

# Residence Hall Association Funding Request

If you are a Residence Hall, please use this form to submit a Funding Request to the Residence Hall Association (RHA). In order for your funding request to be considered, your form must be either typed or legibly hand-written, and emailed/turned in to the RHA President by 5pm, Tuesday, at least four weeks prior to your event in order for you to be on the meetings' agenda. It is necessary that your group email the RHA President regarding your request in order for us to have a general understanding of what your request is for. On the day in which you are presenting your request you must bring a minimum of 25 copies for the RHA delegates. When turning in the funding request, you must know the specifics pertaining to your event, such as date, location, who is involved, advertising, event agenda, budget, identified additional funding sources and contributions, and any other relevant information. This additional information must be attached to the funding request and turned in to the RHA office.

RHA allows a maximum of four Funding Requests per meeting, on a first -come first-serve basis. The first four Funding Requests (whether they appear as an information item or an action item) in the RHA office are selected. All subsequent funding requests will be arranged to be presented at the next meeting. Funding requests are a two week process: the first meeting includes a brief summation of the program with a breakdown of details and expenses, followed by a question and answer period, not to exceed 10 minutes. The second meeting will be a follow-up from the previous week, with any additional questions we may have. Afterward, we will discuss and vote on the funding request.

As RHA is a funding source designed mainly for on- campus residents, RHA has the sole discretion regarding the allocation of its funds to programs. Be prepared to provide RHA with information on how many on- campus residents your program will affect, be as accurate with your funding request as you can. Please be prepared to receive any amount of funding. At times, RHA may deny funding of a program. This does not mean that RHA does not support your program philosophically; it may mean RHA does not have the funds available to support your program.

If you have any questions, please email one of us on the RHA Executive Board:

- **RHA President:** Shannon Ouzts (rha.president@wwu.edu)
- **Vice President of Community Engagement:** Jesi Stuvek (rha.vp.comm-engagement@wwu.edu)
- **Vice President of Public Relations:** Brendan O'Neill (rha.vp.public-relations@wwu.edu)
- **Vice President of Finance:** Saige Wilde (rha.vp.finance@wwu.edu)
- **Vice President of Outreach and Records:** Michael Prostka (rha.vp.outreach-records@wwu.edu)

Please fill out the following:

Hall Name and/or Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date and Time of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Amount Contributed by Hall: \_\_\_\_\_

Amount Requested: \_\_\_\_\_ Budget Code: \_\_\_\_\_

Type of Request (please circle one, definitions on next page): UNDERWRITE / GRANT

Please describe the event:

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How will this event benefit WWU residents? How many residents are expected to be affected by the event?

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Purpose of Funds that may be supplied by RHA: (e.g food, decorations, advertising etc.)

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**Cost Breakdown:** Includes sources of funding, i.e. admission charges, hall/tenants council funding, AS Activities Council, Diversity Fund, departmental funding, etc.) you may attach a budget if you have one typed please make sure it is attached to all 30 copies, be as accurate as possible with your estimates.


Current Monetary Status of Hall or Organization:

General Fund	
Checking	
Treasurer's Signature	

**Advertising Conditions & Definitions:**

When a Funding Request is granted, RHA will add a condition to the motion that RHA will be included in the advertising for the event. If you receive RHA funding for your program you must advertise your program by displaying at least one poster in each residence hall. If this condition is part of the motion, but RHA is not included in the advertising, the funding request must be repaid and/or the granting of the Funding Request will be repealed, even in the case of a grant or underwrite.

**Underwrite:** This funding proposal is used for requests over \$500, and will be repaid if the event makes any profit. An underwrite gives the hall/organization a budget to be reimbursed upon receiving receipts or invoices.

**Grant:** This funding proposal is used for requests up to \$500, and will be given as a set amount. A grant will not be repaid if the hall/organization does not use it entirely.

**\*\*For RHA Official Use Only:**

Passed: \_\_\_\_\_ Fail: \_\_\_\_\_ Date of Decision: \_\_\_\_/\_\_\_\_/\_\_\_\_

Amount Given: \_\_\_\_\_ Repayment Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Stipulations (if any)

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