

JOM REQUESTS OTHER THAN BASIC SCHOOL SUPPLIES

All requests must be accompanied by a completed Sac and Fox Nation JOM Request for Service form.

Art Material: JOM will provide a Twenty Dollar (\$20.00) gift card upon receipt of proper documentation. Parent or student can only request if Art Class is listed on student's class schedule. Teacher must provide a list of materials needed. Student must turn in a copy of the receipt(s) from the gift card purchase(s) to the Sac and Fox Nation Education Department. Only one (1) request per student per school year will be allowed.

Athletic Insurance: JOM will submit a Request for Payment for Thirty Dollars (\$30.00) upon receipt of a properly filled out form. If insurance amount is greater than Thirty Dollars (\$30.00), the parent will be responsible for the balance. Only one (1) request per student per school year will be allowed.

Club Uniform: JOM will submit a Request for Payment/Purchase Requisition for Fifteen Dollars (\$15.00) upon receipt of vendor/school documentation. Only one (1) club uniform per student per school year will be allowed.

Home Ec Fee/Material: JOM will provide a Twenty Dollar (\$20.00) gift card upon receipt of proper documentation. Parent or student can only request if Home Ec is listed on the student's class schedule. Teacher must provide a list of materials needed. Student must turn in a copy of the receipt(s) from the gift card purchase(s) to the Sac and Fox Nation Education Department. Only one (1) request per student per school year will be allowed.

Gym Uniform: JOM will submit a Request for Payment for Ten Dollars (\$10.00) upon proper documentation from the school. JOM will not pay for generic shorts and t-shirts to be worn in gym class. Parent or student can only request if Gym Class is listed on the student's class schedule. School must submit a statement of gym uniform requirement. Only one (1) request per student per school year will be allowed.

Draft Fee/Material: JOM will provide a Twenty Dollar (\$20.00) gift card upon receipt of proper documentation. Parent or student can only request if Drafting Class is listed on the student's class schedule. Teacher must provide a list of materials needed. Student must turn in a copy of the receipt(s) from the gift card purchase(s) to the Sac and Fox Nation Education Department. Only one (1) request per student per school year will be allowed.

Club Activity Fee: JOM will submit a Request for Payment/Purchase Requisition in the amount of Ten Dollars (\$10.00) upon receipt of proper documentation from the school. Only one (1) club activity fee per student per school year will be allowed.

Science Fair Project: JOM will provide a Twenty Dollar (\$20.00) gift card upon receipt of proper documentation. Student must provide a description of the project and a list of supplies needed. Student must turn in a copy of the receipt(s) from the gift card purchase(s) to the Sac and Fox Nation Education Department. Only one (1) request per student per school year will be allowed.

Academic Workshop: JOM will submit a Request for Payment upon receipt of proper documentation. Proper documentation consists of a letter from the teacher or school requesting the student be allowed to attend the workshop and any registration forms, brochures, or other pertinent information about the workshop. Students will only be allowed to attend one (1) academic workshop per school year and JOM will pay up to One Hundred Fifteen Dollars (\$115.00) toward the workshop fee.

Shop Fee/Material: JOM will provide a Twenty-Five Dollar (\$25.00) gift card upon receipt of proper documentation. Parent or student can only request if Shop Class is listed on the student's class schedule. Teacher must provide a list of the materials needed. Student must turn in a copy of the receipt(s) of the gift card purchase(s) to the Sac and Fox Nation Education Department. Only one (1) request per student per school year will be allowed.

Vo-Tech Expense: JOM will provide a Twenty-Five Dollar (\$25.00) gift card OR will submit a Request for Payment to the school, whichever is appropriate to the situation. Parent or student can only request if Vo-Tech is listed on the student's class schedule. Students receiving gift cards must turn in a copy of the receipt(s) of the gift card purchase(s) to the Sac and Fox Nation Education Department. Only one (1) request per student per school year will be allowed.

SAT/ACT Test Fee: **JOM is currently not set up to pay for online registrations**

Eyeglasses: JOM will pay up to Fifty Dollars (\$50.00) toward a pair of eyeglasses only once every two (2) years per eligible student. Parents must provide a copy of an invoice from a certified eye care provider. JOM payments will be made directly to the vendor.

Letterman Jacket: JOM will submit a Request for Payment/Purchase Requisition upon receipt of proper documentation. Documentation must be received from the school stating that the student is eligible to purchase a jacket and a vendor invoice must be provided. Order forms will not be accepted as invoices. JOM will provide Forty Dollars (\$40.00) toward the purchase of a letterman jacket only one (1) time per student. JOM will not pay for any monograms or sewing on of patches.

Workbook Fees: JOM will submit a Purchase Requisition/Request for Payment directly to the school upon receipt of an invoice from the school. JOM will pay up to Ten Dollars (\$10.00) per student for workbook fees.

Summer School: A letter must be provided from a school official stating that summer school is required for the student and must state the class(es) the student is required to take. Regardless of the number of classes a student must take, JOM will only pay up to One Hundred Fifteen Dollars (\$115.00) toward the cost of summer school.

Academic Summer Camp: Parent must submit all documentation regarding the summer academic camp including registration forms, brochures and any other pertinent information. JOM will pay up to Fifty Dollars (\$50.00) for only one (1) summer academic camp fee per student for the school year. JOM will not pay for cheerleading or athletic camps.

8th Grade Incentive: JOM will pay up to Thirty Dollars (\$30.00) toward a cap and gown or student portrait. Parents must provide a copy of an invoice from the vendor and JOM will make payment directly to the vendor. Order forms will not be accepted as invoices.

Senior Incentive: JOM will pay up to One Hundred Dollars (\$100.00) toward a cap and gown, senior portrait, graduation announcements or class ring. Parents must provide a copy of an invoice from the vendor and JOM will make payment directly to the vendor. Order forms will not be accepted as invoices. Parents must provide a letter from the school verifying the student's graduation date, credit completion and transcript with school seal.

Tutoring: Parents must submit a request for tutoring in writing along with a notification from the teacher or counselor recommending tutoring for the student. The request should include the type of tutoring requested (math, spelling, reading, etc.), a copy of the student's current grade/progress report, and a copy of the student's current class schedule. Parents and tutors will be required to sign a tutorial contractual agreement. Tutoring services must be based on academic weakness and will not be used for homework monitoring or for students failing classes due to over-scheduling extra-curricular activities. Tutoring will be denied for non-academic reasons such as student's lack of discipline, suspensions, expulsions, or lack of attendance. The parent will be responsible for locating a suitable tutor.