordinator.

AIHEC Esports Rules

1. Each participating Tribal College will enter one or more game titles (e.g., 3–5 players depending on the game). A team must represent no more than one Tribal College or University.

2. Every team must have an adult who is employed by the team's academic institution, following the same exceptions outlined in the "Team/Institution relationship" section, who will act as the institution's official liaison. They may solicit assistance or volunteers from their community as needed, but only the official school liaison is recognized by AIHEC Esports Competition for the purposes of communication, discipline, and transmission of student data.

3. Teams will be supplied with:

    a. Logins to the game engine and titles for all eligible participants.
    b. Network access sufficient to compete and engage with the game engine.
    c. A scoreboard identifying current team scores and rankings.
    d. A room of at least 5,000 square feet for players and spectators or able to accommodate 75 people.
    e. At least four 15-amp power outlets.
    f. All computing equipment, including consoles, controllers, computers, monitors, keyboards, mice, or other input devices, and associated cables.

4. Teams will compete in game titles hosted at the competition.
5. The competition will follow a single or double elimination bracket format or round robin, depending on the number of teams.
6. Teams adhere to the TCU Esports League Code of Conduct and Integrity Regulations.
7. Teams are not allowed to sabotage each other during this competition. Unsportsmanlike behavior, cheating, or harassment will result in disqualification.

FILM FESTIVAL

Required Academic Competition

AIHEC Film Festival Objectives:

- The AIHEC Student Congress and the Institute of American Indian Art created the film festival to showcase the talent of up-and-coming filmmakers from the TCUs.
- The film festival promotes friendly competition, knowledge and creativity sharing, and networking among the Tribal College student participants.

AIHEC Film Festival Rules

1. There are not first (1st), second (2nd), or third (3rd) place winners, the following awards tend to feature more specific merits per filmic auteur:
    i. Director's Award: Best overall film and direction in photography/cinematography, screen writing, technical (sound editing, lighting, color, montage)
    ii. Best Photography/Cinematography
    iii. Best Screen Writing and/or Plot
    iv. Best Special Effects
    v. Best Animation
    vi. Best Documentary/PSA
    vii. Best Live Action Narrative
    viii. Best Editing
    ix. Audience Choice Award
    x. Best Lead Role
2. All TCU student directors shall meet AIHEC student conference criteria to participate in the event
3. All films should be fifteen (15) minutes or less to be eligible for inclusion at the film festival.
4. TCU student films shall have been made between March 1 of the previous year and March 1 of the current year. Due to the deadline; late entries will be disqualified.
5. Previously judged submissions to AIHEC student conferences are not eligible for this year's competition.
6. Critical crew (director(s), editor(s), writer(s), camera crew, and technical crew) shall be currently registered at the time of the conference as TCU students, and not faculty or staff or non-TCU students.

7. Films that contain excessive violence, sexual material, or profanity will determine if the work is appropriate for audiences. Culturally sensitive content will need to be approved by a relevant TCU or cultural expert.
8. The Film Festival is open to all genres from documentary to drama to experimental to hybrid but not limited to the previous genres.
9. All films shall be uploaded onto YouTube, checked for bugs or errors, and the link forwarded to the Film Festival Coordinator. All students must have a downloadable file with a backup USB.
10. A film instructor for a competing TCU cannot be a judge.
11. TCU student directors submitting entries for the Film Festival cannot be judged.
12. More than one director can compose a film entry for submission (e.g. collaborations and/or co-directing are permitted).
13. A single TCU is allowed for up to five (5) film entries.
14. A TCU student director is allowed up to three (3) film entries. One (1) film shall be differentiated from another, and piece is judged separately from the others. If a single director's films are a single project in more than one film, then the entry is considered only as a single (1) submission with an eligible running time of fifteen (15) minutes total amongst all reels.
15. Each TCU student director shall bring a back-up copy of their film(s).

Official AIHEC Film Festival Registration Form

This form shall be submitted by *[Insert DEADLINE]*
Submit the form to: *[Insert Film Festival Coordinator Contact Information]*

Tribal College:_____

Filmmaker Name: _____

Film Title:_____

Filmmaker email: _____Phone: _____

Genre (Circle One)

Action Adventure Comedy Crime Drama Documentary Historical Horror

Science Fiction War Western Animation Experimental/Avant Garde Hybrid

Story/Plot/Summary

_____

_____

_____

_____

Director(s):_____

Director(s) of Photography:_____

Editor(s):_____

Screen Writer(s):_____

Camera Crew:_____

Technical Crew:_____

Actor(s):_____

By checking the line below, the student enters his/her film in the AIHEC *TCJ Student* film contest and gives AIHEC permission to post his/her film on the AIHEC YouTube Channel. Contestants agree to provide a duplicate DVD or copy of their entries for the TCJ contest or submit their film electronically at *TCJStudent.org*. This form will serve as the official entry form for said contest. By entering the contest, students give TCJ permission to post their film on the *TCJStudent.org* website and the AIHEC YouTube Channel.

_____Yes, I would like to enter the TCJ film contest and post my film on the AIHEC YouTube Channel.

_____No, I do not wish to enter the contest or post my film on the AIHEC YouTube Channel.

I certify that the Tribal College participants listed on the as actors, crew, directors, editors, or writers meet all eligibility guidelines of the American Indian Higher Education Consortium (AIHEC) and are eligible to participate in the AIHEC Student Conference.

Signature – TCU Student Director(s) Date

FILM FESTIVAL GUIDELINES AND PROCEDURES

- The Film Festival coordinator is chosen by the host committee. The Film Festival coordinator will reserve a conference room large enough for an audience (~50 at most).
- The Film Festival coordinator will provide periodic updates to the host committee concerning registration numbers and the cost of the Film Festival range.
- The Film Festival coordinator will work with the editor and publisher of AIHEC *Tribal College Journal* to facilitate access to student film entries for inclusion in the AIHEC *TCJ Student* film contest and on the AIHEC *TCJ Student* website and the AIHEC YouTube Channel.
- The Film Festival coordinator may use the proven rules from above and make adjustments as the need arises to adapt to the specific host location and range, participant-entry size, budget limitations, etc.
- The Film Festival coordinator may need to recruit another person (faculty, staff, or students from the AIHEC Student Congress) to assist the judges, maintain the continuous loop, and on-site setup in the conference room.
- Suggested Checklist of Materials to bring to the conference: master spreadsheet of the registered TCU student directors; a projector screen, a projector, and a laptop.
- Have a firm registration deadline. Postmarked, faxed, emailed, etc. at least 7 days before the start of the conference. No exceptions.
- Enter registered students into a master spreadsheet by college, then student director, and then film to ease the checking in process at the conference.
- The coordinator arrives at the conference at least a day before the competition to set up the conference room with WiFi, screen, projector, and laptop/DVD player.
- There shall be at least three (3) judges beside the Film Festival coordinator. Judges will view the film loop as many times as they need. Judges may be selected from competing TCUs. Judges will be forwarded to the YouTube playlist of all the competing films via email and may watch the loop at their leisure. Judges do not have to be present at the conference to be eligible to judge. Judges will deliberate either face-to-face or via email to determine the awards. No rating form is required.
- Once the conference begins, the Film Festival coordinator is responsible for maintaining the films on a continuous loop throughout the extent of the conference.
- The Film Festival coordinator is responsible for reporting the winners to the awards banquet coordinator.
- Awards will be presented during the Students Awards Banquet.
- Schedule a reception to meet the film directors. The reception may include a question-and-answer period.

HAND GAMES

Required Non-Academic Competition

AIHEC Hand Games Competition Objectives:

- Reinforce a cultural activity with rich Native American history.
- Showcase talent and skills.
- Build comradery and sportspersonship among the TCUs teams.

AIHEC Hand Games Competition Rules

1. Gambling, alcohol, or drugs of any kind will not be tolerated at any time at the annual AIHEC Student Conference and will result in automatic disqualification of an entire team.
2. Both Flathead-style and Cheyenne-style games will be the games of choice. The game of choice will be determined by the flip of a coin when two teams are drawn for a tournament game. The reason for implementing both styles of Hand games is to promote both games and make the AIHEC Hand Games more interesting and enjoyable to watch and compete with. The Cheyenne game is also played by Northern Arapaho, Northern Cheyenne, and the Lakota Nation. The winner of the coin flip will also determine which team hides the "bones" first.
3. The Hand Games Tournament will be double elimination rounds. After the first loss, the losing team moves into the loser's bracket. The team is eliminated after the second loss.
4. Teams shall have six (6) players and no more than twelve (12) players with a designated team captain.
5. Team captains shall recruit one (1) judge for each of their games. Judges may be a coach or captain from another team's roster.
6. Only the players registered on the team's official roster will be allowed to hide and/or guess.
7. Additional people from various Tribal Colleges and Universities may help sing, but they are not allowed to hide and/or guess.
8. Players are not permitted to be registered on more than one team.
9. Each Tribal College or University shall only have one (1) team registered.
10. All team members shall be registered on the team's official roster (ID's will be checked with ID badges distributed).
11. Each team captain is responsible for meeting the schedule as posted. Each team is expected to arrive on time. A fifteen (15) minute grace period will be allowed. Teams not prepared to begin after fifteen (15) minutes will forfeit that game.
12. Team jumping is not permitted and will result in forfeiting.
13. If a team does not have any singers, they may recruit a singer from another team.
14. Registration forms shall be submitted to the Hand Games coordinator one week prior to the start of the competition.

15. Two (2) sets of "bones" for each team, two (2) marked "bones" and two (2) unmarked "bones" for each team.
16. Team shall use the "bones" provided by the tournament coordinators.
17. No blocking players and a middle line will separate the teams.

Team Captains

1. Team captains will notify the judges of their team's guesser(s) and hider(s).
2. Team captains shall select two (2) hiders each time the "bones" come into their team's possession.
3. Team captains shall give out and collect the "bones"
4. Team captains can change hider(s) only after possession of set of "bones" have been lost.
5. Team captains shall tell their team's hider(s) when to hide and when to open their hands and reveal the "bones". If the hider(s) reveals the "bones" before the guess, then one (1) "bone" will be forfeited.
6. Captains will sit in the middle of their team.

Judges

1. Judges shall be present at the start of the games they judge and be available for the full duration of the game.
2. Judges must be coaches or captains from other teams with knowledge of both versions of the game.
3. Judges will be responsible for any decision-making in each game. Judges may not serve as judges when their Tribal College or University's team is playing.
4. Judges will oversee the game by confirming each guess and each point.
5. Judges' rulings are final.

Guesser

1. In the interest of time, when there are two (2) hiders, the guesser will always guess both at the same time AND there will be a time limit of one (1) minute for hiding.
2. Guesser(s) keep guessing until possession of the "bones" is regained or the hiding team scores all available points. Guesser(s) may pass his/her guessing to a fellow teammate in between guesses if the team captain notifies the judges and the opposing team's captain.
3. No fake guessing will be permitted. If a team member fakes a guess, they will forfeit a stick.

Hider

1. Once the hider(s) is selected they are the teams' hider(s) until the team loses possession of the "bones".
2. Each team will receive two (2) sets of "bones", two (2) marked and two (2) unmarked. Each hider will be given a set of "bones", one (1) marked and one (1) unmarked.
3. Once the bones are hidden, hider(s) shall stand and keep both hands in view of the opposing guesser.

4. If a guesser has indicated a decision and the hider brings both hands together, the hider shall forfeit the “bones”.
5. If the “bones” are tossed by mistake, it will be a forfeit of the “bones”.
6. The hider(s) will open their hands and reveal the “bones” when the judges indicate that the guess has been made.
7. If the hider(s) reveals the “bones” before being guessed, one (1) “bone” will be forfeited.
8. Hider(s) will continue to hide as long as the opposing team keeps guessing incorrectly.
9. When hider(s) are guessed by the opposing team, they return the “bones” to the team captain.

Hand Signals

1. Outside: with the thumb and index finger pointed outward in opposite directions (guessing that the “bones” are in the outside of the hands of the hiders).
2. Inside: with a flat vertical hand, no thumbs, making a downward chopping motion (guessing that the “bones” are in the inside hands of the hiders).
3. Right: without the thumbs, pointing the index finger to the right (guessing that the “bones” are in the right hands of one (1) or both hiders).
4. Left: without the thumbs, pointing the index finger to the left (guessing that the “bones” are in the left hands of one (1) or both hiders).
5. “Bone” matching will be allowed.

Scoring Sticks

1. Only the hiding team who has possession of the “bones” is able to score sticks.
2. If a hider brings up their hands to be guessed, then puts their hands back together or conceals hands again one (1) “bone” will be forfeited.
3. Hiding team continues to hide until both sets of “bones” are lost.
4. Guessing team continues to guess until both sets of “bones” are won.
5. If the guessing team guesses two (2) hiders correctly, they regain possession of the “bones” and the opportunity to score sticks.
6. If the guessing team guesses two (2) hiders incorrectly, the hiding team maintains possession of the “bones” and scores two (2) sticks.
7. If the guessing team guesses two (2) hiders incorrectly, the hiding team maintains possession of the “bones” and scores two (2) sticks.
8. The game continues in this manner until all available sticks have been scored.

Team Spirit

1. Teams can use shakers, claps, etc. but cannot block the guesser’s view at any time.
2. Teams may use any means (within reason) to distract the guesser but cannot touch the opposing teammates with any object at any time during the game.
3. Once instructed or warned by a judge to clear the guesser’s view, one (1) stick may be forfeited.

Cheyenne-Style Specific Hand Game Rules

1. The objective for the guesser in Cheyenne-Style is to find the marked "bones" of the hider. The guesser makes a motion to show the bones.
2. Identical Point Set for each game or two (2) sets of scoring sticks (6 stick set for each team). There is no Kick Stick in Cheyenne-Style.
3. If the guessing team incorrectly guesses one (1) hider and correctly guesses the other hider, the hiding team scores one (1) point and the hider who "fooled" the guesser hides again and the game is played with one hider. If the guesser misses on their next guess, then both hiders resume play.
4. When there are two (2) hiders in Cheyenne-Style, the guesser can use any of the following hand signals to guess the location of the "bones":

Flathead-Style Specific Hand Game Rules

1. Eleven (11) sticks will be used in Flathead-Style; each team receives five (5) sticks. The Kick Stick is the eleventh stick, which is played at the beginning of the game.
2. A coin flip will be used to determine who guesses first on the kick stick. The team that guesses correctly has the privilege of using the "bones."
3. In Flathead-Style scoring a stick or two (2) sticks is decided by the guesser finding the unmarked "bones" of the hider.
4. There will be no thumbs or fork guessing. If this is done, the violators will forfeit one (1) stick. Guessers will use a flat vertical hand, making a downward chopping motion to guess that the "bones" are in the inside hands of the hiders.

Official AIHEC Hand Games Roster Registration Form

This form shall be submitted by *[Insert DEADLINE]*
Submit the form to: *[Insert AIHEC Host Committee/Hand games Coordinator Contact Information]*

Tribal College:_____

Team Name: _____

Head Coach:_____ Team Captain:_____

Point of Contact email: _____Phone: _____

Team Roster

Please type or print legibly.

	First and Last Name		First and Last Name
1		7	
2		8	
3		9	
4		10	
5		11	
6		12	

I certify that the Tribal College participants listed on the roster meet all eligibility guidelines of the American Indian Higher Education Consortium (AIHEC) and are eligible to participate in the AIHEC Student Conference. Any changes to the roster must be submitted to the hand games coordinator at the coaches meeting prior to competition.

Signature – Hand Games Point of Contact Date

HAND GAMES COMPETITION GUIDELINES AND PROCEDURES

- The Hand Games coordinator is chosen by the host committee. The Hand Games coordinator will reserve an appropriately sized Hand Games location for a substantial-sized audience to participate.
- The Hand Games coordinator will provide periodic updates to the host committee concerning registration numbers.
- The Hand Games coordinator may use the proven rules from above and adjust as the need arises to adapt to the specific host location, participant-entry size, budget limitations, etc.
- The Hand Games coordinator might need to recruit numerous people (faculty, staff, or students) to assist with judging, onsite scheduling, scoring, monitoring, and registration and on-site setup of the conference room.
- Suggested Checklist of Materials to bring to the conference: Large dry erase board for the official bracket; master spreadsheet of the registered students/teams; many sets of sticks and "bones," both marked and unmarked.
- Have a firm registration deadline. Postmarked, faxed, emailed, etc. at least seven (7) days before the start of the conference. No exceptions.
- Enter registered students into a master spreadsheet by college/team to ease the checking in process at the conference.
- The coordinator arrives at the conference at least a day before the competition to set up the room reserved for the Hand Games. At least four (4) games shall be able to occur simultaneously. One (1) game requires twelve (12) chairs for the first team facing twelve (12) other chairs for the second team with two (2) scorer's tables positioned on the side. Singers and cheerers for each team may sit in rows behind the initial twenty-four (24) chairs.
- There have been historically four (4) rounds (16 teams – down to 8 teams – down to 4 teams – down to 2 teams). This can be managed differently for double elimination, depending on the number of teams that register.
- The order of the starting bracket is setup randomly.
- Once the conference begins, the students are responsible for their own scheduling of other conference competitions. The competition begins on the first day of the conference, if possible.
- All traveling trophies and awards are under the stewardship of the awarded student and college. Any damage that requires repair while in their possession is the responsibility of the awarded college or student.
- The Hand Games coordinator is responsible for reporting the winning team to the awards' banquet coordinator.

KNOWLEDGE BOWL

Required Academic Competition

AIHEC Knowledge Bowl Competition Objectives:

- Share and strengthen Native history and culture among the Tribal College students
- Promote and showcase the talents of public speaking, articulation, and critical thinking among the participants.

AIHEC Knowledge Bowl Competition Rules

1. Teams will consist of four (4) members, one (1) of which shall be designated as the team captain.
2. Teams shall have one (1) coach and may have one (1) alternate team member.
3. The team captain will be responsible for verifying the coin toss results, choosing the match categories, ensuring the timely arrival of the team for each match and raising any disputes during the competition.
4. The alternate team member may replace another team member for any or all matches, but the alternate team member cannot be substituted once a match begins.
5. All team members, including the alternate team members, shall be listed on the team's registration roster. Changes to the roster can only be made in emergencies, documented in writing, and submitted within seven (7) days before the competition.
6. A match may be played with fewer than a full team. Once the match begins, any vacant positions shall remain vacant throughout.
7. The team coach is responsible for their team's registration and is responsible for verifying that their team's registration has been received and processed (check conference website registration list). The coach is not required to attend their team's matches; however, they shall prepare their team for competition. The team coach should ensure that the team arrives for the competition on time and critique the team and make suggestions for improvement. Coaches cannot compete and cannot raise any disputes during or after the match.
8. Any team that arrives ten (10) minutes late for the scheduled start time of the match will have been forfeited. Due to the number of forfeits in recent years: in his or her discretion, the Knowledge Bowl coordinator may allow late entrants to take the place of a forfeited team for a particular game, provided that: (a) the late entrant is a team of at least four (4) that is registered and verified); and (b) all members of the late entrant-team are present at least five (5) minutes prior to the scheduled start of the match.
9. Once the match begins the doors to the competition room will be closed and no one will be allowed to enter until the match ends. Spectators in the competition's room shall remain inside until the match ends.
10. Only individuals associated with or employed with the particular Tribal Colleges competing in the competition's room will be permitted to observe the match. Registration nametags will be required.
11. Team members and spectators shall conduct themselves in an appropriate manner. Spectators are not allowed to communicate in any way with the teams once a match begins. Any cheating will result in the disqualification of an entire team from the tournament.
12. All student participants must sign an additional Acknowledgement of Knowledge Bowl Rules form upon entering the competition room.
13. No notetaking, video, or photography is permitted by anyone in the competition room.

14. At the beginning of the match, the quizmaster will toss a coin to determine which team will have control of the board to begin the match.
15. Heads will go to the team on the quizmaster's right, Tails to the team on the left.
16. The captain of the team who wins the coin toss will choose the first source category (book, video, map, etc.) for the first question. After the quizmaster asks a question, the team who answers correctly gains one (1) point and is permitted to select the category for the next question. The last team to answer a question correctly always chooses the category of the next question. This process continues until the final question is read for each of the two rounds, respectively.
17. A short administrative break will occur between round one (1) and round two (2).
18. After a question is read by the quizmaster, either team may buzz in during the initial fifteen (15) seconds to give an answer or request a re-reading of the question. Questions will only be re-read once. After a team buzz in, the team has ten (10) seconds to respond.
19. The team requesting a re-read of a question is not exclusively permitted to answer; after a question is re-read, a ten (10) second period for discussion and answering begins again where either team may buzz in to answer.
20. After the first reading of a question, if a team buzzes in and answers incorrectly, the other team may request a re-reading of the same question. The team who answered incorrectly will not be permitted to answer the same question again.
21. If a team buzzes in prior to the complete reading of a question, that team may not request a re-reading of the question. If the team buzzing in prior to the complete reading answers the question incorrectly, the other team may request a re-reading of the same question.
22. Only one team member can answer a given question. If a team gives more than one answer at any time, then both or all answers will be considered incorrect if any of the answers provided are incorrect.
23. If both teams answer the question incorrectly, the quizmaster will provide the correct answer, and no point will be given to either team.
24. Each correct answer is worth one (1) point. No point penalties exist for incorrect answers.
25. Each match will include two (2) rounds lasting twenty (20) minutes each. If at the end of the second round, the teams are tied, then the match will continue into a third "sudden win" round. In this round, the first team to correctly answer a question will win the match. The quizmaster will select the category and the question for any third round.
26. The team captain is the only person permitted to raise any dispute or concern about a question to the quizmaster. The dispute or concern shall be addressed as soon as the conflict arises. Once the next question is read, the dispute or concern can no longer be addressed.
27. The first thirty-two (32) teams to register will be permitted to participate in the double-elimination Knowledge Bowl competition. Each Tribal College may only register one (1) team.
28. Each session will consist of a maximum of 20 questions. If the 20 questions are exhausted before the twenty-minute time limit, the match ends unless there is a tie.
29. Each match will consist of an equal number of questions from each source on the source list. The order of categories for which questions will be asked in each round will be selected prior to the start of the match.
30. The winner of each match will be determined by the accumulated points from the (2) rounds.
31. The questions for each match will be selected from the official source list: (books, videos, maps, etc.). All questions will be filled in the blanks. There will not be any multiple-choice questions, including true/false questions.
32. Disputes regarding questions and answers will be decided by the judge(s). The Quizmaster may confer with the designated Knowledge Bowl judge(s) to resolve a dispute. Time will be stopped

during this interval and restarted following the decision of the judge(s). The decision of the judge(s) is final for the match in play. Teams are limited to 2 disputes per match.

33. It is highly recommended that the team captain accompany their coach to the coaches' meeting.

Official AIHEC Knowledge Bowl Roster Registration Form

This form shall be submitted by *[Insert DEADLINE]*
Submit the form to: *[Insert AIHEC Host Committee/Knowledge Bowl Coordinator Contact Information]*

College:_____
Team Name: _____
Head Coach : _____
Point of Contact email: _____Phone: _____
Please type or print legibly.

	First and Last Name
1	Captain:
2	
3	
4	
5	Alternate:

I certify that the Tribal College participants listed on the roster meet all eligibility guidelines of the American Indian Higher Education Consortium (AIHEC) and are eligible to participate in the AIHEC Student Conference.

_____
Signature – Knowledge Bowl Coach

AIHEC Participant Acknowledgement of Knowledge Bowl Rules Form

By signing below, I acknowledge that I have received, read, and understand the rules and regulations set forth for participation in AIHEC Student Conference Handbook regarding the AIHEC Knowledge Bowl Competition.

Print name_____

TCU Representing_____

Sign name_____ Date_____

KNOWLEDGE BOWL COMPETITION GUIDELINES AND PROCEDURES

- The Knowledge Bowl coordinator is chosen by the host committee. The Knowledge Bowl coordinator will reserve an appropriately sized Knowledge Bowl location depending on whether an audience will be permitted. If an audience is permitted to attend, then a large conference room will be required; if no audience is permitted then the coordinator can reserve a classroom-sized room. Previous championship matches have been known to have an audience of at least 100 spectators from the two competition colleges.
- The Knowledge Bowl coordinator should recruit at least four (4) people knowledgeable with the competition (faculty, students, or other staff members) to assist with judging, timekeeping, quizmastering, and scorekeeping in each room that will hold a match. In previous conferences, the coordinator has served as the quizmaster and/or a judge. As the conference continues to grow, the coordinator might need to recruit more people for assistance. Because of the high level of coordination required among the roles, the quizmaster, timekeeper, scorekeeper, and judge in each room need to practice working together prior to the official start of the matches. The scorekeeper might want to use a spreadsheet to track the score, and the quizmaster might want to use a spreadsheet to track the questions and categories. The quizmaster might wish to organize the questions to be read by category but should coordinate with the other quizmasters so that a question can be read in all four (4) matches in all four (4) rooms at the same time and then be retired for the remainder of the competition. This maximizes the use of a question so that less questions will need to be created for the competition overall. The quizmasters collectively shall not allow a question to be read for the same team twice in the entirety of the competition.
- Historically, the 1,000 knowledge bowl questions derive from the culture and traditions of the host TCUs, but questions may also come from the national tribal college community's cultures and traditions. The host committee is responsible for selecting the 1,000+ questions and no more than 7 resource materials and may use a subcommittee to assure all host TCUs are involved in the process. The host committee may consider asking additional TCUs outside of the host committee for support in developing the 1,000+ questions for the Knowledge Bowl. The host committee may consider asking their TCU librarians for support in selecting the 7 resource materials for the Knowledge Bowl. The most difficult resources to pull questions from are art books and DVDs. No more than seven (7) resource materials shall be selected by a host committee. Selection and posting of the Knowledge Bowl reference materials on the host committee website shall be timely. The host committee shall provide the reference materials to the AIHEC Central Office at least six (6) months in advance. Upon receipt, the AIHEC Central Office will provide the reference materials to all the TCU librarians simultaneously.
- The Knowledge Bowl coordinator may use the proven rules from above and adjust as the need arises to adapt to the specific host location, participant-entry size, budget limitations, etc.
- Consider a schematic to maximize the use of the available questions for the competition. Because the competition is in bracket format, Rounds 1-11 can all be asked the same questions because there will not be any repeated questions in a bracket format. In this schematic, the number of teams vs number of questions will need to be re-calculated for all the rounds to ensure that there could not be a repeat set of questions for any single team. The rule that restricts spectators outside of the colleges that are going against each other assures us that no one is familiar with the questions from round to round.
- The Knowledge Bowl coordinator will provide periodic updates to the host committee concerning registration numbers and the cost of the Knowledge Bowl supplies and buzzer technology.
- Consider always giving the coaches access to the bracket using a Google Document.
- Suggested Checklist of Materials to bring to the conference: Large dry erase board for the official bracket; master spreadsheet of the registered students/teams; questions for at least sixty (60) rounds of questions (30 total matches multiplied by 2 rounds); and the buzzer equipment.

- The Knowledge Bowl coordinator will need to acquire buzzer equipment which is necessary to regulate the time limits and judge which team buzzed-in first.
- Have a firm registration deadline. Postmarked, faxed, emailed, etc. at least seven (7) days before the start of the conference. Make sure that a list of all registered teams is posted on the conference website seven days prior to the conference to avoid confusion regarding registration.
- Enter registered students into a master spreadsheet by college/team to ease the checking in process at the conference.
- The coordinator arrives at the conference at least a day before the competition to set up the four (4) rooms reserved for the Knowledge Bowl with at least two (2) tables for the two teams of competitors that face away from any audience, a podium for the Quizmaster, and a table for the scorekeeper, timekeeper, and judge. The coordinator assures us that the buzzer equipment works correctly. The reserved rooms need to be adjacent to one another.
- The coordinator may also be the judge or the quizmaster for the competition but cannot assume both positions. Teams responding to questions shall answer clearly and completely; partial answers will not be considered correct answers.
- The Knowledge Bowl is a double elimination competition. In previous conferences, the competition consisted of five (5) rounds (32 teams – down to 16 teams – down to 8 teams – down to 4 teams – down to 2 teams). This can be managed differently depending on the number of teams that register.
- The order of the starting bracket is established randomly.
- Once the conference begins, the students are responsible for their own scheduling of other conference competitions.
- Note-taking, video, and audio taping of the competition is not allowed. Only coordinator staff can take photographs during the competition.

MR., MS., & MX. AIHEC

Required Non-Academic Competition

Mr., Ms., and Mx. AIHEC Competition Objectives:

- The AIHEC Student Congress created Mr., Ms., and Mx. AIHEC Competition to showcase the character, leadership, and academic achievements of three select students from the Tribal College community.
- The students selected by the judge's panel will share the Tribal College Movement story and their personal experiences with others at meetings, conferences, pow-wows, and other community gatherings.

Mr. and Ms. AIHEC Competition Rules

1. The following will be considered by the judging panel:
    i. Scholarship: students' academic record as well as their pursuit of research, advanced studies, and intellectual development.
    ii. Culture: candidates' cultural experiences, knowledge, and involvement within their college and community.
    iii. Personal Visions: future goals and personal expectations.
    iv. Community Service: service to their college and community
    v. AIHEC Knowledge: understanding of AIHEC and the entire Tribal College Movement, history, and future development.
    vi. Presentation: speaking ability, personal talent, and overall personal presentation or story.
2. Required Materials:
    i. Students applying for Mr., Ms., or Mx. AIHEC shall submit a headshot photo, an unofficial transcript, two (2) letters of recommendation, resume, and a personal statement. The personal statement should detail the student's past challenges and accomplishments, their current activities and status, and the student's goals and vision for the future.
3. Eligibility:
    i. Students shall be enrolled in at least nine (9) credit hours at their Tribal College, be in good academic standing, and have at least a 3.0 G.P.A to apply and retain the position of Mr., Ms., and Mx. AIHEC.
    ii. Each Tribal College may only submit one (1) Mr. AIHEC, one (1) Ms. AIHEC, and one (1) Mx. AIHEC candidate.
4. Process:
    i. All finalists shall be in attendance for an interview at the annual AIHEC Student Conference.
    ii. The new Mr., Ms., and Mx.. AIHEC will be announced during the annual AIHEC Student Conference awards banquet.

Official Mr., Ms., and Mx. AIHEC Competition Registration Form

This form shall be submitted by *[Insert DEADLINE]*
Submit the form to: *[Insert Mr., Ms., and Mx. AIHEC Competition Coordinator Contact Information]*

Tribal College:_____

Candidate Name: _____

Candidate Email: _____Phone: _____

Area of Study:_____

Select One: _____Mr. AIHEC _____Ms. AIHEC _____Mx. AIHEC

Check List of Required Materials:

____Registration Form

____Two Letters of Recommendation

____Unofficial Academic Transcript

____Personal Statement

____Resume

I certify that I meet all eligibility guidelines of the American Indian Higher Education Consortium (AIHEC) and I am eligible to participate in the AIHEC Student Conference.

Signature – Candidate Date

Mr., Ms., and Mx AIHEC Agreement Form

I, _____, understand that the Ms. AIHEC crown and sash and Mr. and Mx. AIHEC medallion and sash are traveling awards. Traveling awards are passed from winner to winner, year to year, as a tradition. I agree to return by mail the crown or medallion and sash to AIHEC Central Office (121 Oronoco Street, Alexandria, VA 22314) prior to March 1, YEAR. In the event that I attend the YEAR AIHEC Student Conference in LOCATION, I may bring the sash and crown or medallion at that later date to give in person to the judges or coordinator of the YEAR Mr., Ms., and Mx. AIHEC competition.

_____

Mr., Ms., or Mx. AIHEC Signature

Mr., Ms., and Mx. AIHEC Competition Judging Form

Candidate_____Judge_____

_____Mr. AIHEC _____Ms. AIHEC _____ Mx. AIHEC

Rate on a scale of 1-5, with 5 being the best:

Application Requirements:

Letters of Recommendation: 1[____] 2[____]

Transcript, 3.0 GPA, >6 Credit Hours [____]

Resume [____]

Personal Statement with past, present, and future goals [____]

Section Total [____]

Rate each question from 1-5, with 5 being the best:

Interview Questions:

1. What does the Tribal College experience mean to you? [____]
2. What do you know about the Tribal College movement? [____]
3. What Tribal College does AIHEC recognize as the first? [____]
4. How many Tribal Colleges and Universities are there now? [____]
5. Why do you believe our tribal cultures and traditions are important [____]
6. How do you carry forward your culture and traditions within your community? [____]
7. Tell us about the community service projects you participate in. [____]
8. Tell us about an achievement you are most proud of. [____]
9. If selected Mr./Ms. AIHEC describe your platform or Tribal College issue/principles that you'll focus on during your term of service. [____]
10. Is there anything else you would like to share with the interview committee?

Section Total [____]

Overall Total [___]

MR., MS., & MX. AIHEC COMPETITION GUIDELINES AND PROCEDURES

- The Mr, Ms., and Mx. AIHEC Competition coordinator has been chosen by the host committee. The competition coordinator will reserve a conference room large enough for three (3) judges and a candidate to be interviewed.
- The competition coordinator will provide periodic updates to the host committee concerning registration numbers and the cost of the Mr., Ms., and Mx. AIHEC Competition.
- The competition coordinator may use the proven rules from above and adjust as the need arises to adapt to the specific host location, participant-entry size, budget limitations, etc.
- The competition coordinator may need to recruit another person (faculty, staff, or student from the AIHEC Student Congress) to assist the judges, maintain a continuous schedule, and on-site setup in the conference room.
- Suggested Checklist of Materials to bring to the conference: Judging sheet for each candidate; entry documents for each candidate (transcripts, resumes, letters of recommendations, personal statements, etc.) master spreadsheet of the registered candidates.
- Have a firm registration deadline. Postmarked, faxed, emailed, etc. at least seven (7) days before the start of the conference. No exceptions.
- Enter registered student candidates into a master spreadsheet by college to ease the checking in process at the conference.
- The coordinator arrives at the conference at least a day before the competition to set up the conference room with the judges' table and four chairs.
- There shall be at least three (3) judges. Judges will interview and score each candidate over the period of two (2) or three (3) days.
- There is a rotating crown for Ms. AIHEC and a rotating medallion for Mr. AIHEC that they may wear at official functions but must return to AIHEC central office before the next AIHEC Student Conference. All traveling trophies and awards are under the stewardship of the awarded student and college. Any damage that requires repair while in their possession is the responsibility of the awarded college or student.
- The Mr., Ms., and Mx. AIHEC Competition coordinator is responsible for reporting the winners to the awards' banquet coordinator.

ONE-ACT PLAY

Optional Academic Competition

AIHEC One-Act Play Competition Objectives:

- Showcase talent and skills in acting, artistic creativity, teamwork, public speaking, etc.

AIHEC One-Act Play Competition Rules

1. Each TCU may select and write a One-Act Play. If the script is not a TCU original, then all copyright issues will be the responsibility of that TCU team.
2. Costumes are allowed and are worn by players. Masks are considered part of the costume and are allowed.
3. Props are allowed; however, they shall be actively utilized by characters during the performance.
4. Each team is allotted a maximum of fifteen (15) minutes to prepare and a maximum of thirty (30) minutes to perform. The minimum time limit for a TCU One-Act Play is thirteen (13) minutes.
5. TCU students shall naturally project their voice during the performance as no microphones or public address system will be provided.
6. Coaches cannot be judges.
7. No videotaping or photos and no entry or exit during the performance.
8. TCUs may register more than one (1) team but shall not register more than two (2) teams.
9. There are two (2) rounds for the One-Act Play Competition. All teams will initially be present in the first round. The three (3) teams with the highest score from the first round will advance to the second round to repeat their performance for placing. Judges will change from the first round to the second round. This will occur even if there are only two (2) or three (3) competing teams. Since a TCU may have more than one (1) team, but no more than two (2) teams, in the One-Act Play Competition, the first, second, or third place may be won by the same Tribal College, but a TCU may not win all three (3) places.
10. Since there may be respected Elders, tribal leadership, TCU administration, faculty, and family members in attendance, subject matter/material/language should be in accord with the sensitivity of these viewers. Producing TCUs are responsible for content judgment.
11. Monologues are allowed and are subjected to the same rules.
12. Integrating singing/music/choreography is strongly encouraged; however, a song, dance, or musical instrument performance only with no dialogue, acting, plot, etc. does not constitute a One-Act Play, and therefore does not qualify for this competition.
13. Judges are not allowed to inquire about the TCU identity of each team. Only the One-Act Play coordinator will know the personal names and TCU of the members of each team.

14. Students are not allowed to announce their personal names, nor the TCU name after the company bows.
15. Judges, coaches, and students are allowed to announce, informing all people of the title(s) of the performance(s).
16. The first day of the Student Conference will be an optional rehearsal day for the teams. Each team will be allotted one (1) hour to practice, and the practice may be a closed rehearsal if requested. The coordinator may lead workshops in voice, blocking, stage movement, etc.
17. The order and times of the performances will be determined randomly and then posted by title. Accompanying the title, order and times of the performances will be a randomly assigned number to indicate the TCU. If a TCU has more than one (1) submission, each submission will have a different random number assigned.
18. Teams will be disqualified if they arrive more than fifteen (15) minutes late for their performances. If any cast member is late, the team may choose to continue with their performance. Teams should arrive at least thirty (30) minutes prior to performing as seated, respectful audience members.
19. The stage for the One-Act Play competition is sixteen by twelve (16 x 12) feet or larger.

Official AIHEC One-Act Play Roster Registration Form

This form shall be submitted by *[Insert Deadline]*
Submit the form to: *[Insert AIHEC Host Committee/One-Act Play Coordinator Contact Information]*

Tribal College:_____

Head Coach (optional): _____

Point of Contact email: _____Phone: _____

Title of One-Act Play: _____

Please type or print the names of the participants legibly.

	First and Last Name		First and Last Name
1		7	
2		8	
3		9	
4		10	
5		11	
6		12	

I certify that the Tribal College participants listed on the roster meet all eligibility guidelines of the American Indian Higher Education Consortium (AIHEC) and are eligible to participate in the AIHEC Student Conference.

Signature – One-Act Play Point of Contact Date

One-Act Play Judging Form

(This same rubric duplicated for both Rounds 1 & 2)

For every submission performance, please fill out the info below.

JUDGE'S NAME:_____

SCHOOL #:___

TITLE OF PERFORMANCE:_____

TIME START:_____TIME END:_____

3 MINUTE TIME END ALERT GIVEN (UTILIZING SIGN): Yes_____ No_____

NUMBER OF STUDENTS AS ACTORS IN PERFORMANCE:_____

DOES THE PLAY FIT TIME FRAME (Minimum of 13 minutes/Maximum of 20 minutes):
Yes (+10 pts.)_____ No (0 pts.)_____

ON A SCALE OF 1 to 10 (10 being the BEST; 5 being AVERAGE; and 1 being the POOREST), SCORE THE FOLLOWING:

- ORIGINALITY IN PERFORMANCE SUBJECT MATTER: 1 2 3 4 5 6 7 8 9 10
- VOICE PROJECTION: 1 2 3 4 5 6 7 8 9 10
- CLARITY OF SPEECH: 1 2 3 4 5 6 7 8 9 10
- MASTERY OF AUDIENCE PARTICIPATION (e.g., waits for audience laugher or applause to finish before resuming lines): 1 2 3 4 5 6 7 8 9 10
- LINE MEMORIZATION: 1 2 3 4 5 6 7 8 9 10
  (IF READER'S THEATRE, HOW WELL EXECUTED READ LINES IN PERFORMANCE: 1 2 3 4 5 6 7 8 9 10)
- MASTERY OF STAGE BLOCKING: 1 2 3 4 5 6 7 8 9 10
- MASTERY OF EXITS, ENTRANCES: 1 2 3 4 5 6 7 8 9 10
- MANAGEMENT OF DEAD SPACE (e.g., long time frames with no action, dialogue, etc.) 1 2 3 4 5 6 7 8 9 10
- MASTERY OF PROP USAGE: 1 2 3 4 5 6 7 8 9 10
- MASTERY OF COSTUME/WARDROBE: 1 2 3 4 5 6 7 8 9 10
- CHARACTERIZATION BELIEVABILITY : 1 2 3 4 5 6 7 8 9 10
- REMAINING IN CHARACTER: 1 2 3 4 5 6 7 8 9 10
- EVIDENCE OF COMMITMENT TO REHEARSAL & DEDICATION TO PERFORMANCE: 1 2 3 4 5 6 7 8 9 10
- APPROPRIATE MATERIAL IS U.S. INDIGENOUS IN SUBJECT MATTER, THOUGH DOES NOT LIMIT CREATIVITY: 1 2 3 4 5 6 7 8 9 10
- OVERALL CONFIDENCE OF CAST: 1 2 3 4 5 6 7 8 9 10
- OVERALL PERFORMANCE: 1 2 3 4 5 6 7 8 9 10
- **MAXIMUM TOTAL OF TEAM POINTS**:_____
- **TOTAL POINTS:_____**

Judge's comments:_____

_____

_____

_____

ONE-ACT PLAY COMPETITION GUIDELINES AND PROCEDURES

- The One-Act Play coordinator is chosen by the host committee. The One-Act Play coordinator will reserve an appropriately sized One-Act Play location depending on whether an audience will be permitted with a stage sixteen by twelve (16 x 12) feet or larger. If an audience is permitted to attend, then a large conference room will be required; if no audience is permitted then the coordinator can reserve a classroom-sized room.
- The One-Act Play coordinator will provide periodic updates to the host committee concerning registration numbers and the cost of the One-Act Play expenses. The coordinator will also post room details (electrical outlet locations, stage size, location, doors, lights, etc.) on the conference website for teams to better plan and prepare their play.
- The One-Act Play coordinator may use the proven rules from above and adjust as the need arises to adapt to the specific host location, participant-entry size, budget limitations, etc.
- Judges need to be highly experienced and are not an alum of any Tribal College and are likely from the local or professional theatre companies in the AIHEC Student Conference host community. Three (3) judges will judge the first round, and three (3) separate judges will judge the second round.
- The One-Act Play coordinator needs to recruit ~ three (3) people (faculty, staff, or students) to assist with judging, onsite scheduling, monitoring, registration, and on-site setup of the conference room.
- The coordinator shall always maintain the anonymity of the teams' Tribal Colleges or Universities to ensure impartial judging.
- Suggested Checklist of Materials to bring to the conference: master spreadsheet of the registered students and teams and their One-Act Play titles and the judging scorecards.
- Have a firm registration deadline. Postmarked, faxed, emailed, etc. at least seven (7) days before the start of the conference. No exceptions.
- Randomly assign each performance with a number to represent their TCU. If a TCU has more than one (1) submission, assign each submission with a differently assigned random number. Enter registered students into a master spreadsheet by college/team to ease the checking in process at the conference. Order the One-Act Plays and times of the performances randomly and then post the One-Act Plays by title and previously assigned random number.
- The One-Act Play coordinator arrives at the conference at least one (1) day before the competition to set up the room reserved for the One-Act Play with the stage and lights (spotlight if the space is large enough) and the maximum number of chairs allowed for the space.
- The One-Act Play coordinator will act as the stage manager during the entire competition. Duties include getting the audience and actors in and out on time, attending to the judges' needs – water and snacks, running sound on a laptop with speakers, turning off the overhead lights, cleaning the house (audience) and backstage area after each play. The house needs to be cleared at the end of the day so the judges can discuss all the plays with confidence that their opinions are not overheard.
- Once the conference begins, the students are responsible for their own scheduling of other conference competitions.
- The One-Act Play coordinator is responsible for reporting the winning teams to the awards' banquet coordinator and sending all the judging forms to the corresponding coaches after the competition.

POETRY SLAM

Optional Non-Academic Competition

AIHEC Poetry Slam Objectives:

- The AIHEC Student Congress (ASC) and *Tribal College Journal* (TCJ) united to create the Poetry Slam to promote free individual expression and showcase literary talent and skills and provide an incentive for greater literary talent and skill.
- The Poetry Slam occurs on the same evening as the annual ASC T-shirt Exchange.

AIHEC Poetry Slam Rules

1. There are no restrictions on how students deliver their poem, what they say, or the overall subject matter.
2. A member of the current sitting AIHEC Student Congress will serve as the Master of Ceremonies, introducing competing Poets, enforcing the rules, organizing the judges, and entertaining the audience between rounds.
3. Judges are selected randomly from among the students before the Slam begins by officers of the AIHEC Student Congress. Competing poets cannot be judged.
4. Each TCU is permitted to have a representative register for the event (37 total participants). If less than 30 TCUs register a student for the poetry slam, the coordinators of the poetry slam may have first-come-first-serve registration at the door until the event has reached a maximum of 30 participants.
5. Another officer of the AIHEC Student Congress will serve as the sacrificial poet to begin the evening. The sacrificial poet will read a poem to serve as calibration for the judges and audience.
6. Scoring will be based on a scale of zero to ten (0-10), with zero (0) being the lowest score and ten (10) being the highest score obtainable. Judges may use decimal points in their score. After each poem, the judges will write their score on a provided tablet. The Master of Ceremonies will read the names of the top poets at the conclusion of each round.
7. There are four (4) rounds in the Poetry Slam. Up to thirty-seven (37) poets, one for each college or university, are allowed to enter in the first round, but the judges will only select the eight (8) best poets to advance to the second round. After the second round, the four (4) best poets advance. After the third round, the top two (2) poets compete for AIHEC Poet of the Year honors.
8. No props or musical instruments are permitted.
9. Each poet has three (3) minutes to introduce and deliver their poem.
10. Poets will say their name, tribal college, and title of their poem CLEARLY for the judges before every recitation.
11. One (1) poem per round. Poets may not deliver the same poem again. If they advance to the next round, they must deliver a new poem.

Official ASC-TCJ Poetry Slam Registration Form

Please type or print the names of the participants legibly.

	First and Last Name		First and Last Name
1		16	
2		17	
3		18	
4		19	
5		20	
6		21	
7		22	
8		23	
9		24	
10		25	
11		26	
12		27	
13		28	
14		29	
15		30	

ASC-TCJ Poetry Slam Judging Form

Judge Signature _____

Score each Poet 1 to 10, with 10 being the highest/best.

Score	First and Last Name, TCU, Title	Score	First and Last Name, TCU, Title

POETRY SLAM COMPETITION GUIDELINES AND PROCEDURES

- The Poetry Slam is coordinated by the AIHEC Student Congress and the *Tribal College Journal*. The Poetry Slam coordinator will reserve an appropriately sized Poetry Slam location for ~ three hundred (300) people.
- The Poetry Slam coordinator will provide periodic updates to the host committee concerning room requirements and scheduling.
- The Poetry Slam coordinator may use the proven rules from above and adjust as the need arises to adapt to the specific host location, participant-entry size, budget limitations, etc.
- The Poetry Slam coordinator needs to recruit ~ four (4) to five (5) ASC Officers to assist with selecting judges, onsite setup, registration, and organizing the poets in order to reduce downtime between recitations.
- Suggested Checklist of Materials to set up for Poetry Slam: As many round tables as fit into the space with black tablecloths and tea-light candles on each table. Rent one spotlight for the presenter. Black drape curtains behind a 12 x 16 stage. Food and coffee, tea, and other drinks. One wired microphone with a stand and one wireless microphone for the MC.
- The coordinator arrives at the conference at least four (4) hours before the competition to set up the room reserved for the Poetry Slam with the stage and the maximum number of chairs allowed for the space.
- The ASC T-shirt Exchange will occur just prior to the beginning of the Poetry Slam as Poets register for the event.

SCIENCE BOWL

Required Academic Competition

AIHEC Science Bowl Competition Objectives:

- Strengthen existing Science programs at TCUs and stimulate new interest in STEM fields.
- Showcase talent and skills.

AIHEC Science Bowl Competition Rules

1. All AIHEC member institutions may register for the event. Registration must be submitted online.
2. Test questions are purchased from a test bank. Answers provided by the test bank will be considered the only correct answer. This eliminates the need for question/answer disputes during game play.
3. Categories from science, technology, engineering, and mathematics will be selected and set up prior to game play and include Anatomy, Astronomy, Biology, Botany, Chemistry, Ecology, General Science, Mathematics, Measurement, Physics, Technology, and Zoology.
4. The questions are purchased from a company that specializes in providing questions for competitions. There will be no reference materials available during the competition. The answer on the card will be the only final answer.
5. Only one (1) team per institution can be registered for the science bowl.
6. Teams shall consist of three (3) members and one (1) coach. One (1) member shall be named the team captain. Student participants must bring a photo ID to compete. All cell phones and mobile devices are prohibited during the competition.
7. The team captain will be responsible for ensuring the timely arrival of the team for each game. A game may be played with less than a full team, but once the game has started, the vacant position(s) shall not be filled during the game.
8. The coach is responsible for the timely filing of the team registration forms and all required materials with the competition's coordinator. Coaches should be present at the games, but it is not required. Coaches cannot compete as team members and cannot raise any dispute or question during the game.
9. The Science Bowl tournament will have two rounds with the second round being the championship round. There will be no carryover of points from the first round to the second round.
10. The competition will be patterned after the TV game show "Jeopardy" although teams will not answer in the form of a question.
11. Each game will consist of three (3) rounds. The first two (2) rounds will either last fifteen minutes or until all category questions have been asked (whichever occurs first). The third (3rd) round will be a wager round.

12. At the start of the game, the quizmaster will flip a coin to determine who has control of the board.
13. The team that answers each question correctly gains control of the board and will choose the category and points for the next question. Control of the board will remain with the team that answered a question correctly.
14. Categories will be presented in both the first (1st) and second (2nd) round. The third (3rd) round is a wager round where the quizmaster will choose the category.
15. For any round, the team that buzzes in shall discuss and answer the question within fifteen (15) seconds. If they answer correctly, they will gain points for that question. If they answer incorrectly, they will lose points for that question, and the other team will have an opportunity to buzz in and answer the question within the remaining time of the fifteen (15) second period. If either team buzzes in and does not answer the question, allowing the fifteen (15) second period to expire, it will be considered an incorrect answer and the points for that question will be deducted from the team score.
16. Either team can buzz in during the initial fifteen (15) second period and request the question be re-read. Questions will be re-read once, and they will be re-read in full. The team that requests the re-read is not responsible for answering the question. After the question is re-read the fifteen (15) second period for discussion and answering begins again and either team may buzz in to answer.
17. After the first reading of the question, if one team buzzes in and answers the question incorrectly, the second team may buzz in within the remaining time and ask for the question to be re-read since the question has only been read once. The team requesting the question be re-read is not responsible for answering the question.
18. Each team will begin round two (2) with the scores accumulated in round one (1). The team with the least accumulated points at the end of round one (1) will have control of the board for the start of round two (2). At the end of round two (2), if one team has a positive number and the other team has zero (0) or fewer points, the team with the positive number of points will be declared the winner and round three (3) will not be played. If both teams have zero (0) or fewer points the game will go into Sudden Death.
19. Round three (3) is a wager round. When both teams have a positive score at the end of round two (2) the play advances to round three (3). Both teams will be told the number of points they have to wager by the official scorekeeper. The quizmaster will announce the category for the round. At the time the teams will have fifteen (15) seconds to discuss the amount of their wager, write the wager and team name on a piece of paper. Team captains will submit the wager to the quizmaster. Teams may wager any number of points ranging from zero (0) to the total amount of points they have accumulated from rounds one (1) and two (2). The maximum wager is the number of points a team has accumulated. The quizmaster will not reveal the amounts of the wagers until the end of the round. After the quizmaster receives the wagers the question for the round will be read. The teams will have fifteen (15) seconds to discuss the question and write the answer and the team's name on a piece

of paper. This question can be re-read under the guidance of all previous rules that apply to re-reading questions. The team captains will also submit the answer to the quizmaster when the time expires. The quizmaster will announce the team's name, the amount of the wager, the answer submitted by the team, and whether it was the correct answer. The scorekeeper will total the number of points for each team and announce them to the quizmaster and the teams. The quizmaster will declare the team with the most points the winner. In the event of a tie at the end of round three (3), the teams will advance to a Sudden Death round.

20. In the event of a Sudden Death round, the quizmaster will choose the categories and the questions. The category will be announced, and the question read. The same rules for answering and re-reading will apply. The round will continue until one team answers a question correctly. The team that answers correctly will be declared the winner.
21. Any dispute raised that is not declared according to the rules stated in this document will be considered an invalid dispute and no action will be taken to resolve the dispute.
22. Valid disputes about the game shall be addressed immediately following the completion of the game before the quizmaster; staff and both teams leave the room. The team captain is the only person who may raise disputes.

Official AIHEC Science Bowl Roster Registration Form

This form shall be submitted by *[Insert Deadline]*
Submit the form to: *[Insert AIHEC Host Committee/Science Bowl Coordinator Contact Information]*

Team Coach (Main Contact Person For Team)_____
Name of School: _____
Address:_____
Telephone number and e-mail:_____

Team Captain
Name: _____
Address:_____
Telephone: _____
City, State, Zip:_____
Email:_____
Tribal Affiliation: _____

Member 2
Name: _____
Address: _____
Telephone: _____
City, State, Zip: _____
Email: _____
Tribal Affiliation: _____

Member 3
Name: _____
Address: _____
Telephone: _____
City, State, Zip: _____
Email: _____
Tribal Affiliation: _____

The competition is limited to the first 16 registered teams.

I certify that the Tribal College participants listed on the roster meet all eligibility guidelines of the American Indian Higher Education Consortium (AIHEC) and are eligible to participate in the AIHEC Student Conference.

Signature – Science Bowl Point of Contact Date

SCIENCE BOWL COMPETITION GUIDELINES AND PROCEDURES

- The Science Bowl coordinator historically (since 1996) has been representatives from All Nations Louis Stokes Alliance for Minority Participation (ANLSAMP) located at Salish Kootenai College. The Science Bowl coordinator will reserve an appropriately sized Science Bowl location depending on whether an audience will be permitted. If an audience is permitted to attend, then a large conference room will be required; if no audience is permitted then the coordinator can reserve a classroom-sized room.
- The Science Bowl coordinator will provide periodic updates to the host committee concerning registration numbers and the cost of the Science Bowl supplies and buzzer technology. Ensure that there are extra buzzers.
- The Science Bowl coordinator may use the proven rules from above and adjust as the need arises to adapt to the specific host location, participant-entry size, budget limitations, etc.
- The Science Bowl coordinator might need to recruit ~ two (2) people (faculty, students, or other ANLSAMP staff members) to assist with judging, quizmastering, onsite scheduling, monitoring, and registration and on-site setup of the conference room.
- Suggested Checklist of Materials to bring to the conference: Large dry erase board for the official bracket; master spreadsheet of the registered students/teams; questions for at least fifty-four (54) rounds; and the buzzer equipment.
- The Science Bowl coordinator will need to acquire buzzer equipment which is necessary to regulate the time limits and judge which team buzzed in first.
- Have a firm registration deadline. Postmarked, faxed, emailed, etc. at least seven (7) days before the start of the conference. No exceptions.
- Enter registered students into a master spreadsheet by college/team to ease the checking in process at the conference.
- The coordinator arrives at the conference at least a day before the competition to set up the room reserved for the Science Bowl with at least two (2) tables and to make sure the buzzer equipment works correctly.
- The coordinator may also be the judge and the quizmaster for the competition, but the questions are purchased from a company that specializes in providing questions for competitions. There will be no reference material available during the competition. The answer on the card will be the only final answer.
- There have been historically four (4) rounds (16 teams – down to 8 teams – down to 4 teams – down to 2 teams). This can be managed differently depending on the number of teams that register.
- The order of the starting bracket is setup randomly.
- Once the conference begins, the students are responsible for their own scheduling of other conference competitions.
- The Science Bowl coordinator is responsible for reporting the winning team to the awards banquet coordinator.
- Video and audio taping of the competition is not allowed. Only coordinator staff can take photographs during the competition.

SCIENTIFIC ORAL PRESENTATION

Required Academic Competition

AIHEC Scientific Oral Presentation Competition Objectives:

- Strengthen existing Science programs at TCUs and stimulate new interest in STEM fields.
- Encourage undergraduate research; provide a forum for students to interact with faculty and peers; bolster students' skills as scientists and communicators.
- Showcase talent and skills in research and public speaking.

AIHEC Scientific Oral Presentation Competition Rules

1. There will be a maximum of twenty (20) minutes for each presentation and up to ten (10) minutes for questions and answers. The session moderator will end the presentation after twenty (20) minutes have elapsed regardless of whether the presenter has finished.
2. Introduction: The presenter introduces themselves, states the degree they are seeking, and the institution they attend. The remainder of the introduction shall tell the audience the topic covered and clearly state the purpose of the presentation. The introduction shall not be longer than two (2) minutes. The purpose of the introduction is to present the question being explored by research and to place the topic in the context of current knowledge about the topic. It often works best to start with the general context and work toward the specifics, ending with a precise statement of the question or hypothesis being addressed.
3. Body: The body of the presentation contains the factual support of the purpose of the presentation. The presenter shall avoid ambiguity when discussing methods, results, and interpretations and be clear and concise. The presenter shall develop their presentation logically. The presenter shall emphasize the main points and keep auxiliary or background information from a proper perspective. Visual aids shall be directly related to the topic and assist the clarity of the presentation. The presenter shall describe the methods in sufficient detail to allow a person in the audience who works in a similar field to understand the process used to collect data. The presenter shall include a discussion of the answers to the questions that motivated the research and were described in the introduction. When appropriate, the presenter will mention any alternative explanations for the results and mention possible explanations for unexpected results. Tables and figures shall not substitute for a verbal summary but are often "general suggestions". The presenter must be sure to orient the audience to the visual aids. For example, the presenter will always explain the scale of a photograph, the axes of a graph, the column headers of a table, etc.
4. Summary: A good summary is a brief reiteration of the purpose of the presentation and a vivid restatement of the main points. The presenter needs to include only the

critical points they want the audience to remember. After the summary, the Presenter will ask if there are any questions or comments.

5. Use of Notes: A read presentation has a flat delivery. A memorized presentation makes for a stiff and tense presentation. Most presenters use good notes on 3 by 5 notecards. Cards are relatively inconspicuous and easy to hold. Limit the notes to key phrases that will recall several sentences or an entire section of your presentation.
6. Use of the Lectern: A lectern will be provided. Standing behind the lectern will give formal air to the presenter's presentation. Moving behind the lectern will establish a friendlier relationship with the presenter's audience. Both styles are acceptable.
7. Visual Aids: There are various media available for visual presentations. All Scientific Oral Presentations shall be in Microsoft PowerPoint format and be delivered on a PC computer. Visual aids are very effective communication tools and are essential in virtually every presentation. The majority of what the audience absorbs from the presentation will come from visual aids. Therefore, the presenter will maintain the audience's attention and interest if they use visual aids are used wisely. Each presentation will be loaded onto a laptop or computer at the coordinator's office, and the coordinator will set up the laptop and projector for each presentation. The presenter may bring an updated version of their presentation on a jump drive on the day of the presentation competition. The presenter will have a remote control to use to move through the presentation. A laser pointer may be provided, but the presenter shall bring one if required.
8. A good visual aid: will clarify, reinforce, or highlight an idea. Be relevant to the subject of the presentation. Be easy to read. Be kept simple. Avoid complicated graphs or tables. Be brief. Four or five lines with no more than six words per line is a guideline for a good visual aid. Each visual aid shall be read and absorbed by the audience within two (2) minutes. The presenter shall spend the first fifteen (15) seconds of those two (2) minutes focusing the audience's attention on the slide and explaining the layout. A good visual will not overwhelm the audience with color or detail. Use color to highlight important points or related groups.
9. Handouts: handouts are not mandatory, but the presenter will bring 10-15 copies of each handout they plan to distribute.

Official AIHEC Scientific Oral Presentation Registration Form

This form shall be submitted by *[Insert DEADLINE]*
Submit the form to: *[Insert AIHEC Host Committee or the Scientific Oral Presentation Coordinator Contact Information]*

Please submit the registration form, an oral abstract, and your PowerPoint presentation.
Your complete presentation, or most current, must be able to open with Microsoft PowerPoint-Version 2010 and sent electronically via e-mail. Please note that your presentation will be given on our AMP PC so ensure compatibility, especially if you do your presentation on a Mac.
You may update your presentation and bring it to the conference with you on a JumpDrive.

Name: _____
College Affiliation: _____
Address: _____
Phone# (include Cell#): _____
Email: _____
Title of Presentation: _____

Participation in this event implies permission to use your photograph and name for promotional purposes.

I certify that the Tribal College participant listed above meets all eligibility guidelines of the American Indian Higher Education Consortium (AIHEC) and is eligible to participate in the AIHEC Student Conference.

Signature – Scientific Oral Presentation Point of Contact Date

AIHEC Scientific Oral Presentation Judging Form

Team Name _____

Tribal College _____

Judge's Signature _____

*Reviewer #*_____

Maximum Points: 100	**Maximum Score**	**Reviewer Score**
1. Scientific: The student addresses a valid scientific question in a systematic fashion.	10	
2. Content: The presentation includes all necessary information (i.e. introduction, methods, results, discussion, and conclusion). The concepts underlying these sections are well developed and conveyed in a scientific manner.	10	
3. Organization: The student conveys the main points of her/his presentation in a logical manner, which is easily understandable.	10	
4. Graphics: Use of graphics to accent key points though not relied upon too heavily.	10	
5. Poise: The student refrains from distracting gestures, hair tossing, pacing, etc. The student makes good use of eye contact and draws attention to visual materials where necessary.	10	
6. Eloquence: The student is precise with her/his language and is coherent in her/his speech (e.g., refrained from fillers such as "ummmmm", "like", and "ya know"). The student's rate of speech is appropriate, and her/his tone of voice is audible. The student speaks clearly, uses inflections, and pauses effectively.	10	
7. Length: The student kept the presentation to the allowable 20-minute time constraint plus a question-and-answer period.	10	
8. Interaction: The student can clearly communicate answers to questions generated from attendees or judges.	10	
9. Interesting: The student kept the attention of the audience and led the listeners through the presentation skillfully.	10	
10. Effective: The presenter effectively communicated the desired information.	10	
NOTE: Judges do not add up the total score. Also, we need a number in each box or the form will be returned to you.		

Reviewer Comments:

SCIENTIFIC ORAL PRESENTATION COMPETITION GUIDELINES AND PROCEDURES

- The Scientific Oral Presentation coordinator historically (since 1996) has been representatives from All Nations Louis Stokes Alliance for Minority Participation (ANLSAMP) located at Salish Kootenai College. The Scientific Oral Presentation coordinator will reserve an appropriately sized Scientific Oral Presentation location. A small conference room might suffice, depending on the number of entries.
- The Scientific Oral Presentation coordinator will provide periodic updates to the host committee concerning registration numbers and the cost of the Scientific Oral Presentation supplies such as easels to display the Orals.
- The Scientific Oral Presentation coordinator may use the proven rules from above and adjust as the need arises to adapt to the specific host location, participant-entry size, budget limitations, etc.
- The Scientific Oral Presentation coordinator might need to recruit ~ two (2) people (faculty, students, or other ANLSAMP staff members for judging) to assist with onsite monitoring and registration and on-site setup of the conference room.
- Suggested Checklist of Materials to bring to the conference: master spreadsheet of the registered students, laptop, projector, and a projector screen.
- Have a firm registration deadline. Postmarked, faxed, emailed, etc. at least seven (7) days before the start of the conference. No exceptions.
- Enter registered students into a master spreadsheet by college/team to ease the checking in process at the conference.
- The coordinator arrives at the conference at least a day before the competition to set up the room reserved for the Scientific Oral Presentation.
- The Scientific Oral Presentation coordinator is responsible for reporting the winning team to the awards' banquet coordinator.

SCIENTIFIC POSTER PRESENTATION

Required Academic Competition

AIHEC Scientific Poster Presentation Competition Objectives:

- Strengthen existing Science programs at TCUs and stimulate new interest in STEM fields.
- Encourage undergraduate research; provide a forum for students to interact with faculty and peers; bolster students' skills as scientists and communicators.
- Showcase talent and skills in research, visual design, and public speaking.

AIHEC Scientific Poster Presentation Competition Rules

1. The goal of the poster presentation is to have an organized and attractive presentation of research findings. Posters need to be self-explanatory and readable.
2. The top of the poster needs to have a title that is both short and very descriptive of your project. For empirical studies, the title shall also mention the organism(s) studied. As a rule, the title needs to be easily readable at about 4-5 feet away (words are approximately 1.5-2.5 cm in height).
3. Directly under the title will be the student's name, the faculty sponsor's name, and the college name. The name and affiliation section is usually about 20%-30% smaller than the title.
4. The Abstract: This is a brief synopsis of the entire work described in the poster. Most abstracts are one or two paragraphs in length. The abstract should be understandable without reading the entire poster and the reader should be able to decide if s/he would like to read the entire poster based on what they read in the abstract. The abstract should contain the following elements: (1) the purpose of the study, (2) a brief statement of the procedures, (3) a concise statement of the major findings, and (4) the major conclusions. Do not include the details of the methods.
5. Introduction: The purpose of the introduction is to present the question being explored by the research and to place it in the context of current knowledge about the topic. It often works well to start with the general context and work into the specifics, ending with a precise statement of the question or hypothesis being addressed by the study. The introduction should convince the reader of the significance of your study. To do this well in a poster is a challenging requirement. Be brief but include the important points to be sure the reader sees the relevance of your work.
6. Methods: In this section describe all procedures that you performed. Describe your methods in sufficient detail to allow a reader who works in the field to understand the work completed to collect data. Illustrations are appropriate for complex experimental design, etc.
7. Results: The purpose of this section is to summarize data. Report the results of any statistical test. Present all results, whether positive or negative. A table or figure may

substitute for a written summary if each table or figure has a legend that explains the graphic clearly.

8. Discussion: Interpret the meaning of the results with respect to the original question. Interpret the results without repeating them. The discussion shall include the conclusion about the answers to the questions that motivated the research described in the introduction. If appropriate, mention explanations for unexpected results.
9. Literature Cited: Unless citations are used in the text, this section is optional. Include only cited papers from the text. Do not cite a paper unless it has been thoroughly examined. Cite all references in the text and list them in the literature-cited section using a format from a major journal within your discipline.
10. Illustrations: Illustrations, tables, figures, photographs, and diagrams need to have unique identification numbers and legends. In the text, use the numbers to refer to specific graphics or pictures. In your legends, include a full explanation and, where appropriate, include color keys, scale, etc.
11. There are endless ways to put a poster together. Remember, try to create a strong visual, but avoid making the poster look crowded. It is important to provide some indication of the flow of the poster (top to bottom, left to right). Some posters have numbered sections (units) to indicate the reading order.
12. One entire poster shall not take up a space no larger than 80cm by 120cm (32”x48”). All posters will be affixed to and displayed on a vertical surface (e.g. wood, foam board, cork board). You should determine how to secure your poster to such a surface and bring whatever materials you will need to do this. You may build your poster upon a single piece of poster-board, or it may be made up of several individual components that can be secured to the display surface.
13. If each of the above components are a single unit, the smallest unit will be no smaller than 17.5cm by 20.5cm, except for literature cited and for the title and name sections that are, by necessity, linear orientation. Unless otherwise directed in the above sections, the text font size is to be no smaller than about 3-4mm in height for an upper-case letter (12-point font in Times New Roman). Times New Roman is difficult to read at a distance, but there are many other font options to choose from so long as they are comparable to 12-point font for Times New Roman.

Official AIHEC Scientific Poster Presentation Competition Registration Form

This form shall be submitted by *[Insert Deadline]*
Submit the form to: *[AIHEC Host Committee or the Scientific Poster/Oral Presentation Coordinator Contact Information]*

_____**Poster—**submit registration form and your poster abstract. Remember to bring your Poster with you to the Conference.

Name: _____

College Affiliation: _____

Address: _____

Phone# (include Cell#): _____

Email: _____

Title of Presentation: _____

Participation in this event implies permission to use your photograph and name for promotional purposes.

I certify that the Tribal College participant listed above meets all eligibility guidelines of the American Indian Higher Education Consortium (AIHEC) and is eligible to participate in the AIHEC Student Conference.

Signature – Scientific Poster Presentation Point of Contact Date

AIHEC Scientific Poster Presentation Judging Form

Name _____

Tribal College _____

Judge's Signature _____

Reviewer #_____

Title:	
Presenter:	

Appearance: 60 Points	**Maximum Score**	**Reviewer Score**
1. Poster: Initial reaction (1st glance) to poster display? Does it draw you in from afar?	10	
2. Poster: Overall presence? Effectiveness of the display? Would it hold your attention? Are the title and text easy to read?	10	
3. Poster: Are graphics and images high quality and appropriate?	10	
4. **Organization:** Is the presentation organized so that it flows in logical easy to follow order?	10	
5. Organization: Is the space used effectively? Does it have the right balance between content and white space?	10	
6. Content: Does poster include all necessary information (introduction, methods, results, discussion, conclusion, resources, etc…)?	10	
Poster Content: 40 Points		
7. The Problem: Is this information of value to the scientific community? Are the objectives clear?	10	
8. Research Design: Can the research, as conducted, answer the questions raised by the objectives? Adequacy of research techniques?	10	
9. Involvement: Degree of student involvement in the planning and execution of the research project?	10	
10. Presenter: Does the presenter answer questions in an appropriate and engaging manner?	10	
NOTE: Judges do not add up the total score. Also, we need a number in each box, or the form will be returned to you.		

Reviewer Comments:

SCIENTIFIC POSTER PRESENTATION COMPETITION GUIDELINES AND PROCEDURES

- The Poster Presentation coordinator will reserve an appropriately sized Poster Presentation location. A hallway or small conference room might suffice depending on the number of entries.
- The Poster Presentation competition can be broken down into specific science categories to provide for greater equality in judging.
- The Poster Presentation coordinator will provide periodic updates to the host committee concerning registration numbers and the cost of the Poster Presentation supplies such as easels to display the posters.
- The Poster Presentation coordinator may use the proven rules from above and adjust as the need arises to adapt to the specific host location, participant-entry size, budget limitations, etc.
- The Poster Presentation coordinator might need to recruit ~ two (2) people (faculty, students, or other staff members for judging) to assist with onsite monitoring and registration and on-site setup of the conference room/ hallway.
- Suggested Checklist of Materials to bring to the conference: master spreadsheet of the registered students, and easels for display.
- Have a firm registration deadline. Postmarked, faxed, emailed, etc. at least seven (7) days before the start of the conference. No exceptions.
- Enter registered students into a master spreadsheet by college/team to ease the checking in process at the conference.
- The coordinator arrives at the conference at least a day before the competition to set up the room reserved for the Poster Presentation with at least enough display room and easels for each poster presentation.
- The Poster Presentation coordinator is responsible for reporting the winning team to the awards banquet coordinator.

SPEECHES

Required Competition

AIHEC Speeches Competition Objectives:

- Bolster students' skills as interpreters, researchers, communicators, and leaders.
- Showcase talent and skills in public speaking, research, and critical thinking.
- Educate the competitors in public speaking.

AIHEC Speeches Competition Rules

1. The six (4) categories for the Speeches Competition include Persuasive, Informative, Individual Oral Interpretation, and Duet Interpretation.
2. Tribal College students may register for one or all categories.
3. Each AIHEC Tribal College may only register up to five (5) students for a speech competition.
4. Tribal College students cannot sign up twice in the same category.
5. Tribal College students sign up for each event before a designated time TBD (to be determined).
6. The judges for the event will be hired by the coordinator.
7. The judge/timer will signal the contestants to begin.
8. No photos or videotaping, and no entering or exiting the venue during the speech, unless the judges allow.
9. Notecards may be used for persuasive and informative speeches (no limits on the notecards) and the Tribal College students should provide a list of all sources.
10. The Tribal College students shall always hold the manuscript for interpretative speeches.
11. Each speech will be scored three (3) times by three (3) judges for each round using color coded judging forms. Judges will turn in signed forms to the Speech Competition coordinator and assistants who will tally and rank each participant. The coordinator and assistants will post results by the speech registration area. The top three scores (1st, 2nd, and 3rd place) will receive awards; the top five (5) will receive certificates. There are no final rounds. Placing will be determined by total points. Ties will be settled by a coin toss.
12. Speeches in each category are required to be a minimum of five (5) minutes to a maximum of eight (8) minutes. Pieces which do not meet minimum time limits will be automatically ranked as a five (5), which is the lowest score.
13. Visuals may be used in informative and persuasive speeches. No PowerPoints will be permitted.
14. A lectern is discouraged but will be provided if a Tribal College student wishes to use one. Easels will be provided. The lectern and easel are not permitted for interpretative speeches.

Oral Interpretation: Storytelling, Dramatic, Humorous, or Duet

1. Oral Interpretation may consist of the following:
    a. Native culture or oral histories
    b. Poetry and prose readings
    c. Famous speeches
    d. Drama cuttings (plays)
    e. Cuttings from novels and short stories
    f. The Bible
    g. Magazine articles
    h. Essays
    i. Newspaper articles
2. Interpretation is the art of re-creation. You re-create the selection in its total effect.
3. As the interpreter, you try to re-create the intellectual and emotional meaning that the writer was trying to convey.
4. Interpretation differs from impersonation and acting in four (4) ways:
    a. The interpreter reads the material himself/herself.
    b. The interpreter shares the material with the audience.
    c. The interpreter establishes the fact that he/she is the intermediary between the writer and the audience.
    d. The interpreter sets the scene in the minds of the audience and on the platform; he/she stays within a very small area (except for the dramatic duo).
5. Steps to follow in preparing your presentation:
    a. Cut selection to the appropriate time allotted. Make sure the intellectual and emotional content remains intact.
    b. Rewrite the selection double-spaced so that it is both easy to read and to follow.
        i. Mount the pages on 8 1/2 X 11 cardboard or construction paper and number each page.
    c. Mark the pauses and the words and phrases for emphasis.
    d. Prepare an appropriate and audience-catching introduction. The introduction sets the scene and establishes the mood for the interpreter and the audience.
    e. Practice, Practice, Practice
6. The introduction can include the following:
    a. The setting
    b. The time
    c. Biographical information
    d. Cultural background
    e. psychological aspects of the character/writer
    f. Any other pertinent information or explanations
7. **The Introduction Will Be Memorized.** - The introduction is counted in the total time of your presentation. The body of the speech may also be memorized if so desired. Use of a manuscript is optional.
8. If a drama cutting is selected:
    a. Placement of the characters can be accomplished by turning slightly to the left or right
    b. Distinguish between each character by voice and body inflection
    c. Suggest each character through vocal elements, posture, and muscle tone.
    d. Face straight ahead during the introduction and when explaining scene changes.
9. A Speakers Stand, and a microphone will not be used. It will be up to the speaker to project his/her voice so everyone in the audience can hear and understand the interpretation Also, facial and body gestures play a very important part in the interpretation of your selection
10. Remember:
    a. The pause is a very effective tool for building suspense and climax and for reinforcing emotional content,
    b. Watch your posture - don't sway back and forth.
    c. Don't play with your manuscript. (The speaker's stand will not be there to hide behind.)
    d. Say "Thank you" at the end of your presentation.

Duet Interpretation

1. A cutting from a play, humorous or serious, involving the portrayal of two (2) or more characters presented by two (2) individuals.
2. This material may be drawn from a stage, screen, or radio.
3. This is not an acting event.
4. The presentation is from the manuscript, and the focus should be off-stage and not to each other.
5. The maximum time limit is eight (8) minutes including introduction.
6. The duo interpretation may be memorized: however, a manuscript for each speaker is the norm.

Persuasive Speech

1. You shall have a minimum of three (3) different sources
    a. I.e. books, pamphlets, etc.
2. Use evidence in your speech. Evidence includes:
    a. EXAMPLE - A typical, specific instance, either actual or hypothetical.
    b. COMPARISON - The statement of similarity and/or difference between specific objects or instances.
    c. STATISTICS - A numerical example or a numerical comparison.
    d. DEFINITION - The classification of an idea and the distinguishing of it from others in the same area.
    e. QUOTATION - An exact statement from another person(s).
    f. INTERVIEW - A statement given to you during a conference with another person(s).
3. Try not to use the same type of evidence throughout your speech.
4. Use current material whenever possible.
5. Refer to your references within your speech and state the dates of the articles. (Do not state all of your references at the end of your speech).
6. Select topics that show harm or a need for a change. Use notecards. (No Limit)
7. Appeal to the emotions of the audience.
8. Have a conclusion that calls for action.
9. Pay particular attention to the persuasive speaking criteria (see attached evaluation blank).

Informative Speech

1. The primary purpose of this speech is to inform the audience. Any other purpose, such as entertaining, impress, or to convince, shall be secondary.
2. The student is encouraged to use visual media.
3. Keep your topic specific and focused. Do not try to cover too many major points in this short time frame.
4. Some documentation is required (but is less formal than in persuasive speech).
5. If possible, tie in your own life experiences to your topic.
6. Pay particular attention to the informative public speaking criteria (see attached evaluation blank).
7. Use notecards.

Official AIHEC Speech Competition Registration Form

This form shall be submitted by *[Insert DEADLINE]*
Submit the form to: *[Insert AIHEC Host Committee or the Speech Coordinator Contact Information]*

Tribal College: _____

Coach: _____

Point of Contact email: _____Phone: _____

There can only be five (5) entries per category per school.
Please list names of students participating in the following six (6) speech events:

Informative:
1. _____
2. _____
3. _____
4. _____
5. _____

Persuasive:
1. _____
2. _____
3. _____
4. _____
5. _____

Oral Interpretation Serious:
1. _____
2. _____
3. _____
4. _____
5. _____

Oral Interpretation Humorous:
1. _____
2. _____
3. _____
4. _____
5. _____

Duo Interpretation Serious:
Team 1
1. _____
2. _____

Team 2
1. _____
2. _____

Team 3
1. _____
2. _____

Team 4
1. _____
2. _____

Team 5
1. _____
2. _____

Duo Interpretation Humorous:
Team 1
1. _____
2. _____

Team 2
1. _____
2. _____

Team 3
1. _____
2. _____

Team 4
1. _____
2. _____

Team 5
1. _____
2. _____

I certify that the Tribal College participants listed on the roster meet all eligibility guidelines of the American Indian Higher Education Consortium (AIHEC) and are eligible to participate in the AIHEC Student Conference.

Signature – Speech Coach Date

Oral Interpretation Judging Form

Name _____

Tribal College _____

Selection _____ Author _____

Serious _____ Humorous _____

Judge's Signature _____ RM _____ RD _____

Score each criterion 1 to 10, with 10 being the highest/best.

CRITERIA	SCORE	COMMENTS
Introduction – shall be memorized Is it effective? Does it set the mood? Does it command attention?		
Communication of Mood, Emotion, Thought Is the mood interpreted correctly?		
Characterization Does the speaker suggest character without undue impersonation?		
Vocal Responsiveness Are volume, pronunciation, articulation, and enunciation appropriate? Are pauses used effectively?		
Body Action Are gestures, poise, and motions effective?		
Appropriateness of Selection Quality, cutting, arrangement		
General Effect/Areas to be improved Eye contact and other factors not covered above		

Total Points_____
Time _____

Informative Judging Form

Name _____

Tribal College _____

Selection _____ Author _____

Judge Signature _____ RM _____ RD _____

Score each criterion 1 to 10, with 10 being the highest/best.

CRITERIA	SCORE	COMMENTS
Introduction – shall be memorized Is it effective? Is it appropriate? Does it command attention?		
Clarity and Effective Organization Is there a clear thesis? Are there clear transitions between main points?		
Use of Supporting Material Is there sufficient supporting material? Is the support recent, relevant, reliable, and well- documented?		
Use of Language Is there clarity, directness, proper grammar, articulation, and pronunciation?		
Communication of Purpose (informative)		
Delivery Are there gestures; are they appropriate? If there is movement, does it distract from the message of the speech?		
General Effect/Areas to be Improved Eye contact and other factors not covered above		

Total Points_____
Time _____

Persuasive Judging Form

Name _____

Tribal College _____

Selection _____ Author _____

Judge Signature _____ RM _____ RD _____

Score each criterion 1 to 10, with 10 being the highest/best.

CRITERIA	SCORE	COMMENTS
Introduction – shall be memorized Is it effective? Is it appropriate? Does it command attention?		
Clarity and Organization Is there a clear thesis? Are there clear transitions between main points?		
Use of Supporting Material Is there sufficient supporting material? Is there critical thought? Are there enough sources to support the points covered? Are the sources recent and relevant?		
Use of Language Is there clarity, directness, proper grammar, articulation, and pronunciation?		
Quality of Persuasive Style Is there clarity, directness, simplicity, articulation, and correct pronunciation?		
Delivery Are there gestures, are they effective? If there is movement, does it distract from the message?		
General Effect/Areas to be improved Eye contact and other factors not covered above		

Total Points_____
Time _____

Duet Interpretation Judging Form

Name _____

Tribal College _____

Selection _____ Author _____

Judge Signature _____ RM _____ RD _____

Score each criterion 1 to 10, with 10 being the highest/best.

CRITERIA	SCORE	COMMENTS Speaker A	COMMENTS Speaker B
Introduction – shall be memorized Is it effective? Is it appropriate? Does it command attention?			
Communication of Mood, Emotion, Thought Is the mood interpreted correctly?			
Characterization Does the speaker suggest a character without undue impersonation?			
Vocal Responsiveness Volume, pronunciation, articulation, and enunciation are appropriate. Are pauses used effectively?			
Body Action Gestures, poise, and motion are appropriate & effective.			
Appropriateness of Selection Quality, cutting, arrangement			
General Effect/Areas to be improved Eye contact and other factors not covered above			

Total Points_____
Time _____

SPEECHES COMPETITION GUIDELINES AND PROCEDURES

- The Speeches coordinator will provide periodic updates to the host committee concerning registration numbers and the cost of the Speeches supplies/requirements.
- The Speeches coordinator may use the proven rules from above and adjust as the need arises to adapt to the specific host location, participant-entry size, budget limitations, etc.
- The Speech coordinator needs to hire or recruit a co-coordinator and at least two (2) impartial Judges. The judging for the Speeches competition will be all day in one day with one round and one final. Upon arrival, judges should check in at the registration desk, get their name badge, and then find the correct conference room or classroom.
- The Speeches coordinator needs to recruit ~two (2) people (faculty, staff, or students) to assist the judges, onsite scheduling, monitoring, and registration and on-site setup of the conference room. The judges' forms need to be tallied at the end of each category and recorded into a master spreadsheet.
- Suggested Checklist of Materials to bring to the conference: Large dry erase board for the official results; master spreadsheet of the registered students/teams; projector screen; projector; laptop; lectern/lectern; easel.
- Have a firm registration deadline. Postmarked, faxed, emailed, etc. at least seven (7) days before the start of the conference. No exceptions.
- Enter registered students into a master spreadsheet by college/team to ease the checking in process at the conference.
- The coordinator arrives at the conference at least one (1) day before the competition to set up the rooms reserved for the Speeches competition with at least three (3) tables, a lectern, and an easel in each room. The Judges' tables will be in the back of the room facing the speakers.
- The order of the speeches is random.
- Once the conference begins, the students are responsible for their own scheduling of other conference competitions.
- The Speeches coordinator is responsible for reporting the winners to the awards' banquet coordinator.

TRADITIONAL PLANTS AND HERBS

Required Academic Competition

AIHEC Traditional Plants and Herbs Competition Objectives:

- Strengthen existing science/botany/environmental science programs at TCUs and stimulate new interest in plant fields.
- Encourage interest in Tribal culture and history of traditional plants and their impact on Native community wellness.

AIHEC Traditional Plants and Herbs Competition Rules

1. The traditional plant competition will be in a PowerPoint format with fifty (50) slides (one (1) slide for each plant) on a laptop provided.
2. The traditional plants will be selected from the Native/Tribal region of the host committee.
3. A list of all the traditional plants, with acceptable scientific, Tribal, and common names, as well as acceptable uses, will be available as part of the registration packet.
4. Plants will be identified with appropriate information immediately following the competition.
5. Each AIHEC Tribal College may only register up to five (5) students for the Traditional Plants competition. Only first, second, and third place will be awarded.
6. Books from the reference list can be obtained from any Tribal College library, science department, or bookstore.
7. Tribal College student participants will have up to two (2) hours to complete the competition.
8. There can only be one (1) Tribal College student participant at a laptop at a time during the competition.
9. Reference materials or cell phones are not permitted during the competition.
10. Common or Tribal names/spelling or traditional uses may vary; check the registration-reference list for acceptable plant names, spelling, and uses.
11. Traditional plants may have more than one (1) traditional use; however, only one (1) traditional use needs to be provided for each plant in the competition. Each Tribal College student participants' list will provide one (1) traditional use for each plant.
12. Any alternative use for a traditional plant that Tribal College student participant wishes to provide during the competition shall be cleared up by the host committee coordinator prior to the start of the competition. Any traditional use provided by the Tribal College student participant shall be verified as a traditional use of the host committee region.
13. Tribal College students shall list the scientific name, common name, the Tribal name, and traditional use for each plant.
14. Traditional uses for each plant shall be specific beyond simply "food" or "medicine".
    1. For medicines, Tribal College students shall identify the part of the plant that is used and illness that is treated.
    2. For food, Tribal college student participants shall identify the part of the plant that is consumed.
    3. For building materials, tribal college students shall identify the part of the plant that is used and give an example of its uses.
    4. For other uses, Tribal college student participants shall identify the part of the plant used and its uses.

Official AIHEC Traditional Plants and Herbs Competition Registration Form

This form shall be submitted by *[Insert Deadline]*
Submit the form to: *[Insert AIHEC Host Committee or the Traditional Plants Coordinator Contact Information]*

Name:_____ **Date:**_____

Tribal College:_____**Tribe, if Applicable:**_____

Address:_____

I certify that the Tribal College student participant listed on this registration form meets all eligibility guidelines of the American Indian Higher Education Consortium (AIHEC) and is eligible to participate in the AIHEC Student Conference.

_____
Signature – Traditional Plants and Herbs Point of Contact
Date

TRADITIONAL PLANTS AND HERBS COMPETITION GUIDELINES AND PROCEDURES

- The host committee selects the Traditional Plants coordinator. The Traditional Plants coordinator will reserve an appropriately sized Traditional Plants location. A small conference room will suffice. The suggested length of the competition is at least two (2) days.
- The Traditional Plants coordinator will provide periodic updates to the host committee concerning registration numbers.
- The Traditional Plants coordinator may use the proven rules from above and adjust as the need arises to adapt to the specific host location, participant-entry size, budget limitations, etc.
- Generally, this competition does not include a speaking/pronunciation aspect, especially for American Disability Act reasons (as always, please be sensitive to any differently abled registrant). However, at the discretion of the Traditional Plants coordinator, the competition may include a speaking/pronunciation requirement. The coordinator must add a phonetic spelling reference sheet to the preparation packet for the student registrants to study. If there are multiple acceptable pronunciations to a Traditional Plant, all acceptable phonetic spellings must be included in the preparation materials. Any one (1) correct pronunciation (per Traditional Plant) by a student competitor will be acceptable to satisfy this additional requirement to the competition.
- The Traditional Plants coordinator might need to recruit ~ two (2) people (faculty, students, or staff members) to assist with judging, onsite monitoring, and registration. Judges must provide student participants with feedback on their scoring.
- Suggested Checklist of Materials to bring to the conference: master spreadsheet of the registered students, enough scorecards for each Traditional Plants participant, laptop with Traditional Plant PowerPoint presentation.
- Have a firm registration deadline. Postmarked, faxed, emailed, etc. at least seven (7) days before the start of the conference. No exceptions.
- Enter registered students into a master spreadsheet by college/team to ease the checking in process at the conference.
- The coordinator arrives at the conference at least a day before the competition to set up the room reserved for the Traditional Plants with a table and the laptop.
- The Traditional Plants coordinator is responsible for reporting the winning team to the awards' banquet coordinator.

VOLLEYBALL

Optional Non-Academic Competition

AIHEC Volleyball Competition Objectives:

- Strengthen existing volleyball programs at TCUs and stimulate new interest in Volleyball.
- Showcase talent and skills.

AIHEC Volleyball Competition Rules

1. The net height is set at 8 feet.
2. Only the team captains may address questions concerning a player, the game, or an official's call.
3. Non-athletic shoes and any item an official or coordinator feels may be a risk are not permitted to be worn during competition.
4. A team consists of eight (8) players with no more than six (6) on the court during the game. A game may start with as little as only four (4) players (one (1) male and three (3) females).
5. Free substitutions are allowed during dead-ball moments.
6. A match is considered the best of three (3) games.
7. The first two (2) games will be played to twenty-five (25) points each game, using rally scoring. The third game will be rallying, scoring to fifteen (15) points.
8. To win games, teams shall win by two (2) points or the first team scores thirty-one (31) points in the first and second game or twenty-one (21) points in the third and final game.
9. At least two (2) males and two (2) females are required to start a match. There can never be more males than females on the court for a team. Teams can play with as many as four (4) females and two (2) males.
10. Game time is grace time. A team that does not show up after fifteen (15) minutes will forfeit the match to the present team.
11. Teams are provided one (1), sixty (60) seconds, team timeout per match.
12. All rosters are final after the first game.
13. Awards will be given to 1st, 2nd, and 3rd place teams. Awards will be given to only eight (8) players and one (1) coach per team.

Official AIHEC Volleyball Roster Registration Form

This form shall be submitted by *[Insert Deadline]*
Submit the form to: *[Insert AIHEC Host Committee/Volleyball Coordinator Contact Information]*

Tribal College:_____

Team Name: _____

Head Coach (optional): _____

Point of Contact Email: _____Phone: _____

Roster

Please type or print legibly.

	First and Last Name		First and Last Name
1		5	
2		6	
3		7	
4		8	

I certify that the Tribal College participants listed on the roster meet all eligibility guidelines of the American Indian Higher Education Consortium (AIHEC) and are eligible to participate in the AIHEC Student Conference.

Signature – Volleyball Point of Contact Date

VOLLYBALL COMPETITION GUIDELINES AND PROCEDURES

- The Volleyball coordinator is chosen by the host committee. The Volleyball coordinator will reserve at least one appropriately sized gym with boundary lines marked for regulation Volleyball.
- The Volleyball coordinator will provide periodic updates to the host committee concerning registration numbers and the cost of the Volleyball supplies (nets and volleyballs).
- If enough resources (equipment, officials, gym-size, etc.) can be secured to play four (4) matches at once, then double elimination bracketing may occur.
- The Volleyball coordinator may use the proven rules from above and adjust as the need arises to adapt to the specific host location, participant-entry size, budget limitations, etc.
- The Volleyball coordinator might need to recruit ~ four (4) people (faculty, staff, or students) to assist with officiating, monitoring, scheduling, and on-site setup of the Volleyball courts in the gym. For two (2) matches to be played at once, two (2) people will be needed to officiate (one (1) per court) while four (4) people will be needed as line judges (two (2) per court).
- Depending on the budget available and the policies of the host committee colleges, the coordinator may wish to: charge an entry fee, hire professional officials, and/or hire an athletic trainer.
- Suggested Checklist of Materials to bring to the conference for two (2)-court, single elimination matches: two (2) eight (8) foot nets; four (4) Volleyballs, eight (8) small plastic cones to determine the back lines, large dry erase board to make a visible bracket, and the master spreadsheet of the registered students/teams. Officials will need whistles and line judges could use flags.
- Registration will be accepted up to the day before the Volleyball tournament.
- Enter registered students into a master spreadsheet by college/team to ease the checking in process at the conference.
- The coordinator arrives at the conference at least a day before the competition to setup the reserved gym for the Volleyball games with at least two (2) courts with two (2) nets and eight (8) cones for the four (4) backlines.
- The coordinator may also be an official and the mediator for the competition.
- The order of the starting bracket is setup randomly.
- Once the conference begins, the students are responsible for their own scheduling of other conference competitions.
- The Volleyball coordinator is responsible for reporting the winning teams to the awards' banquet coordinator.

WEB PAGE DESIGN

Optional Academic Competition

AIHEC Web Page Design Competition Objectives:

- Strengthening existing Computer Science, Technology, Marketing, and Art programs at TCUs and stimulate new interest in these fields.
- Encourage the development of webpage skills.
- Showcase talent and skills in visual design, creativity, etc.

AIHEC Web Page Design Competition Rules

10. The subject matter is open, but offensive content or language is not permitted.
11. Teams shall have at least three (3) members, but no more than five (5) members.
12. All student participants will be asked questions by the judges. Each team member will be responsible for presenting the work they contributed to their team's web page.
13. Individual entries are permitted.
14. Web pages shall be concise; the presentation of the web page and all judges' questions will not be permitted to exceed ten (10) minutes.
15. The web page may contain blogs, v-logs, audio, video, flash, Java, etc.
16. All web pages shall be supported by Internet Explorer, Google Chrome, Safari, and Mozilla Firefox and by Mac/PCs.
17. All web pages, and any linked files, shall be submitted on a CD/DVD or Flash Drive.
18. All web pages will be viewed on a seventeen-to-nineteen-inch (17-19") monitor screen at a resolution of twelve-eighty by nine-sixty (1280x960).
19. Web Page Design participants shall bring any used plug-ins.
20. All Web Page Design participants need to arrive at the conference well in advance to confirm that all software and plug-ins necessary for their web page is installed.
21. Web Page Design entries will base their webpage on a specific theme (such as a fictional business or tribal entity).
22. Certain elements will be required in each web page entry, including but not limited to: online registration, webpage introduction or homepage, mission statement, branding, product offering, etc.
23. Three (3) independent judges will evaluate the web pages.

Official AIHEC Web Page Design Competition Registration Form

This form shall be submitted by *[Insert Deadline]*
Submit the form to: *[Insert AIHEC Host Committee or the Web Page Design Coordinator Contact Information]*

Tribal College:_____

Team Name: _____

Email: _____Phone: _____

Circle One: Team or Individual

Please type or print legibly.

	First and Last Name
1	
2	
3	
4	
5	

I give permission for this Web Page Competition entry to be included in the AIHEC Virtual Library.

_____ _____

Signature of Team Captain or Individual Participant Date

I certify that the Tribal College participants listed above and, on the roster, meet all eligibility guidelines of the American Indian Higher Education Consortium (AIHEC) and is/are eligible to participate in the AIHEC Student Conference.

Signature – Web Page Design Point of Contact Date

Web Page Design Judging Form

Team Name _____

Tribal College _____

Judge's Signature _____

Score each criterion 1 to 10, with 10 being the highest/best.

CRITERIA	SCORE	COMMENTS
Artistic Merit: Appeal		
Creativity of the Site: Use of technology as it is integrated into the presentation		
Logic of Layout/Message: Consistency of layout presentation		
Compatibility with Standards : Viewable from a variety of browsers/platforms		
Effective use of Multi-Media Applications		
Coding Language Difficulty of language Aesthetics of script		

Total Points_____

Time (Limit Ten Minutes)_____

WEB PAGE DESIGN COMPETITION GUIDELINES AND PROCEDURES

- The Web page Design coordinator is chosen by the host committee. The Webpage Design coordinator will reserve an appropriately sized Web page Design location depending on whether the web page design participants will be permitted to present their entries. If an audience larger than the three (3) judges will be permitted to attend, then a large conference room will be required; if no audience will be permitted then the coordinator can reserve a classroom-sized room.
- The Web page Design coordinator will provide periodic updates to the host committee concerning registration numbers.
- The Web page Design coordinator may use the proven rules from above and adjust as the need arises to adapt to the specific host location, participant-entry size, budget limitations, etc.
- The Web page Design coordinator needs to recruit ~ three (3) people (faculty, staff, or students) to assist with judging.
- Suggested Checklist of Materials to bring to the conference: master spreadsheet of the registered students, judging scorecards, projector screen, laptop, and projector.
- Have a firm registration deadline. Postmarked, faxed, emailed, etc. at least seven (7) days before the start of the conference. No exceptions.
- Enter registered students into a master spreadsheet by college/team to ease the checking in process at the conference.
- The coordinator arrives at the conference at least one (1) day before the competition to set up the room reserved for the Web page Design with at least one (1) judges' table and to confirm the screen and projector work properly.
- The coordinator may also be a judge for the competition, but the theme should be developed, selected, and/or approved by a committee of the region's coordinators in the fall before the conference.
- The order of the presentations is set up randomly.
- Once the conference begins, the students are responsible for their own scheduling of other conference competitions.
- The Web page Design coordinator is responsible for reporting the winning team to the awards' banquet coordinator.