



Graduation Funding Policy

PLEASE SEE INFORMATION BELOW.

YOUTH SERVICES GRADUATION SOP

GRADUATION SUPPLIES: \$600.00

GRADUATION STIPEND: \$500.00

ACTIVITY FUNDING: \$1000.00 *(May be utilized for graduation. SEE POLICY.)*

- **VENDOR INVOICE INCLUDING THE FOLLOWING:**

1. Student's full name and tribal ID number.
2. Dates of service and amounts.
3. Vendor address on the invoice with contact information.
4. Vendor has to have a tribal vendor number. If vendor does not, a W-9 needs to be filled out for the tribal finance department.

- **FOR COMPLIANCE:**

5. A flyer, product list, or invoice of items needs to be with application showing the student's need of services with dates and costs.
6. Application needs to be filled out completely with correct address of applicant in case of mailing check.
7. If check is used to pay a copy of cleared check front and back from the bank must accompany the request as well as the order form of product invoiced amount/application for use of student form.
8. If a debit/credit card is used for payment, online or otherwise, a copy of the statement showing payment cleared.
9. High school students can utilize this funding for additional graduation supplies that are needed for graduation ceremonies up to \$1000.00.
10. Funding can be accessed until July 31st of the student's graduating year and must pertain to their high school career and/or experience in organized activities.

11. Graduation travel or graduation parties are not allowable funding.

12. The student's diploma must be present to copy for \$500.00 stipend.

- **IF THE REIMBURSEMENT IS TO THE PARENT/GUARDIAN, THEY MUST HAVE A VENDOR NUMBER ALSO:**

1. Tribal enrolled as a vendor number.
2. Non-tribal will need to fill out a W-9 to receive through Youth Services.

Graduation

PLEASE SEE POLICY.



Mainline
360-716-4929

Funding Request

**New vendors will need to provide Family Resources with a W-9.
Send to: youthfinance@tulaliptribes-nsn.gov*

\$600 Graduation Supplies **please provide an invoice*

Vendor: _____ Total: \$ _____

\$500 Graduation Stipend, with an attached GED or High School Diploma

Please check the following services that you used over the years:

- | | | |
|--|--|--|
| <input type="checkbox"/> Tulalip Montessori | <input type="checkbox"/> Private School Funding | <input type="checkbox"/> Cultural Activities |
| <input type="checkbox"/> Tulalip Daycare | <input type="checkbox"/> Tutorial Services | <input type="checkbox"/> Participated in Sports: <i>(list below)</i> |
| <input type="checkbox"/> Tulalip ECEAP | <input type="checkbox"/> Johnson O'Malley | _____ |
| <input type="checkbox"/> Tulalip EHS | <input type="checkbox"/> Music Lessons | _____ |
| <input type="checkbox"/> Tulalip Boys & Girls Club | <input type="checkbox"/> Activity Fees & Camp Fees | _____ |

Youth Information

Legal Name <i>(First, Last)</i>	Age	Grade
Tulalip Tribal member enrollment #	School	

Parent/Guardian Information

Legal name <i>(First, Last)</i>	Phone number	Mailing address
Signature		

Office Use Only

Requisition	Date	Starting balance
Coordinator signature	<input type="checkbox"/> Approved	Requested amount
Executive signature	<input type="checkbox"/> Approved	Present balance

Scan for
Application

Due to the financial system, please refrain from highlighting any part of the documents.
Please submit all documents together. When emailing, documents must be in PDF format.
Highlighted documents will not be processed. Photocopies will not be accepted.

Scan for
Policy