FY 2024
ONEIDA FINANCE FUND
PRODUCT REQUESTS

Oneida Finance Fund requests for *Products* are reviewed by the Finance Committee once a month. The FY24 Fiscal Year for the Oneida Nation begins Oct 1, 2023 and ends Sept. 30, 2024. Product requests are accepted from Oneida Tribal members and Oneida Community Groups. The Beverage Product request covers the following categories: 1.) Oneida Tribal & Public-School Systems Student Events; 2.) Oneida Community Events/Fundraisers; and 3.) Oneida Sponsored Promotional Events

Included in this packet are the instructions for completing the FY24 Product request form and the request form. Following is the Finance Committee Meeting calendar when the requests are reviewed.

FY24 FINANCE COMMITTEE MEETINGS
to review Oneida Finance Fund Product Requests

Request Due Date:	FC Meeting Dates:
Oct. 4, 2023	Oct. 12, 2023
Nov. 1, 2023	Nov. 9, 2023
Dec. 6, 2023	Dec. 14, 2023
Jan. 3, 2024	Jan. 11, 2024
Feb. 7, 2024	Feb. 15, 2024
Mar. 6, 2024	Mar. 14, 2024
Apr. 3, 2024	Apr. 11, 2024
May 1, 2024	May 9, 2024
Jun. 5, 2024	Jun. 13, 2024
Jul. 3, 2024	Jul. 11, 2024
Aug. 7, 2024	Aug. 15, 2024
Sept. 4, 2024	Sept. 12, 2024

All regularly scheduled meetings are subject to change per the Office of the Treasurer and the Finance Committee. Contact the Finance Office at (820) 869-4325 for questions or to check on specific meeting times.

All Oneida Finance Fund *Product* requests are **due by 4:30 PM** on the request due dates listed above. All incomplete requests will be sent back to the requester to complete. It is advised that all completed requests are received at least six weeks before actual event to ensure a timely review and processing of the request.

Note: No requests will be accepted/reviewed in FY2024 if the requester had received a previous request in FY2023 and did not submit the required follow-up report.

Oneida Finance Fund – for Product

INSTRUCTIONS TO COMPLETE REQUEST FORM

All information is needed to assist us in processing your FY2024 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);
- ✓ 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.)
  Note: Please check with Finance on product offerings as they change from year to year.
- ✓ Product Pick-Up or Delivery 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 or receiving the product, if different from the requester;
- ✓ Describe the Benefit the Event will have for the Oneida community;
- ✓ List all other efforts towards fundraising;
- ✓ Programs/Divisions requests require signatures of Program Director, Division Director & GM

NOTE: Each request is limited up to 25 cases; once per year/per individual/organization and no requests will be reviewed if event has already occurred. No request will be reviewed if requester has a prior year's request but has not completed their required follow up report. All requests are due by 4:30PM one week prior to the regular scheduled meeting of the FC. Product is limited to allocated amount.

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

> FINANCE ADMINISTRATION
> ATTN: ONEIDA FINANCE FUND - PRODUCT
> PO BOX 365
> ONEIDA WI 54155

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

ONEIDA FINANCE FUND
FY 2024 PRODUCT REQUEST FORM

NAME OF REQUESTER: _____ REQUEST DATE: _____

NAME OF DEPARTMENT OR ORGANIZATION: _____

PHONE OR CELL # _____ ONEIDA ENROLLMENT# _____

(Please provide proof of enrollment)

ADDRESS: _____

E-MAIL: _____

REQUIRED: All requesters 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: _____

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 or by request review date. To avoid delays all requesters are required to pick-up/receive product on the date they indicated, or date provided by the pick-up/delivery form.

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: 1   2   3   4   Product Request #: OFFP#24-_____