



# SUSANVILLE INDIAN RANCHERIA DONATION ORDINANCE

## ORDINANCE NO. 2005-004 Amendment 5

### 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 donation 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 donations to individuals, and/or other organizations on a discretionary basis. Requests for donations to recoup money for past events/fundraisers, etc. will not be considered. The Donation Request Form must be turned into the Tribal Office **at least three weeks prior to the date of need**. SIR apologizes for any inconvenience this may cause, but due to the time it takes for approval by the Donation Committee, lead-time is important. Last minute requests will not be accepted. If your donation request is not submitted to the Donation Committee by the designated due date and/or does not follow policy requirements, your request will not be considered and is not eligible to be appealed. A donation requested as a result of an emergency situation (serious illness/death of an immediate family member, natural catastrophe) will be exempt from the lead-time requirement. Please do not assume that if your request was funded in the previous year that it will be funded again in the current year.

All donation requests **MUST** be reviewed by the Donation Committee, regardless if the request falls within the guidelines of this ordinance. Lead-time constraints (at least three weeks prior to the date of need, unless it is a result of an emergency situation) applies to all donation requests. The Tribal Business Council **WILL NOT** review or approve a donation request unless it has been previously reviewed by the Donation Committee.

### Section 2. Purpose.

The Susanville Indian Rancheria recognizes that there are occasions when a member or member family may be at a point in their lives where they need assistance. These reserve funds will provide direct benefits to those SIR members who present requests for assistance in coping with unforeseeable emergencies or other justifiable circumstances and also to those 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.

**Section 3. Scope.**

This ordinance will apply to all individuals or organizations seeking funds from the SIR.

**Section 4. Definitions.**

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

- 4.1 **Appeal.** The process of requesting a hearing before the Tribal Business Council on the decision of the Donation Committee. A donation request that has been disapproved by the Donation Committee can only be appealed if it exceeds the monetary limit (\$500) or if the Donation Committee disagrees with the individual's statement that their request falls within the emergency need, emergency travel, cultural event, sporting event, sponsorship, or extracurricular school activity definition of the ordinance. All other decisions of the Donation Committee are final and can not be appealed.
- 4.2 **Catastrophic event.** Examples may include, but not be limited to, an accident, serious illness, death, or natural disaster.
- 4.3 **Donation Committee.** A group of individuals established by the Tribal Business Council to review all donation requests. This group will consist of at least three of the following: one of the Tribal Business Council members (must be on the review committee), the Tribal Administrator, the Health Clinic Director, the Tribal Office Manager, and the Fiscal Controller.
- 4.4 **Immediate Family.** The parent, child or sibling of an enrolled tribal member.
- 4.5 **Individual.** An enrolled member of the Susanville Indian Rancheria.
- 4.6 **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.
- 4.7 **Extracurricular Event.** Falling outside of the regular curriculum of a school and promotes healthy peer interactions.

**Section 5. Procedures.**

- 5.1 Any individual or organization that meets the definition above may submit a donation request from 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 Donation requests will be considered for the following purposes:
- a) Emergency need (i.e.; expenses due to a natural catastrophic event).
  - b) Emergency travel (i.e.; attend the funeral of a family member, visit a seriously ill immediate family member who is receiving emergency medical treatment or hospitalized (CHS levels I or II), or take care of an immediate family member that has no one else to care for them). Travel will be calculated based on the Travel Reimbursement and Mileage Reimbursement Sections of the SIR's Travel Policy.
  - c) 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/spiritual event and be open to the general public. A flyer of the cultural event, if applicable, must be attached to the donation request. Some examples of a cultural event that will be funded include, but are not limited to, a healing, a sweat and a ceremony related to the individual's cultural heritage. A Pow Wow is NOT an eligible activity under the donation ordinance. Travel will be calculated based on the Travel Reimbursement and Mileage Reimbursement Sections of the SIR's Travel Policy.
  - d) Sporting Events (tribal member's registration fee only). 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 donation request.
  - e) Sponsorship. Only the Tribal Business Council can approve sponsorships.
  - f) Extracurricular Events (will cover travel expenses only). (MUST be an organized Event and a flyer/note attached) Travel will be calculated based on the SIR's Travel Policy procedures. This policy excludes Post-Secondary extracurricular events and family events.
- 5.3 If an individual has any delinquent account with the SIR, he or she will not be eligible for a donation.
- 5.4 The SIR will not consider donation requests to pay personal debts (i.e.; house payments, rent, food, clothing, utility bills, telephone bills, cell phone bills, cable TV bills, court fines, child support, other forms of court-ordered restitution, credit card payments, car payments, or other auto related costs, loan payments, etc.). If this type of donation request has been submitted, the Tribal Office will refer the requester to

the California Tribal TANF Program (CTTP) at 252-4112 or Crossroads Ministries at 251-0701.

- 5.5 All donation recipients must submit receipts and/or documentation that the money was used for the intended purpose. Failure to use a donation for the purpose represented to the Tribal Business Council/Donation Committee will result in one or more of the following consequences:
- Denial of future donation requests for a period of two years.
  - Required repayment of the donation from any tribal disbursements.
  - Possible criminal prosecution for the offense of fraud or theft (a crime that includes the act of obtaining money by material misrepresentation).
- 5.6 All approved donations will be published in the tribe's newsletter.
- 5.7 In January of the following year, a 1099 will be mailed to the recipient of the donation, provided it meets the threshold amount established by the Internal Revenue Service.

#### **Section 6. Monetary Limits.**

Individuals or organizations are eligible to apply for up to \$500 per calendar year. Individuals within a household may apply for donation funds provided that the individual has not asked for a donation request and the total amount provided to that household does not exceed \$500. Individuals or organizations are limited to one donation a year with a maximum amount of \$500.

#### **Section 7. Application Process.**

- 7.1 Each entity requesting a donation from the SIR must complete the required application form (Donation Request Form, Exhibit A) 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 donation request will be considered incomplete. Copies of the Donation Request Form are available in the SIR Tribal Office.
- 7.2 The SIR Tribal Office will review the donation request. If the request is incomplete, the request will be returned to the requester to complete the required information. If the request is complete, it will be forwarded to the Donation Committee for approval/disapproval. All donation 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) Any other relevant information.

7.3 The Donation Committee will approve or disapprove all donation requests based on the policies of this ordinance. The approval of a donation request is subject to available funding, i.e.; once the funding set aside for the year has been expended, no further donation requests will be approved by the Donation Committee.

7.4 Donation requests that exceed the monetary limits, or Section 5.2 of this ordinance, can be placed on the Tribal Business Council meeting agenda for approval/disapproval by the individual requesting the donation. The individual/organization requesting the donation must be present at the Tribal Business Council meeting in order to make the presentation and answer any questions relating to the donation request.

7.5 Once a decision has been made on the donation request, the requester will be notified by the Tribal Office that their request has been approved or disapproved.

7.6 All approved donation requests will be sent to the Fiscal Department for processing by the Donation Committee. Payments will be processed on Wednesdays and Fridays of each week (excluding holidays) and the Fiscal Department will notify the requester when their payment is ready to be picked up.

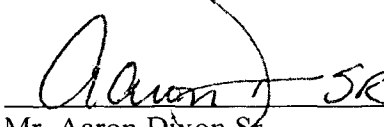
**Section 8. Effective Date.**

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

**CERTIFICATION**

We, hereby certify that the Susanville Indian Rancheria Donation Ordinance was adopted by the Susanville Indian Rancheria Tribal Business Council at a duly called meeting held June 17, 2009 with a vote of 7 for, 0 against, 0 abstain.

ATTEST;

  
Mr. Aaron Dixon Sr.  
Secretary/Treasurer

  
Mr. Stacy Dixon  
Tribal Chairman



# Donation Request Form

Name of Individual/Organization: \_\_\_\_\_

Amount Requested:

\$ \_\_\_\_\_

**Type of Donation:**

Individual

Organization

**Purpose:**

Emergency Travel

Emergency Need

Cultural Event

Sporting Event

Sponsorship

Extra Curricular School Event

Tribal Member/Contact Person: \_\_\_\_\_

Enrollment #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_

If approved, make check(s) payable to: \_\_\_\_\_

By my signature below, I agree to turn in receipts no later than two weeks after the date for which the intended purpose of the approved donation funds are used in order to show how the funds were spent. Failure to do so will result in a deduction from a future disbursement of tribal funds for any money that is owed to the tribe from this donation request. I also acknowledge that my failure to turn in receipts will make me ineligible to utilize the donation fund program for a period of two years.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**For Donation Committee Use Only**

Verified Enrollment (Initial): \_\_\_\_\_ Approved:  Denied:

Reviewed by: \_\_\_\_\_

Committee Comments:

**For Fiscal Use Only**

Outstanding Debt:  YES  NO Travel Calculations: \$ \_\_\_\_\_ Per Diem ( \_\_\_\_\_ days @ \$ \_\_\_\_\_ )

Processed By: \_\_\_\_\_ \$ \_\_\_\_\_ Mileage ( \_\_\_\_\_ miles @ \$ \_\_\_\_\_ )

Date Check Issued: \_\_\_\_\_ \$ \_\_\_\_\_ Lodging ( \_\_\_\_\_ days @ \$ \_\_\_\_\_ )

\$ \_\_\_\_\_ Other \_\_\_\_\_

\$ \_\_\_\_\_ Total Travel

Verified By: \_\_\_\_\_ Date: \_\_\_\_\_

Fiscal Controller/Fiscal Dept. Supervisor



**SIR Letter of Intent Narrative (continued):**

- 4.) **Objectives of Event/Travel** (Describe the activities included in the event/travel and the outcome you intend to obtain) :
- 5.) **Funding Sources** (Describe what funding sources you have already received or expect to receive and, if applicable, how you or the organization will meet future financial obligations) :
- 6.) **Other** (If there is anything else you would like to add to your request, please make your comments here) :