

RHA Funding Requests

The RHA executive board shall have the authority to grant or reject expenditure requests of \$400 or less, with the RHA council having override authority.

RHA Funding Request Format

All pertinent information must be presented to the RHA council in the funding request forms. The following items must be arranged before a funding request is made:

1. Date
2. Location
3. Sponsoring Group
4. Advertising Plan
5. Performer (if necessary)
6. Tentative Budget
7. Amount to be contributed from the residence hall/community

Get the form [here](#).

RHA Funding Request Process

- Funding requests may only be voted on at a meeting if they appear as an action item on the meeting's printed agenda, unless the funding request does not exceed \$400. Funding requests may be brought before the RHA council from the meeting floor and then discussed. During the discussion, the proponents of the request must leave the meeting premises. Funding Requests must be approved by a 2/3 majority of members present.
- There shall be a two general meeting processes for acquiring RHA funds exceeding \$150. For funding requests that do not exceed \$150, the RHA council can make a motion to review the request as an action item that week.
- Funding requests must be presented by WWU students (advisors may be present to answer questions; however, students must be the primary presenters). RHA executive board members may only present funding requests that are for RHA-sponsored events or activities.
- A maximum of four items may appear on the agenda at an RHA meeting which may include any combination of information and action items in which residence hall entities are given priority over non-residence hall entities. Requests are accepted on a first come, first serve basis within the parameters previously stated.

RHA Funding Request Stipulations

- Once a funding request has been submitted to RHA, that entity may no longer petition for monetary aid from any other on campus residence hall. If RHA does not provide funding, that entity may resume asking the other residences halls for monetary aid.
- The Residence Hall Association is not required to abide by its own funding request stipulations.
- As the parent organization of the residence halls, RHA expects full repayment of any monetary fund's not used.
- No entity may request an amount equal to or exceeding twice the monetary contribution of said entity except in cases in which the entity is contributing a monetary amount equal to or exceeding 1/3 of its total savings and general funds at that time.
- The RHA council is a funding source designed only for on-campus students and has sole discretion as to the allocations of its funds to programs. Although the RHA council may at times deny funding, such an action does not

mean that the RHA council does not support a program philosophically, but that the necessary funds may not be available.

- Any program that RHA supports must be open to and accessible for all campus residents, this includes those with ADA needs.
- Any case in which RHA monetarily supports a program the poster/physical advertisement must include
 - a statement encouraging recycling or a recycle symbol
 - the University-required equal opportunity statement:
 - "Western is an equal opportunity institution"
 - In case of an event advertisement, a disability statement must also be included:
 - "For disability accommodation, contact Disability Services 360.650.3774 or HR.disability@wwu.edu"
 - Display of RHA logo
 - The RHA logo must be *at least* 1/16th of the total advertisement size
 - Logo can be copied below:



Any case in which RHA monetarily supports a program in an amount greater than or equal to 51% of the program's total budget, said program's advertisements must include (along with the items listed above) the words, "In collaboration with the Residence Hall Association" or "partial funding provided by the Residence Hall Association" in a font size or measurement greater than or equal to half the font size of the program's name on any given advertisement.

For any case in which RHA monetarily supports a program in an amount greater than or equal to 51% of the program's total budget, everything listed above shall be included on all advertisements (physical **or** digital). Any entity that receives RHA funding must send their advertisements to RHA for approval by the Executive Board at least one (1) week before publishing/printing.

Any funding requests not meeting all uniform stipulations in section four may be presented to the council by a unanimous vote by the RHA executive board. The council will be informed as to which stipulations the request failed to meet while said request is an information item.