

*Office of the Provost and Vice President of Academic Affairs
Associate Vice Provost of Academic Affairs
University Dean for Social Justice Initiatives
American Indian Studies Department
are proud to sponsor the community meeting on*

Repatriation & Curation Issues at SFSU



By Tonu Shane Eagleton (Rotuman)

Saturday & Sunday ▪ February 7 & 8, 2009
Crissy Field Center ▪ Golden Gate National Parks Conservancy
Building 201, Fort Mason ▪ San Francisco, CA 94123
(415) 561-3000 Fax (415) 561-3003
In the Presidio (San Francisco)
http://www.parksconservancy.org/our_work/crissy/

Agenda Saturday, February 7

- 9:00–12:00* **Announcements, Introductions, and Updates on NAGPRA Issues at SFSU**
- The California Indian Baskets Project (Kathy Wallace)
 - Progress on the audit of NAGPRA, Anthropology, and the Treganza Museum; securing legal counsel; and the cultural liaison's work (Joanne Barker, Clay Dumont, Melissa Nelson, Kathy Wallace)
- 12:00-:1:30 **Lunch**
- 1:30-5:00* **Developing the Goals, Roles, and Responsibilities of the Proposed Board**
Open discussion of relevant tribal models for repatriation and curation protocols (including the Guidelines Policy for the Sierra Nevada NAGPRA Coalition and the EPA-NEJAC Model Plan for Public Participation, included in the documentation packet)
- Possible open and break-out working groups towards shared objectives and principles of agreement on the roles and responsibilities of the proposed board

Sunday, February 8

- 9:00-12:00* **Developing the Membership Guidelines of the Proposed Board**
- Open discussion of relevant tribal models for the membership of a proposed board
 - Possible open and break-out working groups towards shared principles of agreement on the membership of the proposed board
- 12:00-:1:30 **Lunch**
- 1:30-5:00* **Agreements and Next Steps to the Creation of the Proposed Board**

*With Coffee Breaks.

Documentation Packet Included

- 1) Basic Administrative Structure at SFSU concerning the NAGPRA Program
- 2) Guideline Policy for the Sierra Nevada NAGPRA Coalition
- 3) EPA-NEJAC Model Plan for Public Participation
- 4) Honorarium Forms
- 5) Contact Information



Basic Administrative Structure at SFSU

CSU President and Board of Trustees

Charles Reed

↑

President

Robert Corrigan

↑

Vice President and Provost of Academic Affairs

John Gemello

↑

Associate Provost of Academic Affairs and Supervisor of the NAGPRA Program

Enrique Riveros-Schäfer

↑

NAGPRA Program

Jeff Fentress, Staff Coordinator

↑

College of Ethnic Studies

Ken Monteiro, Dean

↑

American Indian Studies

Joanne Barker, Associate Prof/Chair

↑

Faculty:

Robert Collins Assistant Professor
Andrew Jolivéte, Associate Professor
Phil Klasky, Lecturer
Melissa Nelson, Associate Professor
Kathy Wallace, Lecturer & Native
Cultural Liaison to the NAGPRA
Program

Clay Dumont, Professor, Sociology in
College of BSS, affiliated with AIS

↑

College of Behavioral & Social Sciences

Joel Kassiola, Dean

↑

Anthropology Department

Douglass Bailey, Professor/Chair

↑

Faculty Including:

Mariana Ferreira, Associate Professor
Mark Griffin, Associate Professor
David Kojan, Lecturer
Gary Paul, Professor
James Quesada, Associate Professor
Cynthia Wilczak, Assistant Professor

↑

Treganza Museum:

Yoshiko "Miko" Yamamoto, Director
(reports to chair of anthropology)

**Guideline Policy for the
Sierra Nevada
NAGPRA Coalition**

Approved
05/11/07
MPD

Vision Statement

The Sierra Nevada NAGPRA Coalition (SNNC) is a culturally based organization that strives for the return of all native cultural items (human remains, funerary objects, or objects of cultural patrimony) that are currently held in federal, state, private and international collections throughout the nation and the world.

of sacred/cerem

Purpose

The Native American Graves Protection and Repatriation Act (NAGPRA) was enacted to remedy a long and continuing history of shameful treatment of native human remains and cultural items. The SNNC recognizes that all cultural items discovered are presumed to be of native origin until proven otherwise. Burials and sacred places must be protected and those that were disrespectfully removed must be returned immediately to our people regardless of their age or location.

The SNNC is dedicated to joint deliberation and tribal consensus and shall address mutual concerns relevant to the execution of repatriation issues involving common boundaries, joint use areas, and common lines of descent for determining cultural affiliation. As members of the SNNC we acknowledge our shared group relationship and common ancestry. The SNNC recognizes that Tribes are the sole and final authority to identify and determine the disposition of any and all human remains, items of cultural patrimony, and sacred objects. The SNNC believes that all cultural items discovered on the ancestral lands of Coalition members are presumed to be of native origin until proven otherwise. We are opposed to all scientific study and testing on all human remains and/or cultural items.

The SNNC is guided by the traditions and customs of our people and we rely on the guidance and teachings of our Tribal Elders and Spiritual Leaders on the appropriate manner to handle all cultural issues.

The SNNC recognizes the sovereignty of each tribal government and does not wish to encroach upon, but rather to support and assist tribal governments in researching, consulting and repatriating native cultural items.

Process

Membership. The SNNC is comprised of Tribal representatives throughout adjacent to the Sierra Nevada and/or of Penutian speaking people. This includes but not limited to: Leaders, Elders, Spiritual Leaders, members or employees appointed by their respective tribes.

The word "Tribe" as used in this document refers to all member organizations, Federally recognized Tribes, non-federally recognized Tribes, non-profit native

Participating Tribes recognize their NAGPRA representative(s) as their delegate(s) for matters pertaining to SNNC activities. Delegate participation is encouraged and welcomed and may not be the opinion of their respective Tribal Council or governing body.

Participating Tribes support the attendance of representatives at SNNC meetings, maintain timely communications with repositories and member Tribes, and respond to requests from other Tribes regarding information and assistance.

Resources Sharing. The SNNC will foster mutual education and assistance, in the context of formal meetings of the SNNC and through informal means. SNNC Tribes agree to share with one another, as available and appropriate the following:

1. Information concerning native culture and history in general, and the need and means for repatriation of cultural items.
2. Ideas and concerns regarding research on funding sources and protection and perpetuation of native culture and cultural property.

C) **Repatriation.** To support and assist efforts made by individual Tribes to repatriate cultural property, participating Tribes agree to:

1. Work diligently to identify any and all cultural property that is inappropriately, incorrectly, or incompletely labeled, documented, displayed, treated, or maintained.
2. The repatriation of ancestral human remains will occur as expeditiously as possible and in the same burial location where the remains originated. If it is not possible to inter the remains to the original location, an alternative location will be established. All information regarding the existence of a known burial(s) shall be safeguarded by the SNNC member Tribes and not announced publically.
3. The SNNC acts on behalf of its membership, pursuant to authority provided by the membership, to submit requests to any repository for information pertaining to cultural items to be sent to appropriate member Tribes.
4. Participating Tribes will cooperate and collaborate in search of repatriation funding to further the goals of the SNNC.

D) **SNNC Operation.** The SNNC will serve as a clearinghouse for all members and will ensure the respectful operation of the SNNC activities as deemed appropriate to:

- the appropriate Tribes.
2. Initiate or support legal, administrative, or other actions against NC Tribes against

Conflict Resolution. To reduce and manage potential disputes, the SNNC Tribes

maintain a spirit of mutual respect, an adherence to consensual decision making, and a commitment to the protection and perpetuation of tribal culture. Confine within this organization, whenever possible, the scope of a dispute of actual matters that can be resolved or clarified through the consideration of information derived from oral history, genealogy, anthropology, history, archaeology, linguistics, and other culturally appropriate sources. Limit the scope of any dispute to the affected Tribes, except to the extent such Tribes agree to submit the dispute to arbitration by the SNNC, whose decision shall be final.

F) **Enforcement:** To implement this policy, the participating Tribes hereby notify repositories and other entities that

1. In exercising our right to repatriation, the SNNC Tribes declare our exclusive right to determine the custody, care, treatment, storage, and disposition of our cultural property.
2. The SNNC has a legal interest in all cultural property found, discovered, or excavated within our ancestral homelands as we define such lands.
3. When an entity inadvertently discovers cultural items within ancestral lands, we assert the right of consultation, which must consist of written notification to Tribal Leaders, Tribal SNNC representatives, the SNNC Coordinator and an actual conversation or face-to-face meeting(s) with the appropriate designated tribal representative(s).
4. Each agency involved must recognize that all material and information concerning ancestral human remains, cultural material, and sacred sites remain confidential at all times.
5. Because many cultural items have been excavated, acquired, or held by repositories and other entities without the permission of the appropriate Tribe, all responsible repositories and other entities are expected to share the cost of

6. All repositories and entities are encouraged to provide funding to consult with or cultural leaders early. The participating tribes will consider such funding to be central element in good-faith compliance with applicable federal and state law unless other evidence appears to the contrary.
7. The SNNC Tribes reserve the right to bring legal action, collectively or independently, against any repository or other entity for costs, damages, punitive damages and equitable relief pertaining to repatriation and the protection and preservation of our culture and history.

Terms

This policy of the SNNC may be amended at anytime through consensus of the SNNC. Any Tribe or individual may withdraw from the SNNC through written notice. This policy shall remain in effect in perpetuity or until abandoned by all Tribes of the SNNC.

Approval: _____

Title: _____

Tribe: _____

Date: _____

U.S. ENVIRONMENTAL PROTECTION AGENCY



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NEJAC Model Plan for Public Participation



National Environmental Justice Advisory Council

The Model Plan for Public Participation was prepared by representatives of the NEJAC Public Participation and Accountability Subcommittee and the U.S. EPA Office of Environmental Justice. The document is published by the Office of Environmental Justice and is endorsed by the NEJAC. This document is published as a living document that will be reviewed annually and revised as necessary. Comments should be sent to the address below:

U.S. Environmental Protection Agency
Office of Environmental Justice
401 M Street, SW (Mail Code: 2201A)
Washington, DC 20460
(202) 564-2515

Dear Colleagues and Friends:

The National Environmental Justice Advisory Council (NEJAC) considers public participation crucial in ensuring that decisions affecting human health and the environment embrace environmental justice. To facilitate such public participation, the NEJAC requested that its Public Participation and Accountability Subcommittee develop recommendations for methods by which EPA can institutionalize public participation in its environmental programs. In 1994, the Public Participation and Accountability Subcommittee developed the Model Plan for Public Participation. The plan is based on two guiding principles and four critical elements. The NEJAC adopted the model plan as a living document to be reviewed annually and revised as needed.

We are pleased to send you a copy of the Model Plan for Public Participation. We also have enclosed the Core Values for the Practice of Public Participation developed by *Interact: The Journal of Public Participation* and the Environmental Justice Public Participation Checklist developed by the Interagency Working Group on Environmental Justice for use by Federal and State agencies. We invite you to consider the model plan as a tool that will guide the public participation process. Please share this document with others who may be interested in encouraging broader community participation in the environmental decision-making process.

Please forward any written comments to:

NEJAC Public Participation and Accountability Subcommittee
c/o U.S. Environmental Protection Agency
Office of Environmental Justice
401 M Street, SW (Mail Code: 2201A)
Washington, DC 20460
Phone: (202) 564-2515
Hotline: (800) 962-6215
Fax: (202) 501-0740
Internet E-mail: environmental.justice.epa@epamail.epa.gov.

Sincerely,

Richard Moore, Chairman
National Environmental Justice Advisory Council

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- Background
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- Core Values for the Practice of Public Participation
Environmental Justice Public Participation Checklist for Government Agencies

BACKGROUND

The National Environmental Justice Advisory Council (NEJAC) is a federal advisory committee that was established by charter on September 30, 1993, to provide independent advice, consultation, and recommendations to the Administrator of the U.S. Environmental Protection Agency (EPA) on matters related to environmental justice. The NEJAC is made up of 25 members, and one designated federal official (DFO), who serve on a parent council that has six subcommittees -- Enforcement, Health and Research, Indigenous Peoples, International, Public Participation and Accountability, and Waste and Facility Siting. Along with the NEJAC members who fill subcommittee posts, an additional 34 individuals serve on the various subcommittees. The NEJAC has held meetings in locations across the United States, including Washington, D.C.; Albuquerque, New Mexico; Herndon, Virginia; Atlanta, Georgia; Arlington, Virginia; and Detroit, Michigan.

As a federal advisory committee, the NEJAC is bound by all requirements of the Federal Advisory Committee Act (FACA) of October 6, 1972. Those requirements include:

- Members must be selected and appointed by EPA
- Members must attend and participate fully in meetings of the NEJAC
 - Meetings must be open to the public, except as specified by the Administrator
- All meetings must be announced in the Federal Register
Public participation must be allowed at all public meetings
 - The public must be provided access to materials distributed during

- the meeting
- Meeting minutes must be kept and made available to the public
 - NEJAC must provide independent judgment that is not influenced by special interest groups

Each subcommittee, formed to deal with a specific topic and to facilitate the conduct of the business of the NEJAC, has a DFO and is bound by the requirements of FACA. Subcommittees of the NEJAC meet independently of the full NEJAC and present their findings to the NEJAC for review. Subcommittees cannot make recommendations independently to EPA. In addition to the six subcommittees, the NEJAC has established a Protocol Committee, the members of which are the chair of NEJAC and the chairs of each subcommittee.

EPA's Office of Environmental Justice (OEJ) maintains transcripts, summary reports, and other material distributed during the meetings. Those documents are available to the public upon request.

Comments or questions can be directed to OEJ through the Internet. OEJ's Internet E-mail address is: **environmental.justice.epa@epamail.epa.gov**.

Executive summaries of the reports of the NEJAC meetings are available on the Internet at OEJ's World Wide Web home page: **<http://es.inel.gov/oeca/oej.html>**.

GUIDING PRINCIPLES

A. Public Participation

I. Encourage public participation in all aspects of environmental decision making.

Communities, including all types of stakeholders, and agencies should be seen as equal partners in dialogue on environmental justice issues. In order to build successful partnerships, interactions must:

- Encourage active community participation
- Institutionalize public participation
- Recognize community knowledge
- Utilize cross-cultural formats and exchanges

II. Maintain honesty and integrity in the process and articulate goals, expectations, and limitations.

CRITICAL ELEMENTS

A. Preparation

I. Developing co-sponsoring and co-planning relationships with community organizations is essential to successful community meetings. To ensure a successful meeting, agencies should provide co-sponsors the resources they need and should share all planning roles. These roles include:

Decision making

- Development of the agenda
 - Establishment of clear goals
 - Leadership
 - Outreach

II. Educating the community to allow equal participation and provide a means to influence decision making.

III. Regionalizing materials to ensure cultural sensitivity and relevance.

IV. Providing a facilitator who is sensitive and trained in environmental justice issues.

B. Participants

I. As the NEJAC model demonstrates, the following communities should be involved in environmental justice issues:

- Community and neighborhood groups
 - Community service organizations (health, welfare, and others)
 - Educational institutions and academia
 - Environmental organizations
 - Government agencies (federal, state, county, local, and tribal)
 - Industry and business
 - Medical community
 - Nongovernmental organizations
- Religious communities
- Spiritual communities

II. Identify key stakeholders, including:

- Educational institutions
- Affected communities
 - Policy and decision makers (for example, representatives of agencies accountable for environmental justice issues, such as health officials, regulatory and enforcement officials, and social agency staff).

C. Logistics

I. Where:

- The meetings should be accessible to all who wish to attend (public transportation, child care, and access for the disabled should be considered).

The meeting must be held in an adequate facility (size and conditions must be considered).

- Technologies should be used to allow more effective communication (teleconferences, adequate translation, equipment, and other factors)

II. When:

- The time of day and year of the meeting should accommodate the needs of affected communities (evening and weekend meetings accommodate working people, and careful scheduling can avoid conflicts with other community or cultural events).

III. How:

- An atmosphere of equal participation must be created (avoid using a "panel" or "head table").
- A two-day meeting, at a minimum, is suggested. The first day should be reserved for community planning and education.
- The community and the government should share leadership and presentation assignments.

D. Mechanics

- Maintain clear goals by referring to the agenda; however, do not be bound by it.
 - Incorporate cross-cultural exchanges in the presentation of information and the meeting agenda.
 - Provide a professional facilitator who is sensitive to, and trained in, environmental justice issues.
 - Provide a timeline that describes how the meeting fits into the overall agenda of the issues at hand.
 - Coordinate follow-up by developing an action plan and determining who is the contact person who will expedite the work products from the meeting.
 - Distribute minutes and a list of action items to facilitate follow-up.
-

CORE VALUES FOR THE PRACTICE OF PUBLIC PARTICIPATION

- People should have a say in decisions about actions which affect their lives.
- Public participation includes the promise that the public's contribution will influence the decision.
- The public participation process communicates the interests and meets the process needs of all participants.
- The public participation process seeks out and facilitates the involvement of those potentially affected.
- The public participation process involves participants in defining how they participate.
- The public participation process communicates to participants how their input was, or was not, utilized.
- The public participation process provides participants with the information they need to participate in a meaningful way.

Spring 1996. *Interact* is published by the International Association of Public Participation Practitioners, a non-profit corporation established in 1990 to serve practitioners throughout the world seeking practical experience designing and conducting public involvement programs.

ENVIRONMENTAL JUSTICE

PUBLIC PARTICIPATION CHECKLIST FOR GOVERNMENT AGENCIES

Please note that this checklist was developed by Federal agencies for use by Federal and State agencies. It serves as an example of a process to be followed and does not include regulatory requirements. Please contact the U.S. Environmental Protection Agency Office of Environmental Justice for more information about the public participation process, within the regulatory framework.

1. Ensure that the Agency's public participation policies are consistent with the requirements of the Freedom of Information Act, the Emergency Planning and Community Right to Know Act and the National Environmental Policy Act.
2. Obtain the support of senior management to ensure that the Agency's policies and activities are modified to ensure early, effective and meaningful public participation, especially with regard to Environmental Justice stakeholders. Identify internal stakeholders and establish partnering relationships.
3. Use the following Guiding Principles in setting up all public meetings:
 - Maintain honesty and integrity throughout the process
 - Recognize community and indigenous knowledge
 - Encourage active community participation
 - Utilize cross-cultural formats and exchanges
4. Identify external Environmental Justice stakeholders and provide opportunities to offer input into decisions that may impact their health, property values and lifestyles. Consider at a minimum individuals from the following organizations as appropriate:
 - Environmental organizations Media/Press
 - Business and trade organizations Indigenous people
 - Civic/public interest groups Tribal governments
 - Grassroots/community-based organizations Industry
 - Congress White House
 - Federal agencies Religious groups
 - Homeowner and resident organizations Universities and schools
 - International organizations
 - Labor unions
 - Local and State government
5. Identify key individuals who can represent various stakeholder interests. Learn as much as possible about stakeholders and their concerns through personal consultation, phone or written contacts. Ensure that information-gathering techniques include modifications for minority and low-income communities (for

example, consider language and cultural barriers, technical background, literacy, access to respondents, privacy issues and preferred types of communications).

6. Solicit stakeholder involvement early in the policy-making process, beginning in the planning and development stages and continuing through implementation and oversight.
7. Develop co-sponsoring/co-planning relationships with community organizations, providing resources for their needs.
8. Establish a central point of contact within the Federal agency to assist in information dissemination, resolve problems and to serve as a visible and accessible advocate of the public's right to know about issues that affect health or environment.
9. Regionalize materials to ensure cultural sensitivity and relevance. Make information readily accessible (for example, access for the handicapped and sight- and hearing-impaired) and understandable. Unabridged documents should be placed in repositories. Executive summaries/fact sheets should be prepared in layman's language. Whenever practicable and appropriate, translate targeted documents for limited English-speaking population.
10. Make information available in a timely manner. Environmental Justice stakeholders should be viewed as full partners and Agency customers. They should be provided with information at the same time it is submitted for formal review to State, Tribal and/or Federal regulatory agencies.
11. Ensure that personnel at all levels in the Agency clearly understand policies for transmitting information to Environmental Justice stakeholders in a timely, accessible and understandable fashion.
12. Establish site-specific community advisory boards where there is sufficient and sustained interest. To determine whether there is sufficient and sustained interest, at a minimum, review correspondence files, review media coverage, conduct interviews with local community members and advertise in local newspapers. Ensure that the community representation includes all aspects and diversity of the population. Organize a member selection panel. Solicit nominations from the community. Consider providing administrative and technical support to the community advisory board.
13. Schedule meetings and/or public hearings to make them accessible and user-friendly for Environmental Justice stakeholders. Consider time frames that do not conflict with work schedules, rush hours, dinner hours and other community commitments that may decrease attendance. Consider locations and facilities that are local, convenient and represent neutral turf. Ensure that the facility meets American with Disabilities Act Statements about equal access. Provide assistance for hearing-impaired individuals. Whenever practical and appropriate, provide translators for limited-English speaking communities. Advertise the meeting and its proposed agenda in a timely manner in the print and electronic media. Provide a phone number and/or address for communities to find out about pending meetings, issues, enter concerns or to seek participation or alter meetings agendas.

14. Consider other vehicles to increase participation of Environmental Justice stakeholders including:

- Posters and Exhibits
- Participation in Civic and Community Activities
- Public Database and Bulletin Boards
- Surveys
- Telephone Hotlines
- Training and Education Programs, Workshops and Materials

15. Be sure that trainers have a good understanding of the subject matter both technical and administrative. The trainers are the Ambassadors of this program. If they don't understand -- no one will.

16. Diversity in the workplace: whenever practical be sure that those individuals that are the decision makers reflect the intent of the Executive Order and come from diverse backgrounds, especially those of a community the Agency will have extensive interaction with.

17. After holding a public forum in a community, establish a procedure to follow up with concrete action to address the communities' concerns. This will help to establish credibility for your Agency as having an active role in the Federal government.

18. Promote interagency coordination to ensure that the most far reaching aspects of environmental justice are sufficiently in a timely manner. Environmental problems do not occur along departmental lines. Therefore, solutions require many agencies and other stakeholders to work together efficiently and effectively.

19. Educate stakeholders about all aspects of environmental justice (functions, roles, jurisdiction, structure and enforcement).

20. Ensure that research projects identify environmental justice issues and needs in communities, and how to meet those needs through the responsible agencies

21. Establish interagency working groups (at all levels) to address and coordinate issues of environmental justice.

22. Provide information to communities about the government's role as it pertains to short-term and long-term economic and environmental needs and health effects.

23. Train staff to support inter-and intra-Agency coordination, and make them aware of the resources needed for such coordination.

24. Provide Agency staff who are trained in cultural, linguistic and community outreach techniques.

25. Hold workshops, seminars and other meetings to develop partnerships between agencies, workers and community groups. (Ensure mechanisms are in place to ensure that partnerships can be implemented via cooperative

agreements, etc.)

26. Provide effective outreach, education and communications. Findings should be shared with community members, with an emphasis on being sensitive and respectful to race, ethnicity, gender, language, and culture.

27. Design and implement educational efforts tailored to specific communities and problems. Increase the involvement of ethnic caucuses, religious groups, the press, and legislative staff in resolution of Environmental Justice issues.

28. Assure active participation of affected communities in the decision-making process for outreach, education, training and community programs -- including representation on advisory councils and review committees.

29. Encourage Federal and State governments to "reinvent government" -- overhaul the bureaucratic in favor of community responsive.

30. Link environmental issues to local economic issues to increase level of interest.

31. Use local businesses for environmental cleanup or other related activities

32. Utilize, as appropriate, historically Black Colleges and Universities (HBCU) and Minority Institutes (MI), Hispanic Serving Colleges and Universities (HSCU) and Indian Centers to network and form community links that they can provide.

33. Utilize, as appropriate, local expertise for technical and science reviews

34. Previous to conducting the first Agency meeting, form an agenda with the assistance of community and Agency representatives.

35. Provide "open microphone" format during meetings to allow community members to ask questions and identify issues from the community.

Bibliography:

"Interim Report of the Federal Facilities Environmental Restoration Dialogue Committee," February 1993, U.S. Environmental Protection Agency and the Keystone Center.

"Community Relations in Superfund: A Handbook," January 1992, U.S. Environmental Protection Agency, documents # EPA-540-R-92-009 and #PB92-963341.

DRAFT "Partnering Guide for DoD Environmental Missions," July 1994, Institute for Water Resources, U.S.A.C.E.

"Improving Dialogue with Communities: A Short Guide for Government Risk Communications," September 1991, Environmental Communications Research Program, New Jersey Agricultural Experiment Station, Cook College, Rutgers University.

ACKNOWLEDGMENTS

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Haywood Turrentine, Laborers International Union of North America

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Beverly Wright, Xavier University, Deep South Center for Environmental Justice

John Kyte, National Association of Manufacturers

In addition to all those who have provided input at meetings of the subcommittee, the NEJAC also expresses appreciation to the following individuals who assisted in the development of this document.

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Renee Goins, Office of Environmental Justice, U.S. Environmental Protection Agency

In Memorium

Jean Sindab, National Council of Churches

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URL: <http://www.epa.gov/projectxl/nejac.htm%23CHECKLIST>



1 This information is required from each vendor/contractor doing business with the State of California. This form is required in lieu of IRS W-9 and State of California Form 204. The completed form must be on file with San Francisco State University prior to payment. Information provided in this form will be used by State agencies to prepare Information Returns (1099). See SFSU Vendor/Payee Form Information for more information and Privacy Statement.

NOTE: Governmental entities, federal, state, and local (including school districts) are not required to submit this form.

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Sole Proprietor-Enter Name as shown on SSN (Last, First, MI)

Mailing Address (Number and Street or PO Box Number)

(City, State, and Zip Code)

Check the box which best describes your primary business with SFSU.

- Equipment/Supplies
- Medical Services
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- Non-medical Services
- Non-employee Comp
- Other _____
- Rent
- Royalties
- Legal Settlement
- Prizes/Awards
- Interest

3 ENTER FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN):

_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|

____ CORPORATION:

- Medical
- Legal
- Exempt (nonprofit)
- All Others

____ PARTNERSHIP

____ ESTATE OR TRUST

OR

ENTER SOCIAL SECURITY NUMBER (SSN):

_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|

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- CA Nonresident – Payments for services by CA nonresidents may be subject to state withholding
- Waiver of State Withholding from Franchise Tax Board (attached)
- Services performed outside of California

For Federal Tax Purposes:

- US Citizen or Permanent US Resident Alien (Green Card Holder)
- Nonresident Alien (Not a US Citizen of a Permanent Resident Alien)

5 I hereby certify under penalty of perjury that the information provided on this document is true and accurate. I will promptly notify SFSU of changes.

AUTHORIZED PAYEE REPRESENTATIVE'S NAME (Type or Print)

TITLE

SIGNATURE

DATE

TELEPHONE:

FAX:

6 Please return completed form via fax to:
SAN FRANCISCO STATE UNIVERSITY
FISCAL AFFAIRS – VENDOR COORDINATOR
1600 HOLLOWAY AVENUE, ADM 350
SAN FRANCISCO CA 94132

FAX: 415-841-5038
PHONE: 415-338-3561
Web: <http://fiscaff.sfsu.edu>

Name:

Company Name _____ DBA _____
 Customer Number assigned to SFSU _____

Address: If address listed on page 1 is the only address, skip down to **Terms**.

Purchase Order/Bid Address _____
 PO Phone & Fax Numbers _____
 E-mail & Internet Address _____

Remittance Address (if different) _____
 A/R Phone & Fax (if different) _____

Terms: SFSU standard terms are Net 30 unless payment discount offered.

Payment Terms: _____ FOB: _____ Destination _____ Ship Point _____
 Ship Method: _____ Freight Terms: _____ Prepaid and Add _____ Prepaid and Allowed _____
 Contractor's License Number _____

Certification: My business is certified by the State of California's Office of Small Business Certification and Resources (OSBCR) as:

_____ Disabled Veteran Owned Business _____ Small ___ Micro ___ Business (Select One)
 _____ Certification Number _____ Certification # _____

Gender/Ethnicity: The completion of this section is strictly voluntary. The ownership of my business is (minimum 51% ownership):

- Asian-Indian - Person whose origins are from India, Pakistan or Bangladesh.
- Black - Person whose origins are from any of the black racial groups of Africa.
- Hispanic - Person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture of origin.
- Native American - An American Indian, Eskimo, Aleut, or Native Hawaiian
- Pacific-Asian - Person whose origins are from Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, Philippines, Samoa, or Guam.
- Other - Any other group of natural persons identified as minorities.

Gender: _____ Female _____ Male _____

Contact:

PO/Bid Contact Name/Title _____
 PO Contact Phone & Fax (if different than above) _____
 PO Contact E-mail (if different than above) _____

A/R Contact Name/Title _____
 A/R Contact Phone & Fax (if different than above) _____



San Francisco State University

PRACTICE DIRECTIVE P301A
HONORARIUM PAYMENT REQUEST
10/2000 Rev. 09/2005

INSTRUCTIONS TO ORIGINATOR:

- a. Complete Section I and if over \$500 forward to the Director of Human Resources for approval prior to event.
- b. Complete Section II upon completion of lecture.
- c. Is the Presenter/Lecturer a current SFSU employee?
 - Yes – Submit completed form to Human Resources.
 - No – Submit completed form to Accounts Payable.
 (Include a Vendor Data Record form or check cannot be issued.)

SECTION 1:

1. College _____

2. Department/Project _____

3. Date, time and location of event _____

4. Describe event and purpose for Honorarium _____

5. Presenter/Participant/Recipient Name _____

6a. If for an individual NOT an SFSU employee, provide account #: _____

6b. If for an SFSU employee, provide appropriate position #:

Agency _____ Unit _____ Job Code _____ Serial No. _____

PS Employee ID#: _____ Empl. Rec #: _____

Payment Charge to: _____

Account (6) Fund (5) Dept ID (4) Class (2) Project ID# (8)

7. Amount: \$ _____

8. I CERTIFY that the services listed are necessary to the sponsored activity and that there are sufficient funds available for this transaction.

Dean/Director _____ Date _____

9. Director of Human Resources (if over \$500 applicable)

Associate Vice President, ORSP (if applicable)

Approved: _____ Date _____
Date _____

SECTION II:

10. INVOICE for services rendered:

I certify that I have completed the services as described in Section I, and I request payment in the amount indicated above

as payment in full for services rendered. I ___ am ___ am not a current University employee.

Signature of Presenter/Participant/Recipient _____
SSN# _____

11. ___ Hold check for pick up at the Disbursement Office (Administration 351).
___ Please mail check to: *(must be typed or printed)*

Name of Presenter/Participant
/Recipient _____

Address _____
City _____ State/Zip _____ Phone _____

12. I certify that the above services have been satisfactorily completed.

Signature of Dean/Director: _____
Date _____

Budget verification for ORSP (if applicable): _____
Date _____

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