

RHA Fund Request Form 2011-2012



To request funding for a program or activity please fill out the following information and return a hard copy of the completed form to the **Bender Hall Office, care of David Lemon**. Fund requests of any amount must be **submitted at least two (2) weeks prior to the event**, to be discussed at our next meeting. RHA meets weekly on Thursdays at 5:00 pm. Upon receiving your fund request, your organization's guest speaker will be notified of the date and location of our next meeting, if applicable. For questions regarding budget information and fund requests, please contact **RHA Advisor David Lemon** by phone at 319.273.2658 or by email at david.lemon@uni.edu.

- Please fill out this fund request fully, not omitting any information. Please make sure all contact information is up to date.
- Upon approval of the fund request, the contact person will be sent an email notification with RHA's requirements. The requirements are:
 - RHA **must** be listed as a sponsor on publicity for the event.
 - RHA sponsored programming must align with all University and Department of Residence rules and regulations.
 - RHA will fund programming efforts of the residence hall as well as other on-campus entities.
 - Non-Residence Hall applicants must demonstrate their rationale for spending on-campus students' money.
 - i.e. How will this program impact the students living on-campus?
 - Notify RHA Advisor David Lemon of the exact amount of RHA funds used towards the event within one week of completing the event, so unused funds can be returned to RHA for future requests.

Submission Requirements

- *Please attach a detailed budget for the event to this form.* The budget should include all expenses, all sources of funding for the event/project, and a breakdown of the way RHA money will be used.
- RHA must be included as a sponsor on publicity for the event. If possible, *please attach a sample of the publicity that will be used for the event.* If it is not practical to attach the publicity, please attach a detailed description of the advertisement incorporating RHA.
- Must be submitted to RHA Advisor David Lemon in the Bender Hall Office at least **TWO** weeks prior to the event.

Hall/ Organization: _____ Date of Submission: _____

Contact Person: _____ Local Phone: _____

Email of Contact Person: _____

Signature of Hall Treasurer (required for residence halls only): _____

Will the contact person be the guest speaker at the RHA meeting? ___ Yes ___ No

If no please include the guest speaker's contact information:

Guest Speaker: _____ Local Phone: _____

Email of Guest Speaker: _____

Event Information

Please give the title of the event and a short description:

When and where is the event to take place?

How much money are you requesting from RHA?

How will money spent positively impact students living on-campus? *(For non-residence halls only)*