

EDUCATION OPPORTUNITIES

Youth Education closed through Aug. 22

The Tribe's Youth Education Department is closed through Friday, Aug. 22. For more information, call the department at 503-879-2101.

CTGR Higher Education Program deadlines set

There are now only two Higher Education programs depending on whether you are full-time or part-time. The deadline for the Full-Time College program is at least 30 days before the start of classes. The deadline for the Part-Time College program is at least 10 days before the start of class.

Visit the Tribal website for more program information and an application. www.grandronde.org/departments/education/higher-education/ ■

Workshop facilitators for micro-enterprise business classes wanted

MERIT is a microenterprise program that provides business training and one-on-one business counseling to residents of Marion, Polk and Yamhill counties who are in the process of starting their own businesses.

A microenterprise is defined as a very small (or micro-) business, having fewer than five employees (usually a single self-employed person or family), minimal capital needs, and whose owner has some social, cultural, economic or physical barrier to overcome that prevents access to traditional business training and counseling resources. We are looking for individuals who possess the best practices in workshop facilitation, instruction and classroom management to facilitate discussion and student information exchange on the topic of business development. Our goal is to create a safe, interactive, non-critical learning environment that encourages self-reflection and learning. We are looking for individuals who will build trust with each student to ensure they become completely engaged in the course to the best of their ability.

Application Instructions: Please send your resume and a bio to the MERIT Program Manager Mona Edwards at medwar44@chemeketa.edu. ■

Youth Sponsorship Application

General Information

- The Youth Sponsorship can be used two times per calendar year (January 1st to December 31st) for a **total** maximum amount of \$200.00. This program is available to all enrolled Tribal students regardless of location. **Residency in Oregon is not a requirement.**
- The program has open enrollment (can be accessed at any time throughout the year. Applications must be received by the Youth Education Department no later than the first Friday in December, which allows enough time for the application to be processed and the check to be issued within the same calendar year. Any application received after the first week in December will be applied toward the next calendar year based on funding availability.
- The Sponsorship can only be applied directly to a vendor of a **structured activity** that focuses on education, sports, recreation, enrichment or culture. A list of approvable/non-approvable items for the Sponsorship program is attached. **No reimbursements will be made to parents except for extreme extenuating circumstances, and at the sole discretion of the Youth Education Department. Unless prior arrangements are made between the parent and the Youth Education Department, payment will be made directly to the vendor. In the event of an approved reimbursement arrangement, the completed application must be submitted no later than thirty calendar days from the date of payment in order to be approved.**

There is no guarantee an application will be approved even though it has been completed and submitted. Upon review of the completed application packet, the Youth Education Department reserves to the right to approve and/or deny any application at its sole discretion.

- Eligibility Guidelines:**
 - Youth must be an enrolled CTGR Tribal Member.
 - Youth must be currently enrolled in K-12th grade or an alternative form of certified and recognized educational program.
- Returned Youth Sponsorship Application Packet Must Include:**
 - Completed Youth Sponsorship Application**
 - Printed information on the program in which the youth wants to attend** (camps, tutorial services, structured educational activity, recreational, athletic programs, etc...). This information must include whom to make the check to, address, cost, and the description of the program/service. Examples may include a brochure, flyer, invoice for services, printout from website, etc...
 - Verification of school or educational enrollment** Verification needs to be a letter from a school or school district on official letterhead stating that the youth is currently enrolled in their educational program. In the event that a student is applying for a sponsorship during the summer months, verification of enrollment of the previous academic year is required. Any verification submitted must include a signature and contact information. **Report cards will not be accepted.**
 - Verification of Tribal enrollment** A copy of CTGR Tribal I.D. card or an official letter from CTGR Member Benefits (503-879-2490) stating that the youth is an enrolled CTGR Tribal Member is required.
 - Completed W-9 Form** This form verifies either the Tax ID or Social Security number of whom the check will be made to. A completed and signed form is required for each separate application.

All of the information listed above must be received in one mailing to ensure a timely response. If the application packet is not complete when received, the applicant will be notified by telephone, email, and/or mail as to what additional documents are needed to process your application.

Allow **three weeks to process** your completed application once it is received in the Youth Education office, longer if the application packet is not complete. Sponsorships are tracked using the date the check is mailed from CTGR Youth. Sponsorships are available on a first come first served basis dependent upon funding availability. The student/parent is solely responsible for all contact with the vendor (application, registration, any documentation required by the program/service). Youth Education will mail the check directly to the vendor once we receive the check from the Accounting Department.

Item Categories for Sponsorship

Below is a list of examples of items which can or can't be approved under the Youth Sponsorship program. Please be advised that this list serves only as examples. The Youth Education Department reserves the right to approve or deny any application at its sole discretion.

Approvable Items	Non-Approvable Items
Academic Services Tutoring, Joint-Enrollments, Classes, Conferences, Trainings, Registration Fees, Textbooks	Food (Personal, School Meals, etc...)
Athletic Programs Registration Fees, Membership Fees, Required Uniforms/Supplies	Clothing *Unless required for a structured class
Enrichment Programs Music, Art, Dance, Summer Camps	Personal Travel Vacations, Family Outings, Fuel Costs
Memberships YMCA, Boy/Girl Scouts, Aquatic Centers, Fitness Centers	Fines Overdue Library Books, Meal Charges, etc...
Culture Classes, Required Supplies for Cultural Classes	
School Field Trips Local, State/Country-Wide, International	
School Services Student Fees	

**** Supply costs are only approved if documentation is provided showing that the requested supplies are required through the structured activity/organization. Again, this is at the sole discretion of the Youth Education Department.

GET YOUR BUSINESS STARTED ON THE RIGHT TRACK!

MERIT helps you:

- Explore your business idea
- Find the information you need
- Get connected with the people who can help

To find out more, attend a FREE **Start Your Business** class!

JOIN US at the Grand Ronde Adult Education Building on the second Thursday of every month at 4PM

9615 Grand Ronde Road
Grand Ronde, OR

MERIT
Explore • Launch • Grow

LEARN MORE AT:
www.meritnw.org
Or call 503 548-7314

MERIT helps people explore, launch & grow successful small businesses through training and support

Youth Sponsorship Application

Please contact CTGR Youth Education Program at 503-879-2101 or 1-800-422-0232 X-2101 with questions.

Student Information

Student's Name _____

CTGR Enrollment # _____ Date of Birth _____

Home Phone # _____ Work Phone # _____

Cell Phone # _____ Email Address _____

Mailing Address: _____

City _____ State _____ Zip Code _____

Name, Address, and Telephone Number of School _____

Grade: _____

Purpose of Sponsorship _____

Vendor Information

Check payable to _____

Vendor Address _____

Vendor Phone #: _____ Amount Requested; \$ _____

Completed Application Checklist:

- Application filled out completely and signed by parent/guardian
- Program/Vendor Information (Cost, Address, etc...)
- Verification of School Enrollment
- Verification of Tribal Enrollment
- Completed W-9 Form

By signing below, I agree that all information provided is correct and accurate and that any false information provided is grounds for denial of Sponsorship. I understand that my application is not guaranteed to be accepted. I understand that it is my responsibility to obtain and provide all necessary documentation both to the Youth Education Department as well as the vendor of services.

Parent or Guardian Printed Name _____ Date Signed _____

Parent or Guardian Signature _____ Date Signed _____

Received by CTGR Youth Education: _____ Check Request Date _____
Date Mailed to Vendor _____ Check Number _____