

# Winona State University Residence Housing Association

## *Funding Request Guidelines & Application*

*Revised: 12/30/10*

- I. The purpose of this document is to outline and inform any person wishing for a special request from the Residence Housing Association (RHA) of the guidelines and procedures of said request.
- II. **Procedure**
  - a. Any Person wishing to be given a special request must fill out the attached application.
  - b. The application will be signed and dated by the applicant and the advisor(s) of the appropriate hall(s) or organization(s).
  - c. The completed application and a detailed budget for the event shall be submitted to an RHA member in the RHA office during office hours. The RHA member receiving it will sign and date the application and put the completed application and budget into the Executive Treasurer's mailbox. Normal office hours are Monday - Friday 10:00am – 3:00pm.
  - d. Once the application has been received, the Executive Treasurer will meet with an RHA advisor and Executive Board to discuss the request.
  - e. The request shall be voted upon the second Sunday after the request has been received.
  - f. The Executive Treasurer, during his/her report, shall bring forth the funding request to the RHA meeting as a motion that will require a second and must contain the words "allocate up to". It then shall be voted on by the RHA members and will require 2/3 majority of those positions currently filled to pass. As per the RHA constitution, if the amount is over \$100 then the vote must be roll call.
  - g. If any member of the RHA finds the applicant to be in violation of the guidelines, then he/she shall bring it up to the attention of the Executive Treasurer or another member of the Executive Board for further action.

**Clause:** If the Executive Treasurer position is vacant at the time of the funding request, then replace all instances of Executive Treasurer with Executive President.

### III. **Guidelines**

- a. No funding request may exceed \$500. No hall or organization may exceed \$1000 during the academic year.
- b. In the event of collaborative programming, the monies will be divided equally among all halls planning the event.
- c. On all promotional materials, the official RHA logo, on the line "sponsored by Residence Housing Association", must be clearly displayed.
- d. On any items (i.e. t-shirts, hats, or frisbees) given away, the official RHA logo must be clearly displayed. Items exempt to this section are those that will be thrown away (i.e. plastic cups, plastic silverware, or napkins).
- e. The request may fund no more than 49% of the event, as this is supplemental funding.
- f. The event must be an event geared toward students living in the Winona State University Residence Halls or East Lake Apartments.
- g. If there is an appeal to any decision made by RHA, the appeal shall be filed with the RHA advisor as well as the RHA student advisor, the Leadership Development Coordinator (LDC), who will investigate said appeal and make a recommendation.

If your request is approved through RHA, the Executive Treasurer and RHA advisor will work with you to make sure the necessary paperwork is complete and all WSU Business Office procedures are followed.

Please keep this page for future reference.

Residence Housing Association  
*Special Request Application*

Requestor's Name: \_\_\_\_\_

Hall or organization: \_\_\_\_\_

Reasons for the Funding Request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How will this event be geared toward students living in the residence halls or East Lake Apartments?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Expected Number of students to attend the event: \_\_\_\_\_

Additional Request Information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have read and understand the RHA guidelines in applying for this funding request. I have followed/will follow all guidelines of this request or will have the funds withheld from my account as stated in the guidelines above. Only one advisor signature is needed unless collaborating on a program, then both organization/hall advisors must sign.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Received by: \_\_\_\_\_  
(RHA Member)

Date: \_\_\_\_\_