

INTERHALL RESIDENCE HALL ASSOCIATION FUND REQUEST

PLEASE READ DIRECTIONS CAREFULLY BEFORE COMPLETING FUND REQUEST FORM!

1. This form must be submitted to either North Hedges Frond Desk on the West side of campus, or by your hall RHA Representative at the RHA Executive Board meeting immediately preceding the RHA Legislative meeting where you plan to present your fund request. Approximately 10 copies of this completed form should be made available at the RHA Executive Board meeting, and at least 15 copies, but no more than 40 copies, should be made available at the RHA Legislative meeting. Please contact the RHA President prior to the Executive Board meeting for it to be placed on the agenda.
2. If filling out this form by hand, PLEASE PRINT NEATLY!
3. Publicity for events that involve Interhall funds MUST include "co- sponsored by RHA." on the flyers.
4. Funds must be requested two weeks PRIOR to the event. Special circumstances can permit an exception to this time line.

Organization Requesting Funds	Contact Person's Name (<i>First Last</i>)	Contact Phone Number
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Event or Item for which money is being requested:

Brief description of need, or item(s), for which funds are being requested and why it should be provided by RHA:

Fund requests in the Activities category require a description of preparation for the event, previous solicitation, and if available, the historical amount requested from RHA.

Please fill in below the amount for each budget category you are requesting fund from, total requested funds, the total event/item cost, the organization's financial contribution, and the hall's current account balance?

Budget Category	Total Requested Funds	Event/Item Total Cost (<i>est.</i>)	Hall Account Balance
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Breakdown of event/item cost(s) outlining funding sources and amounts. Please include the Hall and RHA commitment to the event: (*the more detailed, the better...*)

We agree to use funds as stated in this request form. Upon completion of the project, we will contact the IRHA legislature within one week to verify that the request has been successfully completed. The Hall Council advisor's signature below indicates agreement to fund request guidelines as printed on this form and its accompanying pages, including submission of activity materials to the RHA advisor for a master file to be kept for future use. Requested monies will NOT be transferred until the activity report (inclusive of ACTUAL costs) is submitted. Hall Council accounts will only receive the money ACTUALLY spent on the activity. This fund request serves as a ceiling cost limit.

Hall Council Advisor Signature	Hall Officer/Event Chair Signature	Date
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BUDGET CATEGORIES DESCRIPTION

Each resident pays a \$10/semester social fee which is distributed as follows:

Hall Council - \$5.00 RHA - \$5.00

Income of the Hall Council may be allocated to floors and used for hall programs and activities. RHA funds are used for a variety of campus- wide programs, events, supplies, newsletters, workshops and resources. RHA also coordinates fundraising activities to provide students the opportunity to attend regional and national conferences.

Most of the RHA funds are NOT allocated on a per- hall basis and are instead allocated on a first come- first serve basis. Those funds allocated on a per- hall basis MUST STILL be approved by the RHA legislature. The legislature reserves the right to amend amounts requested and set stipulations. RHA will transfer the actual cost amounts to the individual halls upon receipt of the activity summary which should include all costs incurred. The fund request serves as a ceiling cost limit that the legislative body agreed to allocate for items or activities.

BUDGET REQUEST ITEMS AND GUIDELINES

Activities: This fund is not allocated on a per- hall basis. It is used on a first come- first serve basis. These funds can be used for hall or all- campus activities sponsored by any of the halls or by RHA. In order to request funds from this category, **the activity must be open to all residence hall students.** Projects which are limited to only students of one hall or that are clearly advantageous for only students of one hall must secure funds from that Hall Councils. Each request must be accompanied by an itemized budget and funds must be requested at least two weeks prior to the event

Executive Retreat: Each hall is allocated funds used to support a training/teambuilding retreat for the officers. In order to request funding, the group must present an outline of activities for the retreat. All training materials that are used must be included in the activity summary. Funds will be transferred upon receipt of this information the same as for all RHA monies. Funds may only be used for relevant needs to support a substantive retreat, as determined by the RHA Advisor in conjunction with the RHA executive board. Funds will not be issued to groups unless the retreat is attended by the Hall Council advisor. RHA will set retreat deadlines - funds will not be issued if these are not adhered to properly. (Training/teambuilding activities can be obtained from the RHA advisor or the Hall Council advisor.) **Hall Wellness:** Funds from this category may be used to fund any project or activity which directly contributes to the increased welfare or wellness education of a hall's residents. These events should focus on whole person wellness and healthy choices. These events would be for the hall, but would also be supported by RHA. These funds are not allocated on a per hall basis.

Other: As the term implies, this category is a "catch- all." It is not allocated on a per- hall basis. Requests from this area should include how these funds will be used to benefit all residence hall students. As stated with the activities budget, in order to request funds from this category, **the activity must be open to all residence hall students.** Projects limited to students from only one hall or that are clearly advantageous for students of one hall should be financed by that hall.