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. Residency in Oregon is not a requirement.
- 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. This allows enough time for the application to be processed and the check to be 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. No reimbursements will be made to parents except for extreme extenuating circumstances, and at the sole discretion of the Youth Education Department. 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.

- Eligibility Guidelines:
  1. Youth must be an enrolled CTGR Tribal Member.
  2. Youth must be currently enrolled in K-12th grade or an alternative form of certified and recognized educational program.

- 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). Youth Education will mail the check directly to the vendor once we receive the check from the Accounting Department.

**Item Categories for Sponsorship**

Below is a list of examples of items which can or can’t be approved under the Youth Sponsorship program. Please be advised that this list serves only as examples. The Youth Education Department reserves the right to approve or deny any application at its sole discretion.

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

**** Supply costs are only approved if documentation is provided showing that the requested supplies are required through the structured activity/organization. Again, this is at the sole discretion of the Youth Education Department.
Youth Sponsorship Application

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

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

________________________________________________________________________

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 Enrollment

Completed W-9 Form

By signing below, I agree that all information provided is correct and accurate and that any false information provided is grounds for denial of Sponsorship. 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 Printed Name __________________________ Date Signed __________

Parent or Guardian Signature __________________________ Date Signed __________

Received by CTGR Youth Education: __________________________ Check Request Date __________________________

Date Mailed to Vendor __________________________ Check Number __________________________