

The Office of Student Life offers financial support to campus programs that create involvement opportunities for all members of the Loyola student body; particularly those programs that occur during the evening hours on Thursday, Friday, and Saturday. We hope by offering financial support, students will attend campus events that promote healthy alternatives to social settings that involve substance use. All financial support comes from designated monies in the University Fine Account.

**Funding Requirements:**

1. The event planner must complete the attached fund request form in order to have their fund request reviewed.
2. The event must be open to and positively impact the entire Loyola University Maryland community, and comply with all policies and expectations outlined in the Community Standards.
3. The request for funds must be submitted at least two weeks prior to date of the program.
4. Select members of the RHA Executive Board will approve funding requests and send to the Associate Director of Student Life for Student Conduct, who will determine the amount of funds awarded.
5. All receipts must be returned to the RHA Treasurer no later than one week after the event.

**Priority will be given to events that:**

* Take place on Loyola’s Evergreen campus
* Take place between the hours of 8:00 – 11:00 pm on Thursday, Friday, or Saturday
* Bring residential students together from different residence halls and include commuter students

**We certify that we have read and adhere to the above requirements**

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 Signature of the Event Planner Signature of RHA Treasurer

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 Signature of Student Life Representative

**Please submit form to Residence Hall Association via email to** **rha@loyola.edu****.**

**RHA Executive Board Use Only**

**Date Received: Date of Meeting:**

**Vote Result: Yes No**

**Amount Suggested: Reimbursement:**

**Cash Advance: Check Request:**

**Budget Transfer:**

**Student Life Fund Request Form**

Name of Event Planner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of Event: ­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Estimated Attendance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount Requesting: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Complete the following questions. This information will be used when the request is discussed before the Executive Board.

1. Please provide a detailed description of the program or event including the purpose of the event and how it will support the goals of the grant program.
2. Please attach an itemized budget detailing expenses for the whole of the event. List all other sources of funding you are obtaining for the event (including any money from other funding sources.).
3. Please describe how you intend to publicize the event.