

Pyramid Lake Paiute Tribal Council

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PYRAMID LAKE PAIUTE TRIBE

PYRAMID LAKE PAIUTE TRIBAL COUNCIL DONATION REQUEST

POLICIES AND PROCEDURES

The Pyramid Lake Paiute Tribal Council sets the following criteria and procedures for determining the use and approval of Tribal Council Donation Funds for Pyramid Lake Tribal members and organizations. **No more than one individual request or one group request can be processed per 12-month period. *Donation requests are contingent upon availability of funds.***

Criteria for Donation Requests:

- a. Minor individual (0-17yrs) – Minor individual donation requests, in the amount of \$100, are for assistance to enrolled Pyramid Lake Tribal members to assist with the costs identified by the minor individual's parent or guardian. Requests may be for a variety of reasons such as school events, sport event fees, cultural events, club dues, etc. Only the parent or guardian of the minor individual may submit a request for their child.
- b. Adult Individual (over the age of 18yrs) - Adult requests in the amount of \$100, are for enrolled Pyramid Lake Tribal Members Requests can be for a variety of reasons which have created a financial challenge to participate in such as trainings, seminars, sporting events, travel for family or cultural events etc.
- c. Group – Group donation requests, in the amount of \$250, will be issued if funds are available for group and organization requests. Group requests must be specific to the nature of the group activity such as fees, travel expenses, etc., and state the purpose for the request. A designated point person must be an eligible Pyramid Lake Tribal member to receive the donation on behalf of the group to use as needed per the policy outlined here.

All donations are a one-time donation per calendar year.

Procedures are listed on the next page

Policies for Donation Requests

The following procedures will be followed when requesting donation funds from the Pyramid Lake Paiute Tribal Council:

1. Send a complete application to the Tribal Council Secretary to be added to the next Tribal Council agenda. Requests must be submitted one (1) week prior to the next scheduled Tribal Council meeting.
2. Attach backup documents to the request: event flyers, invoices, etc.
3. It is recommended that Tribal members be present at the Tribal Council meeting when the request is presented in case there are questions regarding the request.
4. Upon approval by the Tribal Council, allow 7-10 business days for processing of check requests.
5. The Pyramid Lake Paiute Tribal Council will make the final decision on how the funds will be disbursed (group rate or individual rate) depending on the circumstances presented in the request.

**PYRAMID LAKE PAIUTE TRIBE
 PYRAMID LAKE PAIUTE TRIBAL COUNCIL DONATION POLICY
 INDIVIDUAL (MINOR OR ADULT) OR GROUP DONATION REQUEST FORM**

GROUP REQUEST: YES NO	INDIVIDUAL REQUEST YES NO
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GROUP NAME: 	PARENT/GUARDIAN NAME: MINOR'S NAME:
GROUP DESCRIPTION: _____ _____ _____ _____ WHAT WILL THE FUNDS BE USED FOR: _____ _____ _____ _____	DESCRIBE THE ACTIVITY YOUR CHILD WILL NEED FINANCIAL ASSISTANCE FOR: _____ _____ _____ _____ _____ _____ _____ _____

INDIVIDUAL REQUESTING ADULT ASSISTANCE Name: _____ Address: _____ Phone Number: _____ Need for this request: _____ _____ _____

Please indicate who the donation funds should be issued to if approved.

Name:	
Mailing Address:	
Phone number:	
Official use only:	
Date approved:	Date issued (sent or picked up):