



## Program Support Request Form

Event Name:	Residence Hall(s):	
Contact Name:	Date and Time of Event:	Location:
Contact Email:		
<b>Give a brief description of the event and explain how the event will benefit the students.</b>		
<b>Specifically, what are you requesting from RHA? (ex: 15 volunteers, \$100, etc.)</b>		
<b>If requesting money, please include a detailed and accurate budget including the amount that you plan to contribute to the event.</b>		
<b>Submitting this request means that you have read and agree to the following RHA Program Support Guidelines.</b>		
<ul style="list-style-type: none"> <li>Requests be reviewed by Executive Board before being brought to the General Assembly, so for best results please submit request before Wednesdays at 7:30pm.</li> <li>Request must be submitted to an executive board member a minimum of three weeks prior to the program date.</li> <li>Financial support will only be considered if the requesting hall council has voting rights and is in good standing with RHA. If your account has been frozen, your request will not be considered.</li> <li>The amount requested cannot exceed 50% of the total cost of the event.</li> <li>The event must be open to all residential students to attend.</li> <li>RHA's name/logo must be located on all publicity for the event.</li> <li>Failure to comply will result in RHA funds and/or volunteers being withdrawn.</li> </ul>		
<b>PRESIDENT SIGNATURE</b>		
Date:	Approved ____      Denied ____	