

All activity summaries are submitted for the purpose of historical files, to insure accurate Interhall RHA fund transfers and maintain Hall RHA accountability. The advisor to the Hall RHA sponsoring the activity will be responsible for submitting the following information to the Interhall advisor in a timely manner. Hall advisors and RHAs may organize the requested information in their desired format so long as all pieces are accounted for and the information is easily usable by future advisors.

Fund requests serve as a ceiling limit that the IRHA legislature agrees to for funding of any event or activity. IRHA will transfer only ACTUAL costs to the individual hall RHAs upon submission of the activity summary to the Interhall advisor.

This information should be kept on file in- hall as well. Advisors and RHA volunteers can utilize this information when submitting NRHH, IACURH, Of the Month (OTM) Nominations, or Of the Year (OTY) Nominations.

<b>Organization:</b>	<b>Event:</b>	<b>Attendance:</b>
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<b>Date:</b>	<b>Time:</b>	<b>Location:</b>
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<b>Event Chair:</b>	<b>Event Chair Phone Number:</b>
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**Goal(s) of activity, program or event:**

**Timeline needed to plan event successfully:**  
Please attach a blank calendar to chart the timeline for the planning and implementation of the event. Include information to illustrate how far in advance committees were formed, when duties were delegated & when they needed to be completed, when solicitation was completed, advertising timelines, etc.

**Contacts, Phone Numbers, Addresses, Other information pertinent to setting up the activity (may attach contact sheet to form):**

Who: _____	Who: _____
Address: _____	Address: _____
Phone: _____	Phone: _____
Function: _____	Function: _____
Who: _____	Who: _____
Address: _____	Address: _____
Phone: _____	Phone: _____
Function: _____	Function: _____

**Equipment Required and where it came from:**

**Itemized Budget - actual costs and where spent; include discounts and donations received; Broken down what money came from hall account and how much of fund request should come from Interhall**

**Summary of what went well and should be duplicated in the future:**

**Suggestions for improvement, problems encountered, things to avoid in the future:**

**Impact on students, hall, campus, and/or the Bozeman community:**  
(If for a charity, list amount raised, for whom and any other pertinent information)

**Other helpful information:**  
(Contacts for services, approvals needed, committees used, duties delegated outside group, etc.)