



RHA Sponsorship Bid Application

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

Name(s) of ALL involved planners: Rylie Cook. Hillaree Childs

Area(s): FASA

Program Title: Baby Farm Animal Days

Program Date and Time: April 20th @ 5:15 pm

Program Location: American West Heritage Center

Expected Attendance: 250

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

We will meet at the American West Heritage Center where families can walk around and see the new chicks, ducklings, piglets, calves, lambs, and kids. There will also be train and pony rides for families to enjoy. We will provide lunch in the pavilion.

Residents will pay \$3 per person (under 3 free) and Housing will pay the remainder of the entrance fee (\$4 per person). Residents will need to purchase tickets ahead of time through the FASA Office for the event.

We will advertise using door and stairwell fliers, electronic fliers, email reminders, Facebook advertisement, and Citygro texts and emails.

Resident Involvement: Residents will decide what kind of pizza to serve for lunch and will assist with preparations before the event. Residents will help at the pavilion to assist with the food.

Description of community need/interest for proposed program:

This is a great program that helps introduce residents to another attraction here in Cache Valley. It also allows residents to get out and interact with other residents. This would be the fourth year that we had had this program and we have always had very high attendance. This event meets the needs of our extremely diverse residents, including our international residents, families with kids, single grad students, etc.

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

Other on-campus residents would be welcome to come. The advertisement could be sent to the Pro Staff to distribute as they wished.

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

Other on-campus residents would be welcome to come. The advertisement could be sent to the Pro Staff to distribute as they wished.

How will you advertise RHA at this event?

Yes! We will include RHA in all advertisements as a sponsor and will have a banner at the event recognizing RHA.

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

Residents will be able to enjoy spring in a new way and at an affordable price that they wouldn't be able to get otherwise. They will have the opportunity to participate in a great annual event provided in Logan and enjoy it with their family and neighbors.

Detailed plan and layout of the incident command structure used

IC: Rylie Cook, this is a single RA program.

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
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Bidding Party's Contribution	329.75
Requested RHA Contribution	329.75
Other Contributions	750.00
Total	\$1.409.50

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

Residents will pay \$3/person for 3 and older for wristbands (\$750.00)

Breakdown and description of total estimated cost:

250 Wristbands = \$1000

Firehouse Large One Topping Pizza: \$409.50 (63 Pizzas at \$6.50 each)

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

American West Heritage Center \$1000 (Wristbands)

Firehouse Pizza—63 one topping large pizzas

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

Fire House Pizza— RHA will contribute the cost of 50.7 of the 63 pizzas, equaling \$329.75.

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.pptx". 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, Rylie Cook , 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.

_____ Rylie Cook _____
Signature

2/09/18
Date