



Education Department Recreation Fund Policies and Procedures

The Purpose of the Recreation Fund is to offer financial assistance to Gun Lake Tribal Citizens who participate in sports, performing arts, school activities, gym memberships, and/or driver's training.

ELIGIBILITY

You must be a citizen of the Gun Lake Tribe;

Citizens age 17 and under are eligible for up to \$300 per fiscal year (October 1 – September 30);

Citizens age 18 and older are eligible for up to \$150 per fiscal year;

Eligible items include but are not limited to:

- Pay to play fees;
- Equipment that is necessary to participate (cleats, jersey, instruments, etc);
- Gym membership fees;
- Music Lessons;
- Educational Camps;
- Class Trips;

HOW TO APPLY

You must submit the following:

A letter stating your need for assistance;

Paperwork from the organization detailing the activity you or your child will be participating in. The paperwork must clearly state the cost of the program and the name and address of where the check should be sent;

If you are requesting reimbursement, **you must submit proof of payment.**

If you are requesting that the check be mailed directly to the vendor, the vendor must also submit a W-9 for our records.

Please allow the office one week to process payments. Checks are typically written on Tuesdays and Thursdays.

APPLICATION

Name of Citizen _____ Age _____

Telephone Number _____

Activity _____ Amount Requested _____

How will payment be made? (Circle one) Direct payment to vendor Reimbursement to Citizen

Who will the check be made out to?

Name _____

Street Address _____ City _____ State _____ Zip _____