RHA PROPOSAL GUIDELINES

To receive money from the Indiana University South Bend Residence Hall Association (RHA) you must agree to the following:

PROGRAM TYPE

- Request and use money for an event that will benefit the housing community and have a positive influence on students. Or be an event to benefit and influence a particular house or group of housing students.
- The event must be accessible for all students in housing, and should be held within the housing complex, unless capacity, other location issues, or other restrictions prevent this from occurring in housing or being open to all residents.
- Programs that include both residents and non-residents will be considered depending on the current financial standing of RHA.

ACKNOWLEDGE RHA SUPPORT

- Promote RHA at your event in the way described on the application.
- Persons affiliated with the program (representatives) must attend a general assembly meeting to present the proposal for funding. Meetings are Tuesday nights at 7:15pm in the Community Building.
- Representative for the program must attend the first RHA meeting held following your event and report back to RHA on how the program went.
- The program evaluation form should be provided to RHA at the meeting following your program.
- If program spans over a period of time RHA will put into place a timeline in which the representatives will be asked to report/update the organization about the program.

TIMELINE EXPECTATIONS

- Fill out the funding proposal form completely and to the best of your knowledge. We may request you to redo a proposal if there is not enough information. We do this with your success in mind.
- Funding Proposals must be turned in by Friday at 12 noon to RHA via email, iusbrha@iusb.edu to be considered for Tuesday’s meeting. (If it is incomplete or a problem is found, it will be sent back to you.)
- You will be asked to sign the application after the proposal is given and RHA has decided on the amount of money to be funded. You do not need to sign before the meeting.
- Turn in ALL receipts from your event within one week of the event to the RHA Treasurer. If you are working with dining services you must request an invoice.
- Violations of the timeline may inhibit future requests for funding.