



SUSANVILLE INDIAN RANCHERIA

TRIBAL MEMBER SPONSORSHIP ORDINANCE

ORDINANCE NO. 2019-002

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 tribal member 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 tribal members on a discretionary basis. **Requests for sponsorships to recoup money for past events/fundraisers, etc. will not be considered.** The Tribal Member 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 individual 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 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 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 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 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.

Section 5. Procedures.

- 5.1 Any individual 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 requesting these funds **MUST NOT** participate in a competition event or any other function that would result in money coming back to the individual). **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.

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 (parent or guardian in the case of sponsorship requests made on the behalf of minors) 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 (parent or guardian if the sponsorship request is made on behalf of a minor) 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 (parent or guardian if the sponsorship request is made on behalf of a minor) 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 per calendar year. Individuals are eligible to apply for more than one sponsorship request per calendar year as long as it does not exceed the maximum amount identified above.

Section 7. Application Process.

7.1 Each individual requesting a sponsorship from the SIR must complete the required application form (Tribal Member Sponsorship Request Form) and return it to the SIR Tribal Office for processing. Copies of

the Tribal Member 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 individual 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) Expense breakdown on the use of the funds, e.g., plane fare, meals, mileage, etc.
 - 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.

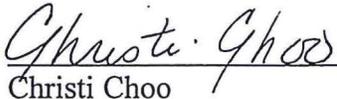
Section 8. Effective Date.

This Ordinance 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.

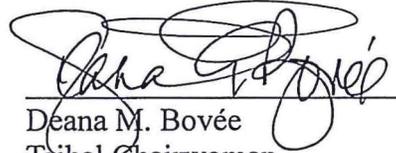
CERTIFICATION

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



TRIBAL MEMBER SPONSORSHIP REQUEST FORM

Name of Individual:

Amount Requested:

_____ \$ _____

Type of Sponsorship:

Tribal Individual Enrollment Number: _____

Purpose:

Cultural Event Sporting Event Extracurricular Event

Contact Person (if different than above):

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): _____
Total Sponsorship Amount Approved: \$ _____ Amount Previously Received: \$ _____
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 @ \$ _____)
\$ _____ Mileage (_____ miles @ \$ _____)
Processed By: _____ \$ _____ Lodging (_____ days @ \$ _____)
\$ _____ Other _____
Date Check Issued: _____ \$ _____ Total Travel
Verified By: _____ Date: _____
Chief Financial Officer or Designated Representative

SIR Letter of Intent Narrative (continued):

- 5.) **Other** (If there is anything else you would like to add to your request, please make your comments here):