

Funding Request Form

Radford University
RESIDENCE HALL ASSOCIATION

Peery Hall 161 * 540-831-6369 * rha-clb@radford.edu



Please read the information at the end of this form concerning the funding request process.

Submitted by: _____ **Date:** _____

Residence Hall/Quad: _____

Event Title: _____

Date of Event: _____ **Location of Event:** _____

Total Cost of Program: _____ **Amount Requested:** _____

Description of Program/Event

How will this benefit your organization/hall, as well as the entire residential community? What will students learn through this experience?

What other sources of funding are you using for this event?

Please provide a detailed list of how the money will be spent.

Please provide any other information that RHA would need to know in regards to this request

Signature

Date

For Executive Board Use Only

Date Presented to General Body

Date Voted on by General Body

Approved by GB Vote Count: _____ Yes _____ Abstain
 Not Approved by GB _____ No

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Funding Request Information:

- According to the RHA policy book, residential life staff and quad council members may request funding from RHA for programmatic endeavors within the Radford University residence halls.
- This form should be submitted to the RHA Executive Board by Thursday at 5 PM to be considered at the General Body meeting the following Tuesday. You are encouraged to submit the form at least 2 – 3 weeks prior to your event to ensure that all proper paperwork can be completed.
- The amount granted cannot exceed \$100 and any request for more than \$50 must be approved by a majority vote of the RHA General Body.
 - If less than \$50, the person requesting funding should attend the Executive Board meeting (Thursdays at 6:30 PM) to present his/her request and answer any questions. The RHA Executive Board will vote to either provide full or partial funding or deny the request for funding.
 - If the request is more than \$50, the person requesting the funding should attend the General Body meeting (Tuesdays at 7:30 PM) to present his/her request and answer any questions. The RHA General Body will vote to either provide full or partial funding or deny the request for funding.
 - If the request is approved, the person requesting funding should contact the RHA Advisor within 48 hours to make arrangements for funding or all funding will be forfeited.
- RHA does not guarantee that funding will be granted for each request. When deciding on a funding request, RHA will consider the following:
 - The number of residential students that can participate in the program.
 - The overall benefit that residential students and the entire RU community will receive from the program.
 - How reasonable the program expenses are.
 - The use of other funding available, as well as fundraising efforts by the organization/hall.
 - The purpose and goals of the program.
 - Whether the program duplicates other programs or services on campus.
- Please be aware that RHA has a restricted budget like Residential Life (with a few exceptions), so you are encouraged to contact RHA to discuss what can and cannot be funded.