



**COOK INLET REGION, INC.
SHAREHOLDER PARTICIPATION COMMITTEE
YOUTH REPRESENTATIVE GUIDELINES**

GUIDELINES

WHY: The success of CIRI depends on shareholders who are excited about participating in their corporation. To that end, CIRI desires to engage youth who are shareholders or descendants of CIRI shareholders.

WHAT: In 1995, three Shareholder Participation Committees (SPCs) were formed by the CIRI Board of Directors to enhance communication between CIRI and its shareholders, identify issues of immediate and long-term importance to shareholders and assist CIRI in providing information to shareholders on the corporation's mission, business operations, corporate policies and other matters.

As one way of engaging youth to learn about CIRI, and based on discussions with SPC members, in 2013, three youth representative positions were added to the SPCs. Youth representatives serve for one year by participating in the two-day October meeting, which is generally held in Anchorage during normal school-day hours, and the June meeting, which is generally held the day before CIRI's Annual Meeting of Shareholders and in the same location as the Annual Meeting. CIRI's Annual Meeting is typically held on the first Saturday in June, and the location rotates between Anchorage, Kenai and Seattle.

The role of the youth representatives is to provide input to the SPC as it works to increase shareholder communication with the corporation, to identify issues of immediate and long-term importance to shareholders and descendants, and to assist the corporation in educating shareholders and descendants on CIRI's mission and values, business operations, corporate policies, shareholder and descendant opportunities, etc. Youth representatives shall not act as official representatives or agents of CIRI or in any role as official spokespersons, and their input to the corporation will be advisory.

Youth representatives have the opportunity to meet directors, executive and management staff from CIRI and CIRI-affiliated nonprofit organizations, and to hear about CIRI initiatives and business developments and the many programs and services offered by the CIRI nonprofits. In turn, the addition of youth representatives allows CIRI to learn more about what is important to the next generation of shareholders.

WHO: The three SPCs represent shareholders living in Anchorage, in Alaska outside Anchorage, and in the Lower 48 states and Hawaii. One youth representative residing within each area is selected to join the respective committees. Youth representatives must be between the ages of 13 and 17 and either a CIRI shareholder or a confirmed, registered descendant of a CIRI shareholder (visit www.ciri.com for information on how to register as a descendant). Each youth representative must have the approval of his or her parent or court-appointed legal guardian to participate and a parent or guardian must accompany and chaperone the minor at all times during any SPC meetings and related activities in which he or she participates, including travel.

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YOUTH REPRESENTATIVE GUIDELINES (continued)

HOW: Interested youth must submit a completed application, a brief letter of introduction, a letter of reference and a short essay explaining why they want to serve as a youth representative and what they know about CIRI and their Alaska Native heritage. The application also includes a section that must be completed by a parent or court-appointed legal guardian. Completed packets will be reviewed by a selection committee and winners will be contacted.

WHEN: To be considered for participation, completed application packets, including any necessary supporting documentation, must be received by CIRI on or before 5:00 p.m. Alaska Daylight Time on the second Wednesday of August. Incomplete packets will not be considered. Packets received after the deadline and those received from youth who are not selected will be kept for consideration in subsequent years. Accordingly, it is not necessary to apply more than once; however, it is necessary that the contact information be kept up-to-date.

COMPENSATION: Each youth representative and the parent or legal guardian who accompanies the minor shall be compensated \$150 for attendance at each regularly scheduled meeting, provided the entire meeting is attended.

A per diem will be paid to both the minor and to his or her accompanying parent or legal guardian; the amount paid varies depending upon the place of residence. Per diem amounts are based on IRS per diem rates and vary depending on the location of the meeting, where the committee member lives and the number of meals provided by CIRI or otherwise made available to the member.

Youth representatives are not employees of Cook Inlet Region, Inc. and are not covered under Cook Inlet Region, Inc.'s workers' compensation program.

TRAVEL/LODGING: Air travel arrangements, if necessary, will be made by CIRI using corporate mileage wherever possible. For those who reside in the vicinity of the meeting and who plan to drive, CIRI will reimburse the accompanying parent or legal guardian round-trip mileage from the residence to the meeting location according to the Internal Revenue Service standard mileage rates; however, the driving mileage expense cannot exceed the cost of two mileage air tickets. If required, hotel arrangements will also be made by CIRI.

**Learn how to register as a CIRI descendant at www.ciri.com.
Call CIRI Shareholder Relations at 263-5191 or 800-764-2474
(press "0") if you have any questions.**



CIRI YOUTH REPRESENTATIVE APPLICATION

1. PERSONAL DATA

Full Name of Applicant (as it appears on CIRI's records)

(First) (Middle) (Last) (Suffix)

Applicant's CIRI shareholder or confirmed CIRI descendant identification number (see ID card): _____

Address: _____ Current Age: _____

(City) (State) (Zip)

Home Ph _____ Cell Ph _____ Email _____

2. SUPPORTING DOCUMENTATION

The following items must accompany an applicant's completed application:

- a. **Letter of Introduction:** Applicants must attach a one-page letter of introduction briefly describing themselves, including interests, special talents, abilities or accomplishments, goals and participation in any cultural activities or community volunteer service.
- b. **Essay:** Applicants must attach a short essay (minimum 200 words, maximum 500 words) explaining what they know about CIRI and their Alaska Native heritage and why they want to serve as a youth representative.
- c. **Letter of Recommendation:** Applicants must attach a letter of recommendation from an individual—preferably a teacher, employer or other non-family member—who is familiar with the applicant. The letter should include information about the applicant's abilities, goals and character.

3. APPLICANT ACKNOWLEDGEMENT AND AGREEMENT

Through my signature below:

- I affirm that I am at least 13 years of age, and under 18 years of age, that I have read the Youth Representative Guidelines and that the information and statements submitted on and with this application are true and correct to the best of my knowledge. I understand that any misrepresentation or concealment of information will be grounds for rejection of this application or removal from the youth representative position.
- I authorize CIRI, at its discretion, to use photographs taken of me, and my name, community and the contents of my introduction letter and essay for publication in CIRI's print and online materials, including the CIRI newsletter, and understand there will be no financial compensation of any type associated with any such use or publication.

Applicant Signature: _____ Date: _____

CIRI YOUTH REPRESENTATIVE APPLICATION (continued)

4. PARENT/LEGAL GUARDIAN ACKNOWLEDGEMENT AND AGREEMENT

Full Name of Parent/Legal Guardian

_____		_____		_____		_____	
(First)		(Middle)		(Last)		(Suffix)	
Address: _____				Home Ph: _____			
_____				Cell Ph: _____			
(City)		(State)		(Zip)			
Email Address: _____				Work Ph: _____			

Through my signature below:

- I affirm that I am the parent or the court-appointed legal guardian for the minor applicant named on this form, and have the legal authority to execute this acknowledgement and agreement on behalf of the minor, and I understand that CIRI must have legal documentation establishing that I am the applicant's parent or legal guardian. (If the applicant is a shareholder and you serve as his or her stock custodian, CIRI has the necessary legal documents on file. If the applicant is a CIRI descendant and you do not know if the necessary legal documents are on file at CIRI, please contact Shareholder Relations before submitting this application; incomplete packets—including those lacking the necessary legal documents—will not be considered.)
- I understand that if the minor is selected as a Shareholder Participation Committee (SPC) youth representative, he or she will be expected to fulfill a one-year term by participating in the two-day SPC October meeting, which is generally held in Anchorage, Alaska during normal school hours, and the June meeting, which is generally held the day before CIRI's Annual Meeting of Shareholders and in the same location as the Annual Meeting. I further understand that CIRI's Annual Meeting is typically held on the first Saturday in June, and that the location rotates between Anchorage, Kenai and Seattle. I consent to this participation and agree to make appropriate arrangements for the minor's absence from school. I further agree to accompany and remain with the minor during any SPC meetings and related activities in which he or she participates and, if relevant, during such time as associated travel and/or overnight lodging may be required, serving as the minor's chaperone and assuming full responsible for the minor's wellbeing and the proper supervision of his or her conduct.
- I authorize CIRI, at its discretion, to use photographs taken of the minor, and his or her name and community, as well as the contents of his or her introduction letter and essay, for publication in CIRI's print and online materials, including the CIRI newsletter, and understand there will be no financial compensation of any type associated with any such use or publication.
- I understand that there may be taxes due as a result of fees received for participation in CIRI SPC meetings, and acknowledge that CIRI is not responsible for payment of any such taxes.
- I affirm that I have read the Youth Representative Guidelines and the completed application packet and documents, and that the information and statements submitted on and with this application are true and correct to the best of my knowledge. I understand that any misrepresentation or concealment of information will be grounds for rejection of this application or removal from the youth representative position.

Parent/Guardian Signature: _____ Date: _____

SUBMIT THE COMPLETED YOUTH REPRESENTATIVE APPLICATION PACKET:

Completed packets must be received by CIRI Shareholder Relations on or before 5:00 p.m. Alaska Daylight Time on the second Wednesday of August. Incomplete applications will not be considered. Packets received after the deadline and those received from youth who are not selected will be kept for consideration in subsequent years.

Application packets may be hand delivered, mailed, scanned and emailed or faxed.

- **Hand Deliver it:** CIRI Shareholder Relations
725 E. Fireweed Lane, Ste. 800
Anchorage, AK
- **Mail it:** CIRI Shareholder Relations
PO Box 93330
Anchorage, AK 99509-3330
- **Scan and Email it:** shareholderrecords@ciri.com
- **Fax it:** 907-263-5186 (Call 907-263-5191 or 800-764-2474 ASAP to ensure your fax was received.)

Questions? Call CIRI Shareholder Relations at 263-5191 or 800-764-2474 (press "0").