

**POKAGON BAND OF POTAWATOMI INDIANS  
POKAGON BODE`WADMIK OGITCHEDAW  
BRING A HERO HOME PROGRAM POLICY**

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## **Section 1 Findings and Purpose**

- (a) In honor and recognition of the contributions and sacrifices the Ogitchedaw have made to the Band and their important role in the Band community, the Pokagon Bode´wadmik Ogitchedaw Board was established.
- (b) The powers and authority of the Pokagon Bode´wadmik Ogitchedaw Board include making financial donations to Citizens and Veterans.
- (c) In accordance with Section VI (A) 10 of the Code, the Board may make certain donations, provided such are made pursuant to a written policy approved by the Board and the Tribal Council and no such donation exceeds \$1,500. This Policy is intended to implement this requirement in order to permit the Board to make donations to Active Duty Citizens for Travel Assistance for an Eligible Event.
- (d) This Policy establishes the written guidelines under which Travel Assistance may be provided to an Active Duty Citizen.
- (e) The Tribal Council has determined that it is in the best interests of the Band, including the Board and the Citizens to establish this Program and Policy to promote the general welfare of Citizens.
- (f) The Band intends for this Program to satisfy all applicable requirements of the General Welfare Exclusion Act (codified at 26 U.S.C. § 139E *et seq.*).
- (g) This Policy shall be interpreted, and the Program administered, in a manner consistent with the purposes expressed in this Section.

## **Section 2 Definitions**

The following terms, whenever used or referred to in this Policy, shall have the respective meaning stated below, which shall apply regardless of whether such terms are used in their singular or plural form:

- (a) “Active Duty” means a person who is on full-time duty in the active military service of the United States. The term “Active Duty” includes a person engaged in full-time training duty, annual training duty, and attendance, while in the active military service, at a school designated as a service school by federal law or by the Secretary of the applicable military department.
- (b) “Active Duty Citizen” means a Citizen on Active Duty.

- (c) “Applicant” means the person requesting Travel Assistance from the Board.
- (d) “Application” means the form approved by the Board under Subsection 6(a) of this Policy.
- (e) “Band” means the Pokagon Band of Potawatomi Indians.
- (f) “Board” means the Board of Directors of the Pokagon Bode´wadmik Ogitchedaw Board established by the Code.
- (g) “Citizen” means a duly enrolled member of the Band.
- (h) “Code” means the Pokagon Bode´wadmik Ogitchedaw Code.
- (i) “Eligible Event” means any of the following:
  - a. Marriage, college or high school graduation ceremony, family reunion, or funeral any of which involve an Immediate Family Member of the Active Duty Citizen;
  - b. Birth of the Active Duty Citizen’s child;
  - c. Visitation to an Immediate Family Member of the Active Duty Citizen, pre-deployment or post-deployment of the Active Duty Citizen; and
  - d. Pow-Wow hosted by the Band.
- (j) “Finance Department” means the Band’s Finance Department.
- (k) “Immediate Family Member” means the Active Duty Citizen’s spouse, parents, grandparents, siblings, children, stepchildren, grandchildren, and any person so related to the spouse of the Active Duty Citizen.
- (l) “Policy” means this Bring a Hero Home Program Policy.
- (m) “Program” means the Bring a Hero Home Program, a legislatively provided social benefit program for the promotion of the general welfare, established by the Tribal Council and governed by this Policy.
- (n) “Travel Assistance” means financial assistance provided under this Policy.

- (o) "Tribal Council" means the governing body of the Band as set forth in Article IX of the Band Constitution.
- (p) "Vendor" means the person or entity that is, or will, provide any service or perform work, all or a portion of which will be paid for with Travel Assistance, including a seller of services, or a contractor.

### **Section 3      Types of Need**

Travel Assistance may only be provided for travel expenses for an Active Duty Citizen to travel from his or her duty location to the location of an Eligible Event and back to the duty location.

### **Section 4      Eligibility**

- (a) Only Active Duty Citizens, who otherwise satisfy all requirements of this Policy, shall be eligible to receive Travel Assistance pursuant to this Policy.
- (b) No Active Duty Citizen shall be eligible to receive Travel Assistance if there is an outstanding unsatisfied judgment against such person in favor of the Band, or if the Active Duty Citizen is otherwise delinquent in any financial obligation to the Band.
- (c) Each Applicant shall complete and return an Application and supply all requested documentation.
- (d) Applicants shall have the burden of demonstrating to the Board, eligibility for Travel Assistance under this Policy.
- (e) Travel Assistance shall be awarded in accordance with this Policy and shall not discriminate in favor of members of the Tribal Council.

### **Section 5      Amount and Payment**

- (a) Travel Assistance shall not exceed \$1,500 for any Eligible Event.
- (b) No Active Duty Citizen shall receive more than \$1,500 per calendar year in Travel Assistance.
- (c) Subject to the requirements of this Policy, the Board shall determine the amount of Travel Assistance to award.

- (d) Travel Assistance may be paid directly to the Active Duty Citizen or the Board may, in its sole discretion, pay Travel Assistance directly to a Vendor on behalf of the Active Duty Citizen.
- (e) Travel Assistance will be awarded on a first-come, first-served basis, provided, that the Board may determine priority among Applications based on factors including: (1) the greatest need, (2) whether Travel Assistance was previously provided to the Active Duty Citizen, and (3) the nature of the Eligible Event.

## **Section 6      Application**

- (a) Requests for Travel Assistance shall be made on an Application provided by the Board.
- (b) At a minimum, the Application shall require the Applicant to provide all of the following:
  - (1) The Applicant's name, address, and telephone number;
  - (2) If the Applicant is not the Active Duty Citizen needing Travel Assistance, then the Applicant must provide the name, address, and telephone number of such Active Duty Citizen;
  - (3) The amount of Travel Assistance requested;
  - (4) A description of the Eligible Event and the need for the Travel Assistance;
  - (5) A description of why the Active Duty Citizen is unable to meet the need;
  - (6) The date by which the Travel Assistance is desired;
  - (7) Whether there is an outstanding unsatisfied judgment against the Active Duty Citizen in favor of the Band and whether the Active Duty Citizen is otherwise delinquent in any financial obligation with the Band; and
  - (8) All supporting documentation.
- (c) All completed Applications shall be returned to the Board.

## **Section 7      Processing Applications**

- (a) The Board shall ensure that each Application received is stamped with the time and date of receipt by the Board.
- (b) The Board shall review completed Applications and decide whether Travel Assistance may be provided pursuant to this Policy.

## **Section 8      Decision**

- (a) The Board shall endeavor to review completed Applications and make a decision on such within seven business days of receipt.
- (b) If the Board determines that the Active Duty Citizen is eligible for Travel Assistance and funding is available, the Board shall approve the Application for Travel Assistance.
- (c) Any decision to approve or to reject any Application shall be made by motion or resolution of the Board. Any such decision shall be final and not subject to appeal.
- (d) If the Board approves an Application, the Board Secretary or such person's designee shall submit a check request to the Finance Department in the amount approved by the Board.

### **Section 9 Notification of Decision**

- (a) The Board shall provide written notice to the Applicant of the Board's decision.
- (b) Such written notice shall, at a minimum, include:
  - (1) The amount of Travel Assistance and any instructions to arrange for the issuance of the Travel Assistance payment, if the decision was to approve the Application; and
  - (2) If the decision was deny the Application, the specific reason(s) for denial.

### **Section 10 Miscellaneous**

- (a) The Board shall maintain, for a minimum of four years, the Application and records of all Travel Assistance payments.
- (b) The Board shall ensure that a copy of this Policy is made available to Citizens upon request.
- (c) Nothing contained in this Policy shall be construed to vest in any person, entity, or Applicant, any right or interest in any Band revenues or assets.
- (d) This Policy may only be amended or repealed by the Tribal Council.

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### **POLICY HISTORY**

In accordance with Section VI (A) 10 of the Code, this Policy was approved by the Board on May 19, 2016 and by the Tribal Council on June 13, 2016 by Resolution 16-06-13-05; On December 18, 2017, by Tribal Council Resolution 17-12-18-02, the Policy was amended to increase the amount of travel assistance from \$500 to \$1,500.