



## ONAC MEMBERSHIP INSTRUCTIONS

Oklevueha Native American Church - Mother Church makes all ONAC membership cards. Starting in January 2023, we have moved to making all membership cards virtual. Members can download their virtual membership card to their phone or computer. They are also welcome to print a copy or take their virtual copies to a print shop like staples to have a card printed.

Please read the instructions below very carefully. If you do not have each member go through this process, they will not be on our rolls at the Mother Church. If we do not have the member on the rolls at the Mother Church, we do not recognize them as a member. That leaves your branch liable and could create legal problems as per our policies, you cannot provide sacred medicine to non-members. This process must be done for each member.

Your branch is also assigned a unique, identifying branch number by Mother Church that is registered in our system and will register your members to back to your branch in the ONAC Database.

The presidency member who holds the Chief Of Staff title will be over the membership portion OR if you are a recognized ONAC Medicine Person attached to a branch, you will also be responsible for this access and verification of members. It will be your responsibility to ensure each person that wishes to attend ceremony is a verified member of ONAC before any ceremony. *Please make sure this is completed at least 2 days or more before ceremony so it is not left to day of ceremony or on a weekend when Mother Church may not be in the office to assist you.* It will also be your responsibility to help a non-member apply for membership, should you approve them to apply under your branch.

The branch must have each member go to this link on the website to apply for membership:

<https://app.oklevuehanac.com/>

- The member should apply for the **“Independent Branch Membership Level – \$60 contribution - lifetime membership”**
- In this application, the member must read through the Code of Conduct and Code of Ethics (they must check a box in the application or they will not be able to submit it)

- The member **MUST** provide a valid email address so they receive their 'Welcome Email' with instructions on how to download their virtual membership card
- You must provide the member with a 'Letter of Recommendation' to attach to their application (Sample Letter attached in email)
- We also require a photo to be attached to their application for their membership ID card. We use these membership cards like ID's so we need a picture preferable shoulders up, showing the front of their face, no angles, no hats or sunglasses and please no black & white pictures. We will NOT accept license or passport photos as it puts a watermark over the face, making us unable to use it.
  - We will email the member directly about their photo if we are unable to use it or if it does not meet our requirements
- When a member application is submitted, the member will be redirected to a page to make their \$60 contribution for membership

Just because a member presents you with a completion of contribution page or a copy of their QR code does **NOT** verify that their membership application has been approved or completed. You can verify membership by logging into the ONAC Database and verifying the member under your branch or you can use the branch leader QR code from the member (you must be logged into the database to view this) and you will be able to see what the status of their application is.

If you, your branch or a member has issues with the application process, Please contact Otter at: [onacmembers@gmail.com](mailto:onacmembers@gmail.com) for assistance.

Please let us know if you have any questions at all as we are happy to assist and support you!

Respectfully,

ONAC Membership