

**Res. No. BLAC-05-06-128**  
**THE BLACK MESA (KITS'IILI) CHAPTER**  
**POLICIES AND PROCEDURES FOR THE SCHOLARSHIP AND FINANCIAL**  
**ASSISTANCE FUNDS.**

**(draft; revised 7/29/16)**

**I. ESTABLISHMENT:**

Pursuant to the Black Mesa (Kits'iili) Chapter resolution, No. BLAC-05-10-007, the Black Mesa (Kits'iili) Chapter Policies and Procedures for the Scholarship and Financial Assistance is hereby established.

**II. PURPOSE:**

The purpose of the Policies and Procedures is to provide control and guidance to the Black Mesa (Kits'iili) Chapter in administering the scholarship and Financial Assistance Funds. The objectives of these programs are as follows:

- A. To provide financial assistance for direct educational cost for needs based limited to tuition, room and board, transportation, books and supplies.
- B. To provide and encourage educational opportunities for **eligible** members of the Chapter.
- C. **The Chapter scholarship funding is intended as supplemental funds.**

**III. DEFINITIONS:**

- A.) "Chapter Manager or Community Service Coordinator" means a Chapter employee as described in 26 N.N.C. section 1004(B) after governance certification.
- B.) "Student" mean selected individual participating in **approved project**.
- C.) "Active Registered Voter" means someone who voted in recent Navajo Nation election.
- D.) Chapter Officer or Chapter Officials" means President, Vice President and Secretary/Treasurer.
- E.) "Chapter Membership" means all registered voters of the Chapter.
- F.) **"Institute" includes vocation technical schools.**
- G.) "Planning Committee" means President, Vice-President, Secretary/Treasurer, Grazing Representative, Community Service Coordinator, Council Delegate, ~~Office Specialist~~ **—and Community Service providers (ie. Community Health Representative, Adult in Home Care, etc).**

**IV. INTERNAL CONTROL POLICIES:**

- 1.) The request for scholarship and Financial Assistance funds shall be approved by chapter membership at a duly called chapter meeting, unless administration is specifically instructed by a chapter resolution or budget instruction.

## V. ELIGIBILITY CRITERIAS:

### A. Applicant:

- 1.) Applicant must be a High School graduate or must have successfully completed a **General (Education) Development (GED)** course.
- 2.) Applicant must be an active registered voting member of the Black Mesa (Kits'iili) Chapter, (submit proof of voter registration). ~~(a copy of the voter registration card).~~
- 3.) Applicant must be officially enrolled, show proof of acceptance as a regular full-time student, carrying at least twelve (12) credit hours per semester (show proof), or an internship. Show proof of acceptance as a part time student carrying no less than six (6) credit hours.
- 4.) If the student withdraws from full time the next award will be adjusted accordingly.
- 5.) The college/ university or institute must be regionally accredited.
- 6.) If the applicant was assisted prior, include a copy of the official transcripts for a given semester.
- 7.) All of the above must be on file in order to be deemed eligible for financial assistance.
- 8.) The approval of applications shall depend on budget availability and eligibility criteria.
- 9.) **Applicants are assisted only one time in a fiscal year. (October to September)**
- 10.) Undergraduate students shall have first priority
- 11.) The applicant shall have a grade point average of 2.0 or better.

## VI. INTERNAL CONTROL PROCEDURE:

### ~~—(Option 1)~~

### ~~—A.) Projects:~~

- ~~1.) The Black Mesa (Kits'iili) Chapter Administration Office Specialist/Clerk Typist will provide application for applicants at the chapter house or chapter's website online [www.blackmesa.navajochapters.org](http://www.blackmesa.navajochapters.org).~~
- ~~2.) Applicants will pick up the application with proper instructions by chapter administration staff.~~
- ~~3.) Upon receiving the completed application packet, the chapter administration will forward the names of students for scholarships to the planning committee at their planning meeting for recommendation. Completed application packet must contains: Application, C.I.B, Social Security Card, Letter of Admission, Letter of Interest, Class Schedule, receipts and grades if previously assisted).~~
- ~~4.) The Planning committee will forward the recommended applications to chapter membership at a duly called chapter meeting for consideration and approval.~~
- ~~5.) Upon approval of chapter membership the Black Mesa (Kits'iili) Chapter administration will process payment, with appropriate signatures.~~

### ~~B.) Recruitment:~~

- ~~1.) The Black Mesa (Kits'iili) Chapter Community Service Coordinator/Chapter Manager will ensure announcements are made when funding becomes available.
  - ~~a.) Posting announcements on the chapter house bulletin board.~~
  - ~~b.) Announcements at chapter meetings and local gatherings.~~~~

~~2.) Chapter Administration Office Specialist/Clerk Typist will receive and review all applications for completeness.~~

~~A.) Selection:~~

~~(Option 1)~~

~~— (CSC/CM if position is vacant)~~

- ~~1.) The Chapter Administration will forward the complete applications to the planning meeting committee at their planning meeting for recommendation for approval by the membership, (based on availability of funds).~~
- ~~2.) Upon approval by membership of the Black Mesa (Kits'iili) Chapter, Chapter Administration Office Specialist/Clerk Typist will be directed to process paper work for payment, with appropriate signatures, within five (5) working days.~~
- ~~3.) Applicant not selected will be notified in writing the reason for not being selected within five (5) working days.~~

~~C.) (CSC/CM on duty)~~

~~— (Option 2)~~

- 1.) Chapter Administration will announce the availability of funds for scholarship.
- 2.) Chapter Administration ~~Community Service Coordinator/Chapter Manager~~ will receive completed applications from the potential recipients.
- 3.) For those applicants meeting the eligibility criteria (Section V(A) ~~V-A~~), chapter administration will process the paper work ~~for payment with appropriate signatures as soon as possible.~~
- 4.) Applicants not selected will be notified in writing the reason for not being selected within five working days after determination.
- 5.) Chapter Administration ~~Community Service Coordinator/Chapter Manager~~ will notify the planning membership at their next meeting, [the applicants assisted and not assisted], [amount and total cost of assistance], scholarship fund balance and other pertinent information.

D.) Chapter Community Service Coordinator/Chapter Manager Evaluation:

- 1.) The Black Mesa (Kits'iili) Chapter Community Service Coordinator/Chapter Manager may give other stipulation set forth by the planning committee or the chapter membership if any.

E.) Payment:

- 1.) Pending payment, Black Mesa (Kits'iili) Chapter Administration ~~Office Specialist/Clerk Typist~~ will review and verify the account to ensure there is enough funds, and forward them to the Community Service Coordinator/Chapter Manager and Chapter Officials for signatures for payment.
- 2.) The Black Mesa (Kits'iili) Chapter Administration ~~Office Specialist/Clerk Typist~~ will issue payment and will be posted accordingly.
- 3.) The Black Mesa (Kits'iili) Chapter Administration ~~Chapter Community Service Coordinator/Chapter Manager~~ will ensure required documents are met.
- 4.) The Black Mesa (Kits'iili) Chapter ~~requires recommends~~ a direct payment to the education institution. ~~unless justified by applicant from the chapter scholarship financial~~

~~assistance program funds administered by the Black Mesa (Kits'iili) Chapter Government.~~

- 5.) The applicants who are approved for financial assistance from the Black Mesa (Kits'iili) chapter will be granted the following amount subject to availability of funds: ~~maximum amount of \$500.00 (Five hundred dollars) and minimum \$300.00 (Three hundred dollars) or unless stated otherwise, through an officially approved chapter operating budget or amendments thereof to by chapter resolution:~~
- a.) 12 credits and over = \$500.00 ~~maximum for full time student (Full time)~~
  - b.) 06 to 11 credits = \$300.00 ~~maximum for part time student (Part time)~~
  - e.) —
- F) Receipt: ~~(Option 1) 1~~ Return receipt stating funds were received by the education institution. ~~of what was paid for at the school.~~
- a.) ~~Tuition~~
  - b.) ~~Food~~
  - e.) ~~Housing~~
  - d.) ~~Books~~

## VI. MONITORING:

- A. The ~~Chapter Administration Community Service Coordinator/Chapter Manger~~ shall have the day-to-day oversight responsibility for the administration of all ~~chapter activities involving the~~ Scholarship Funds.
- B. The ~~Administrative Service Center Local Governance Support Center~~ shall have expenditure oversight and ensure that all chapter Scholarship Funds are expended in accordance with applicable Navajo Nation, state and federal law.
- C. The ~~Budget and Finance Committee Transportation and Community Development Committee~~ of the Navajo Nation Council shall have nationwide oversight responsibility for chapter Scholarship Fund.

## VII. Amendments:

The Black Mesa (Kits'iili) Chapter may make any changes to the Policy and Procedures upon recommendation of planning committee, by the Black Mesa (Kits'iili) Chapter ~~Administration Community Services Coordinator/Chapter Manager~~ or the Chapter Officers.