



ONEIDA NATION STANDARD OPERATING PROCEDURE	TITLE: Oneida Nation Finance Committee Donations	ORIGINATION DATE: September 2, 2021 REVISION DATES: September 12, 2024 May 29, 2025
Unit Number: 511X110	APPROVED BY: Finance Committee Action	DATE:
RaLinda Ninham-Lamberies, Chief Financial Officer	APPROVED BY:  Digitally signed by RaLinda Ninham-Lamberies Date: 2025.06.12 10:13:39 -05'00'	DATE:
Lawrence Barton, Treasurer	APPROVED BY: 	DATE: 6/12/25'
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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. Internal Entities Hosting Events at the Oneida Hotel

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 identified by Finance Committee to develop and process the paperwork/forms/payments required to administer the Oneida Finance Fund and 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 the Fiscal Year of the Oneida Nation, which begins Oct 1st and ends the following Sept 30th.
- 2.5 First Come, First Served Basis** – Funding allocations are limited; therefore, requests are approved on a first come, first served basis. Only completed request forms with all associated backup will be reviewed.

- 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

3.1 Distribution Amounts:

- 3.1.1 Donation amounts shall not exceed \$3,000.00.
- 3.1.2 A request for funding is limited to one time in the fiscal calendar year, per requester/event/organization.
- 3.1.3 Requests will be limited to funding allocations for the fiscal calendar year and may be modified by the Treasurer and the Finance Committee.

3.2 Areas Not Covered

- 3.2.1 Costs related to education for an individual. (i.e. Private educational institutions, private tuition, private schools, specialty schools, private tutoring)
- 3.2.2 Political campaigns/contributions/causes/PAC
- 3.2.3 Private business organizations and/or privately-owned businesses
- 3.2.4 Entities requesting are only eligible for one donation source from Oneida Nation as a whole entity.
- 3.2.5 Legal fees, household expenses or personal bills/expenses
- 3.2.6 Requests from individuals.
- 3.2.7 Any group or source that is not in alignment with the mission, vision, philosophy of the Oneida Nation.

3.3 Close Out Report. 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.

4 PROCEDURES

4.1 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.

4.2 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:

- 4.2.1 Date of request and reason for request
- 4.2.2 All Contact information including: Name of requestor and/or

organization, address, telephone/cell numbers, e-mail address, and federal I.D. number.

- 4.2.3 Summary of proposed project/activity/event
- 4.2.4 All financial information including: amount being requested, ten percent match by group, total need and when needed.
- 4.2.5 Affiliation to the Oneida Nation.
- 4.2.6 Printed name and signature of authorized requester
- 4.2.7 Brief narrative about the organization
- 4.2.8 List any other efforts to acquire funding and results.
- 4.2.9 Attach all relevant backup information for the request.

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

- 4.3.1 Acknowledge the receipt of the request form.
- 4.3.2 Place on the FC agenda of the second meeting of the month or return the incomplete request to the requester to complete.
- 4.3.3 Confirm who will be present at the meeting to help answer any questions. It will be a requirement for the requester(s) to be present. If a requester is unable to attend in person, a Teams link can be sent.

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

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

