



SUSANVILLE INDIAN RANCHERIA

SIR YOUTH SPORTS PROGRAM ORDINANCE ORDINANCE NO. 2013-001

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 supporting the participation of enrolled SIR youth in extra-curricular organized sports programs to build strong youth and communities.

Section 2. Purpose.

These funds will provide monetary reimbursement for any sports item necessary to participate in an extra-curricular organized sports program for compulsory school age tribal members.

Section 3. Scope.

This Ordinance will apply to all enrolled SIR youth that are of compulsory school age seeking funds from the Susanville Indian Rancheria.

Section 4. Definitions.

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

- 4.1 **Compulsory School Age.** Children of ages 5-18 that are attending compulsory school. (Grades K-12).
- 4.2 **Individual.** Susanville Indian Rancheria enrolled tribal youth.
- 4.3 **Post-Secondary Sports / Post-Secondary Extracurricular Activities.** Sports / Activities that are post compulsory school age (Grade 12). These activities are not eligible for reimbursement.

SIR Youth Sports Program Reimbursement Ordinance 2013-001
TBC Approved on 02/05/2013

- 4.4 **Organized Program.** A program in which there is a certified instructor or is under an organized program. All reimbursement receipts must show stamped documentation of the program, and/or a signature from the organized program representative, as well as a contact phone number of that representative.
- 4.5 **Individual (s) Address.** The address of which the individual resides more than 50% of the time. In the event where both parents have joint custody of the individual, the reimbursement will be distributed to the individual's mailing address of record as identified through court documents.
- 4.6 **Allowable Time Frame Guidelines.** All receipts submitted must be no more than 30 calendar days from the date of purchase. All approved reimbursement requests will be processed by the Tribal Office staff within two (2) weeks of submission.

Section 5. Procedure.

The custodial parent or legal guardian may request reimbursement for receipts to which the individual is participating. The individual must be of compulsory school age. The sports/activity must be an organized program. All receipts submitted must be within the allowable time frame guidelines. A request received in the Tribal Office that has receipts older than 30 days will be returned to the requester and the request will be denied. **There will be NO EXCEPTIONS.**

Section 6. Monetary Limits.

Each individual that is of compulsory school age is eligible for \$150 reimbursement per calendar year. Youth that are not in grades K-12 are not eligible.

Section 7. Application Process.

- 7.1 To obtain reimbursement, the custodial parent or legal guardian of the individual, must complete and return the required reimbursement request form (available at the Tribal Office, or on the tribe's website (www.sir-nsn.gov)). All receipts must be attached pursuant to Section 5 of this Ordinance.

SIR Youth Sports Program Reimbursement Ordinance 2013-001
TBC Approved on 02/05/2013

- 7.2 Once the reimbursement request form and original receipts have been submitted, the SIR Tribal Office staff will review the reimbursement request form for completeness. If the request is incomplete, the request will be returned to the requester to complete the required information. If the required receipt(s) is (are) not within 30 days of purchase, it will be denied and returned to the requester.
- 7.3 All approved requests will be sent to the Fiscal department for processing by the Tribal Office. Payments will be processed on Wednesdays of each week (excluding holidays) and 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. For those individuals that reside out of Lassen County, the Tribal Office will mail the check to the individual's address the next working day.

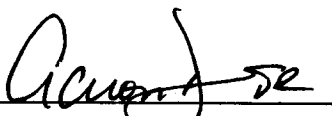
Section 8. Effective Date.

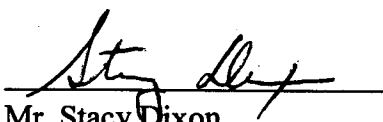
This Ordinance shall be effective from the date of its approval by the Tribal Business Council.

CERTIFICATION

We, hereby certify that the Susanville Indian Rancheria SIR Youth Sports Program Ordinance was adopted by the Susanville Indian Rancheria Tribal Business Council at a duly called meeting held February 5, 2013 with a vote of 7 for, 0 against, 0 abstain.

ATTEST;


Mr. Aaron Dixon, Sr.
Secretary / Treasurer


Mr. Stacy Dixon
Tribal Chairman

SIR Youth Sports Program Reimbursement Ordinance 2013-001
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Susanville Indian Rancheria
Tribal Youth Program Reimbursement Form

Child's Name: Enrollment #: _____

Type of Request:

- Sports/Extra Curricular Event School Clothes/Supplies Jr. High Diploma
High School Diploma Senior Year High School Assistance

Total Reimbursement Requested: \$ _____

Total Monthly Family Income: \$ Family Size: _____

Make Check Payable to: _____

Mail to: _____

Custodial Parent / Guardian Name

Parent Enrollment #

Custodial Parent / Guardian Signature

Date

Tribal Office Use Only

Has child had previous reimbursement in the above selected category? Yes No

Total Previous Amount \$ _____

Amount Authorized to Pay: \$ _____

Billing Account Code: _____

Meets "Need Based" income eligibility requirements? YES (Income verification attached) NO (Income not attached)

By my signature, I have verified this child is eligible for the amount/program listed above

Tribal Office Staff Date

Tribal Office Manager's Approval Date

SIR Youth Sports Program Reimbursement Ordinance 2013-001
Approved on 02/05/2013