

# Regalia Funds Policy and Procedure Guide

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Picayune Rancheria  
Of the  
**CHUKCHANSI INDIANS**  
49260 Chapel Hill Dr., Oakhurst, CA 93644

**Policy:** Picayune Rancheria of the Chukchansi Indians has allocated funds from the THPO grant to provide financial assistance to all “eligible” children interested in participating in cultural dance.

**Purpose:** To define and outline the roles and responsibilities of the applicant and the Cultural Preservation Committee.

**Scope:** This procedure applies to all Tribal families who are requesting financial assistance for the purpose of making or purchasing regalia.

## **Procedures:**

### **1.0 Application Submittal and Review**

- 1.1 Applications are available year round.(on a first come first serve basis, as we have limited funds) Applications may be picked up at the Tribal Government offices or will be sent by mail or email as requested.
- 1.2 Completed applications can be brought into the Tribal Government Offices or mailed “Attention Regalia Fund”
  - 1.2.1 All completed applications must include both signatures pages; detailed funds request and the acknowledgement of policies and per capita garnishment.
  - 1.2.2 Each application should have attached receipts for reimbursement cost and/or proof of actual cost. Receipts should be no older than 60 days from the day you submitted your reimbursement.
- 1.3 All complete applications will be submitted to the enrollment department for enrollment verification of the child. A copy of the child birth certificate must be on file for eligibility verification.

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- 1.4 The approved application will be returned to the Cultural Preservation Committee and attached to a check request and submitted for signature and payment.
- 1.5 Limited funds are available and will be distributed on a first come first serve basis.
- 1.6 The maximum amount allotted per family is four hundred dollars (\$400)per year, provided funding is available.

## 2.0 Payment

- 2.1 Once the Tribe receives a completed application with all required attachments (receipts); the Committee will submit a request for reimbursement. Reimbursements can take up to 1-2 weeks from the date of completed application submittal.
- 2.2 Allowable reimbursable funds are funds used for the cost of material only or the cost of completed regalia purchased online. The program does not allow reimbursement for extra cost, such as gas or time billed by parent to make regalia.
- 2.3 Should the family elect to pay a third party vendor to complete the regalia an initial invoice along with a picture of their work is to be submitted to the Committee.
- 2.4 Each outside vendor must have a 1099 on file and be able to show a profile of completed work along with a letter of reference
- 2.5 We REQUIRE a picture of the child in full Regalia to be eligible for funding next year.

## 3.0 Non-compliance

- 3.1 Failure to follow through with any part of this herein policy will result in loss of future funds and/or per capita garnishment. By signing the application you are agreeing to the terms outlined in the policy and procedures.

Parent/Guardian Signature: \_\_\_\_\_ Date\_\_\_\_\_



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## Regalia Request Application 2018

2YRS-18YRS

**CHILD'S INFORMATION:**

**DATE OF REQUEST:** \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Tribal  
# \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Grade Level: \_\_\_\_\_

School Attending: \_\_\_\_\_

**PARENT'S/GUARDIAN'S INFORMATION:**

Name: \_\_\_\_\_ Tribal # \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

**REQUEST:**

Material/Items needed and cost \*(Supporting information/Receipts Invoices)\*

Items	Quantity	Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____

**TOTAL AMOUNT REQUESTED: \$** \_\_\_\_\_



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## Regalia Request Application 2018

2YRS-18YRS

Contact Person for this Activity, Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Parents/Guardian Signature: \_\_\_\_\_

Please review the policies below, then sign and date that you agree.

Total amount per family is \$400 per year, Funding is beginning June 2018 and run through the end of the year or until the funds are gone.

Forms must be turned in and approved prior to reimbursement of funds.

**We REQUIRE a picture of the child in the full regalia to be eligible for funding next year.**

I have read the above policies and I agree to follow them.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Enrollment Verification**

Not Applicable

Circle One:

Child/Parent/Grandparent

Circle One:

Enrolled: YES or NO

Enrollment Specialist Date / /