



**ENTERPRISE RANCHERIA
K-12
EDUCATION POLICIES, GUIDELINES
AND PROCEDURES**

In order to process your K-12 Education application, the following information is required:

- Completed Application***
- Copy of current Grades/Report Card (not needed for school clothes/school supplies)***
- Information pertinent to financial assistance being requested (flyers, copies of registration/application for upcoming event with name, address, phone number and contact person).***

K-12 Education Policies, Guidelines and Procedures

EXTRACURRICULAR, RECREATIONAL AND EDUCATIONAL ACTIVITIES:

Goal and Purpose: To assist with costs related to extracurricular, recreational and educational activities for school age Tribal Members (kindergarten thru high school).

General Guidelines:

1. \$500.00 spending cap per student per year. (January through December)
2. Must be an enrolled Tribal Member.
3. Checks made payable to the vendor (excluding school clothes/school supplies)
4. Student must have a 2.0 GPA or better (excludes school clothes/school supplies or graduation expenses)

*Applications shall be filled out and turned in at least two weeks prior to the date the funds are due for the event.

Procedures:

The Education Department will work with parents of students to ensure that applications are complete and to verify criteria. The Education Department will maintain locked confidential records on students. The Education Department will submit requests for payment to the fiscal department for processing and the Education Department will keep track of amount of funding given to each student.

Scope of Assistance for Education Assistance:

The following are subsidized through extracurricular, recreation and educational activities:

1. Shop fees/supplies
2. Yearbooks
3. P.E Clothes
4. Summer Camp
5. Music lessons from professional teacher (no family members)
6. Music equipment rental
7. School and recreational related sports fees
8. School and recreational related sports equipment and uniforms
9. Sports camps and competitions
10. Educational outings (school related)
11. School related club fees
12. Driving school
13. Tux/gown rental for prom
14. Transportation (to and from school when regular school bus service is not available)
15. Dance
16. Gymnastics
17. Golfing

18. Tutoring (no family members)

19. Pageant participation

THE FOLLOWING SHALL BE SUBJECT TO THE REPAYMENT GUIDELINES AND CAN ONLY BE RECEIVED ONCE A YEAR:

20. School Supplies (up to \$50.00) (paper, pencils, pens, calculators, etc.)

21. School Clothes (up to \$150.00) Jewelry, makeup, accessories and/or personal hygiene products are not allowable.

Receipts for School Clothes/Supplies are due Thirty (30) days after you receive the assistance check.

Graduating Senior's, Junior's and 8th Graders:

Seniors, juniors and 8th grade students can be funded for the following: (Included in the \$500 allowance)

1. Senior pictures (not to exceed \$300.00)
2. Graduation cap, gown and Invitations.
3. High School exit exams and fees (Test Fee's (SAT & ACT's) – 11th & 12th graders.
4. 8th grade Graduation: Cap, Gown, Invitations & Pictures (\$150.00)

*The following **are not funded** through the extracurricular, recreation and education activities program:

1. Sports club memberships
2. Private school or preschool costs (excludes school uniforms)
3. School pictures (exception graduation pictures)

Grievance Procedures:

The complainant shall submit the written grievance to the Education Committee within 15 working days of their denial and/or request for repayment of funds. The Education Committee will review all material available; including any new information submitted at their next regular Education Committee Meeting to make a determination.

Once the Education Committee has made their determination, the complainant will be notified via US mail with delivery confirmation.

If the complainant is not satisfied with the Education Committees determination, the complainant shall have the right to submit a grievance to the Tribal Council within 15 working days of the Education Committee's determination. The Tribal Council shall review all materials made available at their next regular Tribal Council Meeting to make a determination.

Repayment Guidelines:

Individuals who have failed to turn in their receipts for the School clothing & School supply assistance, shall be allowed to enter into a repayment plan, payments shall be \$25.00 each month, until their repayment plan is complete. Those that do not enter into a repayment plan shall automatically have it taken out of their Revenue Sharing (if applicable) and said debt would then be subject to the Tribal Debt policy.

*Please be aware you will not be able to receive the clothing allowance again until all funds are repaid in full.



Enterprise Rancheria Application for K-12 Education Assistance

Please mark the box of your request:

Educational

School Clothes

School Supplies

11th & 12th Grade Grad.

8th Grade Grad.

Name of Student: _____ DOB: _____ Enroll# _____

Name of Parent/Guardian: _____ Phone# _____ Work# _____

Address: _____ City: _____ State: _____ Zip: _____

Name of School: _____ Grade in School: _____

Address of School: _____ School Phone # _____

State what the need is and the cost for this assistance (if additional space is needed attach a separate sheet):

I understand in order to receive assistance, I must turn in a completed application along with the necessary documentation. I further understand that if I do not turn in all my receipts within 30 days, I will not be eligible to receive School Clothing and/or Supplies Assistance in the future for this child, unless it is paid in full. _____ (please initial)

I have read and understand that I will be subject to the repayment policy for this program. _____ (please initial)

I understand in order to be considered for assistance my application must be filled out and turned in (including additional material such as report cards, letters of support, etc) at least two weeks prior to the date funds are due for the event I am requesting assistance. _____ (please initial)

I understand that any request for reimbursement made after the date funds are due will be denied, unless prior approval has been given by the Tribe. _____ (please initial)

Parent/Guardian Signature: _____ Date: _____

Please state vendor information below:

Vendor Name: _____

Vendor Address: _____

Vendor City, State & Zip: _____

Vendor Name: _____

Vendor Address: _____

Vendor City, State & Zip: _____

Vendor Name: _____

Vendor Address: _____

Vendor City, State & Zip: _____

Vendor Name: _____

Vendor Address: _____

Vendor City, State & Zip: _____

Vendor Name: _____

Vendor Address: _____

Vendor City, State & Zip: _____

For office use only: Approved _____ Denied _____

Program Director: _____ Date: _____

Tribal Administrator: _____ Date: _____