



DEVELOPMENT PROGRAM POLICY AND APPLICATION

1. Assistance
 - a. \$500 available per fiscal year (January – December); per Tribal member.
 1. Limit may be adjusted for special circumstances.
2. Qualifications
 - a. Enrolled NHBP Tribal Member.
 - b. Files current with the NHBP Enrollment Office.
 - c. Available for those who intend to or have successfully completed a conference, training or program in the pursuit of professional and/or personal development.
 1. Please note that certain athletic fees or programs may not be eligible for funding. Please consult the Education Office.
3. Guidelines
 - a. Applicants must have a NHBP Education Release and Code of Conduct on file for the current year.
 - b. Submit a Development Program application.
 - c. Provide supporting documents which provide a detailed program description (program announcement, brochure, outline and/or agenda).
 - d. Written summary of experience and how participation has led to personal and/or professional development.
 - e. Submission of certificate or signed documentation of program completion.
4. Payment
 - a. Funding is available for assistance with materials outlined by the training/program, registration and/or travel costs.
 - b. Those wishing to make payment directly to the provider must submit a request 30 days prior to requested service or payment date.
 - c. Reimbursement will be provided with proof of payment made during the current fiscal year utilizing check, debit/credit card or cash.
 1. Proof of payment includes a valid itemized receipt, Payment Confirmation Form or invoice signed by provider.
 - d. Funding is granted on a first-come, first-served basis, contingent upon the availability of funds.
 - e. Non-compliance with the outlined program policies may result in Per Capita withholding from legally responsible adult Tribal Members’ account for fees incurred by the Tribe and/or forfeiture of future education program participation.

The Nottawaseppi Huron Band of the Potawatomi Education Office has developed several Educational Programs for its Tribal membership. In the development of these policies, the NHBP has given significant consideration to individual need, as well as, the needs of the entire community. The educational program incentives as provided herein are made pursuant to a governmental program of the tribe for the promotion of the general welfare of its Tribal membership, based on individual or family need, and is not considered compensation for services. I certify that the information given is true to the best of my knowledge. I also agree that the tribe may share my contact information with other areas of NHBP. I understand that funding is based on availability of budget dollars.

Student Name Tribal ID#

Conference/Training/Program Name

Applicant (over 18 years of age) or Parent/Guardian Signature Date

Applications may be e-mailed, faxed, or dropped off in person. Migwéché! (Thank you)



**DEVELOPMENT PROGRAM
PROGRAM COMPLETION VERIFICATION**

Purpose: The Nottawaseppi Huron Band of the Potawatomi (NHBP), a federally recognized Tribal government, has provided funding through the Education Office to assist enrolled members with the pursuit of continuing education. Attendance and the successful completion of the educational endeavor must be confirmed through a certificate of completion or documentation from an instructor or individual from the sponsoring organization.

The following student has been in attendance and fulfilled the necessary requirements for the successful completion of the conference/training/program.

Attendee Name Date

Conference/Training/Program Name

Sponsoring Organization Representative Signature

Representative Contact Information (Phone/E-mail)