



RHA Sponsorship Bid Application

Please be as detailed as possible in every part of this application

Name(s) of ALL involved planners: FASA Staff

Area(s): FASA

Program Title: A Winter Wonderland

Program Date and Time: Friday, December 8, 2017; 7:00 pm to 8:30 pm

Program Location: Lundstrom Conference Room

Expected Attendance: 300

Detailed Program Description *(Including advertisements and possible resident involvement):*

We will be showcasing different types of events, focusing on each of the Guiding Principles of Residence Life. For Healthy Lifestyles, we will be focusing on healthy relationships with a Newlywed Game. Along with some fun questions that will be answered in front of everyone, participants will also be asked questions that they may not have considered/talked with their partner about before. For these questions, participants will turn to their partner and have a couple of minutes to talk and learn new things about each other before moving on. There will also be short clips about Healthy Relationships in between different questions. For Academic Support, we are doing an Escape Room. Part of the different challenges to escape the room will include tools, information, etc. to help support participants in their academics, including information about the Academic Resource Center. For Personal Growth, we will be doing Good Mythical Morning. This experience will encourage participants to get outside their comfort zone and try new things. For Social Responsibility, we are making wooden cars to donate to Sub for Santa. We have reached out to someone in the valley who makes these wooden cars and he has agreed to donate the majority of the supplies needed for this service project. Along with the cars, participants will also have an opportunity to write letters to those currently serving in the military.

In addition to these different activities, we will also have the North Pole where children can visit with Santa, get pictures, and even write a letter to Santa and drop in Santa's mailbox. The North Pole will be organized and executed by FASA's Area Council.

As residents participate in these different activities, they will receive tickets for a drawing. We will have a prize package to go along with each Guiding Principle, as well as a Grand Prize package that incorporates prizes that support all the Guiding Principles of Residence Life. Residents will choose which

drawing(s) to put their tickets into. We are soliciting donations from the community and will also be purchasing some prizes that we cannot get donated. Some of the donations we have already secured include: Rent Credits, two 3 Month Family Pass to the Sports Academy, \$100 Anniversary Inn Gift Certificate, two subs from Firehouse Subs, two lunch buffets from Indian Oven, two Big Barbecue Sandwiches at Dickey's, \$20 to Village Inn, \$20 to HuHot, \$20 to Five Guys, four skate passes to Eccles Ice Center, \$25 gift card to Lee's, and two \$15 gift cards to Angie's. We will be focusing very strongly on the prize packages as the prizes will play a significant part in the success of the evening, given it is the week before finals and the holidays are right around the corner.

We will serve Hot Chocolate and Donuts catered and donated by USU Dining.

Description of community need/interest for proposed program:

This event is a variation of our FASA Showcase that we have done the last three years. It has traditionally been held in February, However, given how busy our residents are in December with finals, holiday plans/parties, family, etc., we decided to do one big program in December rather than multiple smaller programs, squeezed into the first couple of weeks of December. This also allows us to provide more programs in February, when residents need more opportunities to get out of their apartments.

We are focusing more on the Guiding Principles of Residence Life so that residents can better understand these principles.

This is an event that will be enjoyed by our diverse population in FASA: Married families with and without children; International residents; Single, graduate residents; etc.

Will there be advertising in other areas of campus? If so, where?

Other areas would be welcome to participate if they are interested. ProStaff may contact Hillaree Childs if there is interest from their prospective areas.

Is the program available to any resident on campus? If not, why?

Other areas would be welcome to participate if they are interested. ProStaff may contact Hillaree Childs if there is interest from their prospective areas.

How will you advertise RHA at this event?

RHA will be included on all advertisements and recognized on a thank you banner at the event.

What learning outcomes are you hoping for people to get out of your program?

Residents will become familiar with the four Guiding Principles of Residence Life and participate in at least one Guiding Principle event during the evening.

Detailed plan and layout of the incident command structure used (If you have any questions or concerns about Incident Command, please put it in the submission email):

- IC: Hillaree Childs
- Deputy IC: Shalleen Balle
- Planning Chief: Shalleen Balle
- Logistics Chief: Shalleen Balle
- Operations Chief: Shalleen Balle
- Team Lead (Personal Growth): Tiffany McRory
- Team Lead (Healthy Lifestyles): Armentas
- Team Lead (Social Responsibility): McKenna Voorhees
- Team Lead (Academic Support): Emily Marshall

Other positions will be assigned as needed

If awarded funds from RHA, will you agree to assist in RHA fundraisers and RHA events?

Yes

Please complete the following table according to the following rules and definitions:

- Bidding Party's Contribution: How much money is coming out of your budget
 - This includes contributions from the budget of the respective area Professional Staff
- Requested RHA Contribution: How much money you are bidding for from RHA
 - This amount must not exceed \$500
 - This amount must not exceed the Area Contribution unless it meets ALL the following requirements:
 - Total cost is less than \$400
 - Requested RHA Contribution does not exceed \$200
 - Other Contributions is \$0
- Other Contributions: The total amount of monetary contributions from all other sources other than the Bidding Party's Contribution and RHA Sponsorship Pool.
- Total: This is the total cost of the program. It should be a sum of the Area Contribution, Requested RHA Contribution, and Other Contribution.

Source of Funding	Amount of Money
Bidding Party's Contribution	\$300.00
Requested RHA Contribution	\$300.00
Other Contributions	\$379.75
Total	\$979.75

List ALL sources of sponsorship included under “Other Contributions” above (Include the amounts, manner of contribution, and organization names):

Breakdown and description of total estimated cost:

USU Dining

- \$50.00 Service Fee

Walmart/Amazon/Dollar Tree/Campus Store/Wherever we can get the best prices

- \$20 for Bubble Wrap and candy for prizes (Escape Room)
- \$20 for Whiteboards and prizes (Newlywed Game)
- \$40 for supplies for Good Mythical Morning
- \$20 for mineral oil (Cars)
- \$75 Academic Success Prize Package for some of the following items: Tablet, Pens, Pencils, Sticky Notes, Scantrons, 5 Hour Energy, Water Bottle, Gum, Dark Chocolate Covered Blueberries, Notecards, etc.
- \$115 Social Responsibility Prize Package for some of the following: Giving Plate, Stocking w/ Treats, Thank You Cards, Recycling Bin, Seed Packet, Reusable Grocery Bags, Glass Water Bottle, Snow Shovel, Insulated Lunch Bag, Rechargeable Batteries, House Plant, etc.
- \$125 Personal Growth Prize Package for some of the following: iTunes Gift Card, Audible Gift Card, Planner, Journal, Mug with positive mantra, Puzzles, Collaborative Board Game, etc.
- \$70 Healthy Lifestyles Prize Package for some of the following: Almonds, Dried Fruit, Hand Sanitizer, Tissues, FitBit Flex, Hand Soap, Water Bottle, Toothbrush/paste, Yoga Mat, etc.

\$65 Grand Prize Package for the following: Glass Water Bottle, USU Bookstore Gift Card

OTHER CONTRIBUTIONS:

- \$379.75 Dining Donation for 20 Gallons of Hot Chocolate and 25 Dozen Donuts

Proposed vendors and what will be purchased (all items listed):

USU Dining

- \$50.00 Service Fee

Walmart/Amazon/Dollar Tree/Campus Store/Wherever we can get the best prices

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- \$65 Grand Prize Package for the following: Glass Water Bottle, USU Bookstore Gift Card

Detailed breakdown and description of where amount requested will be spent:

Walmart/Amazon/Dollar Tree/Campus Store/Wherever we can get the best prices:

- \$300 for Prizes as listed above

If any of the above information is inaccurate or misrepresented, RHA reserves the right to withhold the requested funds.

Any changes that occur after submission of this application that affect the budget of the program must be reported to the RHA Advisor, RHA President, and Community Relations Coordinator.

Following is a guide to help walk you through the bidding process:

- Before RHA General Council
 - Turn in a completed RHA Sponsorship Bid Application at least **10 days prior to RHA General Council** to the Community Relations Coordinator (CRC) so it can be reviewed by the RHA Executive Council.
 - Make any changes to the application after receiving feedback from the CRC and before RHA General Council.
 - Prepare a Power Point presentation. You may follow our guidelines, these are outlined in the document "Sponsorship Bid Presentation.ppt". You will receive feedback from the CRC on your presentation.
- During RHA General Council
 - Prepare a digital copy of your bid to be shared at General Council so all voting bodies can review it.
 - Give a 5-minute formal bid presentation at RHA General Council and take part in a 3-minute question and answer session.
 - Leave the room during discussion and voting.

- The RHA General Council will decide how much money will be awarded, and it may not be the amount requested.
- If awarded money
 - Immediately inform the CRC about any budget changes regarding the initiative.
 - If the Area Contribution amount decreases at any time, the RHA Contribution will be decreased as needed to be in line with the RHA Constitution. The RHA Contribution will not be increased after it is awarded.
 - If you are awarded \$350 or more, you must advertise to all areas of Housing and Residence Life.
 - Give a 3 minute presentation at the following month's RHA General Council.
 - Money not used will be put back into the sponsorship pool.

I, Hillaree Childs, attest that I have read the above application in its entirety and have accurately included all information that is relevant to the sponsorship process in this application. I hereby understand that if any information in this application is incorrect or misrepresented, the RHA Executive Council reserves the right to withhold any and all funds from the initiative for which funds are being requested.

Hillaree Childs
Signature

10/30/17
Date