

## **Request for Budget Allocation (RBA) Guidelines**

### **Section A: Premise for Allocations**

1. Funds may be issued only for programs or events which directly impact the lives of the residents of WMU residence halls and on campus apartments.
2. Funds may be issued only for programs or events that are open to all residents of WMU's Residence Halls or on campus apartments.
3. Funds may be issued only for programs or events hosted by WMU student housing based organizations.
4. Allocations will not be based on the allocations of prior years.
5. Funds may be issued only for programs or events whose host organization has a representative or liaison in good standing at the time which the request is submitted.
6. Funds may be issued only for programs or events that identify RHA as an event or program sponsor in advertisements.

### **Section B: Items Not Funded by RHA**

1. Funds will not be expended for the following purposes:
  - a. For personal benefit of individuals, student organizations, or private corporations (i.e. donations, salaries, field trips, banquets, meals, etc.).
  - b. To finance political parties or candidates, or programs that promote political party(s) in any form.
  - c. To finance religious organizations, or programs that promote any religion(s), or religious faith programs in any form.
  - d. To support activities contrary to the laws and regulations of Western Michigan University, the City of Kalamazoo, Kalamazoo County, the State of Michigan, and/or the United States Federal Government.
  - e. To support programs taking place off-campus.
  - f. Payment of honorariums or compensation fees paid to any member of the established university community (faculty or staff).
  - g. To fund anything conflicting in date and time with any of RHA's events including RHA-funded events.
2. RHA is not responsible for any debts or financial obligations of any organization.
3. RHA will not fund the purchase of equipment and/or supplies for the exclusive use of the requesting organization.
4. Organizations can not request funds for programs which duplicate the programs or functions provided by the University or Community.

### **Section C: Submitting a Request for Budget Allocation**

1. Requests for Budget Allocations (RBA) must be submitted to the Vice President before the Tuesday three weeks prior to the event. Note that this time period excludes breaks and other times when the University is normally not open for business.
2. The RBA must be presented to the Executive Board before it can be considered by the General Assembly.
3. RHA requires that at least one member of the requesting organization be responsible for and familiar with the details of the budget request be present to make the presentation to RHA's Executive Board.
4. Organizations must be prepared to explain the purpose of the program, or event, and describe in detail their budget request.

5. RBAs will be considered in the order they are received. RBAs will be accepted as long as funds are available.
6. RBAs must include:
  - a. A proposal outline including:
    - i. Program or event title,
    - ii. Name of the organization putting the program or event on,
    - iii. Contact information for host organization,
    - iv. When and where the program or event will be held,
    - v. A description of what the program or event is,
    - vi. The purpose of the program or event,
    - vii. Goals and objectives of the program or event,
    - viii. Why it is important that this program receive funding,
    - ix. The projected impact on WMU student housing,
    - x. Cost of the program or event to residents,
    - xi. Projected attendance, and
    - xii. How the program or event will be advertised.
  - b. An itemized budget which shall include:
    - i. Item descriptions and costs,
    - ii. Any and all other sources of funding, and
    - iii. The amount the organization wishes to request from RHA.
7. RHA will not allocate an amount greater than 10% of the total budget set aside for allocation for any given year to a single program.
8. RHA will not allocate funds to any program unless a Residence Hall, on campus apartment, or Residence Life, is providing funding for the program in the amount of no less than 10% of the expected cost of the program.
9. All of these guidelines must be met in order for the RBA to be presented to the General Assembly. Failure to meet any one of these guidelines shall prevent the RBA from receiving funding.
10. The Executive Board will determine if the RBA meets the guidelines.

**Section D: Presenting Request for Budget Allocations to the General Assembly**

1. RHA requires that at least one member of the requesting organization, who is not an advisor, who, being familiar with the details of the request, is able to make the presentation to the General Assembly and able to answer questions which may arise.
2. The presentation shall have in it all items listed in Section C, Subsection 6.
3. Upon completion of the presentation and the question and answer period, the presenter(s) shall step into the hallway to allow the General Assembly to deliberate on the matter.
4. The General Assembly reserves the right to, after a period of discussion vote on the request, postpone the vote to another time it deems fit, or to chose not to vote upon the request.
5. The General Assembly reserves the right not to fund any request for any reason, or to change the amount funded to an amount different than that requested.
6. All decisions of the General Assembly shall be binding and cannot be appealed.
7. A simple majority (50% + 1) vote of the General Assembly in the affirmative shall grant funding to the request.

**Section E: Receiving Funding From Residence Housing Association**

1. Funds shall be given as reimbursements for expenditures for the event, up to the limit granted by the General Assembly.

2. Funds shall be transferred to the sponsoring Hall or Apartment Council's Programming Budget from the Residence Housing Association's Allocations Budget.
3. Funds will not be transferred without:
  - a. A detailed and accurate post-event budget which shows the total cost of the event and the various items that the funds were spent on.
  - b. Receipts to verify all expenditures. Any expenditures without a receipt verification shall not be covered by RHA.
  - c. A detailed after program report including:
    - i. A short evaluation of the program,
    - ii. Number of people in attendance,
    - iii. Accomplished goals and objectives of the program or event,
    - iv. Actual impact on WMU student housing, and
    - v. How the program can be improved in the future.
  - d. Failure to provide the detailed budget and/or the program report within 2 weeks of the date of the event will void RHA's commitment to provide reimbursement of expenditures.

#### **Section F: Special Funding for Annual Programs**

1. Senior Prom and the Henry Hall Spelling Bee shall be defined as Annual Programs for the purposes of special funding.
2. Funds for annual programs shall be included as a separate line in the budget of RHA at the beginning of each year.
3. The amount each program shall be entitled to receive shall be decided by the creator of RHA's yearly budget.
4. These programs shall follow a special set of guidelines to receive the money budgeted for them.
  - a. Annual Programs shall be excused from the requirements of Section C and Section D of RHA's RBA Guidelines when receiving the funds budgeted for them.
  - b. Annual Programs shall follow the requirements in Section A, Section B, and Section E.
5. Should Annual Programs desire more money than that budget for them, they shall:
  - a. Follow all the requirements from Section A, Section B, Section C, Section D and Section E,
  - b. Annual Programs shall be excused from Section C, Subsection 9, namely that require that an event be sponsored by an organization with a Representative in good standing.
6. Should a Non-Annual Program wish to be classified as Annual and thus acquire those benefits, it must:
  - a. Have been in existence for at least 5 years.
  - b. Have been put on at least for at least 3 consecutive years.
  - c. Submit a petition to the Executive Board of RHA stating why that program deserves to be classified as an Annual Program.
  - d. Submit a letter detailing the history of the event and the impact of the event has had over the years.
  - e. For a Non-Annual program to acquire Annual Program status, a 2/3 majority vote of the Executive Board shall be required.