



COPY

*Council Delegate, Lester C. Yazzie
President, Ramona J. Nelson
Vice President, Ellen Young Thomas
Secretary/Treasurer, Lucy Antone
Land Board, Davina Spencer
Community Service Coordinator, Jay Chee
Accounts Maintenance Specialist, Brenda Chicharello*

THE NAVAJO NATION

TSAYATOH CHAPTER

Post Office Box 86 · Mentmore, NM 87319
Phone: (505) 905-2649 · Fax: (505) 905-0537
email: tsayatoh@navajochapters.org

TSAYATOH CHAPTER

APPROVING AND ADOPTING THE TSAYATOH CHAPTER REVISED SCHOLARSHIP POLICY AND PROCEDURES.

Resolution No. TSA2024-11-008

WHEREAS:

1. Tsayatoh Chapter is a Local Governance Certified Chapter of the Navajo Nation, 26 NNC § 101 et seq. with delegated authority and responsibility to promote, to receive, to act upon and protect the interest and general welfare of its constituents and to interact with other entities of the Navajo Nation, Federal and Local Government Agencies that serve and affect the Tsayatoh Chapter; and
2. Tsayatoh Chapter has a Heavy Equipment Policy in place, however, has received a copy of a Department of Justice (DOJ) approved policy; and
3. The proposed change is to adopt the Revised Scholarship Policy issued by DOJ and Division of Community Development; and
4. Tsayatoh Chapter community is supporting the action to approve the Revised Scholarship Policy and Procedures to be put into action upon approval.


NOW THEREFORE BE IT RESOVED THAT:


1. Tsayatoh Chapter approves and adopts the DOJ-approved Revised Scholarship Policy and Procedures.
2. Tsayatoh Chapter reviewed the revised policy on November 17, 2024, and determined it is in the best interest of the Chapter to adopt.


CERTIFICATION


WE HEREBY CERTIFY that the foregoing Resolution was duly considered by Tsayatoh at a duly called chapter meeting at Tsayatoh, Navajo Nation, at which a quorum is present and that the same passed by a vote of 5 in Favor, 3 Opposed and 8 Abstain this 17th day of November 2024.

MOTION: Elizabeth Mosley
SECOND: Ernest John


Ramona J. Nelson, President


Ellen Young-Thomas, Vice President


Lucy Antone, Secretary/Treasurer



Chapter Scholarship Policy & Procedures

Tsayatoh Chapter

TSAYATOH CHAPTER SCHOLARSHIP POLICIES AND PROCEDURES

I. MISSION STATEMENT

The mission of the Tsayatoh Chapter is to provide assistance in form of scholarships to the community youth and members for their educational needs and goals utilizing the Navajo Nation Budgeted Scholarship Funds.

II. PURPOSE OF SCHOLARSHIP

1. Assist with educational expenses such as tuition, books, room and board.

III. GOALS

The goal of the Tsayatoh Chapter is to pave a path and provide an opportunity for all community youth and members to embrace and enrich their educational horizons and paradigms by pursuing a higher education.

IV. OBJECTIVES

The major objective of the Tsayatoh Chapter of the Tsayatoh Chapter is to encourage the community youth and members to obtain a degree in respective field of study and obtain employment within the Navajo Reservation to enrich every aspect of the community and the Navajo Nation.

V. COMMITMENT

The Tsayatoh Chapter is pledging a sincere commitment to provide information regarding scholarship assistance, employment, and making the initial investments in the youth to build a strong foundation for the leadership of the Community and the Navajo Nation.

VI. POLICIES AND PROCEDURES FOR THE CHAPTER SCHOLARSHIP

1. All potential applicants that are requesting scholarship/assistance for educational purposes shall oblige by these policies and procedures.
(Resolution #TSA2024-11-008)
2. Before a potential applicant can be eligible for scholarship/assistance, he or she must be on the Chapter Planning and Regular Meeting Agenda with completed and accurate documents.
3. Applications will not be available until the opening dates listed below. The Chapter will not accept any early applications or faxed applications due to the first come first serve basis.

VII. OPENING DATES

1. Fall Semester – July 1st
2. Spring Semester – December 1st

VIII. DEADLINE DATES

1. Fall Semester – Last Friday of July
2. Spring Semester – Last Friday of December

IX. ELIGIBILITY

1. Student must be registered with Tsayatoh Chapter for six (6) months, or if under 18 years old, a parent must be a registered voter for six (6) months prior to applying.
 - a. When the student turns 18, they have 10 days to register to vote and be eligible to apply without waiting six (6) months.
2. Must be enrolled **full-time** in an accredited college, university, vocational institution, or technical school.
3. Must be a member of the Navajo Nation with a census number.

X. REQUIRED DOCUMENTS

1. Accurately completed Chapter Scholarship Application
2. Social Security card
3. Census Number (CIB)
4. Chapter Voter Registration
5. Original High School Transcript or College Transcript
(Note: If transcript is submitted online through the accredited college/university it needs to be in by the scholarship application deadline.)
6. Class Schedule
7. Letter of Acceptance (for first year students) or a Verification of Enrollment from the college/university **(Note: For current semester)**
8. Photo Identification

XI. STUDENT RESPONSIBILITIES

Before any application is accepted, all essential documents must be present or the application will be considered incomplete and denied.

1. Come to the Chapter to pick up and turn in all essential documents mentioned above. In a timely manner.
2. Be present at the Chapter Planning and Regular Meeting as scheduled.
(Note: If unable to attend meeting you must submit a letter of interest or have a representative attend on the student's behalf)
3. Submit an official transcript at the end of each awarded semester in the Chapter.
4. Maintain a Grade Point Average of 2.0 or C.
5. Students are responsible to submit completed scholarship application on or before the deadline. No exceptions.

XII. CHAPTER STAFF RESPONSIBILITIES

The Chapter Staff Will:

1. Provide applications upon opening dates.
2. Inform the students of the Chapter Meetings.
3. Safeguard all essential documents and file them according to the Records Management Policies & Procedures.
4. Prepare Resolution for each applicant for the upcoming Chapter Meetings.

XIII. AWARD AMOUNTS

The listed award amounts are based on fund availability and based on the annual Chapter Scholarship Budget.

College Classification	Award Amount
Full Time Enrollment	\$600.00
Part Time Enrollment	\$300.00

Note: If funds are limited, the award amounts will be reduced to benefit more students to the number of students accepted/awarded.

XIV. PROCESSING

1. Application packets received prior to the deadline are time stamped and processed by the Accounts Maintenance Specialist
2. Complete applications are submitted to the Community Services Coordinator for final review.
3. Community Services Coordinator shall refer completed applications to the Chapter Planning Meeting Agenda for presentation. Chapter Officials will add the applicants name to the Regular Chapter Meeting agenda for approval.
4. If the student cannot make it to the meetings, they can be represented by a family member.
5. Upon approval, the Accounts Maintenance Specialist will process the scholarship check within ten (10) business days following the Expenditure processing as stated in the Procurement Policy for Disbursements, to be written to the student and mailed to the student's current address.
6. The Accounts Maintenance Specialist will send an award email/letter to the student along with a notice of the next semester deadline.

XV. STUDENT OBLIGATIONS

Upon awarding, the student must meet the following conditions:

1. Utilize the awarded funds toward educational needs and goals.
2. Submit requested transcripts at the end of each awarded semester.

XVI. PROBATION

Probation will only apply when the student fails to complete the semester as per registration. The Probation Period will be a one (1) full school year for any of the following reasons:

1. Withdrawal from Institution.
2. Lack of Attendance.
3. Insufficient credits hours per classification.
4. GPA below 2.0 or C Grade equivalent.
5. Failure to submit an official transcript at the end of the awarded semester.

XVII. AMENDMENT

Tsayatoh Chapter is always open to hear innovative ideas to improve our community, so please offer your ideas and/or suggestions.