

Puyallup Tribe of Indians
ADULT ACTIVITIES SUPPORT SERVICES
POLICIES AND PROCEDURES
3009 EAST PORTLAND AVENUE – TACOMA, WA 98404
Phone: (253) 573-7829 Fax: (253) 680-5759

PURPOSE

The intent of the **Adult Activities** Support Services Program is to aid Tribal member adult with monetary assistance for 1) Entry into a sports team or tournament **(EACH TEAM HAS TO HAVE 5 OR MORE BEFORE MY PROGRAM CAN PAY FOR TOURNAMENT FEE'S THIS IS FOR ALL SPORTS)**

2) Participation in martial arts, health club membership and/or Native American arts registration fees AND Kits from the instructor. **Must provide receipts cannot be older than 15 calendar days to the Program. We don't REIMBURSE for fees THIS FY OCT 2020-2021 ONLY**

ELIGIBILITY REQUIREMENTS:

1. Must be an enrolled member of the Puyallup Tribe of Indians;
2. Must be 18 years or older;
3. Applicant must be a participant in the event; and
4. Applicant cannot sponsor another Tribal member.

MAXIMUM FUNDING PROVIDED

The total amount of funding per year (FY OCTOBER 2019-2020) is \$1000.00. The amount can be divided among each category. If the amount exceeds \$1000, the applicant will be responsible for the difference. I don't pay for any online training.

Please note: The maximum amount for each Native American Arts and crafts class is \$200 and \$50 for Kits from instructor. Please note: Applicant is eligible to receive funding for Native American Arts and kits from instructor up to the maximum of \$1,000. Example: if class/kits cost \$250 each you can take up to 4 classes in a given year \$250 X 4 class is \$1,000, which is your maximum Adult activities Support Services allocation.

SECTION 1: SPORTS SPONSORSHIP FOR SPORTS TEAMS AND TOURNAMENTS.

Applicant must:

- Fill out Adult Activities Support services Application;
- List all Team Members (If applicable); **It's Applicant responsible to get invoice,**
- All participating Puyallup tribal team members must fill out application: 1) participant is using their own Adult Activities Support Services allocation.
- Must provide flyer or entry form that states the event, date, and entry fee to Program Coordinator

SECTION 2: OTHER ACTIVITIES; MARTIAL ARTS AND HEALTH CLUB MEMBERSHIPS

Applicant must:

- Fill out Adult Activities Support Services Application; make sure it's filled out front to Back
- Provide registration form for activity. Registration must include:
 - **(PLEASE USE BLACK OF BLUE INK ONLY)**

- **Name of activity; address, zip code, phone number**
- Cost per lesson; hourly rate registration fee, monthly payment 3 mo, 6 mo, 12 month make sure you ask the vendor.
- Billing/invoice information
- **Please not; this activity does not pay for travel or Hotel.**

NATIVE AMERICAN ARTS AND CRAFTS CLASSES AND KITS FROM INSTRUCTOR:

Instruction must be a certified and/or licensed to teach Native American Arts and Crafts Classes. This could include but not limited to: certification/business license, letter from college/entity sponsoring class, documented history of teaching classes.

(APPLICANT/VENDOR MUST)

- ✚ Fill out Adult activities Support Services Application
- ✚ Applicant must fill out Class Registration Form (provided by Instructor. Form must include: name of class, timeframe, cost, supplies needed, location of class. Instructor must indicate acceptance into class and sign form. Include with AASS Application.
- ✚ Vendor must fill out Native American Class Instruction Invoice Form (provided). Include:
 - ✚ Instructor Name:
 - ✚ Description of class;
 - ✚ Location;
 - ✚ Cost of kits.

Applicant can request arts supplies for a class when the vendor does not include supplies in the registration fee. The kits amount cannot be over the maximum amount of \$50.00

Additional Information

- If the cost is over the maximum (\$1000) allocation, the remaining amount will be the responsibility of the applicant; and
- If activity requires insurance due to liability, this also will be the responsibility of the applicant.

REIMBURSEMENT OF FUNDS

If an adult relinquishes participation in any program and payment has been made to vendor, the Tribal member will either; 1) seek reimbursement from vendor or 2) reimburse the Tribe the amount of assistance issued to vendor

FRAUD, MISREPRESENTATION, INCOMPLETE APPLICATIONS

If assistance is received and required receipts are not turned in within 15 calendar days, applicant will then be out of compliance with Children's Activities policy and will need to reimburse the Puyallup Tribe for funds that are unaccounted for. The applicant will not be eligible for further assistance until all funds are repaid to the Tribe. Withholding information, providing false information on application, actions that show intent to commit fraud against the Children's Activities Program or submitting altered documents will result in immediate denial. If the Program Coordinator determines based on reasonable grounds that the applicant has entered any false or intentionally misleading information or statements on any application submitted to Children's Activities Program or to any other Puyallup Tribal assistance program, the Program Coordinator, or a delegate, may suspend the

applicant from receiving Children's Activities Program funding for a period of one year. If it is determined the applicant has received assistance illegally or in violation of this policy, the applicant will not be eligible for further assistance until all funds are repaid to Tribe. The applicant must provide all necessary documents to complete a request. Incomplete applications will not be processed.

WAIVERS

No waivers or exceptions to this policy will be allowed, including eligibility.

OTHER INFORMATION

The Adult Activities Support Services Program is funded by the Puyallup Tribe of Indians, therefore, at any time the amount of funding can either decrease or increase based on funding allocations.

(PLEASE USE BLACK OF BLUE INK ONLY)