

**Puyallup Tribe of Indians**  
**CHILDREN'S ACTIVITIES PROGRAM**  
**POLICIES AND PROCEDURES**

**3009 Portland Avenue - Tacoma, WA 98404**

The intent of the **Children's Activities Program** is to aid Tribal Member students with monetary assistance in order to participate directly or indirectly in a sports team, tournament or extra-curricular activity. The total amount of funding per year is \$1,000 **We don't REIMBURSE for Fee. THIS FY OCT 2020-2021 ONLY. If your application is not completed we will not be processed. I will know long except application that are not completed you have to have invoice for all activities or receipt for reimburse for Sports Equipment.**

**CATEGORIES 1:**

- **SPORTS TOURNAMENT:** Entry into a sports tournament, Puyallup Tribal Member only:
- **SPORTS OR OTHER EXTRA CURRICULAR ACTIVITIES:** that allows special needs youth to play a part or participate in a sports team or extra-curricular activity that may require items, such as, but not limited to: clothing associated with a team uniforms, specialized or adaptive equipment.
- **EXTRA CURRICULAR ACTIVITIES:** Participation in activities such as: swimming, dance, gymnastics, music lessons, martial arts, **(NO PERSONAL TRAINER)**

**ELIGIBILITY REQUIREMENT**

**Must be attending a crepitated school of learning (Pre-School, Elementary, Middle School or High School); (3 years and older in Pre-School we need a letter from the Pre-School we don't pay for Day Care I will be verifying)**

- Over the age of 18, applicant must be attending High School.

**CATEGORY 2: SPORT TOURNAMENTS:**

Must provide flyer or entry form that states the event, date, and entry fee and address for tournament to Program Coordinator: **(EACH TEAM HAS TO HAVE 5 OR MORE PLAYERS BEFORE MY PROGRAM CAN PAY FOR TOURNAMENT FEE'S THIS IS FOR ALL SPORTS)**

1. Must provide **one-week** notice prior to event to receive sports sponsorship; and
2. Team members that are not Puyallup Tribal members will have their share deducted from the \$1,000 fee.
3. Provide original receipt for reimbursement of applicable equipment, uniform or specialized attire required to participate directly or indirectly in activity.
4. If extracurricular activity requires insurance due to liability, this also will be the responsibility of the applicant/parent or guardian.

**CATEGORY 3: EXTRA CURRICULAR ACTIVITIES:**

such as; swimming, gymnastics, dance, or music or band lessons, martial arts, sports instruction, acting, In addition, funding can also be applied towards the purchasing of specialized equipment (wheelchair), uniform or attire that is standard when participating in selected extra-curricular activity. **Receipts will be required.**

**(PLEASE USE BLACK OR BLUE INK ONLY)**

**Applicant must:**

1. Provide registration form/announcement for extracurricular activity. Registration must include: **Invoice, make sure the address is on the invoice where we will be mailing the Check. Purchasing of sports equipment will be reimbursed only when receipts are turned in within 15 calendar days of purchase; and Letter from School must identify the equipment needed with letter from school or coach**

**Program Coordinator will:**

- Verify with school that student is enrolled in band;
- Prepare contract/rental agreement, route to Tribal Administration, Legal and Tribal Council for approval;
- Process monthly requisition for rental payment to music vendor;

**Application must:**

- Fill out and sign the children's Activities Program Application:
- Provide documentation from Band Instructor that you have enrolled in band:
- Contact business to obtain rental agreement, which states the cost to rent instrument, address of the business, selection of instrument, method of payment, rent to own plan (if desired), length on contract.
- **PLEASE NOTE: the Puyallup Tribe will not be responsible for lost or stolen Musical instruments.**

**DRIVERS EDUCATION**

The cost of the Drivers Education Class will be reimbursed to the applicant at the completion of the course. The total amount of reimbursement will be based on the cost of the class.

**Applicant must:**

- 1 Be 15 year of age by the start of the Drivers Education Class, per state law;
- 2 Send copy of Drivers Education Class invoice/billing to the Program Coordinator
- 3 Must have the name of the student on the invoice;
- 4 Complete Drivers Education Course; Request Drivers Education School to send or fax copy of driver's education certification to the Program Coordinator. This must occur before reimbursement check can be prepared. **THIS FY OCT 2020-2021 ONLY.**

**If applicant fails to complete the Drivers Education Class no reimbursement check will be made available.**

**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 Children's Activity 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)**