

# Youth Sponsorship Application

## General Information

- The Youth Sponsorship can be used two times per calendar year for a **total** maximum amount of \$200.00. This program is available to all enrolled Tribal students regardless of location.
- The program has open enrollment (can be accessed at any time throughout the year, however applications must be *received* by the Youth Education Department no later than the first Friday in December to allow enough time for the application to be processed and payment issued within the same calendar year. Any application received after the first week in December will be applied toward the next calendar year based on funding availability.
- The Sponsorship can *only* be applied directly to a vendor of a **structured activity** that focuses on education, sports, recreation, enrichment or culture. A list of approvable/non-approvable items for the Sponsorship program is attached. ***Reimbursements will be made to parents except for extreme extenuating circumstances, and at the sole discretion of the Youth Education Department Manager.. Unless prior arrangements are made between the parent and the Youth Education Department, payment will be made directly to the vendor. In the event of an approved reimbursement arrangement, the completed application must be submitted no later than thirty calendar days from the date of payment in order to be approved.***

**There is no guarantee an application will be approved even though it has been completed and submitted. Upon review of the completed application packet, the Youth Education Department reserves to the right to approve and/or deny any application at its sole discretion. Parents and or guardians will be contacted with in three business weeks of acceptance, denial or additional documentation required to proceed.**

- **Eligibility Guidelines:**
  1. Youth must be an enrolled CTGR Tribal Member.
  2. Youth must be currently enrolled in K-12<sup>th</sup> grade or an alternative form of certified and recognized educational program for K-12<sup>th</sup> grade.
- **Returned Youth Sponsorship Application Packet Must Include:**
  1. **Completed Youth Sponsorship Application**
  2. **Printed information on the program in which the youth wants to attend** (camps, tutorial services, structured educational activity, recreational, athletic programs, etc...). This information must include whom to make the check to, address, cost, and the description of the program/service. Examples may include a brochure, flyer, invoice for services, printout from website, etc...
  3. **Verification of school or educational enrollment** Verification needs to be a letter from a school or school district on official letterhead stating that the youth is currently enrolled in their educational program. In the event that a student is applying for a sponsorship during the summer months, verification of enrollment of the previous academic year is required. Any verification submitted must include a signature and contact information. **Report cards will not be accepted.**
  4. **Verification of Tribal enrollment** A copy of CTGR Tribal I.D. card or an official letter from CTGR Member Benefits (503-879-2490) stating that the youth is an enrolled CTGR Tribal Member is required.
  5. **Completed W-9 Form** This form verifies either the Tax ID or Social Security number of whom the check will be made to. A completed and signed form is required for each separate application.

**All of the information listed above must be received in one mailing to ensure a timely response. If the application packet is not complete when received, the applicant will be notified by telephone, email, and/or mail as to what additional documents are needed to process your application.**

**Allow three weeks to process your completed application once it is received in the Youth Education office, longer if the application packet is not complete. Sponsorships are tracked using the date the check is mailed from CTGR Youth. Sponsorships are available on a first come first served basis dependent upon funding availability. The student/parent is solely responsible for all contact with the vendor (application, registration, any documentation required by the program/service).**

## Item Categories for Sponsorship

The list below provides examples of approvable and non-approvable items under the Youth Sponsorship program. The Youth Education Department reserves the right to approve or deny any application at its sole discretion.

Approvable Items	Non-Approvable Items
<b>Academic Services</b> Tutoring, Joint-Enrollments, Classes, Conferences, Trainings, Registration Fees, Textbooks	<b>Food</b> (Personal, School Meals, etc...)
<b>Athletic Programs</b> Registration Fees, Membership Fees, <i>Required</i> Uniforms/Supplies	<b>Clothing</b> *Unless <i>required</i> for a structured class
<b>Enrichment Programs</b> Music, Art, Dance, Summer Camps	<b>Personal Travel</b> Vacations, Family Outings, Fuel Costs
<b>Memberships</b> YMCA, Boy/Girl Scouts, Aquatic Centers, Fitness Centers	<b>Fines</b> Overdue Library Books, Meal Charges, etc...
<b>Culture</b> Classes, <i>Required</i> Supplies for Cultural Classes	<b>Regular School Supplies</b> (School Supply Distribution available the third week of August)
<b>School Field Trips</b> Local, State/Country-Wide, International	<b>Laptops/Yearbooks/Graduation Items</b> (Contact Adult Education Department for programs for Graduation)
<b>School Services</b> Student Fees	

Supply costs are only approved if documentation is provided showing that the requested supplies are required through the structured activity/organization.

## CTGR YED General Funding Application

I am requesting funding from:

Youth Sponsorship Program

Private School Grant Program

Academic Support Funding Program

### Student Information

Student's Name \_\_\_\_\_

CTGR Enrollment # \_\_\_\_\_ Date of Birth \_\_\_\_\_

Home Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_

Cell Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Name, Address, and Telephone Number of School

\_\_\_\_\_ Grade: \_\_\_\_\_

Purpose of Sponsorship/Grant.Funding?

\_\_\_\_\_

### Vendor Information

Check payable to \_\_\_\_\_

Vendor Address

\_\_\_\_\_

Vendor Phone #: \_\_\_\_\_ Amount Requested \$ \_\_\_\_\_

### **Completed Application Checklist:**

Application filled out completely and signed by parent/guardian  
Program/Vendor Information (Cost, Address, etc...)

Verification of School Enrollment  
Verification of Tribal Employment

Completed W-9 Form

Documentation of personal payment matched (Specifically for Academic or Private School funding)

Documentation of current 2.5 GPA & on track to graduate (Specifically for Private School Funding)

By signing below, I agree that all information provided is correct and accurate and that any false information provided is grounds for denial of funding. I understand that my application is not guaranteed to be accepted. I understand that it is my responsibility to obtain and provide all necessary documentation both to the Youth Education Department as well as the vendor of services.

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date Signed

**Please contact CTGR Youth Education Program at 503-879-2101 or 1-800-422-0232 X-2101 with questions.**

### For Office use:

Received by YED Staff: \_\_\_\_\_  Approved  Not approved If not approved, why \_\_\_\_\_

Parent/Guardian notified Date: \_\_\_\_\_ **If Approved:** Date Mailed to Vendor/Parent/guardian \_\_\_\_\_ Check Number \_\_\_\_\_