



SUSANVILLE INDIAN RANCHERIA

SPONSORSHIP ORDINANCE

ORDINANCE NO. 2013-002 Amendment 3

Section 1. Policy.

This Ordinance is adopted by the Tribal Business Council, pursuant to its authority granted under the Tribe's Constitution, for the purpose of addressing sponsorship requests submitted to the Susanville Indian Rancheria (SIR). The SIR shall reserve funds, within the General Fund, on an annual basis for the purpose of providing sponsorships to individuals, and/or other organizations on a discretionary basis. **Requests for sponsorships to recoup money for past events/fundraisers, etc. will not be considered.** The Sponsorship Request Form **MUST** be turned into the Tribal Office at least seven (7) business days prior to the date of Tribal Business Council meeting where the need will be discussed. **Last minute requests will not be accepted.** If your sponsorship request does not follow policy requirements, your request will not be considered and is not eligible to be appealed. Please do not assume that if your request was funded in the previous year that it will be funded again in the current year.

Properly completed sponsorship requests will be forwarded to the Tribal Business Council to be heard at the next regularly scheduled Tribal Business Council meeting. All Cultural Event sponsorship requests will be forwarded to the Susanville Indian Rancheria Tribal Government Liaison Committee for recommendation before being presented to the Tribal Business Council for approval. Any sponsorship request that exceeds the monetary limit for that individual/organization will be reduced to the maximum amount allowed by this policy. **No requests to exceed the monetary limits will be allowed.**

Section 2. Purpose.

These reserve funds will provide contributions to individuals or organizations that will provide indirect benefits to the SIR itself by the favorable public relations that will be generated by its reputation as a government that comes to the aid of its citizens in need. This includes requests that support Native American Tribes, community development, diversity, or education. Because funding is limited, attempts should be made to seek alternate resources and an explanation from the applicant must be provided within the application. The sponsorship request can be for only one item (i.e.; Cultural Event, Sporting Event, or Extracurricular Event). If a sponsorship request has multiple items requested, the individual or organization submitting the request will be contacted for clarification on which single item they wish to apply for.

Section 3. Scope.

This ordinance will apply to all tribal individuals or any organization seeking funds from the SIR.

Section 4. Definitions.

For the purposes of this Ordinance, the following definitions shall apply:

- 4.1 **Appeal.** All decisions of the Tribal Business Council are final and cannot be appealed.
- 4.2 **Cultural Events.** Events that center around the culture of the four tribes of the Susanville Indian Rancheria. Culture is the way of life of a group of people – the behaviors, beliefs, values, and symbols that they accept, generally without thinking about them, and that are passed along by communication and imitation from one generation to the next.
- 4.3 **Extracurricular Event.** Falling outside of the regular curriculum of a school which promotes personal advancement and healthy peer interactions.
- 4.4 **Individual.** An enrolled member of the Susanville Indian Rancheria.
- 4.5 **Organization.** A public entity or non-profit organization based in Lassen County that has a common purpose or goal and are formally governed by a set of bylaws or codes.

Section 5. Procedures.

- 5.1 Any individual or organization that meets the definition above may submit a sponsorship request to the Susanville Indian Rancheria. It is the policy of the Susanville Indian Rancheria that the tribe will not provide any type of political donation.
- 5.2 Sponsorship requests will be considered for the following purposes:
 - a) Cultural Events (individual or organization requesting these funds MUST NOT participate in a competition event or any other function that would result in money coming back to the individual or organization). MUST BE RELATED to a Native American cultural event. A flyer of the cultural event, if applicable, must be attached to the sponsorship request. **Sporting events honoring / recognizing Native American Heritage, or**

Pow Wow's are NOT eligible activities under the sponsorship ordinance.

- b) Sporting Events (registration fee only). Sporting events will only apply to youth attending kindergarten through high school grades. Sporting events that distribute a monetary prize will not be funded under this policy. A flyer of the sporting event must be attached to the sponsorship request.
- c) Extracurricular Events (MUST be an organized event with a flyer/note attached). This policy excludes extracurricular events that are not tied to a school event and/or family events.
- d) Community Relations. A request that enhances the Susanville Indian Rancheria's image and visibility. This type of request shall only be used for organizations and the request must contain an explanation showing how the approval of the request will develop closer relationships between the Susanville Indian Rancheria and the community.

5.3 If an individual has any delinquent accounts with the SIR, he or she will not be eligible for a sponsorship. In the case of a sponsorship request on behalf of a minor, the household requesting the sponsorship must not have any delinquent accounts with the SIR in order to be eligible for a sponsorship.

5.4 All sponsorship recipients must submit receipts and/or documentation that the money was used for the intended purpose within thirty (30) days of receiving the funds. All receipts must be turned into the Susanville Indian Rancheria Tribal Office. Any unspent funds must be returned to the Tribal Office for receipt. Failure to use sponsorship funds for the purpose represented to the Tribal Business Council will result in the following consequences:

- You will be considered a member “**NOT** in good standing” as you will have an outstanding debt owed to the tribe and will not be eligible for the Annual Distribution.
- As a member “**NOT** in good standing”, you will not be eligible to utilize the sponsorship, donation, or tribal member assistance fund programs until such time as the debt owed to the tribe is paid in full.

5.5 In January of the following year, a 1099 will be mailed to the recipient of the sponsorship, provided it meets the threshold amount as established by the Internal Revenue Service.

Section 6. Monetary Limits.

Sponsorships are limited to a maximum of \$350 for tribal members/tribal organizations and a maximum of \$150 for non-tribal organizations. Individuals or organizations are limited to one sponsorship per calendar year.

Section 7. Application Process.

- 7.1 Each entity requesting a sponsorship from the SIR must complete the required application form (Sponsorship Request Form) and return it to the SIR Tribal Office for processing. If each question of the SIR Letter of Intent Narrative is not fully answered, the sponsorship request will be considered incomplete. Copies of the Sponsorship Request Form are available in the SIR Tribal Office or on the tribe's website (www.sir-nsn.gov).
- 7.2 If applicable, the SIR Tribal Office staff will review the sponsorship request and determine if the applicant is economically disadvantaged according to the Federal Poverty Guidelines. All areas of the application must be filled out completely. If the request is incomplete, the request will be returned to the requester to complete the required information. All completed sponsorship requests will be forwarded to the Tribal Business Council for approval/disapproval. All sponsorship requests must include the following:
 - a) Name, address and telephone number of the individual or organization and the contact person.
 - b) Description of the request and a specific amount.
 - c) Other resources contacted and amounts received, if any.
 - d) Date, time and location of event and any applicable deadlines.
 - e) Complete explanation of what the event is, why it is needed, and whom it will benefit.
 - f) Income statement (if applicable).
 - g) Any other relevant information.
- 7.3 The Tribal Business Council will approve or disapprove all sponsorship requests based on the policies of this ordinance. The approval of a sponsorship request is subject to available funding, i.e.; **once the funding set aside for the year has been expended, no**

further sponsorship requests will be approved by the Tribal Business Council.

- 7.4 Once a decision has been made on the sponsorship request, the requester will be notified by the Tribal Office that their request has been approved or disapproved.
- 7.5 All approved sponsorship requests will be sent by the Tribal Office staff to the Fiscal Department for processing, along with the Record of Board Action. Payments will be processed on Wednesdays of each week (excluding holidays). The Fiscal Department will return the check to the Tribal Office who will notify the requester when their payment is ready to be picked up. Emergency sponsorship requests will be processed as quickly as possible.

Section 8. Effective Date.

This Ordinance shall be effective from the date of its approval by the Tribal Business Council.

CERTIFICATION

We, hereby certify that the Susanville Indian Rancheria Sponsorship Ordinance was adopted by the Susanville Indian Rancheria Tribal Business Council at a duly called meeting held March 01, 2016 with a vote of 7 for, 0 against, 0 abstain.

ATTEST;



Aaron Dixon, Sr.
Secretary/Treasurer



Brandon Guitierrez
Tribal Chairman



SPONSORSHIP REQUEST FORM

Name of Individual/Organization:

Amount Requested:

\$ _____

Type of Sponsorship:

- Tribal Individual, Tribal Organization, Non-Tribal Organization

Purpose:

- Cultural Event, Sporting Event, Extra Curricular Event, Community Relations

Contact Person:

Enrollment Number:

Mailing Address: _____ City: _____

State: _____ Zip Code: _____ Phone Number: _____

If approved, make check(s) payable to: _____

Mailing Address: _____

By my signature below, I agree to keep and turn in all receipts to the Tribal Office within thirty (30) days after receiving funds for which the intended purpose of the approved sponsorship request is used in order to show how the funds were spent. I agree to return any unspent funds to the Tribal Office for receipt. Failure to turn in receipts and/or returning monies not spent will result in the denial of my Annual Distribution check until the debt has been collected in full. I also acknowledge that my failure to turn in receipts to the Tribal Office will make me ineligible to utilize the sponsorship, tribal member assistance, of donation fund programs until such time as the debt is paid in full.

Signature of Applicant: _____ Date: _____

For Tribal Office Use Only

Verified Enrollment (Initial): _____ Outstanding Debt: [] YES [] NO (Initial by Fiscal Department)
Total Sponsorship Amount Approved: \$ _____
Date Approved by the TBC: _____
[] Copy of signed ROBA Attached
[] Copied & Originals sent to Accts Payable: _____ (Date / Initial)

For Fiscal Use Only

Account Code # _____ Travel Calculations: \$ _____ Per Diem (_____ days @ \$ _____)
\$ _____ Mileage (_____ miles @ \$ _____)
Processed By: _____ \$ _____ Lodging (_____ days @ \$ _____)
\$ _____ Other _____
Date Check Issued: _____ \$ _____ Total Travel _____
Verified By: _____ Date: _____
Fiscal Controller/Fiscal Dept. Supervisor

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

or

Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.*
- By signing the filled-out form, you:
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
 2. Certify that you are not subject to backup withholding, or
 3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
 4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.