

2022-2023  
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- 12<sup>th</sup> 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 – 12<sup>th</sup> grade, age three years to 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](http://www.gtbindians.org).

**PROGRAM SERVICES**

- School Clothing    Backpack/School Supplies    Extra-Curricular<sup>1</sup>    Driver's Ed<sup>2</sup>    Senior Expenses<sup>3</sup>

**FOR EXTRA-CURRICULAR, DRIVER'S ED, SENIOR EXPENSES REQUESTS, THE FOLLOWING MUST BE SUBMITTED WITH THIS FORM:**

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

**VENDOR (Purchase Orders only):**

- JC Penney (Traverse City only)

**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 Card<sup>4</sup>

**DISTRIBUTION AMOUNTS:**

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

<sup>1</sup> 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.  
<sup>2</sup> Driver's Education: Distribution amount up to \$320 per student. One-time request per student.  
<sup>3</sup> Senior Expenses: Distribution amount up to \$200 per student. One-time request per student.  
<sup>4</sup> 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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