Getting $$ for your event from IRHA

You’ve got a great idea for an event (that isn’t already part of the IRHA budget)—Part of the budget, jump to the next section)….NOW…you need money. Follow these steps:

1. Five to six weeks before the event, bring your idea to the IRHA meeting (Mondays @ 5:45 in the Glass Lounge) and discuss it during “Hot Topics” or during your hall or committee report.

2. Be able to answer questions like:
   - What, when and where is the event?
   - Are the event and location as inclusive as possible?  
     *For example, handicap accessible, open to all residents across campus, etc.*
   - Have you tried to get funding/support/donations elsewhere? Why or why not?
   - How much money do you need and for what?
   *Budget handouts can be helpful.*

3. An IRHA member will need to state the motion (a request to fund) during “New Business”
   Before the meeting, let a few IRHA members know about your idea. Then, someone can propose & someone can second the motion.

4. Funding requests/motions must be considered at 2 meetings before the $$ is yours.
   *Contact IRHA members before the second meeting to make sure that they attend so that a vote can be held (2/3s of the voting members need to be present to vote or even hear new motions). Execs don’t count as voting members.*

OK…motion passed …how do you get the $$

*You already have approval if your event is part of the budget, here’s how to get the $$

Stop by the IRHA office:
   - Fill out a separate purchase authorization for each store you plan to make purchases at…answer the questions on the authorization as specifically as possible. Leave a line blank if your uncertain of the answer—the VP will complete it
   - Give the purchase authorization to the VP for their signature (The VP will get the other necessary signatures.)

If the $$ is from state dollars, (likely, as most of the event planning $$ is from here)
   - One of the IRHA advisors or NRHH advisors must go shopping with you
   - Report the total amount spent to the VP
   - The advisors keep the receipt for proper processing
   - State purchases are TAX-FREE and state policies must be followed
     *As examples—Cash donations cannot be given from these funds. Flowers or gifts can’t be purchased to recognize or reward an individual.*

If the $$ is from the checkbook, (possible, but would be for reasons discussed at IRHA or with the execs)
   - An IRHA exec board member must go shopping with you
   Or…
   - You can purchase the items and be reimbursed by the VP
   - ALWAYS bring a receipt back for the VP’s records
     *The checkbook allows students more flexibility with purchases, as specific state rules don’t apply. For example, flowers could be purchased and sent to an exec board member who was hospitalized or a donation can be given from these funds. Responsible use still applies.*