

Quartz Valley Indian Reservation

Non-Gaming Distribution Culture Fund Policy

**Quartz Valley Indian Reservation
Non-Gaming Distribution Fund
Culture**

Mission Statement:

Our tribal people seek to sustain the pride, honor, respect and distinction that is our traditional way. Through art, singing, ceremonies, hunting, fishing, gathering, trade and traditional medicine, we celebrate the individual skills and talents which have made us the people we are today. It is our objective that our lives and our work be significant and will add to the well-being of the entire tribe. We trust this will bring about a revival of our culture.

Purpose:

As tribal people, we have two priceless natural resources; our elders, “our history,” and our children, “our future;” it is the privilege and the duty of the of our people to ensure that the elders and the children are honored and cared for.

We believe that the Creator is with us in everything we do, and to maintain this relationship we strive to achieve physical, mental and spiritual health, to always remember who we are and why we are here.

1. Eligibility

- a. Any Quartz Valley Indian Reservation Tribal Member is eligible to request funding through this program.
- b. Must abide by all rules to be eligible to receive future funding for future request.
- c. To ensure equality to all Tribal Members once a request of services has been approved or denied all tribal members will abide by this ruling; no exceptions.

2. Culture Board

- a. Individuals on this board will be elected officials determined by the QVIR General Community Council. Each member will serve for a two-year term.
- b. One Board Member will be the Designated Representative to inform the General Community Council of all expenditures.
- c. This Board will consist of 5 individuals.
- d. This Board will make all decisions regarding requests/events under \$2,500.00; anything in excess to this amount will be brought to the QVIR General Community Council for approval/denial.
- e. The board will meet monthly on the 2nd Thursday @ 9:00am.
- f. **Voting Process-**
 - i. Board members will be notified of the request
 - ii. Board members will have the chance to ask questions regarding the request
 - iii. Board members will have the voting option to Approve, Deny, or Abstain
 - iv. Majority vote will be the deciding factor
 - v. All 5 Board members shall have the right to vote to eliminate a tie
 - vi. An attempt must be made to contact all Board members in the event not all members are reached a majority vote of 3 must still be met. To ensure equality to all Tribal Members once a request of services has been approved or denied all tribal members will abide by this ruling; no exceptions.

3. Request Procedure

- a. **Process-** The applicant must submit request, with a cost, description, and purpose. This request will be presented to each Board Member. Initial requests that have never been discussed, approved or denied must be given at least 5 business days for processing.
- b. **Approval/Denial-** Once a majority vote has been decided a member of the QVIR staff will be notified of decision for correspondence and implementation purposes. Initial requests will be implemented immediately into the Policy once approved or denied. To ensure equality to all Tribal Members once a request of services has been approved or denied all tribal members will abide by this ruling; no exceptions.
 - i. If the applicant receives approval- QVIR Staff will contact the applicant by telephone within 3 days or by letter correspondence within 10 business days of the request.
 - ii. If the applicant is denied – QVIR Staff will contact the applicant by telephone within 3 days or by letter correspondence with reason for denial within 10 business days of decision. The letter will state the **Appeal Process** for denials. See Below:
 1. *As a Quartz Valley Indian Reservation Tribal Member trying to receive assistance through a Tribal Program, you have a right to appear before the General Community Council to appeal a decision made by the Culture Board. If you would like to appear before the General Community Council to appeal the decision made, please contact the Tribal Secretary to be placed on the next General Community Council Agenda under “New Business,” for discussion purposes only; your appeal will then be placed under “Old Business,” for the following meeting, to be voted on. Please understand, this is the final step to the appeal process; what the General Community Council decides is final.*
- c. **Finalizing-** Voting documentation will be recorded by phone vote procedure or by individual Board Members handwriting their vote. The request and the vote will appear on the same document to eliminate confusion. Once the vote is received QVIR Staff will process (copy, file, receive signatures, process Purchase Orders, deliver to Finance Department).
- d. **Purchasing-** In the event an item or items are needing to be purchased QVIR Staff will process and purchase the needed item(s)
- e. **Definition**
 - i. **Expenses-** Any request that should incur a cost to the NGD Culture Fund must be processed as a request.
 - ii. **Applicants-** Must be a Tribal Member of the Quartz Valley Indian Reservation

4. Activities

a. Gathering Trips

1. **Group Trips** the Culture Board has allotted funding for Group Gathering Trips these trips were established to service and teach a large amount of the QVIR Community in one setting.

a. **Additional Terms for Group Trips:**

- i. Personal vehicle being used should never receive over \$150.00 for fuel unless determined otherwise.
- ii. Usage of the Tribal Card will be required; unless reimbursement is pre-approved through QVIR Staff.
- iii. All attempts to use Tribal Vehicles should be made.
- iv. Personal Vehicles should be fully occupied before another vehicle can receive fuel assistance.
- v. Individuals receiving fuel assistance must stop by the Administration Building to show the materials collected.
- vi. Most of material gathered is to be given back to QVIR for cultural purposes.
- vii. Food and water will be purchased for the trip.
- viii. Group Trips will be announced at least 2 weeks in advance for participants to have the opportunity to sign-up.
- ix. Group Trip will be open to QVIR family members.
- x. Food and fuel will be arranged by the Culture Board.
- xi. Depending on the location and the activity of the trip an age guideline will be developed and announced prior to trip.
- xii. Sign-ups – Participants will be responsible to sign-up at least 3 days in advance.
- xiii. It is impossible to determine when gathering material/items will be ready stating this some group trips will be announced with an unknown trip date; in this event, participants signed up for the trip will be notified at least 48 hours in advance of departure time.

b. **Number of Times Group Trips will be held annually and amount of food that will be received based on participants and length of trip for the following materials:**

- i. Acorns – 1 annually – Food Amount \$60.00 - \$80.00
 - ii. Pine Nuts – 1 annually – Food Amount \$50.00 - \$100.00
 - iii. Roots – 1 annually – Food Amount \$50.00 - \$100.00
 - iv. Soap Brush– 1 annually – Food Amount \$50.00 - \$100.00
 - v. Bear Grass– 1 annually – Food Amount \$50.00 - \$100.00
 - vi. Eel Fishing – 1 annually – Food Amount \$75.00 - \$100.00
 - vii. Sur Fishing – 1 annually – Food Amount \$75.00 - \$100.00
 - viii. Salmon Fishing – 1 annually – Food Amount \$75.00 - \$100.00
 - ix. Sticks – Twice a year - Food Amount \$50.00-\$100.00
 - x. Ferns – Twice a year – Food Amount \$50.00-\$100.00
2. **Personal Trips** – Material gathered is for personal use. In the event an individual should not use the fuel assistance for the purpose intended the individual will be expected to reimburse the Culture Fund with their next scheduled Non-Gaming

Distribution this is documented by visiting the Administration Building after returning from the Personal Trip or through photograph.

a. Additional Terms for Personal Trips

- i. At least one QVIR Tribal Member must be in attendance.
- ii. Trips must be requested at least 3 days in advance
- iii. Food and/or Lodging will not be provided for personal Trips.
- iv. All gathered material or food is for personal use.
- v. Personal vehicles must be used; in the event a tribal vehicle is used for a personal trip the driver will follow the QVIR Tribal Vehicle policy
- vi. Fuel assistance is available when collecting approved traditional material; a set limit will be established for each type of material;
- vii. No vehicle should receive over the set limit per trip/per person; in the event an individual should use more than the allocated amount the individual will be responsible to pay back the difference prior to their next request being approved.
- viii. All receipts shall be turned in or the amount difference will be deducted from the individuals next Non-Gaming Distribution.
- ix. Not all vehicles will utilize the full amount allocated for each specific trip.
- x. Vehicles will only be fueled once for day trips and twice for overnight trips.
- xi. The Tribal Fuel Card will be required for fueling unless pre-approved reimbursement has been awarded in written form.
- xii. To ensure fuel assistance is used properly all individuals receiving fuel assistance must stop by the Administration Building or Send a Picture to frieda.bennett@qvir-nsn.gov ; mecca.foos@qvir-nsn.gov or Quartz Valley Indian Reservation Facebook page to show the items gathered.
- xiii. A contract will be developed and signed for each personal trip to ensure both parties are aware of their responsibilities.

b. Approved Traditional Material/ Times per Year/Fuel Set amount

- i. Acorns – 1 annually – Fuel Max \$50.00
- ii. Pine Nuts – 1 annually – Fuel Max \$50.00
- iii. Roots – 1 annually – Fuel Max \$65.00
- iv. Soap Brush -1 annually – Fuel Max \$50.00
- v. Bear Grass – 1 annually – Fuel Max \$50.00
- vi. Eel Fishing –
 1. 1 annually –
 - a. Fuel Max \$85.00 – Coast
 - b. Fuel Max \$50.00 – Weichpec area
- vii. Sur Fishing – 1 annually – Fuel Max \$85.00
- viii. Salmon Fishing –1 annually – Fuel Max \$85.00
- ix. Willow Sticks – Twice a year – Fuel Max \$50.00
- x. Ferns – Twice a year – Fuel Max \$60.00
- xi. Black Ferns – Fuel Max \$30.00

3. Gathering for QVIR Tribe-

- a. Trips must be requested at least 3 days in advance. A Tribal Vehicle will have to be used for this trip; unless determined unfit for the material being gathered or vehicle is not available. Only one personal vehicle will be allowed for this purpose. ½ of the gathered material will be for QVIR or all of the material gathered will be QVIR's with an understanding that the individuals assigned (up to 2 individuals) will be compensated with a \$30.00 (1/2-day payment) or a \$60.00 (full day payment). Food will be provided for this trip not to exceed \$100.00
- b. Approved Traditional Material/Performed/ Set Food amount
 - i. Acorn Gathering – 1 Annually - \$40.00 - \$75.00
 - ii. Pine Nut Gathering – 1 Annually - \$40.00 - \$75.00
 - iii. Root Gathering – 1 Annually - \$40.00 - \$100.00
 - iv. Soap Brush Gathering - 1 Annually - \$40.00 - \$75.00
 - v. Bear Grass Gathering – 1 Annually - \$40.00 - \$75.00
 - vi. Eel Fishing – 1 Annually - \$60.00 - \$100.00
 - vii. Sur Fishing – 1 Annually – \$60.00 - \$100.00
 - viii. Salmon Fishing - \$60.00 - \$100.00
 - ix. Stick Gathering – Twice a year - \$40.00 - \$75.00
 - x. Fern Gathering – Twice a year - \$40.00 - \$75.00

b. Hunting License

- i. Hunting License- All Quartz Valley Indian Reservation Tribal Members are eligible for reimbursement for Hunting License in the current year. The amount to be paid will not exceed \$20.00; and will not be performed more than one time per year (FY = January 1 – December 31).
 1. Additional Terms for Hunting License Reimbursement:
 - a. This activity will be performed as a reimbursement;
 - b. No reimbursement will be processed without original receipt.
 - c. All individual will need to follow the QVIR Finance Department process for reimbursement.
 - d. No individual will receive more than \$20.00 in one Calendar Year.
 - e. Payment will only be issued to QVIR Member listed as License Holder; however, in the event the QVIR Tribal Member is unable to perform this task the Tribal member will then need to submit in written form with signature a request for someone other than themselves to receive this reimbursement with an understanding that meat will be provided to QVIR member.

c. Fishing License

- i. Fishing License- QVIR Culture Board will assist Tribal Members in receiving their Fishing License by making 1 trip to Redding, CA to Fish and Game, to pick-up Free License.
 1. Additional Terms to receive Fishing License Assistance:
 - a. Each Tribal Member will be responsible to fill-out the Free Fishing License application this can be located at the QVIR Front Desk or online.
 - b. It will be the responsibility to have all supporting documentation needed to pick-up the Free Fishing License.

- c. The Culture Board will post flyers at QVIR Admin Office, Gymnasium, EPA, MLIHA and Anav Tribal Health Clinic announcing upcoming trip at least two weeks in advance.
- d. The Culture Board will make the proper arrangements for an individual to leave the Tribal Admin office at 9:00 am on the designated date.
- e. If a Tribal Members should not have their Free Fishing License application and supporting documentation at the Tribal Admin office by 5:00pm the prior day the individual will not be able to utilize this service.
- f. Individuals choosing to drive to Redding, CA, to receive their fishing license will do this as their own expense.

5. Ceremonials

- a. All Quartz Valley Indian Reservation Members can be assisted in fuel cost to travel to ceremonials. The cost will be determined by the Culture Board in advance and will be purchased at a Chevron by the Tribal Card holder.
 - i. Determined Ceremonial:
 1. Brushdance – Personal Fuel, Group Food provided
 2. Jump dance – Personal Fuel
 3. Deerskin Dance – Personal Fuel
 4. Flower Dance – Personal Fuel
 - b. Tribal Vehicle Driver’s Contract
 - i. Drivers will be responsible to leave at the designated time; to ensure all participants wanting to travel in the Tribal Vehicles can prepare. All individuals wanting to ride in the Tribal Vehicles will meet at the Tribal Office; no exceptions at the designated time this is the Tribal members responsibility.
 1. The Tribal Vehicles are to remain at the ceremonial site except for going to the nearest swimming hole.
 2. With an understanding that the Tribal Vehicles are transporting the food for QVIR membership the vehicles should make all attempts to be at the dance location as quickly as possible.
 - c. Determined Fuel Assistances to Ceremonials
 - i. Kaatimiin – Determined fuel cost \$55.00
 - ii. Requa – Determined fuel cost \$80.00
 - iii. Sumeg – Determined fuel cost \$80.00
 - iv. Shreagon – Determined fuel cost \$55.00
 - v. Hoopa – Determined fuel cost \$55.00
 - vi. Weichpec – Determined fuel cost \$55.00
 - vii. Klamith – Determined fuel cost \$80.00
 - viii. Orick – Determined fuel cost \$80.00
 - ix. Happycamp – Determined fuel cost \$40.00
 - x. Panaamnik – Determined fuel cost \$55.00
6. **Elders** - Elders will be offered additional services per category please refer to each category to see if additional services are offered. QVIR Tribal Members over the age of 55 years are eligible for the following services.
- a. Ceremonials
 - i. Determined Fuel Assistances to Ceremonials
 1. Kaatimiin – Determined Fuel cost \$70.00
 2. Requa – Determined Fuel cost \$95.00
 3. Sumeg – Determined Fuel cost \$95.00
 4. Shreagon – Determined Fuel cost \$70.00
 5. Hoopa – Determined Fuel cost \$70.00
 6. Weichpec – Determined Fuel cost \$70.00
 7. Klamith – Determined Fuel cost \$95.00
 8. Orick – Determined Fuel cost \$95.00
 9. Happycamp – Determined Fuel Cost \$55.00
 10. Panaamnik – Determined Fuel cost \$70.00
 - b. Elders Gatherings –

- i. In the event an Elder/Handicapped cannot go on their personal trip because of physical restraints it will be an understanding that another individual can be designated and can go on their behalf. All material gathered will go to the individual the trip was done on behalf of.
- ii. Elders will Approved Traditional Material/ Times per Year/Fuel Set amount
 - 1. Acorns – 2 annually – Fuel Max \$50.00
 - 2. Pine Nuts – 2 annually – Fuel Max \$50.00
 - 3. Roots – 2 annually – Fuel Max \$65.00
 - 4. Soap Brush - 2 annually – Fuel Max \$50.00
 - 5. Bear Grass – 2 annually – Fuel Max \$50.00
 - 6. Eel Fishing – 2 annually – Fuel Max \$85.00
 - 7. Sur Fishing – 2 annually – Fuel Max \$85.00
 - 8. Salmon Fishing –2 annually – Fuel Max \$85.00
 - 9. Willow Sticks – 2 annually – Fuel Max \$50.00
 - 10. Ferns – 2 annually – Fuel Max \$60.00
- c. Elders Hunting Assistance-
 - i. All Quartz Valley Indian Reservation Elder Tribal Members (over 55 years in age) are eligible for reimbursement for Hunting License in the amount of \$25.00 and one Tag in the amount of \$25.00 per year (FY – January 1 – December 31).
 - 1. This activity will be performed as a reimbursement; understand no reimbursement will be processed without original receipt. All individuals will need to follow the process for reimbursement through the QVIR Finance Department.
 - 2. No individual will receive more than \$50.00 in one Calendar Year;
 - 3. Payment will only be issued to QVIR Member listed as License Holder;
 - a. Except for Tribal Elders that cannot hunt for themselves; these elders will be able to designate one individual to receive this service for them with an understanding that all meat gathered will be for the elder they hunted for. This will be equal to their \$50.00 allocation. This must be approved prior to reimbursement to ensure only one individual is named as the designee.

7. Mentor/Instructor Program

- a. The Mentoring program was developed to provide professional and cultural relationships in which an experienced person assists another in developing specific skills and knowledge that will enhance the less-experienced person’s cultural and personal growth.
 - i. Characteristics/Skills
 - 1. Knowledge of Trade-Locations, skill, proper teaching/technique
 - 2. Helpful
 - 3. Open
 - 4. Positive teaching environment
 - 5. High Level of Communication skills
 - 6. Willingness to teach
 - 7. Ability/Flexibility/Availability to teach thoroughly
 - 8. Patience
 - ii. Responsibilities/Duties/Understandings
 - 1. All Mentors will be recorded
 - a. Implemented through Audio or Video recordings

2. All mentors will need to lead
 3. Mentors can be partnered if needed
 4. Mentors must be able to help with the complete process of activities
 5. Mentors will be trained or willingness to be trained if needed for proper teaching
 6. Mentor will be paid by stipend
8. **Vehicles-** Tribal Vehicles were purchased with Cultural monies; stating this, the Tribal Administration Building will make every attempt for the vehicles to be available for ceremonials and gatherings with proper notification. These vehicles are not to be considered personal vehicles; therefore, when these vehicles are checked out for cultural purposes they are to travel to the site requested and returned with no outside destination.
- a. It is an understanding that all attempts must be made to have at least 3 QVIR members in the tribal vehicle for gathering purposes and Ceremonials.
 - b. It is an understanding when using the tribal vehicles for gathering purposes or collection of traditional food a portion of the material/food will be donated to the tribe for future Culture Camps, Elders Dinner, or Culture Days. In the event an individual wants to check out the Tribal Vehicles for personal gathering and has no intention of donating material to QVIR the individual will need to check the vehicle out through Finance with no waiver of Deposit or Rental Fee.
9. Equipment -
- a. QVIR
 - b. Personal-No equipment will be purchased for personal use through Culture

We believe that the Creator is with us in everything we do, and to maintain this relationship we strive to achieve physical, mental and spiritual health, as a way to always remember who we are and why we are here.