
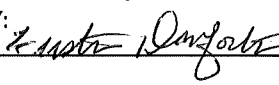


ONEIDA NATION STANDARD OPERATING PROCEDURE	TITLE: Oneida Nation Finance Committee Donations	Amendment Date:
Unit Number: 511X110	APPROVED BY: Finance Committee	DATE: Sept. 13, 2021
Lawrence Barton, Chief Financial Officer	APPROVED BY: 	DATE: 9/13/21
Cristina Danforth, Treasurer	APPROVED BY: 	DATE: 9/14/21
AUTHOR: Denise J. Vigue	Date Created: Sept. 2, 2021	
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1 **PURPOSE:**

The purpose is to set a standardized process for requests for Donations and or sponsorships from the Oneida Nation through the Finance Committee, herein referred to as the "FC Donations." The Oneida Nation through the Office of the Treasurer, and the Finance Committee wish to show our commitment to the local community while providing donations to support the following concerns/groups, identified by the Finance Committee and the Oneida Nation:

1. Not-For-Profit Charitable Groups
2. Oneida Affiliated Veteran's Groups
3. Socially /Environmentally Conscious Groups
4. Special Funded Groups

2 **DEFINITIONS:**

- 2.1 **Requester-** Person(s) asking for donation/sponsorship; or person(s) representing an organization asking for a donation/sponsorship.
- 2.2 **Designee** – Person appointed by Finance Committee to process the paperwork required to administer the FC Donations.
- 2.3 **501(c)(3) Non-profit** – Charitable and non-profit organizations as defined by the Internal Revenue Code.
- 2.4 **Twelve-month period** - The time period measured by a fiscal year for the Oneida Nation. (October 1st to September 30th)
- 2.5 **First come, first served basis** – Completed and accepted as completed, request forms and associated backup.

- 2.6 Donation** – The exchange of payment for the right to advertise and promote the Oneida Nation in a positive manner at charitable/community events.

3 WORK STANDARDS / PROCEDURES

3.1 Requesters can contact the Finance Office to obtain a donation request packet.

The packet will also include the scheduled meeting dates of the Finance Committee and contact information. Requests not received one week prior to a scheduled Finance Committee meeting will be moved to the next scheduled meeting.

3.2 All qualified (see 2.3) donation requests shall be submitted in writing to the designee of the Finance Committee. The requester will complete the Two-Page Donation Request Form, and will require the following information:

- 3.2.1 Date of request and reason for request
- 3.2.2 All Contact information including: Name of requestor and/or organization, address, telephone/cell numbers, e-mail address, and federal I.D. number
- 3.2.3 Summary of proposed project/activity/event
- 3.2.4 All financial information including: amount being requested, ten percent match by group, total need and when needed.
- 3.2.5 Affiliation to the Oneida Nation.
- 3.2.6 Printed name and signature of authorized requester
- 3.2.7 Brief narrative about the organization
- 3.2.8 List any other efforts to acquire funding and results.
- 3.2.9 Attach all relevant backup information for the request

3.3 The requester will return the completed request to the designee of the Finance Committee, who will do the following:

- 3.3.1 Acknowledge the receipt of the request form
- 3.3.2 Place on the FC agenda of the second meeting of the month or
- 3.3.3 Returned the incomplete request to the requester to complete

3.4 When the request is approved or denied, the designee of the Finance Committee performs the following:

- 3.4.1 Notify the requester of the approval or denial of the request
- 3.4.2 If approved, prepares the paperwork for disbursement.
- 3.4.3 Enters the information into the Power 8 for approvals using the correct fund unit number.

3.5 Distribution Amounts:

- 3.5.1 Donations will be limited to and not exceed \$3,000.00 or 50% of the need, whichever is less.
- 3.5.2 A request for funding is limited to one time in the fiscal calendar year, per requester/event/organization.
- 3.5.3 Funding requests shall require a minimum of 10% matching funds or in-kind contribution.
- 3.5.4 Requests will be limited to funding allocations for the fiscal calendar year and may be modified by the Treasurer and the Finance Committee.

3.6 Areas Not Covered

- 3.6.1 Costs related to education. (i.e. Private educational institutions, private tuition, private schools, specialty schools, private tutoring)
- 3.6.2 Political campaigns/contributions/causes/PAC
- 3.6.3 Private business organizations and/or privately-owned businesses
- 3.6.4 Capital Campaigns/Fund Drives
- 3.6.5 Scholarship fundraising
- 3.6.6 Supplement to any Oneida Tribal Program/Enterprise or Tribal Corporation's budget
- 3.6.7 Legal fees, household expenses or personal bills/expenses
- 3.6.7 Requests from individuals.
- 3.6.8 Any group or source that is not in alignment with the mission, vision, philosophy of the Oneida Nation.

4 Processing Procedures

4.1 Payment and Distribution

- 4.1.1 All approved donations will be entered into the Power 8 System by the designee or party responsible for fund unit.
- 4.1.2 Central Accounting will make checks payable to the party who will be responsible for the funds. Designee will mail out checks with check letter explaining fund use and follow up reporting required.
- 4.1.3 The Oneida Nation is required to issue 1099's for tax filing purposes.
- 4.1.4 Groups, members, organizations must submit a written follow up report to the Oneida Finance Committee within 60 days following the event. The report must include copies of receipts, and a brief description of how they were used.

