

**KASHIA BAND OF POMO INDIANS
OF THE STEWARTS POINT RANCHERIA
KASHIA YOUTH SERVICES
PROCEDURES**

Section 1. Purpose

These Operating Procedures, which may be referred to as the “Kashia Youth Services Procedures,” set forth the mechanisms and guidelines by which the Tribal Kashia Education Fund (KYS) will operate.

Section 2. Legal Authority

The Stewarts Point Rancheria, Kashia Band of Pomo Indians is recognized as a sovereign government by the United States of America. The Tribal Council of the Kashia Band of Pomo Indians is a duly authorized body, empowered to conduct government affairs on behalf of the people and to promote and foster the economic development and the health and well being of the tribal membership. The Tribal Council consists of seven (7) members elected annually by the Community Council in accordance with the Constitution and Election Ordinance. Terms served by Tribal Council members are identified in the Constitution and Election Ordinance.

The Kashia Youth Education Fund was approved by the Kashia Community at a meeting held on May 18th, 2008. Tribal Council changed the name to, Kashia Youth Services to encompass the expansion of services to our youth, at a Tribal Council meeting held on October 11, 2014.

Section 3. Program Description

The KYS provides rewards to Kashia Tribal youth who meet or exceed benchmarks set forth by the Kashia Community Council. The program is designed to provide “Kashia Rewards Cards” to:

- 3.1 Tribal youth who promote grades from Pre-K-High school graduation (example- graduating 1st to 2nd grade/all grades promotion). Applications must be submitted no later than thirty days after the end of the current school year.
- 3.2 Youth who maintain a 2.5 grade point average in Middle or High School. Applications must be submitted no later than thirty days after the end of the current semester; maximum of two times per school year.
- 3.3 Kashia Youth of all ages working with an IEP or have ICWA documentation are also eligible for grade incentives in addition to the promotion incentive available to all grade levels Pre-K -12 (graduation).

The intent of the program is to promote school and education to our youth and build support and trust between them and their tribal government.

Section 4. Program Guidelines

4.1 The KYS shall be made available to all enrolled Kashia tribal members in Pre-Kindergarten through grade 12.

4.2 The KYS will provide rewards for students who promote to higher grade levels in Elementary School and who are promoting from Elementary to Middle School or Middle to High School. This award will consist of an award up to \$50.00, based on fund availability.

4.3 The KYS shall provide rewards for middle and high school students who can document a 2.5 GPA or higher. This will consist of an award of up to \$75.00 per semester, based on fund availability. Academic class's need to be C's or better.

4.4 The KYS will provide extra rewards for students graduating high school. This will consist of an award up to \$200.00 based on fund availability.

4.5 The KYS will provide extra rewards for students graduating from high school and enroll in a full time college program. This award will be \$300.00 based on fund availability.

4.6 The KYS shall report to the tribe on an annual basis the number of rewards issued.

Section 5. Required Notices to Tribal Office

5.1 The Kashia Tribal office will require completion of the Student Information Form from the student or the parent before processing the "KYS Rewards Card".

5.2 A report card or a letter from the student's teacher shall be required for submittal as proof of promotion.

Section 6. Processing of request

6.1 Upon receipt of a completed form, the Tribal Office will review and verify the information provided and prepare it for final approval & signature by the Tribal Chairman. All youth applications for all categories will be processed once per month.

6.2 Final Processing shall include;

- a. Preparation of Congratulation letter to be signed by the Chairman
- b. Awarding of the "KYS Rewards Card"
- c. Documentation of the award in the KYS Log Sheet/Education Tracker
- d. Filing of the documents in the Enrollment File
- e. Letter and rewards card sent via United States Postal Service

The KYS will help provide a 2/3 partial award for Kashia children from **Sections 7 to Section 8** activities, based on fund availability. Not to exceed 2 activities per year. No monthly or reoccurring membership fees will be paid; KYS will pay 2/3s of documented registration fees for 2 activities per year. High School sports will require a 2.0 GPA or higher in academic course.

Section 7. Youth Activity Registration Fees

- a. Football, Basketball, Soccer, Dance, Cheer, Ballet, gymnastics and any other sports activities (up to \$300 max) Items being requested for payment will not be considered for reimbursement if submitted more than 30 days after the payment has been made.
- b. Educational & Cultural activities (up to \$300 max)

Section 8. School based Activities

- a. Lab & Elective related fees
- b. Field trips school related up to \$150.00 max
- c. Tutoring – max \$200 per year
- d. Collegiate testing fees

Section 9. Required School Items- full cost of the following will be paid:

- a. School required uniforms (documentation from the school required, \$200 max). Failure to turn in receipts within four weeks may result in garnishment of enrolled parent's IGRSTF (Indian Gaming Revenue Sharing Trust Fund) quarterly check and/or ineligibility to apply for uniforms again for the following school year.
- b. School required gym clothing (documentation from the school required, \$65 max)
- c. High School Graduation packages which include Graduation/Senior pictures(\$250.00 max) (documentation from the school/photography studio required, should you not graduate the grad pack monies given will be paid back voluntarily or from your next per cap distribution)

Section 10. RAC Youth Services, Education Department

Kashia offers assistance for ENROLLED Kashia youth, age 0-17. All youth requests not pertaining to educational needs as described in the Education Policy will be reviewed by the Education Department/KYS (Kashia Youth Services).

Types of assistance can include but is not limited to youth oriented programs, trainings, necessary items for purchase, school enrichment/activities/items for participation (such as sports/enrichment attire), travel, and other necessary items/services. Youth requests will be reviewed on case by case basis.

Stipulations are as follows:

- (a) One request annually up to category limit, currently set at \$200.00
- (b) Completed applications must have documentation attached.
 - 1. For all items, one quote must be provided.
 - 2. For non-negotiable bills, a current statement must be included.
- (c) Funds will be provided for the child's specific needs only. Bills incurred in a parent's name that do not pertain to the child's specific need, will not be considered.
- (d) Payments on approved applications will be made to the entity providing the item or service, not to the tribal member directly.
- (e) Failure to return receipts within four weeks may result in garnishment of the enrolled parent's IGRSTF (Indian Gaming Revenue Sharing Trust Fund) quarterly checks.
- (f) Enrolled Tribal Youth with non-Tribal Member parent/guardian(s) can apply. If approved, Kashia Youth Department will order the necessary item/service on behalf of the child.
- (g) RAC will not approve the following items/services:
 - (1) Clothing not specific to an enrolled sport/enrichment activity.
 - (2) Electronics, computers, tablets, cell phones, cell phone bills, etc.
 - (3) Court ordered items or bills incurred, including but not limited to fines, fees, classes, assessment, restitution, etc.
- (h) Youth Services stipulations shall not pertain to the following situations when recommendation of need and/or referral of services from agency representative is provided and verified
 - (1) IEP (Individualized Education Plan)
 - (2) ICWA
 - (3) CPS

Continued approval of RAC Youth Services funding from the Revenue Allocation fund will be based on availability of funds and continued adherence to the stipulations set forth for eligibility. Submittal of all documentation must be submitted and reviewed by the Education Staff, and the Education Committee for recommendation to Tribal Council for final approval.

Section 11. ICWA Emergency- Requests will be reviewed and determined by the education committee on a case by case basis. Requests must have an attached Emergency Need Letter from an ICWA Advocate; *to be used 1x per year.*

Section 12. In the event that a special circumstance or special request is made by the tribal member, the Education Committee shall review all special requests and in the event of the denial of a special request, an appeal may be made to the Kashia Tribal Council and their decision shall be final. 2/3s award still applies, Not to exceed \$500.00, *1 special request allowed per year.*

Section 13. General Council has approved Tribal Council to amend KYS procedures and will report any amendments to the General Council at the next scheduled Quarterly General Council meeting.

