



THE ALEUT FOUNDATION Cultural Preservation Program Travel Program Policies and Procedures

1. GOAL:

The goal of The Aleut Foundation Cultural Preservation Program is to advocate cultural awareness among all Aleuts by preserving our past to enlighten future generations.

The Travel Program will aid in that awareness by providing funds to eligible applicants for various cultural or educational enhancement activities.

2. GUIDELINES

- A. The Executive Director shall coordinate all of The Aleut Foundation's (TAF's) activities with its Board of Directors.
- B. The Board approves the Travel Program Policies.
- C. The Board will have complete access to all records related to the Travel Program which are maintained by TAF Staff.
- D. The Board or TAF Staff will provide information about the Travel Program to all interested groups or individuals.

3. ELIGIBILITY SELECTION PROCESS

The Aleut Foundation Executive Director selects the recipients of TAF's Travel Program. The Travel Program selection process is as follows:

- A. Applicants will be considered eligible based on the following criteria:
 - 1. Shareholder of The Aleut Corporation (TAC)
 - 2. A descendant of a Shareholder of TAC
 - 3. A descendant of an Aleut who is a beneficiary of the Aleutian Pribilof Islands Restitution Trust.
 - 4. A Group consisting of 51% or more of individuals meeting the above criteria. This includes the Group Leader.
- B. The Aleut Foundation Staff will collect and process all Travel Program requests and inform applicants of any information needed to complete their application.

- C. The Aleut Foundation budget line item for the Travel Program will be approved by the Board during the fiscal year budget process. The Aleut Foundation Staff will distribute the funds.

4. TRAVEL PROGRAM CRITERIA

- A. Purpose: All Trips will be short term (2-20 days). Trips can include the First Alaskans Institute Annual Elders & Youth Conference, The Aleut Corporation Annual Shareholder Meeting held in the Fall, Dance Group performance trips, Educational Seminars for Students, etc.
- B. Cultural or Educational Significance- The Applicant will be required to show the cultural or educational significance of the trip in their letter of purpose
- C. Funding:
 - 1. FAI Annual Elders & Youth Conference: Provide Travel and Conference Fee (up to \$2,500/person)
 - 2. TAC Annual Shareholder Meeting: provide Travel (up to \$2,500/person).
 - 3. Culture Camp travel: Provide Travel (up to \$2,500/person).
 - 4. All other travel requests will be paid up to \$1,000/person until funds are exhausted
- D. Process:
 - 1. Send in application
 - 2. TAF will email or mail a letter of support
 - 3. Individual will purchase ticket(s) for the travel
 - 4. The Aleut Foundation will reimburse.
- E. Exclusions :
 - 1. Relocation
 - 2. Other Native Regional Corporation Annual Meetings
 - 3. Personal Business
 - 4. Travel that has already occurred
 - 5. Hotel
 - 6. Baggage
 - 7. Flight changes (exceptions may be reviewed by the Executive Director)
 - 8. Per diem
 - 9. First Class Tickets

5. TRAVEL PROGRAM APPLICATION

Eligible candidates will be required to submit the following:

- A. A Travel Program application (Online: www.thealeutfoundation.org) (You may request a paper application).
- B. A Letter of Purpose explaining why you wish to attend the event and how your experience will benefit you, the Aleut people and your community.
- C. After the trip, please, provide a short (no longer than one-page) written report of the event with pictures and/or videos we can share via social media, presentations, marketing, etc. You must have permission from everyone in your photos to share the images with The Aleut Foundation.

6. APPLICATION DEADLINE

- A. For Culture Camp travel, the application needs to be received by June 1st.
- B. For TAC Annual Shareholder Meeting travel, the application needs to be received by August 31st.
- C. For all other Travel Program requests the application needs to be received 6 weeks prior to the trip.