

**DONATION REQUEST**

**POLICY & PROCEDURES**

**MANUAL**

FOR THE

**ST. CROIX ENTERPRISES &**

**GOVERNMENT CENTER**

OWNED AND MANAGED BY THE

**ST. CROIX CHIPPEWA INDIANS OF WISCONSIN**

## Table of Contents

I.	MISSION STATEMENT OF ST. CROIX TRIBAL DONATIONS COMMITTEE.....	3
II.	INTRODUCTION.....	3
III.	DEFINITIONS .....	3
IV.	THE ST. CROIX TRIBAL DONATIONS COMMITTEE ANNUAL BUDGET .....	4
V.	DONATION RECOGNITION REQUIREMENTS.....	4
VII.	PROHIBITED DONATIONS .....	6
VIII.	REQUIREMENTS / APPLICATION PROCESS .....	6
IX.	SCTDC DECISION PROCESS .....	7

## **I. Mission Statement of St. Croix Tribal Donations Committee**

The St. Croix Tribal Donations Committee (the “SCTDC”) provides leadership in promoting a sound economic climate and positive social contributions to the St. Croix Chippewa Indians of Wisconsin (the “St. Croix Tribe”) and the communities they operate in.

## **II. Introduction**

The St. Croix Tribe established the SCTDC to review donation solicitations and accept requests which align with the SCTDC mission statement. The SCTDC’s purpose is to enrich the lives of those in and around our Tribal homeland, and beyond. Over the years the St. Croix Tribal Council and the St. Croix Tribal Enterprises have granted thousands of donation requests in an effort to further our commitments to regional communities. Guidelines have been implemented to address increasing donation requests while ensuring each request is reviewed in a consistent and fair manner. The St. Croix Tribe wishes it were possible to honor all donation requests, however the high volume of donation requests and our donation budget limit the amount of donations the SCTDC can approve each year. All requests are given serious consideration and the St. Croix Tribe strives to approve as many donations requests as feasible in a given year.

## **III. Definitions**

- a) “Applicant” means the person requesting the St. Croix Tribal donation.
- b) “Application” means the Donations Request Form developed in conjunction with this policy an applicant must complete to request a donation from the St. Croix Chippewa Indians of Wisconsin.
- c) “Donation” means a gift of a financial contribution by the St. Croix Chippewa Indians of Wisconsin.
- d) “Donation Budget” means a budget for all donations that is established by the St. Croix Tribe for use by the SCTDC pursuant to this policy.
- e) “St. Croix Chippewa Indians of Wisconsin” means a federally recognized Indian Tribe pursuant to the provisions of the Indian Reorganization Act of 1934, 25 U.S.C. 461.
- f) “St. Croix Tribal Council” means the governing body of the St. Croix Chippewa Indians of Wisconsin authorized to make governing decisions pursuant to Article V of the St. Croix Chippewa Indians of Wisconsin Constitution.

- g) “St. Croix Tribal Member” means any individual enrolled in the St. Croix Chippewa Indians of Wisconsin.
- h) “Tribal Employee” means any individual employed by the St. Croix Chippewa Indians of Wisconsin.
- i) “Tribal Member” means any individual enrolled in a federally recognized Indian Tribe pursuant to the provisions of the Indian Reorganization Act of 1934, 25 U.S.C. 461.

#### **IV. The St. Croix Tribal Donations Committee Annual Budget**

The following shall be the process for St. Croix Tribe to establish the annual budget for total allowable donations the SCTDC may allocate. The SCTDC shall work within the given annual budget, and ensure to not exceed the total allowable donation amount.

1. At the start of each fiscal year, the St. Croix Tribal Council and the St. Croix Tribal Chief Financial Officer (the “CFO”) will meet to establish the maximum level of charitable contributions for the SCTDC to responsibly allocate.
2. The SCTDC will submit an annual Proposed Donation Criteria Plan detailing which types of requests have a high approval rate and which types of requests have limits and/or restrictions placed upon them. The Proposed Donation Criteria Plan will be submitted to the St. Croix Tribal Council and St. Croix CFO for approval.
  - a. The SCTDC may thereafter approve changes to the approved annual Donation Criteria Plan, if such changes do not result in increased spending.
3. Annual – Fiscal Year End (“FYE”) Donation Reports are required and must be submitted to St. Croix Tribal Council and the St. Croix CFO before a new annual budget may be set. FYE Donation Reports must include copies of General Ledger Detail Reports for the donation account(s).

#### **V. Donation Recognition Requirements**

The SCTDC shall not make “anonymous” or un-recognized donations. Transparency in gifting is mandatory and public recognition of the donation made is expected for accepted awards. The St. Croix Tribe prides themselves in being able to make donations and desires that Tribal members, community members, and employees have the privilege in sharing the pride of all charitable

contributions. Refusal of recognition may disqualify any organization, event, or individual from applying for future funding.

Large donations (monies, in-kind resources, equipment, sponsorship, etc.) to support organized charitable events, school activities, athletic equipment, special events, community resources, civic contributions, etc., shall display the St. Croix Tribal Logo in sponsorship and/or be recognized in advertisements.

#### **VI. Priority Donation Focus Areas**

The SCTDC shall give priority funding to the following donation focus areas, activities, and organizations. Should available funding still exist after exhausting this list, the SCTDC may consider all other applications.

##### **1. School Districts with Tribal Student Enrollment:**

- a. First priority shall be given to the Siren and Unity School Districts;
- b. Second priority shall be given to the surrounding school districts with enrolled St. Croix Tribal member students;
- c. Third priority shall be given to all others whom fall under this category.

##### **2. Athletics with Tribal Student / Adult Enrollment:**

- a. First priority shall be given to St. Croix Tribal Organizations;
- b. Second priority shall be given to School Districts with enrolled St. Croix Tribal member Students;
- c. Third priority shall be given to all others whom fall under this category.

##### **3. Youth Activities:**

- a. First priority shall be given to St. Croix Tribal community youth activities and St. Croix Tribal youth groups;
- b. Second priority shall be given to Tribal community youth activities and Tribal youth groups;
- c. Third priority shall be given to all others whom fall under this category.

##### **4. Arts & Culture:**

- a. Donations shall only be given to St. Croix Tribal members / Tribal community member artists and St. Croix cultural activities.

**5. Personal Hardship Benefits:**

- a. First priority shall be given to St. Croix Tribal members;
- b. Second priority shall be given to St. Croix Tribal community members;
- c. Third priority shall be given to Tribal employees;
- d. Fourth priority shall be given to all others whom fall under this category.

**6. Community Non-Profit Fundraising.**

**VII. Prohibited Donations**

The SCTDC shall not consider or approve a donation application for any of the following:

1. Individual Expenses (personal assistance, stipends, scholarships, research, travel, etc.);
2. For-profit organizations;
3. Non-Tribal Athletic sponsorships;
4. Wildlife or conservation organizations;
5. Religious organizations providing services solely to their own membership;
6. Charter or Private schools;
7. Capital Campaigns, Endowment Funds;
8. Lobbying, Political, Religious or Fraternal Activities;
9. Start-up funds for new organizations;
10. Unsolicited Auction Product or Table Sponsorship;
11. Any donation which spans multiple years;
12. Third Party Request or Organizational Campaigns (i.e. United Way, Relay for Life, etc.) as the St. Croix Tribe supports these organizations on a corporate level;
13. Organizations outside a 100-mile radius of Turtle Lake, Danbury, or Hertel Casinos.

(The SCTDC reserves the right to make exceptions, with Tribal Council Approval)

**VIII. Requirements / Application Process**

1. Donation applications may be made by any individual, organization, or group of individuals.

2. All requests for donations shall be made on the SCTDC Donation Request Form provided upon request, which shall at a minimum include the following:
  - a. Name(s) and contact information of the Applicant(s);
  - b. Tribal member status of the Applicant(s);
  - c. If an organization or group of individuals: Name and description of the organization to which the donation is to be made, including a contact person and contact information;
  - d. Amount of donation requested;
  - e. Purpose for which the donation will be used;
  - f. If the donation is for a specific activity or event, a description of the activity or event and if available a flyer of the activity or event;
  - g. Date by which the donation is desired;
  - h. Publicity or recognition the St. Croix Tribe may receive if the donation is approved.
3. Donation requests must be received by completing and returning the SCTDC Donation Request Form via: in-person submission, email, mail, or fax. Applicants are discouraged from applying multiple times. Donation requests shall NOT be accepted over the phone.
4. All donations are recommended to be received by the SCTDC a minimum of six (6) weeks in advance of event/desired allocation date.
  - a. Any donation not received within this time limit may be denied prior to review.
5. Organizations are eligible to receive one (1) donation per calendar year.
6. The SCTDC will review applications on an ongoing monthly basis for all applicants within that month.

#### **IX. SCTDC Decision Process**

The SCTDC will review all properly submitted requests and make its decision to approve or deny the request at each monthly meeting.

1. The SCTDC may consider the following when deciding whether to approve or deny an application:
  - a. The extent to which the St. Croix Tribe will benefit, including through supporting the SCTDC mission statement, positive visibility, or community goodwill;

- b. Whether the request meets the needs outlined in the annual Donation Criteria Plan;
  - c. The extent to which Tribal members will benefit overall;
  - d. Whether to approve an amount less than requested in the application;
  - e. The amount remaining in the SCTDC Annual Budget.
- 2. The SCTDC cannot guarantee that all submitted applications will be approved. All applicants can expect a letter indicating whether the application was approved or denied within ten (10) days of the SCTDC monthly meeting.
- 3. Approved donations may be paid directly to the organization for whom the donation is intended, or to the individual submitting the application. Checks for donations will be made out to the person indicated on the application and sent to the coordinating address.
  - a. The SCTDC retains the right to request a completed IRS W9 Form (Request for Taxpayer Identification Number and Certificate).
  - b. When donations are paid to the organization for whom the donation is intended, no further action is required by the applicant.
  - c. When donations are paid to the individual submitting the application, the individual agrees to submit receipts or documentation of actual expenses within five (5) business days of the event.
    - i. Failure to provide documentation or receipts may result in the SCTDC requiring the applicant to reimburse the full donation amount and/or automatic denial of all future donation applicants.
    - ii. St. Croix Tribal Members agree to reimburse the SCTDC of any and all unused donation funds through voluntary per capita deductions.
- 4. All decisions made by the St. Croix Tribal Donations Committee are final and not subject to appeal.

**Note: The St. Croix Chippewa Indians of Wisconsin reserves the right to amend or repeal any portion of this policy.**

---

The St. Croix Chippewa Indians of Wisconsin have adopted the Donations Request Policy & Procedures Manual by Tribal Council Resolution No. 19.07.18.01.



## **Donation Criteria Plan**

On behalf of the St. Croix Chippewa Indians of Wisconsin, the St. Croix Tribal Donations Committee is pleased to accept donation and sponsorship requests from individuals, organizations, and charities. While considering donation and sponsorship requests, the St. Croix Tribal Donations Committee will strive to practice sound business principles while being mindful of the casinos' social contributions to the St. Croix Chippewa Indians of Wisconsin and to the communities in which they operate.

### **Important Guidelines:**

- 1) Requests must be submitted through either in-person submission, mail, fax, or email. In-person requests and written requests should be directed to: St. Croix Casino Turtle Lake, 777 US Highway 8/63, Turtle Lake, WI 54889, Attn: Mara Martinson, Marketing. Faxed requests should be sent to 715-986-4572. Email requests should be sent to [info@stcroixcasino.com](mailto:info@stcroixcasino.com).
- 2) Requests should be submitted a recommended six (6) weeks, and at least thirty (30) days, prior to the date of the event.
- 3) Requests should include a completed Donation Request Form and contain specific information about the event or sponsorship: time, place, date, the type of event (e.g., raffle, silent auction, etc.), the proposed use for the funds, and a contact person's name, address, and phone number, among other information.
- 4) The St. Croix Tribal Donations Committee will review requests in the order in which they are received. All applicants can expect a letter indicating whether the application was approved or denied within then (10) days of the St. Croix Tribal Donations Committee monthly meeting.
- 5) The St. Croix Tribal Donations Committee reserves the right to limit donations to any one organization to once per year.

### **Accepted Requests:**

The St. Croix Tribal Donations Committee consistently supports the following types of organizations:

- Education
- Tribal Athletics
- Personal Hardship Benefits
- Youth Activities
- Arts & Culture
- Community Non-Profit Fundraising

### **Limitations and Restrictions:**

The St. Croix Tribal Donations Committee limits or restricts support of the following types of organizations or activities:

- Personal and individual sponsorships
- For-profit organizations
- Non-Tribal Athletic sponsorships
- Wildlife or conservation organizations
- Religious organizations providing services solely to their own membership
- Charter or private schools
- Political parties or candidates
- Seed money/start-up funds for new organizations
- Unsolicited Auction Product or Table Sponsorship
- Any donation which spans multiple years
- Third Party Requests or Organization Campaigns as the St. Croix Tribe supports these on a corporate level
- Organizations outside a 100-mile radius of Turtle Lake, Danbury or Hertel



**ST. CROIX TRIBAL DONATION COMMITTEE  
DONATION REQUEST FORM**

The St. Croix Chippewa Indians of Wisconsin supports the community making donations through the establishment of the St. Croix Tribal Donation Committee (SCTDC). Due to the large volume of applications, the SCTDC cannot approve every application, but will carefully review each one and consider the available resources to meet the needs of our community.

*Please completely fill out this form, only completed request forms will be considered.*

**APPLICANT INFORMATION**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
STREET CITY STATE ZIP

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Amount Requested: \_\_\_\_\_ Date Needed By: \_\_\_\_\_

Tribal Membership Status: \_\_\_\_\_

Organization Website: \_\_\_\_\_ Federal ID: \_\_\_\_\_

Organization Description: \_\_\_\_\_

**Category of Request:**

☐ School District      ☐ Tribal Athletics      ☐ Youth Activities  
☐ Arts & Culture      ☐ Personal Hardship      ☐ Community Non-Profit Fundraising  
☐ Other: \_\_\_\_\_

Who is receiving the donation:      ☐ Applicant      ☐ Beneficiary Organization

**BENEFICIARY ORGANIZATION / EVENT CONTACT PERSON**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_  
STREET CITY STATE ZIP

**REASON FOR DONATION REQUEST**

Description: \_\_\_\_\_

\_\_\_\_\_

(attach additional sheets as needed)

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Place: (City/State): \_\_\_\_\_

Please describe the donation recognition – how will the St. Croix Tribe be recognized for this donation:

\_\_\_\_\_

\_\_\_\_\_

**Please attach applicable supporting documents (flyers, brochures, etc.) to this form in order for your request to be considered.**

**By signing this Donation Request Form, I acknowledge that my request is not guaranteed approval. I further acknowledge that if approved, the funds may be provided either to myself or to the Event Contact Person/Organization directly. I acknowledge that the individual who is provided the funds is responsible for providing proof of the funds having been used for the intended purpose within five business days of the event (Satisfactory submissions include receipts, agendas, itineraries, signatures from event coordinators, etc.) Failure to provide the required proof may result in a mandatory refund of the donation and may be deducted from Per Capita disbursements until a full refund has been provided to the Donations Account. I agree to inform the Event Contact person of these requirements.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**FOR COMMITTEE USE ONLY**

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the St. Croix Tribal Donations Committee met to review this application. \_\_\_\_\_ members were present, constituting a quorum. By a vote of \_\_\_\_\_ members for, \_\_\_\_\_ against, and \_\_\_\_\_ abstaining from the vote, this application is [APPROVED/DENIED].

\_\_\_\_\_  
SCTDC Chairperson