



MUCKLESHOOT TRIBAL COUNCIL

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RESOLUTION NO. 19- 038

TO APPROVE THE POLICIES, GUIDELINES, AND PROCEDURES FOR THE YOUTH ACTIVITIES FUND (#1492)

WHEREAS, the Muckleshoot Indian Tribal Council is the duly constituted governing body for the Muckleshoot Indian Reservation by authority of and is herein acting solely pursuant to its Constitution and Bylaws approved May 13, 1936 by the Secretary of the Interior, and as amended June 28, 1977, and not pursuant to its Indian Reorganization Act Corporate Charter ratified October 31, 1936; and

WHEREAS, Article VI.I.g. of the tribal Constitution and Bylaws empowers the Tribal Council to appropriate and expend Tribal Funds; and

WHEREAS, the Youth Development Committee requests to supersede the related Tribal Council Resolution 17-050; and approve the revised Policies, Guidelines, and Procedures for the Youth Activities Fund program, within the Youth Athletic Sponsorship program (#1492); and

WHEREAS, the attached referenced Policies, Guidelines, and Procedures for the Youth Activities Fund program have been reviewed by Legal, the Chief Operating Officer and approved by the Youth Development Committee, therefore be it

RESOLVED By the Tribal Council of the Muckleshoot Indian Tribe that the above referenced Policies are hereby approved and no further resolution is needed for this purpose.

CERTIFICATION

As Secretary of the Muckleshoot Tribal Council, I hereby certify that the above resolution was duly adopted at a regular meeting of the Muckleshoot Tribal Council on the 8 day of February, 2019, held on the Muckleshoot Indian Reservation, Auburn, WA, at which a quorum was present by a vote of 7 for, 0 against, and 0 abstentions.


Tribal Council Secretary


Tribal Council Chair/Vice-Chair



Muckleshoot Indian Tribe Youth Activities Fund



Youth Activities Fund Policies, Guidelines and Procedures

Section 1: Name of Program

Muckleshoot Indian Tribe Youth Activities Fund

Section 2: Effective Date of Policies

Adopted by Tribal Council Resolution No. ____

Section 3: Related/Superseded Policies, Ordinances, Resolutions, etc.

Supersedes: Tribal Council Resolution # 08-303 and #13-092

Related Tribal Council Resolution #11-260

Section 4: Intent of Program

The Muckleshoot Indian Tribes Youth Activities Fund Program (Program) is intended to support Muckleshoot youth in the pursuit of activities that are positive and creative. The Muckleshoot Tribal Council believes that involvement in qualifying activities will teach Muckleshoot youth the essential life skills of self-discipline, commitment, teamwork, responsibility, and patience, which will ultimately lead to a reduction in truancy and improved academic performance in school.

Section 5: Excluded Services

May not use Youth Activities funds in conjunction with the Youth Athletic Sponsorship program.

Section 6: Definitions

"Committee" means the Youth Development Committee.

"Days" means working days.

Absence- "Excused" means a youth's absence of a full day from school and/or for secondary students absent for four periods or more days from school that has provided documentation to the school official and it has been accepted.

Absence- "Unexcused" means a youth's absence of a full day from school and/or for secondary students absent for four periods or more days from school that does not have documentation to explain the circumstances which caused the absence(s).

"Family" means the all individuals living in the household who are related by marriage or domestic partnership of one year or more, and the dependent children of the adult members of the family.

"Legal Guardian" means the person(s) who the court (tribal or state) had granted legal guardian status over a child(ren).

Section 7: Eligibility Guidelines

1. All Applicants:

- A. Must be Muckleshoot Enrolled Member
- B. Must apply within current calendar year (Jan-Dec)
- C. Applicant must be between Birth to 17 years old
- D. Must provide School Enrollment Verification if first application of the current school year; to show proof they're enrolled in public, private, tribal (not Muckleshoot Child Development Center) or in an affiliated home school; Must provide proof of meeting

- school attendance criteria in form of a detailed attendance report {Must not exceed 20 days unexcused or excused absences during school year}; if applying in September only need Section 2 completed and signed by school official. And if applicable submit additional excused absence documentation. If transfer within the current school year, must provide detailed attendance from that school as well.
- E. Must provide proof of fees (invoice) and/or cost of supplies in the form of activity flyer, registration forms, and/or advertisements that reflect the actual cost of the qualifying activity or qualify purchase; and if seeking payment for consecutive monthly fees then invoice must reflect future charges within calendar year.
 - F. Youth Activity Applicants ages birth to five (5) years of age must only meet criteria established above in Sect. 7, #1, A-C

Section 8: Service Area

Not Applicable

Section 9: Process of Application

Applicants for funding may be picked up from the Recreation Office or other MIT Designated location. For Youth Activity applications, the parent/guardian of the eligible youth may submit an application.

1. All portions of the application must be completed in order for the application to be considered "complete" (Name, Address, Enrollment verification, and applicable Eligibility requirements).
2. Applications will be accepted for activities in the current season
3. Applications will be accepted for the calendar year only.
4. Applications must be submitted at least ten (10) working days prior to the payment due date.

Section 10: Procedures of Acceptance or Denial

The duties and responsibilities of the Recreation and Athletics Program staff, Tribal Administration staff and Youth Development Committee are outlined below:

1) Approval of Assistance

A. Staff and Policy Review of Assistance

- i. Recreation Administrative Specialist may assist applicants by helping to complete the application and gather documentation as necessary and make sure the file is complete;
- ii. Administrative Specialist will date and time stamp applications upon receipt
- iii. Administrative Specialist will review and notify both Applicant and Program Manager of an incomplete application specifying the missing eligibility requirement(s).
- iv. Program Manager will make final assessment of whether applicant qualifies for the specific assistance and document the reason for the determination;
- v. Administrative Specialist will make sure checks and balances are in place-have Program Manager review file and sign-off on decisions.
- vi. Staff to provide Decision Notices of approval or denial to the applicants
- vii. Program Manager or Administrative Specialist will prepare summary of all assistance provided each month and submit to the Youth Development Committee for its review.

b. Committee

- i. Provides recommendations on policies and procedures to Program
- ii. Review decisions on monthly basis made by staff or approve applications for assistance to ensure that decisions have been made in compliance with these Program Guidelines.

- 2) Denial
 - a) Staff
 - i) If upon initial review staff believes either that the applicant is not eligible for assistance or the request is outside of these Guidelines, the staff should deny the application.
 - ii) If staff denies the request for assistance, they must prepare a written explanation stating why the request was denied for the Committee, for the applicants file, and for the applicant.
 - iii) A written Notice of Decision to deny, including a statement on how to appeal the decision, must be mailed or hand-delivered to the applicant. If the Notice of Decision is mailed, it must be mailed but certified mail, return receipt, on the same day that the decision is made. If the Notice of Decision to deny is hand-delivered, the applicant must sign and date a copy of the Notice of Decision which must be retained in the applicant file.
 - b) Committee
 - i) The Committee will consider and decide any appeals from a decision to deny.

Section 11: Process of Appeal

Decisions of the Staff may be appealed as follows:

- 1) The applicant or his/her parent or legal guardian must submit a letter of appeal to the Youth Activities Committee no later than five (5) days from the day of Decision Notice is received by the applicant or his/her parent or legal guardian.
 - a. The five (5) day period starts on the date on which the certified letter is signed for or the date on which the hand-delivered notice is signed for.
 - b. The letter of appeal should be addressed to the Youth Development Committee and sent to the address listed on the Decision Notice
 - c. The letter of appeal must state the reason that the applicant or his/her parent or legal guardian believes that the decision to deny was wrong.
- 2) Program staff must immediately notify the Community Support Services Director that an appeal has been received and may notify Youth Development Committee Chairperson that a meeting be called to consider the appeal
- 3) The Committee is not authorized to overturn the staff decision to deny an application for assistance if the denial is based on the applicant's lack of eligibility or the requested assistance is not in compliance with these Program Guidelines.
- 4) The Youth Development Committee may reverse the staff's decision if the applicant provides documentation to support his or her claim that the staff's initial decision was based on lack of or incorrect information.
- 5) The Youth Development Committee will notify the Applicant no later than ten (10) days from the date it receives the letter of appeal whether the Committee upholds or reverses the staff's initial decision. The decision of the Youth Development Committee is not subject to further appeal.

Section 12: Services/Benefits/Scales Youth Activities Grant. Financial Assistance is available on a calendar year basis, cannot exceed the annual award limits, may not cover full cost of activity or participation, and as funding is available.

- 1) Youth Activities Grant – Eligible Muckleshoot youth may receive financial assistance up to \$1,500.00 each calendar year to use toward a qualifying activity see table below (see next page). An additional \$3,000.00 each calendar year may be offered to youth participating in select activities to assist with registration fees/dues.
 - A. Qualifying Activity – an activity involving a sport, arts education program, or extra or co-curricular activity connected with the child's school enrollment. Examples include: basketball, swimming, baseball, soccer, music, band, in-line skating, chorus, art and theater.

B. Qualifying Purchases – supplies and equipment necessary for participation, such as:

i. Sports

1. Required safety equipment;
2. Required uniforms;
3. Minor additional clothing necessary for the sports (i.e., socks, bra, swimming suit, jock strap);
4. Required shoes;
5. Sports bag; and
6. Sports equipment (all equipment must be regulation size and must be a necessary element of the sport; accessories and equipment enhancements are not allowed).
7. Compression clothing: 2 items per sport.

ii. Lesson/Classes

1. Musical Instrument costs for rental/purchases;
2. Instructor/lesson fees;
3. Additional fees necessary to participate (i.e., lift fees for ski lessons, club dues, program fundraiser fee)
4. Shoes (needed to participate in class or lesson)
5. Uniforms (i.e. leotard, recital wear); and,
6. Costumes (i.e., dance recital and theater production costumes).
7. Books and materials needed for lessons

Table of Qualifying Activities and Equipment must not exceed \$1,500.00:

Purchases requested but not listed in the table must obtain Committee approval unless precedence has been set by prior Committee approvals.

<u>Baseball/Softball</u>	<u>Basketball</u>	<u>Soccer</u>	<u>Football</u>
Cleats Glove Batting Gloves 2 pair of Baseball pants Up to 3 pairs of socks Sports Bag 2 Sports Bra Registration 2 Balls Protection Gear (helmet, catcher's mask, jock protection, etc) 1 bat not to exceed \$50.00(must be league regulation) For Grade 3 rd -age 17 ONLY: 1 bat not to exceed \$100.00(must be league regulation) 2 compression items	1 pair of Basketball shoes Up to 3 pairs of socks 1 Basketball Sports Bag 2 pair of basketball shorts 2 Sports Bra 2 compression items	Cleats Shin Guards Up to 3 pairs of socks 1 Soccer ball Sports bag 2 pair of shorts 2 pair sweats 2 Sports Bra 2 compression items	Helmet Cleats Gloves 2 pair of pants Up to 3 pairs of socks Jock Protection Sports Bag 1 Football Mouth guard 2 compression items
	<u>Volleyball</u>	<u>Speed Skating</u>	<u>Track</u>
	1 Volleyball Knee pads Shoes Sports bag Up to 3 pairs of socks 2 Sports Bra 2 pair of shorts 2 compression items	Club Dues Helmet Boots Frame Wheels & Bearings 2 Uniform pants/shorts 2 Uniform Shirt 2 Sports Bras 1 Sports Bag 2 compression items	Appropriate track cleats or shoes 2 Team sweatshirts & Pants 2 Sports Bras Sports Bag 2 compression items
<u>Music</u>	<u>Wrestling</u>	<u>Dance</u>	
Instrument Rental or Purchase Lessons Required attire for events	Appropriate Wrestling shoes Gym bag Uniform 2 compression items Head gear	Lessons for all students Birth to age 17 Required Dance Uniform (Regalia) Cheer	
<u>Swimming</u>	<u>Snowboard/Skiing</u>	<u>Martial Arts</u>	
Swimming lessons for all students birth to age 17 Membership for 1 year Swimming suit	Snowboard/ Skis Boots Bindings Poles Seasonal lift passes Rentals Gloves Snow Suit Protective Gear(Shell, Helmet, etc) Lessons 2 compression items	Lessons Mouth Guard Uniform 2 compression items Protective Gear (helmet/gloves/shin guards/ etc)	
		<u>Gymnastics</u>	<u>Self Improvement</u>
Lessons for Students birth to age 17 Uniform 2 compression items		Sport Camps Sports Clinics Activity Self-Esteem Related Drivers Education & associated fees School ASB&Enhanced ASB/ PE/AthleticDues Recreation Club Dues (YMCA,etc) Educational Camps (People to People, Space, etc.)	
<u>Skateboarding</u>	<u>Lacrosse</u>	<u>Archery</u>	
Board Trucks Wheels Bearings Grip Tape Protective Gear (Helmet, shell, wrist, knee guards, etc)	Dues / Lessons/ Protective Gear 2 compression items	Dues/ Lessons /Protective Gear	
	<u>Art/Theater/Visual Arts</u>		
	Lessons Dues/Fees Camps/Clinics Supplies (must provide instructor list)		

2. **Financial Assistance-** Financial assistance of \$1,500.00 may be provided according to the following guidelines as long as funding is available and applicant meets eligibility requirements mentioned in Section 7 of these guidelines. An additional \$3,000.00 per calendar year may be provided to assist with select activities fees/registration. If a Youth has twenty (20) or more absences they may be approved for 50% of the allowable amount requested and will be provided ability to obtain other 50% by attending 30 days consecutively with no unexcused absences from date of last absence reported. Attendance to be considered September to June basis therefore July & August applications will be based upon previous school year attendance; and applications received in September are not subject to the previous school years attendance.
 - A. Qualifying purchase will be funded in advance of the purchase.
 - i. Funding for qualifying purchases will be based on the application
 - i. For Purchase Orders- an invoice reflecting the items to be purchased and purchase price must be returned to the Program Manager prior to the issuance of a purchase order.
 - ii. Activities Funds must be used to purchase only those items listed on the purchase order. Failure to do so will result in the case being referred to the Muckleshoot Tribal Court for misuse of funds and will be adjudicated in accordance with procedures outlined in Ordinance No. 03-168.
 - B. Youth Activity and Registration Fees will be reimbursed after a valid receipt of payment has been submitted to the Recreation Program within 30 days of purchase. No hand written receipts will be accepted.
 - C. Purchase order or Checks will be made out to the store, sports league, or to the tournament associates. No cash payments will be authorized to applicant.
 - D. Qualifying Youth Activity Expenses will be reimbursed for the current season within calendar year only. A valid receipt of payment must be submitted to the Recreation program within 30 days of purchase as long as funding is available. Receipts must be on preprinted form. Specialized Youth Recreation Program expenses including but not limited to fees, dues, equipment, gear or other specialty items required for participation may be covered with proper documentation.
 - E. Select Out of State Travel Expenses: Funding for two (2) competitions per year amount not to exceed \$2,000.00 per trip to assist with travel expenses for youth athlete only: airfare, food and lodging which will be based on the Tribe's current travel policies. Receipts for all travel related expenses must be submitted to Finance no later than fourteen (14) days from the completion of travel.
 - F. Applications will be considered as long as funding is available.
 - G. Complete applications must be received by the Recreation Program before the close of the calendar year.

Section 13: Responsibilities of Program Participant

It is the responsibility of the parent/guardian to fill out the activities application accurately and to the best of their knowledge.

It is the responsibility of the parent/guardian to ensure that the funds approved by the Recreation Program are used in accordance with the application's stated purpose. That any refunds for unused services be returned to MIT Finance department. Only those items listed on the purchase order are approved for purchase.

It is the responsibility of the child and/or parent/guardian to plan their activities for the entire calendar year and apply for funding in accordance with those plans.

Section 14: Responsibilities of the Program

Program staff have the following duties and responsibilities:

- A. **Record-Keeping**
 - 1. **Staff:** the Recreation Program staff is responsible for the maintaining the program files which must document that the eligibility criteria established in these Guidelines have been satisfied and that all other programmatic requirements have been addressed with respect to each eligible applicant who receives assistance from the Program.
 - 2. **Staff and Committee:** Both the staff and committee members are responsible for maintaining confidentiality related to personal information about the applicant and the specific information in the applicants records. Failure to maintain confidentiality may be grounds for disciplinary action under the Muckleshoot Personnel Policies or removal from the Committee.

- B. **Reporting**
 - 1. **Staff:** compile monthly reports for the Committee describing the number of members receiving Program assistance, the type of assistance requested the total cost of participation.
 - 2. **Committee:** compile an Annual Report for the Tribal Council that summarizes the quarterly report results of the entire Calendar Year and estimates the amount of funding needed for the next budget cycle.

C. Response to Inquiries

If the staff receives a request for information regarding an applicant, they should consult with the Chair or the Youth Development Committee about referring the inquiry to an appropriate tribal staff person for a response. This is to ensure that the applicant's privacy is protected at all times and that the staff does not inadvertently violate any federal or tribal law related to the inquiry.

Section 15: Consequences of Abuse/Failure

A. Program Participants

If it is discovered that an adult/guardian had falsified the application or otherwise abused the program, s/he will be subject to penalties including ineligibility to participate in the program for five (5) years and repayment of the value of any benefit received but the youth may still be eligible for the program.

B. Program Staff and Youth Development Committee Members

The Tribal Council intends that the benefits provided to eligible tribal members through these Guidelines will be nontaxable to the tribal member under the general welfare doctrine of federal tax law. Program guideline compliance, therefore, is essential. The Tribal Council directs and instructs the Youth Development Committee and the program staff that any deviation from these Guidelines will not be tolerated.

If program staff approves assistance for anyone that the staff person knows is not eligible or approves assistance that is not authorized by these Guidelines, the staff person will be subject to at least one (1) day suspension without pay and other adverse personnel action, up to and including termination depending on the seriousness of the deviation and the employee's pattern of conduct with respect to program guidelines compliance. If Youth Resources Committee member direct program staff to approve assistance for ineligible tribal members or approve assistance that is not authorized by these Guidelines, the Youth Development Committee members who give this direction will be subject to removal from the Committee or banned from service on any Committee for one (1) year.

C. Consequence Process

If any one suspects that a participant has abused this Program or otherwise failed to abide by tribal law with respect to Tax Fund programs, that abuse should be reported to the Program Manager for further action.
