



# RHA Sponsorship Bid Application

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

**Name(s) of ALL involved planners:** Rylie Cook, Shalleen Balle, McRory's, FASA Area Council

**Area(s):** FASA

**Program Title:** Multicultural potluck

**Program Date and Time:** January 27<sup>th</sup>, 2018 @ 5pm

**Program Location:** Lundstrom

**Expected Attendance:** 300

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

FASA will be doing a Multicultural Potluck on Saturday January 27<sup>th</sup>, 2018 @ 5pm. We are working in conjunction with FASA Area Council and USUSA. This program will be held at the Lundstrom building. We will be advertising through Facebook, door-to-door fliers, stairwell fliers, a-frames, CityGro, and emails.

This Multicultural Potluck will be our January Area Social in FASA that is designed to help our residents get to know each other and the world around them. This potluck will be a fun way to get residents involved and learning about other cultures. Residents are very excited for this program and have been looking forward to planning this multicultural potluck in more detail. Residents will be helping plan and execute this activity. We will be asking residents to bring a dish to share, submit cultural music or pictures, decorate a table with a theme of a country or culture, wear cultural attire, and perform cultural dances or music. Residents will be able to get out of the house, be active, and socialize with other members of our community while learning something new. Residents will be able to feel like they are a part of the community and giving back in a positive interactive way. This program is a great way for our residents to be active and social during the cold winter months of Logan. Our residents are constantly moving in and out. This program will help residents reach out to each other and form lasting friendships. This Multicultural Potluck will be there for new residents to get to know others in a healthy fun environment. Residents will be able to network with other residents and be able to get to know the FASA community better. Our cultural potluck will give families the opportunity to mingle with other families from all over the world. Our FASA community is very diverse. This

opportunity will expose residents to new cultures. Residents will be able to see and learn more about the traditions of other areas of the world. Residents are always needing to get to know more about other cultures and traditions. We want to broaden their horizon so that they can change their paradigm and becoming more understanding to others especially their neighbors.

**Advertisement:**

Website AD: All semester long  
NRO's/Programming: All semester long  
Office AD: All semester long  
Office Poster: Previous Month  
FASA Gram: 1st of the month  
Facebook Event: 1st of the month  
Email: 1 week in advance  
Facebook Invitations: 1 week in advance  
Window Ad's: 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

**Some ideas we have:**

Residents will bring dishes to share  
Ask local restaurants to donate multicultural dishes  
Ask different clubs to bring a multicultural dish  
We will provide bread/soup  
We would like to have a world map with push pin, so residents can Pin where they have lived or where they are from  
Some cultures that we would like represented in our soups: India, China/Vietnam/Japan, America, and Italian  
Tables decorated by residents/Clubs with info and decorations from a specific country/culture  
Slide show of pictures residents/clubs submit of different areas of the world  
Music playlist from different areas of the world submitted by residents/clubs  
A few performances from residents or clubs of music or dances from their culture

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

Our FASA community is very diverse. This opportunity will expose residents to some new cultures. Residents will be able to see and learn more about the traditions of other areas of the world. Residents are always needing to get to know more about other cultures and traditions. .

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

No, only in FASA

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

Anyone is available to come if they would like to join FASA in their multicultural potluck

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

Yes, on paper flyers and electronic ads

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

Every resident will have the opportunity to learn about different cultures of people in their community and also around the world through our multicultural food, performers, and décor.

**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

**Planning:** Shalleen, Rylie, McRory's, and FASA Area Council

**Logistics and operations:** TBA

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

Yes, I am available to assist with the Ski the Beav program in February.

**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	\$215.27
Requested RHA Contribution	\$215.27
Other Contributions	Approx. \$75
<b>Total</b>	<b>\$505.55</b>

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

FASA Area Council will be providing items and funds to do table decorations for 12 tables. They will do a different country for each table and have centerpieces and table clothes to match the country they are representing. The amount they will spend is up to the discretion of the Area Council members.

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

- Shopping List:
- Vegetable Curry Soup
- Pho Soup
- Chili
- Rolls
- Baskets for rolls
- Flatware
- Bowls
- Cups
- Plates

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

- Curry Soup—Dining Services \*with 15% housing discount
- Pho Soup—Dining Services \*with 15% housing discount
- Chili, rolls, cutlery and paper products —Sam's Club
- Roll Baskets—Dollar Store

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

We anticipate 300+ people and so consequently want 125 servings of each soup dish and 500 dinner rolls. That breaks down into:

**Pho inspired vegetable noodle soup:** \$11.90 gallon x 8 gallons (16 servings a gallon) = \$95.20

**Veggie Curry Soup:** \$12.75 gallon x 8 (16 servings a gallon) = \$102

**Chili:** \$9.44 x 10 108 oz. cans (approx. 125 servings) = \$94.40

**Member's Mark Yeast Dinner Rolls (36 ct.):** \$5.98 x 14 = \$83.74

**Dollar Store Wire Bed Baskets:** 12 x \$1= \$12

**Members Mark spoons (600ct.)** = \$9.97

**Members Mark bowls (300 ct.)** = \$9.58

**Members Mark cups (330 ct.)** = \$7.98

**Members Mark plates (300ct.)** = \$15.68

**Grand total of: \$430.55**

***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.
  - 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

11-02-17  
Date