University of Idaho Residence Hall Association

SENATE ALLOCATION REQUEST

(Please Print and Email to the RHA President)

REQUESTER INFORMATION

Requester's last name:	First:	Middle:

Building and Room Number or Address:	Vandal ID Number:	Cell phone no.: ( )

Organization:	Email:

EXPLANATION OF REQUEST

How will these funds be used?	❑ Programing	❑ Sponsorship	❑ Equipment	❑ Other:_____

When do you need these funds: / /	Amount Requested:_____

Please outline why you need these funds:

BUDGET

Please show a detailed budget on how the funds would be used:

Item:	**Amount:**

AGREEMENT

The RHA Senate reserves the right to give full, partial, none, or more money than listed on the request. The requester or their designee will attend a RHA senate meeting to give an explanation of support for this request. The requester will post the official RHA Sponsored Event banner in a visible place at the event and will advertise the event as sponsored by the RHA. Any unused funds shall be returned to the RHA within one week of the completion of the event. Failure to complete any outlined expectations here, or as requested by the RHA Senate shall result in cancelation of the funds and/or permanent denial of any future funds for the Requester or the organization he/she represents.

SIGNATURE

The above information is true to the best of my knowledge. I understand that this request is subject to the approval and amendment of the RHA Senate, where I or a designee of mine, shall attend a meeting and give an explanation for the purpose of these funds. I understand and agree to all expectations listed above or made by the RHA Senate.

Requester Signature *Date*

APPROVAL (OFFICAL USE ONLY)
DOCUMENT ID: SAR-1

# Yes Votes:	# No Votes:	# Abstentions:	❑ Result: Passed	❑ Result: Failed

RHA President| Signature *Date*