

2021-2022
ACADEMIC YEAR

GRAND TRAVERSE BAND OF OTTAWA AND CHIPPEWA INDIANS

Little Spirit Moon Department • 845 Business Park Drive • Traverse City, MI 49686
(231) 534-7760 or Fax (231) 534-7773



STUDENT SERVICES REQUEST FORM

Student Name	Grade	Birthdate	Tribal ID#
Parent/Legal Guardian Name	Telephone #	Cell Phone #	
Mailing Address	City/State/Zip Code		
<input type="checkbox"/> Mail To: _____	<input type="checkbox"/> Pick Up – Location: _____		

PROGRAM REQUIREMENTS

- Student must have a completed Life-Long Learning **Pre-K- 12th Grade Enrollment Form** on file with program.
- Student must be a GTB Tribal Member with a copy of their **Tribal Identification** on file with program.
- Student must live in and attend school within the GTB six-county service area.
- Student must be enrolled in Pre-Kindergarten – 12th grade, age three years through 19 years.
- The Parent/Guardian requesting services must provide proof of legal custody of student.
- The Parent/Guardian must comply with program guidelines available on www.gtbindians.org.

PROGRAM SERVICES

- School Clothing Backpack / School Supplies Extra-Curricular¹ Driver's Ed² Senior Expenses³

FOR ALL EXTRA-CURRICULAR REQUESTS, THE FOLLOWING DOCUMENTATION MUST BE SUBMITTED WITH THIS FORM.

- 1) Letter confirming student participation from the coach / instructor.
- 2) Payment and/or reimbursement expectation e.g. copy of registration form, original receipt.

VENDORS (Purchase Orders only):

- JC Penney (Traverse City)

REIMBURSEMENT:

- Original Receipts Required

GIFT CARD (Gift card transactions are sales taxable. Gift card must be picked up; it will not be mailed. Original receipts must be submitted.):

- Gift Card⁴

DISTRIBUTION AMOUNTS:

Pre-K to 4th grade = \$150.00
 5th to 8th grade = \$200.00
 9th to 12th grade = \$250.00

¹ Extra-Curricular Funds distributed on a First-Come First-Serve basis until funds are depleted. Requests may be split between activities up to the maximum distribution amount allowed per school year.
² Driver's Education: Distribution amount up to \$320 per student. One-time request per student.
³ Senior Expenses: Distribution amount up to \$200 per student. One-time request per student.
⁴ Extra \$30 will be added for backpack and school supplies.

** I certify to the above information; any misuse or misrepresentation to the program may prevent future student service requests.*

** If student received gift card(s) and did not submit receipts, they are ineligible for future gift cards but are eligible for a purchase order or reimbursement; see Gift Card Program Guidelines.*

Parent/Legal Guardian Signature: _____ **Date:** _____

INTERNAL USE ONLY	GIFT CARD #: _____ DATE ISSUED: _____ GIFT CARD #: _____ DATE ISSUED: _____	RECEIPTS RECEIVED WITHIN 60 DAYS? <input type="checkbox"/> YES <input type="checkbox"/> NO
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