

FY 2025
ONEIDA FINANCE FUND
PRODUCT REQUESTS

The FY25 Fiscal Year for the Oneida Nation begins Oct 1, 2024 and ends Sept. 30, 2025. 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 Health & Safety Events. It is advised that all completed requests are received at least two weeks before actual event to ensure a timely review and processing of the request.

INSTRUCTIONS TO COMPLETE REQUEST FORM

All information is needed to assist us in processing your FY2025 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 (Please attach flyer or info of the Event);
- ✓ 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. Product is limited to allocated amount.

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

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



**ONEIDA FINANCE FUND
FY 2025 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: _____ Quarter of Review: 1 2 3 4

Product Request #: OFFP#25-_____