

CPN EAGLE AVIARY FEATHER DISTRIBUTION STANDARD OPERATING PROCEDURES

I. Eligibility Requirements

- A.** The applicant must be an enrolled Citizen Potawatomi Nation Tribal member of at least 18 years of age.
- B.** The applicant must have a valid CPN Tribal Identification Card.

II. Application Procedure

- A.** Eagle Feather Permit applications may be obtained on the CPN website at cpn.news/aviaryform or by contacting the aviary directly.
- B.** A new Eagle Feather Permit/Application must be filed out each time feathers are requested.
- C.** Requests are limited to 5 feathers per request.
- D.** The applicant must fill out the top portion of the application. The application cannot be accepted without the following information:
 - i.** Name, address, and telephone number.
 - ii.** The number and type of feathers requested and the purpose for which the feathers will be used as this will help aviary staff determine the appropriate feathers needed to fill the application.
- E.** The applicant may submit the application to the Aviary or Tribal Rolls office. Either in person: CPN Cultural Heritage Center
Tribal Rolls Office
1899 Gordon Cooper Drive
Shawnee, Ok. 74801
Or by mail: Citizen Potawatomi Nation
c/o Tribal Rolls
1601 Gordon Cooper Drive
Shawnee, Ok. 74801
- F.** After the Tribal Rolls Office has verified the applicants enrollment the application will be submitted to the Chairman or Vice Chairman to sign before transfer to the CPN Eagle Aviary in Shawnee, OK to process and fill the feather request.

III. Issuance of Permits and Feathers

- A.** Eagle Feathers cannot be issued prior to the Aviary receiving a completed application with the specified signatures to complete the Certification of Enrollment. An incomplete application will not be accepted.

- B. When the Aviary receives a request, the applicant will be contacted if there is a need to clarify any information on the application.
- C. Eagle Feathers will be sent via USPS Mail or they may be picked up in person if the applicant chooses.
- D. Upon completion of the application, the Aviary staff will date and initial, and document in writing the type and number of feathers given to the applicant.
- E. The Aviary will retain a copy of the application on file and the original copy will be returned to the applicant with the feathers requested.

IV. Special Requests or Urgent Requests

- A. Feather requests will be filled on the basis of the order in which they are received and the feathers that are available unless there are mitigating circumstances.
- B. Examples of some mitigating circumstances are specific ceremonial need, death in the family or veterans returning home from active duty.
- C. All requests will be filled as quickly as possible given the number of Eagles and molted feathers available at the time of the request. Any questions the applicant has can be directed to the Aviary Manager by phone or in writing: Citizen Potawatomi Nation
c/o Aviary Manager
1601 Gordon Cooper Drive
Shawnee, Ok. 74801
jennifer.randell@ potawatomi.org
405-863-5623