**Helpful Tips for a Successful Funding Request**

In order to request funds and be put on the RHA agenda an email stating the reason for requested funds must be sent to the RHA president no later than 24 hours before the meeting.

RHA suggests the person most knowledgeable on the event present the funding request for us so we can receive the most accurate information possible; however, we understand this is not always possible so another representative may be sent on that person's behalf.

Any resident of the UWEC Housing and Residence Life Community is allowed to make a monetary request for programming, activities . . . etc. RHA recommends, but does not require each request to help achieve the Housing and Residence Life Learning Outcomes - which can be found on the Housing website.

When presenting and asking for funds, some points to consider:

* What do I hope students will learn as a result of participating in my activity?
* Why should the Residence Hall Association financially support my program?
* How will my usage of funds benefit residents?
* In what ways will I allow my program to be inclusive?

Examples:

1) Student A had come to a meeting to request funds in order to attend a programming conference.  Student A then gave a brief presentation on the benefits of attending the conference and answered questions in relation to the conference.  RHA granted the full amount requested and when the Student returned, they gave a comprehensive report at the RHA General Assembly in relation to what they learned at the conference."

2) Student B requested a monetary amount to conduct an interhall event between two halls. Upon presentation of funding request for event, full monetary amount was granted.

3) Student C was conducting two fundraisers for her Relay for Life team. Monetary assistance was requested to help cover set up costs. Upon presentation by one of the residents, full monetary amount was granted.