



## Big Sandy Rancheria Donation Request Guidelines

The Big Sandy Rancheria Tribal Council will consider donations as requested for community events. Please review the stated policies and procedures adopted by the Tribal Council.

### **Policies and procedures for requesting a donation:**

#### **POLICY:**

- 1.0 Request must benefit a local organization and or an enrolled tribal member(s) of Big Sandy Rancheria participation. All non Tribal requests will be considered and approved at the discretion of the Tribal Council. Fundraisers to benefit individuals will not be honored.
- 2.0 Donation request form shall be submitted. Completed donation request forms will be considered, as incomplete forms will not.
- 3.0 All request forms will be processed as quickly as possible. The normal processing time may take up to 45 days.
- 4.0 Organizations located on or within another Tribe jurisdiction should also include a letter of support from their Tribal Council.
- 5.0 Telephone Inquiries are not accepted, all request must be submitted in writing.
- 6.0 Corporate, for-profit businesses and individuals are not eligible to receive donations.
- 7.0 Team donation request shall not exceed \$ 200.00
- 8.0 Individual Tribal Member donation request shall not exceed \$100.00
- 9.0 Individual Non Tribal Member donation request shall not exceed \$50.00
- 10.0 Funeral request shall be submitted as soon as practical in writing with attached invoice from funeral chapel and or catering service i.e. Mono Wind Casino, no exceptions.
- 11.0 Tribal Member Funeral donation of \$ 1500.00 will be paid to the order of the funeral home or the tribes catering service from Mono Wind Casino, at no time will the donation be submitted to an individual or group.
- 12.0 Native non Tribal Member donation request shall not exceed \$200.00 payable to the funeral home.
- 13.0 Non Natives with close ties to the community shall not exceed \$50.00 payable to the funeral home.
- 14.0 In the event that an individual team is sponsored by Big Sandy Rancheria and the team obtains a trophy, the Team is required to present the trophy to Big Sandy Rancheria with team Photograph and a letter of appreciation.



## Donation Request Form

Name of individual/Organization:

\_\_\_\_\_

Amount Requested:

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

Date of Event: \_\_\_\_\_

Type of Donation: Individual: \_\_\_\_\_

Organization: \_\_\_\_\_

Purpose:

Cultural Event \_\_\_\_\_

Sporting Event \_\_\_\_\_

Sponsorship \_\_\_\_\_

Funeral \_\_\_\_\_

Other \_\_\_\_\_

Tribal Member/Contact Person:

\_\_\_\_\_

e-mail address \_\_\_\_\_

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

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

If Approved, Make Check(s) payable to: \_\_\_\_\_

\_\_\_\_\_

The above information is correct to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Tribal Council Use Only

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

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

**PROCEDURE:**

- 1.0 Donation Request must be submitted in writing to the Big Sandy Rancheria Tribal Council. Approval and denial letters/notification will be provided.
- 2.0 Donation Request form :
  - a. Name of organization or individual requesting donation.
  - b. Amount being requested.
  - c. Type of donation
  - d. Date and deadline of the donation is needed.
  - e. Purpose of Donation.
  - f. Name of organization that will benefit from the proceeds.
  - g. Contact information, address and phone number.
- 3.0 Donation request must provide for a minimum of 4 weeks' if such donation is fulfilled.
- 4.0 The Big Sandy Rancheria Tribal Council must review all donation requests and approve. Submitting a request does not guarantee the request will be filled. All request approvals and denials shall be determined by the Tribal Council and all decisions are final.
- 5.0 The Tribal Council reserves the right to either decrease or increase monetary amounts as the Tribal Council deem appropriate.

**CERTIFICATION**

This Donation Guide Line has been passed by the undersigned as duly elected Tribal Council of the Big Sandy Rancheria. This foregoing Resolution was adopted and approved on March 28, 2012, at which a quorum was present, by a vote of 3 for, 0 against, 0 abstain.



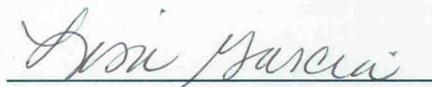
Elizabeth Kipp, Chairperson



Arrow Sample, Vice-Chairman



Johnny Baty, Treasurer



Lisa Garcia, Secretary



Amy Hutchins, Member at Large