RHA Student Funding Request Application

Guidelines for Student Funding:

• You should fill out and turn in the completed Residence Hall Association (RHA) Student Funding Request Application to the RHA Office at least 3 weeks before your desired event.

• After the application is turned in to RHA, the Executive Team will review and accept or deny the funding request.

• The RHA Exec Team reserves the right to limit or reduce any funding requested.

• The student responsible for the event, as listed within the application, may need to attend a meeting with the RHA Exec Team to discuss the details of the event.

• ALL EVENTS APPROVED MUST DISPLAY THE RHA LOGO ON ALL PROMOTIONAL MATERIAL AND LIST RHA AS A SPONSOR.

• AFTER THE EVENT, THE STUDENT IN CHARGE OF THE EVENT WILL NEED TO COMPLETE AN EVENT EVALUATION FORM AND TURN IT IN WITHIN 2 WEEKS.

Contact Information
Residence Hall Association
De La Salle 102
(925)631-8336
rha@stmarys-ca.edu
facebook.com/smc.rha.3
Date of Request: ____________________________

Name of group or individual requesting funds: ____________________________

Phone: ____________________________ Email: ____________________________

Title of program: ____________________________

Date: __________ Start/End time: __________ Location: __________

Description of Event (target audience, goals and objectives, what will happen, etc.): 
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Will you be requesting financial help from any other organizations? Is so, please list: 
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

What was your planning process when deciding this event?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

How did you learn about RHA’s Student Funding Program?
________________________________________________________________________
________________________________________________________________________
Amount requested from RHA: __________

COST BREAKDOWN - Proposed Items (Example: Supplies/Entertainment)

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<tr>
<th>Item</th>
<th>Cost</th>
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Website with ticket information: __________________________________________

Section and Seat numbers of tickets (if applicable): _________________________

Number of tickets: __________

Price per ticket (including service fees): __________

Total for all tickets (including service fees): __________

**PLEASE PROVIDE THE FOLLOWING INFORMATION ABOUT THE RESIDENTS ATTENDING THE EVENT!**

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<tr>
<th>ID #</th>
<th>NAME</th>
<th>RESIDENCE HALL</th>
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