



A good mind. A good heart. A strong fire.

COMMUNITY FUND – FY 2021

Thank you for your interest in the Community Fund Request for **Products**. Requests for Coca-Cola products are accepted from the Oneida Tribal members and Oneida Community Groups and cover three categories:

- 1.) Oneida Tribal & Public-School Systems Student Events;
- 2.) Oneida Community Events / Fundraisers; and
- 3.) Oneida Sponsored Promotional Events

Below are the Finance Committee meeting submission dates. Included in this packet is additional Information when completing requests; Instructions for completing the form; and the FY21 Product Request Form. The FY2021 fiscal year begins Oct. 1, 2020 and ends Sept. 30, 2021. The Finance Committee Reviews Community Fund Product requests at their **first** meeting of each month.

Requests are only reviewed once each month, so requestors are asked to plan accordingly and submit their request at least eight (8) weeks or more ahead of planned event. This is to accommodate the increased number of requests being received and allow time for processing. All product requests are subject to availability.

FY 2021 FINANCE COMMITTEE MEETING CALENDAR	
COMMUNITY FUND PRODUCT REQUESTS	
REQUEST DUE DATE:	FC MEETING DATE:
October 26, 2020	November 2, 2020
November 23, 2020	November 30, 2020
December 28, 2020	January 4, 2021
January 25, 2021	February 1, 2021
February 22, 2021	March 1, 2021
March 29, 2021	April 5, 2021
April 26, 2021	May 3, 2021
May 25, 2021 (Tues.)	June 1, 2021 (Tues.)
June 29, 2021 (Tues.)	July 6, 2021 (Tues.)
July 26, 2021	August 2, 2021
August 23, 2021	August 30, 2021 (for Sept.)

Please include an e-mail address as all communication about your request will be conveyed to you through your e-mail. If you have any other questions on meeting dates or how to complete your request, you can contact Denise Vigue via e-mail at: dvigue@oneidation.org

Community Fund – Product

INSTRUCTIONS TO COMPLETE REQUEST FORM

All information is needed to assist us in processing your FY2020 Product request. All incomplete requests will not be reviewed and will be sent back to requestor to complete.

Please provide the following:

- ✓ Date of request and name of person completing form;
- ✓ Name of Department, Group, or Organization as applicable;
- ✓ Contact information & Oneida enrollment number; include copy of Tribal I.D. (required);
Note: Returning requesters do not have to provide ID information: just write *ON File* on the form where it asks for the enrollment number;
- ✓ Requesters full Address;
- ✓ E-mail address - REQUIRED (All follow-up communication is sent electronically);
- ✓ Name and Date(s) of the Event (attach flyer or info);
- ✓ Number of cases & specific Products requesting (i.e. 15 Case = 5 water; 10 soda mixed, etc.);
- ✓ Product Pick-Up Date: This should be no more than 3 days before an event. Product not picked up on date indicated will be delayed as non-pickups are restocked and a new request to the vendor must be processed.
- ✓ List how product is to be used (i.e. sell for fundraising or free to all participants, fully describe);
- ✓ Name and contact information of person responsible for picking up the product, if different from the requestor;
- ✓ Describe the Benefit the Event will have for the Oneida community;
- ✓ List all other efforts towards fundraising;
- ✓ Program/Division requests require signatures of Program Director & Division Director

NOTE: Each request is limited to 25 cases; only one request will be reviewed per year/per organization; no requests will be reviewed if event has already occurred by the application and FC review date; or requestor has not completed their CF request from a prior year; all requests are due by Noon one week prior to the regular scheduled meeting of the FC; all requestors are required to provide a follow-up report directly after event. Product is limited to allocated amount.

Completed Product requests are to be e-mailed (preferred) to: CF@oneidanation.org. Mailed requests should be sent to:

FINANCE ADMINISTRATION
Attn: COMMUNITY FUND
P.O. Box 365, Oneida, WI 54155

No personal information provided by a requestor (other than their name) will be made public without the expressed written permission of the requestor. All Community Fund reports or advertisements about the Community Fund will not include any personal information.



COMMUNITY FUND
FY21 PRODUCT REQUEST FORM

NAME OF REQUESTOR: _____ REQUEST DATE: _____

NAME OF DEPARTMENT OR ORGANIZATION: _____

PHONE OR CELL # _____ ONEIDA ENROLLMENT# _____

ADDRESS: _____

E-MAIL: _____

REQUIRED: All requestors will be notified by E-mail as to the status of their request and for product pick up.

NAME AND DATE(S) OF EVENT: _____

NUMBER OF CASES & PRODUCT TYPE REQUESTING: _____

PICK-UP DATE FOR PRODUCT: _____ (cannot be more than 3 days before event)

DESCRIBE HOW PRODUCT WILL BE USED: _____

NAME OF PERSON RESPONSIBLE FOR PRODUCT PICK UP: _____

(Name and Contact Phone Number)

BENEFIT TO ONEIDA COMMUNITY OR ONEIDA CITIZEN(S): _____

LIST OTHER EFFORTS TOWARD FUNDRAISING: _____

(Attach any documentation to this request such as event flyer, brochure, and budget of all expenses)

NOTE: No Product Request will be reviewed for any event that has already occurred by request review date.

To avoid delays all requester are required to pick-up product on the date they indicated.

ALL REQUESTS FROM TRIBAL PROGRAMS REQUIRE THE FOLLOWING APPROVALS:

PROGRAM DIRECTOR SIGNATURE

DATE

DIVISION DIRECTOR SIGNATURE

DATE

For Office Use Only

Date Received: _____ Date for FC Review: _____

Quarter of Review: _____ Product Request #: CFP-_____

Office Notes: _____