



## Hall Association Fund Request Application

*A Division of Residence Hall Assembly, University of California, Berkeley*

To apply for Hall Association funding of your event/program you must meet the following guidelines as per the Hall Association Administrative Structure Bylaws, *Article III, Section 6*. The following protocols for residents or groups requesting funding or reimbursement from the Hall Association:

- Itemized receipts must be presented for all reimbursements.
- Any organization seeking funding from the Hall Association must fill out a Hall Association Funding Request packet, including:
  - a budget for the event or activity they want funding for
  - a list of other groups or entities that have contributed funds
  - a list of groups or entities the organization intends to request funds from
  - the amount of funds received from outside groups or entities
  - a sample of advertising to be used in the Hall to publicize organization or activity being funded
  - name and phone number of a representative who will make a presentation at the Hall Association meeting
- A copy of the Hall Association Funding Request packet must be turned in to the Hall Association's advisor and president.
- If the president and advisor approve the sponsorship packet, a representative from the organization may make a presentation at a Hall Association meeting as determined by the president and advisor.
- The Hall Association will discuss and vote on a motion to approve funding once the representative has left the meeting.
- The treasurer shall report the Hall Association's decision to the representative no later than one week following the meeting at which the vote took place.

**\*\*\* This funding request application should be submitted to the Hall Association President and the Community and Leadership Assistant.**

**SEE NEXT PAGE**



# Hall Association Fund Request Application

*A Division of Residence Hall Assembly, University of California, Berkeley*

## General Information for Request

<b>Contact Name:</b>	
<b>Name of organization/individuals sponsoring activity:</b>	
<b>Position: RA/CLA/Resident/Other</b>	
<b>Email Address:</b>	
<b>Phone Number</b>	
<b>Name of Event:</b>	
<b>Event Date, Time, &amp; Location:</b>	
<b>Event Open to:</b>	

## Brief Description of Event/Program

Please include (1) goals of program; (2) how it may benefit the residence hall community; (3) publicity methods; (4) expected attendees; (5) any other relevant information:

--

## Financial Section

Please list the items needed for the program/event and their respective prices. Please be as specific as possible. (ex: Item Name: 2 liter coke bottle; Approx \$3; Amount: 4 Total Cost: \$13; etc.)

Item	Approx \$:	Quantity
1.		
2.		
3.		
4.		
5.		
6.		
7.		

(Attach a separate sheet if necessary)

<b>Total Amount</b> of money being requested:	
Other Funding Sources & Amounts:	
<b>Applicant Signature:</b>	<b>Date:</b>