

Traditional Knowledge Keeper Request Form

The Office of Indigenous Engagement (OIE) has supports in place to facilitate connections between Traditional Knowledge Keepers and UCalgary staff, students, faculties and units. Traditional Knowledge Keepers support UCalgary on its path to truth and reconciliation and share their time and valuable knowledge to the campus community through Indigenous ways of knowing, being, doing, and connecting. For research specific requests, please contact [The Indigenous Research Support Team \(IRST\)](#) at irst@ucalgary.ca.

Please provide the following information to help us streamline your request to engage with Traditional Knowledge Keepers. Please note that due to the number of requests the OIE receives, requests are prioritized to those within the UCalgary campus community; external requests will not be considered.

All questions must be filled out before submitting.

1. Contact name: _____
2. Contact email: _____
3. Contact telephone: _____
4. Faculty/Unit/Office requesting the Traditional Knowledge Keeper(s): _____
5. The [Cultural Protocols Guidelines Document](#) must be reviewed before this form is submitted. Have you reviewed the guidelines?

Yes/No
6. What is the nature of your request for a Traditional Knowledge Keeper(s)? Be as specific as possible.

7. Provide information about your engagement/event/conference. Include the date, time, and location (address, building and room).

8. Provide information about attendees (i.e., staff, students, open to the public, government officials, etc.)

9. Who will be the primary contact supporting the Traditional Knowledge Keeper(s) in preparation for the engagement? Please provide the full name, email, and phone number. This person will be responsible for answering any questions or concerns the Traditional Knowledge Keeper(s) may have about the request.

10. Who will be helping the Traditional Knowledge Keeper(s) during your engagement? Please provide the full name, email, and phone number. This person will take care of the Traditional Knowledge Keeper(s) on the day of the event by escorting them to and from the venue, ensuring they are comfortable, and attending to their well-being. If this answer is the same as question #9, please write "same as #9."

11. Who will be offering cultural protocol and cultural gifting to the Traditional Knowledge Keeper? Please provide the full name, email, and phone number. This person will offer tobacco to the TTK for their request and gift cash honorariums and non-monetary gifts. If this answer is the same as question #9, please write "same as #9."

12. Please provide more information about the date and time that you would like to have the Traditional Knowledge Keeper(s). Include the time of arrival, time of engagement, and length of proposed involvement. Please note requests made within 4 weeks of your engagement may not be possible.

13. Please provide the closest parking lot where the Traditional Knowledge Keeper(s) can park. Include details of how you will cover the cost of their parking i.e., code information, paying in the parking app etc.

14. Provide any additional information to support your request.

By signing below, I understand that when I invite a Traditional Knowledge Keeper(s), I will be responsible for all cultural protocols such as purchasing tobacco, cash honorariums, covering their travel incidentals (food, parking, mileage, accommodation) and non-monetary gifts.

I will engage with the Traditional Knowledge Keeper(s) *in a good way* where they feel safe, supported, and welcomed while in my company.

Signature

Name: _____

Date: _____

Completing this form does not confirm a Traditional Knowledge Keeper(s) will commit to your engagement. This form is to gather administrative details of requests and does not take the place of relationship building for Traditional Knowledge Keepers.

Submit the completed form to vpie@ucalgary.ca with the subject "Traditional Knowledge Keeper Request Form".