



CONFEDERATED TRIBES of the CHEHALIS RESERVATION

Resolution No. 2024-013

RE: Heritage & Culture Reimbursement policy

Whereas: The Business Committee of the Confederated Tribes of the Chehalis Reservation is the duly constituted governing body of the Chehalis Tribe, in accordance with the Constitution and By-laws adopted by voting members of the Tribe and approved by the Commissioner of Indian Affairs; and

Whereas: The Business Committee is responsible for protecting and enhancing the social, health, educational and economic well-being of Tribal Members; and

Whereas: The Tribe has jurisdiction over the Reservation and all trust lands in Indian Country; and

Whereas: The Chehalis Tribe strives to preserve, promote and perpetuate traditional and contemporary Chehalis Tribal Heritage and Culture; and

Whereas: The Chehalis Tribe wants to encourage participation in learning Heritage and Culture and will offer monetary assistance available for costs to participate in cultural activities for Tribal Members; and

Now Therefore Let It Be Resolve: That the Business Committee of the Chehalis Tribe does hereby approve the Heritage & Culture Reimbursement policy, a copy of which is attached hereto and made a part hereof;

Certification: This Resolution, Number 2024-013 was duly considered and approved at a regularly scheduled meeting of the Chehalis Business Committee held on FEB 13th, 2024, at which a quorum was present. The vote being 4 For, 0 Against, with 0 Abstentions and with the Chairman not voting.

Signed:

Dustin Klatush
Chairman

Attested:

Charlotte Lopez
Secretary



HERITAGE AND CULTURE REIMBURSEMENT APPLICATION

Name of Tribal Member: _____

Tribal #: _____

Reimbursement Request: _____ Registration Fee
_____ Kit Fee Reimbursement

Registration Fee:

_____ Paid directly to organization

_____ Reimburse to Tribal Member

Name of organization: _____ Phone Number: _____

Address: _____

Requestor's Contact Information:

Address: _____

Phone Number: _____ Email Address: _____

Reimbursement Arrangements:

_____ Mail Check _____ Direct Deposit _____ Pickup at Chehalis Tribal Accounting

Cost Reconciliation:

Registration Fee Total: \$ _____

+ Kit Fee Total: \$ _____

= Total Cost Assistance: \$ _____

Total Cost Reimbursement Request: \$ _____

+ Previous Cost Reimbursement for CY: \$ _____

= Total Cost Reimbursement for CY: \$ _____

By signing below, I have read and agree to the terms in the Heritage and Culture Reimbursement Policy. I further agree to repay the Heritage and Culture Program for all costs paid for by the program if I do not go to the event. I will not be eligible to request future cost assistance until the repayment is made to the program. The only exception to this requirement is if I am ill or there is a family emergency that prevents participation. I further acknowledge that all reimbursement applications must be submitted to the program within 90 days from the event in order to be eligible for a reimbursement.

Signature

Date

Heritage and Culture Reimbursement Policy

Effective Date: 2-13-24

Approved by Resolution #: 2024-013

Introduction

This policy outlines the monetary assistance available for costs to participate in cultural activities for Tribal Members. The policy covers any requirements of eligibility, specific funding allowances, processes and responsibilities of the department staff, and other helpful resources.

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Heritage and Culture Reimbursement Policy

Purpose

The Chehalis Tribal Heritage and Culture Reimbursement Policy is to offer limited financial assistance through a reimbursement of costs for participation in cultural activities to preserve, promote, and perpetuate traditional and contemporary Chehalis Tribal culture.

Scope

This policy is meant to provide assistance and is not considered to be full coverage of all costs. The Tribal Member is responsible for any costs not covered by this policy. Allowable assistance to be covered includes expenses incurred for registration fees and kit fees. The requestor must be registered for cultural events that can be demonstrated on a form or flyer.

Funding

Availability of funds may vary from year to year depending on monies appropriated by the Business Committee.

The existence of the Heritage and Culture Reimbursement policy does not constitute an entitlement of funds.

Request Process & Responsibilities

The Community Center Admin Assistant or designee is the contact for assistance with any eligible allowances for the Tribal Members. The assigned contact will assist the Tribal Member (requestor) through the process of securing the funding allowance, submitting appropriate receipts and paperwork, and ensuring the check requests for expenses are submitted to the Chehalis Tribal Accounting Department.

The Community Center Admin Assistant or designee will be responsible for the following:

- Collect information needed to determine eligibility
- Submit the necessary requisition to request a check for payment
- Detail requestor's contact information for either check pickup at accounting, to mail the check, or for the Tribal Member to receive via direct deposit
- Manage the submission of expenses to ensure the allowance amount is not exceeded

The Tribal Member requestor will be responsible for the following:

- Complete the Heritage and Culture Reimbursement application
- Turn in all necessary paperwork to support the approval of the application (flyers/original receipts/paperwork)
- Requestor is responsible to make copies for personal records and verify the dollar amount for the item on the receipt

Heritage and Culture Reimbursement Policy

Heritage and Culture Reimbursement Allowances

Heritage and Culture Reimbursements may be granted for Chehalis Tribal Members to assist with costs related to participation in any cultural activities. Any combination of registration fees cannot exceed \$500.00 in a calendar year per Chehalis Tribal Member. Any combination of cultural (drum, basket, hat, shawl, cedar hearts, etc.) kit fees cannot exceed \$500.00 in a calendar year per Chehalis Tribal Member.

Any fee required by an entity for Tribal Members to participate in an activity may be covered under this policy. Any fee required by an entity or individual for Tribal Member kits may be covered under this policy.

Reimbursement requests must be submitted to the Community Center Admin Assistant or designee within 90 days of the event in order to qualify for reimbursement under this policy (some exceptions may apply).

Arrangements for Check to Requestor

Allow for up to two weeks for the Chehalis Tribal Accounting office to process check requests submitted by the Community Center Admin Assistant or designee. Contact information provided by Heritage and Culture Reimbursement Application will be used to contact the requestor for check pickup at the Chehalis Tribal Accounting office, direct deposit or to mail the check.

Paperwork Requirements

The requestor must complete an application and submit original receipts and any other relevant paperwork in order to receive cost reimbursement for the activity or kit. The requestor must demonstrate involvement in cultural activities or kits purchased.