

MEXICAN SPRINGS CHAPTER  
STUDENT ENRICHMENT POLICIES AND PROCEDURES

I. AUTHORIZATION

- A. Pursuant to 26 N.N.C., Section 101 (A), the Mexican Springs Chapter has formulated, implemented and operated according to the Five Management System and ensure for accountability and developed Policies and procedures, Student Enrichment Fun are for education and career orientated goals.
- B. Pursuant to the Mexican Springs Chapter resolution number MS-09-18-16-C, the Student Enrichment Fund Policies and Procedures is hereby approved.

II. PURPOSE

- A. The purpose of the Student Enrichment Fund Policies and Procedures is to provide the guidelines for the Mexican Springs Chapter to administer the Student Enrichment Fund for community youth and registered members who are pursuing and obtaining outside education and career orientated goals.

III. APPLICABLE LAWS

- A. The Mexican Springs Chapter shall comply with all applicable State, Federal, and Navajo Nation laws, such as the Navajo Nation Privacy and Access to Information Act.

IV. AMENDMENTS

- A. Any amendments to the Student Enrichment Fund Policies and Procedures may be recommended by any of the Mexican Springs Chapter administration or community members in written format, and forward supportive and argumentative documentations to the Community Services Coordinator and Chapter Officials for assessment.
- B. All proposed amendments will be presented to the Chapter membership at a regular Chapter meeting for final approval by the Chapter membership.

C. The foundation to add, delete or revise any section(s) or provision(s) of the Student Enrichment Fund Policies and Procedures would be subject to the following conditions.

I. The Funding source changed

II. The amount of the funding has tremendously increased or decreased.

III. Procedures and Requirements for submitting amendments:

a. Any proposed amendments to the Student Enrichment Fund Policies and Procedures must be submitted in writing with supportive documentation to the Chapter Manager.

b. Upon approval, the Community Services Coordinator will make all recommended changes to the Student Enrichment Fund Policies and Procedures with a supporting resolution.

## V. POLICY

A. The Student Enrichment Fund shall be budgeted with the Summer Youth Employment and/or the Scholarship Fund (General Funds and Claims Trust Fund).

B. The Mexican Springs Chapter shall reserve the right to refuse service to a student or parent or the student using vulgar or profanity language or behaving unprofessionally toward the Chapter Administration or Chapter Officials.

C. The Student Enrichment shall require students(s) to attend Chapter Planning or Regular meetings.

D. The Student(s) shall submit all essential documentations.

E. The Chapter administration shall accept any incoming fax application from the student(s).

## VI. ROLE OF THE CHAPTER ADMINISTRATION

- A. The Chapter Administration shall ensure all necessary documents are attached to the application.
- B. The Chapter Administration shall safeguard all essential documents and file according to the Records Management Policies and Procedures.
- C. The Chapter Administration shall make periodic and random verification on all Student Enrichment Fund recipients to verify adequate attendance and academic progress.
- D. The Community Services Coordinator will make the administrative decision on approving or denying the application.

## VII. DATES

- A. There are no opening or deadline dates because this is an on-going assistance.

## VIII. ELIGIBILITY

- A. The Student(s) shall submit the application with all supporting documents deemed necessary.
- B. This will be a once a year assistance.

Revised 08.02.16/csam

Approved: 09-18-16