

FUNDRAISING MATCH AND CONTRIBUTION POLICY AND PROCEDURES

QUILEUTE TRIBE LA PUSH, WASHINGTON

CHAPTER 1. GENERAL PROVISIONS

SECTION 1.1 TITLE

This Policy shall be cited in full form as the “Fundraising Match and Contribution Policies and Procedures of the Quileute Tribe” and in short form as the “Fundraising/Contribution Policy.”

SECTION 1.2 POLICY

Subject to available funding and budget limitations, it is the policy of the Quileute Tribe to provide a limited amount of financial assistance in the form of contribution to support educational/personal growth opportunities for tribal members when an activity meets specific guidelines set forth in this policy. It is also the policy of the Quileute Tribe to offer limited assistance for tribal member needs in the form of a “fundraising match” program, where the Quileute Tribe will match the amount of funds raised through approved fundraising activities for purposes designated in this policy, up to a specified amount.

Users of this program are reminded that these are Tribal Government funds allocated for the benefit of the community; defined as public benefit Indian Country, Organizations located and residing in Clallam County.

SECTION 1.3 PURPOSE

The purpose of this policy shall be to:

- A. Specify the criteria and procedures for providing “contribution” or “fundraising match” assistance to tribal members;
- B. Provide information on what types of programs, activities, or situations qualify for this assistance; and
- C. Provide information on limitations to access assistance set forth in this policy.

SECTION 1.4 DEFINITIONS

- A. **Enrollment Office:** The Enrollment Office of the Quileute Tribe where tribal member enrollment information is located.
- B. **Tribal Member:** An enrolled member of the Quileute Tribe, or non-enrolled infant age two years or younger who is otherwise eligible for enrollment with the Quileute Tribe.
- C. **Fundraising:** Also known as “resource development” is the collection of money through donation and/ or event programming from private institutions, government or individuals for purposes of charitable donation or organization budget enhancement. Fundraising can take many forms, including sales, directly asking for money, organizing events and raffles.

- D. Contributions: Something of value such as money, goods or services that are given for a specific purpose

SECTION 1.5 ADMINISTRATION

Administration and interpretation of this policy is solely within the authority of the Executive Director and/or the Tribal Council. Their decisions with respect to administration and interpretation of this policy shall be final.

CHAPTER 2. ASSISTANCE

SECTION 2.1 ELIGIBILITY REQUIREMENTS

To be eligible for a fundraising match or contribution assistance the requesting person and beneficiaries of the assistance must:

- A. Be a member of the Quileute Tribe and on the official rolls of the Quileute Tribe at the time assistance is requested and when the assistance is paid;
- B. Meet the residency requirement for General Council voting;
- C. Not owe the Quileute Tribe any moneys; and cannot utilize any other policy used to raise funds. EXAMPLE: If utilizing this Fundraising Contribution Program, individual(s) cannot use adult sports policies per each event.
- D. Not have exceeded the limits for assistance as set forth in this policy.

SECTION 2.2 ASSISTANCE AVAILABLE

Tribal members are eligible for either:

- A. Fundraising Match: Available to tribal members who meet the eligibility requirements set forth in this policy. This assistance shall be limited to one time per situation in which the funds are being raised for, per tribal member, with a maximum of three fundraising match assistance total, per tribal member, per fiscal year. (October 1 through September). The maximum amount of fundraising assistance is \$350.00 per fundraising situation with a maximum of \$ 1050.00 per year per availability of funds, OR
- B. Contribution.: Available at the request of a tribal member for approved events and/or organizations upon approval through Executive Director and/or Tribal Council after completing all requirements set forth in this policy. Contributions are limited to \$1050.00 one-time per year, per group, organization, event, etc., and are made in the sole discretion of the Tribal Council.

CHAPTER 3. FUNDRAISING MATCH

This policy applies only to, and must benefit enrolled Quileute Tribal Members.

SECTION 3.1 REQUIRED STEPS

The tribal member conducting fundraiser must:

- A. Upon completion of Fundraiser;(the following are requirements)
 - a. Bring money raised in to the Tribal Office for verification (only funds earned during fundraiser). If other funds are found to be added to the total of fundraiser and was not earned, will be excluded from future fundraising matches for the remaining calendar year or longer depending on the severity of misuse of this policy will be determined by the Executive Director and/or Tribal Council.
 - b. Complete Matching Funds request form and W-9 tax form.
 - c. Fundraiser flyer with Date and location, purpose (who is it for, what is it for, why is it needed), method(s) being used to raise the matching funds.
 - d. CIB- Certification of Indian Blood.
- B. Submit required paperwork at least 5 business days before any payment deadline to allow appropriate time to process. Regardless of the time the tribal member submits paperwork, the Tribe shall not be responsible for any payment deadlines missed.

SECTION 3.2 ACTIVITIES COVERED

Examples of activities which will be provided under this policy are:

- Cultural Events
- School Function
- Youth Camp
- Church events
- Sobriety Functions.
- For approved activity or equipment needed that promotes health, wellness, or education
- For furthering an established group or organization that promotes health, wellness, or education (established group-meeting regularly at scheduled time and place with an enrollment roster)
- Individual fundraising for verified 501 (c)(3) organization

No matching funds will be allowed for personal gain situations including but not limited to: moving expenses, purchasing items for a household, purchasing a car paying bills, any situation considered for "personal gain) will not be eligible for the Fundraising Match

CHAPTER 4. CONTRIBUTION

SECTION 4.1 ELIGIBILITY SPECIFIC TO CONTRIBUTION REQUESTS

- A. Prior to requesting a contribution, the requesting tribal members shall verify that they have requested and used other resources available to them including other tribal member benefits, fundraising etc., or provide a satisfactory explanation in writing as to why there are no other options.
- B. Contributions will be considered only if the request is to support an activity, event or program that that promotes health, wellness, and education for an individual or a group.
- A. Provide a list of team members (50% of team must be enrolled Quileute Tribal Members for the Tribe to pay toward the tournament fee),

SECTION 4.2 REQUIRED STEPS SPECIFIC TO CONTRIBUTION REQUESTS To

request a contribution, the requesting tribal member must complete the following steps:

- A. Provide written proposal with information required
- B. If the contribution is for a group, a complete list/roster of the entire group participating in the event must be provided, with all Quileute tribal members identified
- C. Provide budget of expenses.
- D. The Quileute Tribal Council will have the final say if the Contribution is approved.

CHAPTER 5. ACKNOWLEDGMENT OF SPECIFIC PURPOSE OF FUNDS AND REPAYMENT OBLIGATION

By accepting assistance under this policy, the requesting person agrees that any funds provided under this policy that are not used for the purpose for which they were provided shall be repaid to the Tribe within three (3) days of the requesting person's receipt of such funds or three (3) days of issuance of the tribal member's gaming revenue per capita payment, whichever shall occur sooner. In the event unused funds or funds not used for their provided purpose are not repaid to the Tribe within 3 days of receipt or issuance of a tribal member's gaming revenue per capita payment, such funds shall be considered misappropriated from the Tribe. The Tribe shall seek all legal remedies, including Administrative Offset under the Tribe's policies and criminal or civil action, to reclaim all misappropriated funds. The requesting person shall not be eligible for other tribal assistance under any other tribal policies until all money owed to the Tribe is repaid.