

# RHA Sponsorship Bid Application

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

**Name(s) of ALL involved planners:** John Terry, Natalie Spendlove, Charity Van den Akker, Sofia Walter, Kayla Orton, Erika Beck, Erika Cunningham, Mickey Vigil, Matthew Wheat, Lizz Larson, Chase Curtis, and Trent Behunin

**Area(s):** Central Campus

**Program Title:** CCX (Central Campus Experience)

**Program Date and Time:** February 10, 2018 at 1-4 pm

**Program Location:** Junction and Station

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

This program is for Housing and Residence Life Week. It is a payoff of comic-con. Residents can get involved not only by attending the event but, also by participating in being a vendor, performing or participating in the costume contest. At the event residents can attend workshops and panels put on by various authors, artists, professors, board games designers

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

This event gives residents an outlet for expressing creativity through participating and dressing up, it gives residents a venue to explore and share skills by attending scheduled events and booths, and it connects the Logan community with USU through exposing residents to different vendors, artists, and professors.

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

Yes. The aim is to include all of the USU campus in this event, so though advertising will primarily be throughout Central, it will also be in all residence halls.

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

Yes.

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

RHA will be included on all of the posters

**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):*

Incident commander: John Terry

Deputy: Natalie Spendlove

Public Information Officer: Charity Van den Akker

Safety Officer/ Operations Deputy: Sophia Walter

Liaison: Lizz Larson

Planning Chief: Erika Cunningham

Planning Deputy: Mickey Vigil

Operations: Matt Wheat

Logistics Chief: Trent Behunin

Logistics Deputy: Chase Curtis

Finance Chief: Kayla Orton

Finance Deputy: Erika Beck

**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
  - o This includes contributions from the budget of the respective area Professional Staff
- Requested RHA Contribution: How much money you are bidding for from RHA
  - o This amount must not exceed \$500

- o 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.

<b>Source of Funding</b>	<b>Amount of Money</b>
Bidding Party's Contribution	\$500
Requested RHA Contribution	\$500
Other Contributions	\$500
<b>Total</b>	<b>\$1500</b>

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

\$500 is coming from the Housing and ResLife Week Budget

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

As of now, we have it within a \$1,000 budget. We would like the added budget to make the program the best it can be. With the budget we would make pins for the first so many residents that come. We also want to do a painting workshop where students from the art school come and teach painting. We need the budget to make this workshop feasible to buy paint supplies. Attached is our budget and expected cost.

Prizes	\$70
Magic	\$200
Snapchat	\$20
Pokemon Go	\$10
Advertising	\$235
Painting Stuff	\$400
First 200	\$80

Photo Booth Backdrop	\$200
Decorations	\$120
Drink Flavor Shots	\$100
Vendors	\$0
Signage	\$110
Brochure	\$20
Total as of 12/04	\$1,000
Requesting from RHA	\$500

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

For the paint supplies we have discussed Walmart, Hobby lobby, Joanns or Michaels. We want to do a price comparison. We are still figuring out if we will make the buttons ourselves or if we are going to go to an outside company.

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

\$80 for Buttons to give to the first 200 Residents

\$50 for canvas for 50 people

\$135 for paint

\$75 for Paint Brushes

\$40 for Palettes

***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
  - o 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.
  - o Make any changes to the application after receiving feedback from the CRC and before RHA General Council.
- During RHA General Council

- o Prepare a digital copy of your bid to be shared at General Council so all voting bodies can review it.
- o Give a 5 minute formal bid presentation at RHA General Council and take part in a 3 minute question and answer session.
- o Leave the room during discussion and voting.
- o The RHA General Council will decide how much money will be awarded, and it may not be the amount requested.
  - If awarded money
    - o Immediately inform the CRC about any budget changes regarding the initiative.
    - o 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.
    - o If you are awarded \$350 or more, you must advertise to all areas of Housing and Residence Life.
    - o Give a 3 minute presentation at the following month's RHA General Council.
    - o Money not used will be put back into the sponsorship pool.

I, Kayla Orton, 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.

**Kayla Orton**  
Signature

01/07/2018  
Date