

 THE OSAGE NATION ᏌᏌᏌᏌᏌ	Osage Nation Policies and Procedures	
	Document #: ON-RM-100	Title: Record's Management Policy and Procedure
	Revision #: 1.0	Last Revised: 07/28/2026

Osage Nation **Education** Department
 STAR Scholarship
 Record's Management Policy and Procedure
 Policy and Procedures

Document Version #: 1.0

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Policy Owner:

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Osage Nation Education Department Record's Management Policies and Procedures

Effective date: 07/28/2026

POLICY

PURPOSE

The purpose of this policy is to utilize the Plan of Operation authorized by the Osage Nation Education Department to ensure consistent, compliant, and efficient record creation, storage, classification, retention, and disposal across Osage Nation Education Department operations and supporting IT systems; and to protect integrity, and confidentiality.

SCOPE

This policy applies to all employees, contractors, staff, and constituents of the Osage Nation Education Department, under the supervision and direction of the department's Director, and covers all physical records, digital files, emails, system logs, and all data retained or processed within IT-managed systems.

ROLES & RESPONSIBILITIES

- **Director** approves budget, Accounts Payable Invoices (API) for payment, and the policy and procedures
- **Tribal Education Advocate-FAS** processes applications, submits approved applications for assistance payment and facilitates communication between families and the accounting department

CLASSIFICATION OF RECORDS

Records must be classified as one of the following:

- **Administrative:** These support the general management and internal operations of the Nation.
- **Financial:** These directly relate to budgeting, expenditures, and financial planning.
- **Legal/Regulatory:** These relate to compliance, contracts, or records that could be involved in legal review.
- **Personnel:** These relate to individual employee records and HR processes. (Note: Some records overlap with Legal/Regulatory due to dual-use, e.g., for investigations)
- **Operational:** These support day-to-day [Dept title] operations and services. (Note: Records in this group may also fit under Administration classification if used for policy enforcement and planning.)

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PROCEDURE

PROCESS

The Summertime Achievement Reward (STAR) is a scholarship available to legally enrolled members of the Osage Nation who attend seventh through eleventh (7-11th) grade, in the next academic school year, and are identified by school record to be accelerated, gifted and talented, and/or academic achievers with excellent potential. Supporting Osage students in their educational endeavors has always been a priority of the Osage Nation. The STAR Scholarship assistance will be awarded to Osage students nationwide that plan to participate in summer camps for high achievers.

Legally enrolled members of the Osage Nation attending an accredited school and residing within the United States, with high achievement potential, interested in attending an academic, arts, science, music, precollege, or athletic camp/training from a state or nationally accredited, certified, or licensed organization are eligible to apply for STAR Scholarship assistance.

STAR Scholarship applicants must submit an application to the Osage Nation Education Department (ONED) to receive funding disbursements.

FUNDING LEVELS

STAR assistance is awarded in the amount of the camp/training cost per student for the academic year. The program funds will be divided equally between each eligible applicant to determine the award amount and will not exceed one thousand dollars (\$1,000) each.

Example: If the funding amount, \$30,000, is divided between sixty (60) completed applications that would equal a \$500 allowable award per approved applicant.

FUNDING LIMITATIONS

The Osage Nation will award STAR funding for camps/training that occur during the summer months of June through August. The eligible camp/training areas of study are defined below:

- **Academic** relating to an educational or scholarly institution.
- **Arts** subjects of study primarily concerned with the processes and products of human creativity and social life, such as languages, literature, and history (as contrasted with specific or technical subjects)
- **Athletic** relating to athletes; involving the use of physical skills or capabilities, such as strength, agility, or stamina.
- **Music** an art of sound in time that expresses ideas and emotions in significant forms through the elements of rhythm, melody, harmony, and color.

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- **Precollege** occurring or carried out before entry to college, a means of preparation for college entry
- **Science** the intellectual and practical activity encompassing the systematic study of the structure and behavior of the physical and natural world through observation and experiment.

Preference will be given to the students, pursuing a college-bound curriculum, with the highest GPA. Any awards will also be taken into consideration.

ALLOWABLE EXPENSES

Funding from the STAR Scholarship may only be used for the cost of tuition that is directly related to attending a camp/training. The scholarship will not pay for any non-tuition costs that may be required for attendance, such as transportation to the event, supplies, equipment, or any additional fees outside of the base tuition.

Tuition is the amount the student must pay in order to maintain enrollment; this amount varies depending on the camp/training.

SERVICE AREA

This program is available to all legally enrolled members of the Osage Nation who attend seventh through eleventh grade at an accredited school and reside within the United States.

ACADEMIC REQUIREMENTS

The ONED requires students receiving STAR assistance to have at least a 3.5 GPA, from their previous term as a full-time student of an accredited school in the applicant's state of residence, for the year the assistance is awarded. A student's GPA will be calculated on a 4.0 scale when alternate grading scales are used. For example, a school using a 100 point grading scale would have scores converted to a 4.0 scale as shown below:

X = Average of all scores reported
 $(X / 100) * 4 = \text{GPA}$

Example

90% + 80% + 75% + 90% + 80%
 $415 / 5 = 83$
 $(83 / 100) * 4 = 3.32 \text{ GPA}$

APPLICATION PROCESS

STAR Scholarship applications are available on the Osage Nation website at:

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<https://www.osagenation-nsn.gov/services/education-department> and must be received by the deadline. No extensions of the application will be allowed. Notice of the scholarship opportunity will be published with the Osage News, the Nation's website and social media at least thirty days prior to the application deadline. These scholarship policies and procedures will also be kept updated and available to the public via the Education Department website. If a student changes his/her plan prior to the start date of the camp/training, he/she must contact ONED at education@osagenation-nsn.gov to provide an update.

Applications will be processed according to the following conditions:

- Complete initial application submitted by the deadline
- Supporting documents with camp/training information submitted
- Complete applications, with supporting documents, will be processed within ten (10) business days.

APPLICATION REQUIREMENTS

Initial applications, with student information, must be submitted by the deadline, May 1st of each year. The deadline ensures the number of student awards and determines the amount that is based on the total number of complete applications (please see Funding Levels section). After they have been approved for the scholarship the student can submit camp information, if needed. Applications are not considered complete until all required and requested documents have been submitted to the ONED by the deadline, unless otherwise noted:

- A completed application
- A copy of Osage Nation membership card (verified internally)
- A copy of the student's most recent report card
- Documentation of any other awards received
- An invoice or cost statement from the camp/training (due when available)
- Verification of enrollment in camp/training (due when available)
- A copy of the camp/training agenda (due when available)

PAYMENT

STAR Scholarship funds are disbursed to the administration of the camp/training and will only be funded in U.S. dollars.

An award letter and check for each student will be mailed and made payable to the student's camp/training. The letter will include a description of the camp/training, the amount funded, the term for which it is being granted and the allowable expenses for which the funds may be used. After payment has been made to the camp/training, the file is closed and no additional documents will be accepted for the current term.

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It is the parent/legal guardian's responsibility to update the student's address with the ONED in order to receive timely updates on any issues with his/her application or updates on ONED processing.

If a student's funding has been received by the camp/training, it is the policy of the Osage Nation Accounting Department to allow twenty-one (21) days before a missing check can have stop payment placed on it and reissued to the camp/training. In the interim, ONED will issue a letter of intent to the camp/training informing the financial aid office that payment is forthcoming.

DATA PRIVACY

The information contained within each application any supporting documentation attached is a protected record under the Osage Nation Open Records Act. The Osage Nation will not disclose any record containing protected information without the written consent of the applicant unless the information is being used to perform the duties of an Osage Nation employee. The applicant's information may be released to other Osage Nation Departments/Scholarships with which the applicant is receiving or requesting services and to the Office of the Osage Nation Attorney General for an investigation to detect or eliminate fraud. Privacy waiver statements are included in the STAR Scholarship application. If the waiver is not signed by the parent/legal guardian, data will not be discussed with other relatives or external organizations.

Osage law, ONCA 17-52 Section 2(J) states "The Education Department shall compile and maintain information on the scholarships awarded including the number of awards, the GPA of the recipients, the types of camps attended, the average length of camp, and other pertinent information which will allow the Congress to evaluate the effectiveness of the project prior to September of each year the scholarship is available." This information will be gathered pursuant to this Osage law, but also in live with the Data Privacy section of this policy and the Osage Nation Open Records Act.

APPEALS PROCESS

If a parent/legal guardian believes his/her child has been denied in error, he/she must submit a written appeal within ten (10) business days of notification to the ONED stating the reason for the appeal. Within 5 (five) business days after receiving the appeal, ONED will submit a report to the Director. Within ten (10) business days of this report, the Director shall inform the complainant and the ONED in writing of the decision. The decision of the Director shall be deemed a final decision

REQUIRED DOCUMENTS

The following documents are required to process the application and determine eligibility:

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- Student's Osage Nation Membership Card; and
- Student's most recent progress report/report card; and
- Camp agenda; and
- Student's camp registration; and
- Student's camp invoice

POLICY REVIEW

- This policy will be reviewed at least every 2 years or upon significant change.

CONTACT INFORMATION

Email: education@osagenation-nsn.gov

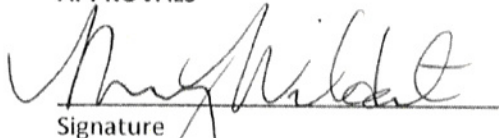
Phone: 918-287-5300

Physical Address: Osage Nation Education Department
P.O. Box 250
Hominy, OK 74035

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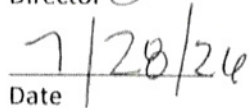
Signature Page

APPROVALS

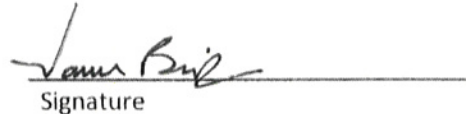


Signature

Director

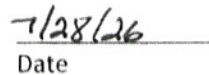


Date



Signature

Secretary



Date

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Appendix A – Document Change Control

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1.0	07/28/2026	Lindsey Mitts	Standardized P&P's