



Activities Funding Policy

PLEASE SEE INFORMATION BELOW.

Youth Services Activities/Camp/Music/Travel/Equipment/Extra Curricular Activities/Cultural/Shoe Vouchers/Application SOP

Youth Services has allocated \$4000 to provide funding yearly, allowed services are the following: team sports, activities, camp, music, travel, cultural or equipment pertaining to the activity chosen, which is directly utilized for the sport, activity, and camp, cultural or extra curricular; along with program verification of coach, teacher or facilitator of event. Parent/guardian must sign off on balance of funded amount to validate balance of student's individual balance; all in compliance with the Youth Services policy.

Shoe voucher allowable amount \$90.00; you may purchase shoes and we will reimburse up to \$90.00 with original receipt and application. Online orders must show delivery and encryption of payment method with application.

Shoe voucher allowable for ages 0-2 \$45.00 per quarter utilized out of the yearly \$500.00 activities funds.

Each student may utilize \$4,000.00 for whatever they select the \$4000.00 to be utilized for in the calendar budget year beginning January 1st through December 31st of that present year.

• VENDOR INVOICE INCLUDING THE FOLLOWING:

1. Student's full name and tribal ID number.
2. Dates of service and amounts itemized.
3. Vendor address on the invoice with contact information.
4. Vendor has to have a tribal vendor number. If vendor does not, a W-9 needs to be filled out for the tribal finance department.

• FOR COMPLIANCE: FOR PAYMENT OR REIMBURSEMENT

- Original receipt must accompany the reimbursement with the backup required below and delivery email of product if applicable.
- 5. A flyer, invoice, schedule of activity and team roster if applicable needs to be with application showing the dates and costs of classes or activity requested.
- 6. Application needs to be filled out completely with correct address of applicant in case of mailing check.
- 7. If check is used to pay, a copy of cleared check front and back from the bank must accompany the request as well as the order form of product invoiced amount/application for use of student form.
- 8. If a debit/credit card is used for payment online or otherwise a copy of the statement.

• IF THE REIMBURSEMENT IS TO THE PARENT/GUARDIAN, THEY MUST HAVE A VENDOR NUMBER ALSO:

1. Tribal enrolled as a vendor number.
2. Non-tribal will need to fill out a W-9 to receive through Youth Services.

FORM AVAILABLE: www.tulalipyouthservices.com

Activities Funding Request

FOR TULALIP TRIBAL YOUTH. PLEASE SEE POLICY.



Funding Request

**New vendors will need to provide Family Resources with a W-9.
Send to: youthfinance@tulaliptribes-nsn.gov*

Mainline
360-716-4929

Shoe Voucher (Yearly activity funding \$4,000, \$90 shoe purchase order)
(Age 0-2 kids \$500 allowable per year, \$45 per quarter)

Please select one of the vendors below:

Nike Fred Meyer Cabela's Ross

Reimbursement check made out to

**must have original receipts, will not be reimbursed over the amount.*

Yearly allowable **\$4,000**
Shoe PO **\$90**

Activity (\$4,000 per year will cover the cost of the following: music lessons, camps, classes, sport fees, equipment/gear)

<input type="checkbox"/> (Option 1) Vendor name	Activity name	Amount requesting \$
<input type="checkbox"/> (Option 2) Reimbursement made out to	Activity name	In the amount of \$

Youth Information

Legal Name (First, Last)	Age	Grade
Tulalip Tribal member enrollment #	School	

Parent/Guardian Information

Legal name (First, Last)	Phone number	Mailing address
Signature		

Office Use Only

Requisition	Date	Starting balance
Coordinator signature	<input type="checkbox"/> Approved	Requested amount
Executive signature	<input type="checkbox"/> Approved	Present balance



Scan for Application

Due to the financial system, please refrain from highlighting any part of the documents. Please submit all documents together. When emailing, documents must be in PDF format.
Highlighted documents will not be processed. Photocopies will not be accepted.



Scan for Policy