



SUSANVILLE INDIAN RANCHERIA

ORGANIZATION SPONSORSHIP ORDINANCE

ORDINANCE NO. 2019-003

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 organization sponsorship requests submitted to the Susanville Indian Rancheria (SIR). The SIR shall reserve funds on an annual basis for the purpose of providing sponsorships to organizations on a discretionary basis. **Requests for sponsorships to recoup money for past events/fundraisers, etc. will not be considered.** The Organization Sponsorship Request Form **MUST** be turned into the Tribal Office at least four (4) business days prior to the date of Tribal Business Council meeting where the need will be discussed. Additional time will be needed to process Cultural Event items due to the requirement of the request being reviewed by the Tribal Government Liaison Committee for recommendation. **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. If the Tribal Government Liaison Committee (TGLC) is unable to achieve a quorum, the TGLC Chair will provide a recommendation on the Cultural Event sponsorship request. Any sponsorship request that exceeds the monetary limit for that 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 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

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 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 **Non-Tribal 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.
- 4.5 **Tribal Organization.** The recognized governing body of any Indian tribe; any legally established organization of Indians which is controlled, sanctioned, or chartered by such governing body or which is democratically elected by the adult members of the Indian community to be served by such organization and which includes the maximum participation of Indians in all phases of its activities. If no documentation of being a properly designated Tribal Organization is provided, the organization will be treated as a Non-Tribal Organization. The tribal organization **MUST** be based in Lassen County in order to receive a sponsorship.

Section 5. Procedures.

- 5.1 Any 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 (organizations requesting these funds MUST NOT participate in a competition event or any other function that would result in money coming back to the 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. 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 tied to family events.
- d) Community Relations. A request that enhances the Susanville Indian Rancheria's image and visibility. This type of 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 organization has any delinquent accounts with the SIR, they will not be eligible for a sponsorship.

5.4 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 organizations and a maximum of \$150 for non-tribal organizations. 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 (Organization Sponsorship Request Form) and return it to the SIR Tribal Office for processing. Copies of the Organization Sponsorship Request Form are available in the SIR Tribal Office or on the tribe's website (www.sir-nsn.gov).

- 7.2 If each question of the SIR Letter of Intent Narrative is not fully answered, the sponsorship request will be considered incomplete and 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 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) 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.

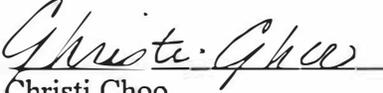
Section 8. Effective Date.

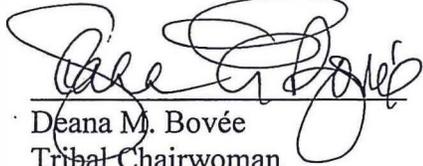
This Ordinance replaces Sponsorship Ordinance, Ordinance No. 2013-002, along with any amendments, and shall be effective upon the date of its approval by the Tribal Business Council.

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 May 07, 2019 with a vote of 7 Yes, 0 No, 0 Abstained.

ATTEST;


Christi Choo
Secretary/Treasurer


Deana M. Bovée
Tribal Chairwoman

ORGANIZATION SPONSORSHIP REQUEST FORM



Name of Organization: _____

Amount Requested: _____

\$ _____

Type of Sponsorship:

- Tribal Organization
- Non-Tribal Organization

Purpose:

- Cultural Event
- Extracurricular Event
- Sporting Event
- Community Relations

Contact Person: _____

Mailing Address: _____ City: _____

State: _____ Zip Code: _____ Phone Number: _____

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

Mailing Address: _____

Signature of Applicant: _____ Date: _____

For Tribal Office Use Only

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

Outstanding Debt: YES NO _____ (Initial)

Account Code: 12-890-6112-6971

Travel Calculations: \$ _____ Per Diem (_____ days @ \$ _____)

Processed By: _____

\$ _____ Mileage (_____ miles @ \$ _____)

\$ _____ Lodging (_____ days @ \$ _____)

Date Check Issued: _____

\$ _____ Other _____

\$ _____ Total Travel

Verified By: _____
Chief Financial Officer or Designated Representative

Date: _____

