



## **Chilicote Ranch Raffle Procedures**

**(Funding Source: Chilicote Ranch)**

### **I. Announcement**

Depending on the drought status or other events taking place at the Ranch, the Ranch Manager will determine the appropriate time as to when the Ranch will be available for Tribal Members (Head of Household in good standing) for rental for the Spring Season. It may vary, normally it is open in April, but situations have occurred when it will open in late spring due to severe drought conditions or wildfires. The announcement is sent electronically by tribal records (Zeke-mass email) to tribal members, distributed to District I and II, and additional forms are available at the Administration front desk, tribal records, and Tribal Council. The tribal members will be given adequate time to submit their raffle entries to meet the deadline. The announcement should include all details with rental and deposit fees, dates available and a raffle entry form. **(See Attachments)**

### **2. Selection Procedure**

Normally, the selection is done on a monthly basis. When a tribal member is selected and notified, he/she will have twenty four hours to accept or decline. The date of notification will be noted on the raffle entry form, also to be noted is if they accepted or decline. If they accept the date they were selected for, they will need to submit their deposit to secure their spot (copy of the receipt should be obtained and attached to their record). If the individual declines for that date, it is allowable for them to remain in the raffle box. Full rental fee must be paid in full prior to the week of departure.

### **3. Rental Forms and Payment Procedure**

At the time that the Tribal member comes in to pay his rental fees, all necessary documents in the packet must be filled out, the original raffle selection entry form will be attached, Yvonne keeps the originals and the tribal member receives a courtesy copy. Once the paper work is complete and distributed, the tribal member will make payment at Finance. A copy of the receipt will be required for Chilicote's records.

### **4. Deposit Return**

After the Tribal Member has utilized the Ranch facilities, the Ranch Manager/Clerk will conduct an inspection of the facility and will have the final decision to determine if the deposit will be returned.

PLEASE NOTE: In the event that ranch personnel are unable to conduct inspection of the facilities of the time of departure, the inspection will be done as soon as time permits. If and when any of the houses are not left clean, pictures will be taken and forward to appropriate personnel for denial of deposit.