

**PINEDALE CHAPTER
FINANCIAL ASSISTANCE POLICIES & PROCEDURES**

POLICY FROM THE APPROVED PINEDALE CHAPTER FMS – FISCAL MANUAL

K. No financial assistance shall be awarded without a Chapter-approved budget where the Chapter's general funds are utilized. The Chapter Manager is authorized to approve requests by simply complying with the respective budgets which have been approved by the Chapter membership, and all financial assistance shall comply with applicable policies and procedures. Nevertheless, regardless of the type of assistance, the Chapter shall always comply with the following criteria for all financial assistance:

1. All recipients must be registered members of the Chapter.
2. All requests for assistance shall be documented on a standard assistance application form with supporting documents as required by the type of assistance requested (i.e. scholarship award will need transcript, etc).
3. All assistance awarded shall be based on availability of funds and in accordance with the ceiling limits set for in the policies approved by the Chapter.
4. Generally, checks shall be made payable to the vendor(s) and or institution(s). When allowable pursuant to Chapter approved policies and in accordance with Navajo Nation or other applicable law, check(s) may be made payable directly to the requestor.
5. Assistance shall be limited to once per family every 12 months, unless specified otherwise. For purposes of this section, "Family" is defined as those persons related either by blood or marriage who reside at the same domicile. "Unless specified otherwise" means otherwise lawful expenditure of funds in extraordinary circumstances that are approved by community resolution.
6. Financial assistance includes but is not limited to the following:
 - a. Student Enrichment/Scholarship Financial
 - b. Housing material
 - c. Emergency (burnout; natural and man-made disasters)