



# RHA Sponsorship Bid Application

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

**Name(s) of ALL involved planners:** Shalleen Balle (Resident Assistant), West Stadium Villa Residents

**Area(s):** West Stadium Villa

**Program Title:** Family Dinner at the Marketplace

**Program Date and Time:** Saturday November 11 @ 5pm

**Program Location:** Marketplace

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

West Stadium Villa will be having a family dinner at the Marketplace, 2<sup>nd</sup> year in a row. Our goal is to connect with campus and show the residents of West Stadium Villa what campus has to offer. We will be showcasing the Marketplace with a dinner and a presentation from Dave Chambers. I will also be giving information to my residents on Aggie Care, Spouse Cards, Family Life Center, CAPS, and Vita Program. Each of these programs can be specifically used by my residents and each of these programs will help West Stadium Villa connect with campus. I will be reserving two colony rooms that are just north of the marketplace. My residents are will to donate \$3 a person for those over 6 years old. My area budget will be giving \$100 so with my average attendance count West Stadium Villa will potential be able to bring \$200 to the table for this event. I am working with Dave Chambers and Allen Anderson to get a deal on a meal block plan. We will be purchasing a 50-meal plan for \$400.

**Description of community need/interest for proposed program:**

WSV just had a bunch of new residents move in. We would really like to connect them with campus as soon as we can, so these residents will know about the great resource the Marketplace and other departments have to offer. This program will also help parents and kids reach out to each other and form lasting friendships. This family dinner will be there for new residents to get to know others in a healthy fun environment. Parents will be able to network with other parents and be able to get to know the WSV and USU campus community better.

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

No, only for WSV residents due to cost restraint.

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

No, only for WSV residents. Our budget is very limited and the two colony room we have reserved will only fit ~60 people.

**How will you advertise RHA at this event?**

Advertisement: All Ads will have the RHA logo on them

FASA Gram: 1st of the month

Facebook Event: 1st of the month

Email: 1 week in advance

Facebook Invitations: 1 week in advance

A-frames: 3 days in advance

Facebook Reminder: day before and day of

Text: Day before and day of

Activity: Day of there will be a Shout out to RHA and tell everyone about Area Council

**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= Shalleen Balle

Planning Committee=WSV Residents

All other chiefs and responsibilities will fall under IC

**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 \$200
  - 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	\$200
Requested RHA Contribution	\$200
Other Contributions	\$0
<b>Total</b>	<b>\$400</b>

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

N/A

**Breakdown and description of total estimated cost:**

All money will be put towards paying for dinner at the Marketplace. I have emailed both Dave Chambers in the Marketplace and Allen Anderson Director of Dining. We will be purchasing a 50-block meal plan to accommodate the 30 adults and 20 children over 6 years of age. I am hoping to have around 30 adults attend with 20 children over 6 years old plus 30+ children who will be free.

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

Block Meal Plan for the Marketplace for all who RSVP, WSV has 24 apartments and each apartment has to have two children and adult(s).

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

All money will be spent at the Marketplace for dinner

*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.*

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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.
- During RHA General Council
  - Bring 9 copies of the bid to hand out to the voting bodies at RHA General Council.
  - 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.
  - 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, Shalleen Balle, 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.

Shalleen Balle

October 16, 2017

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Signature

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Date