***LEGISLATION/PROGRAM TITLE***

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**WRITTEN BY:** *(Who wrote the bill)*

**ORGANIZATION AND POSITION:**

**SPONSORED BY:** *(RHA Senator or Cabinet member that is not the RHA President. The purpose of a sponsor is to ensure that a bill is complete before being sent to the RHA President. Sponsorship is not an endorsement of a bill. Failure to ask permission of the person listed as a sponsor or a sponsor that is an RHA Senator or Cabinet member before submitting the bill can result in it being turned away until a different sponsor can be found.)*

**EMAIL:** *(preferred email for contact by RHA President and Director of Finance)*

**CELL PHONE:**

**BUDGET:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ITEM** | **PLACE OF PURCHASE** | **QUANTITY** | **PRICE PER ITEM** | **TOTAL PRICE FOR ITEM** **(QUANTITY x PRICE)**  |
| (e.g.) Pumpkins | Walmart | 50 | $3.00 | $150.00 |
| (e.g.) Acrylic Paint | Walmart | 10 | $8.00 | $80.00 |
|  |  |  |  |  |
|  |  |  |  |  |
| **TOTAL COST** |  |  |  | $230.00 |

**OTHER SOURCES OF FUNDING**

\*\*\*List ALL other sources of funding, INCLUDING your own budget\*\*\*

|  |  |
| --- | --- |
| **SOURCE OF FUNDING** | **AMOUNT** |
| (e.g.) Ingersoll Hall Council Fund | $50.00 |
|  |  |
| **TOTAL OUTSIDE FUNDING** | $50.00 |

**TOTAL AMOUNT REQUESTED FROM RHA**

\*\*\* Subtract the amount total amount received from outside funding from the total cost of program (TOTAL COST - TOTAL OUTSIDE FUNDING) \*\*\*\*\*

|  |  |
| --- | --- |
| **TOTAL REQUESTED FROM RHA** | $180.00 |

***LEGISLATION/PROGRAM TITLE:***

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**WRITTEN BY:** *(Your name, organization, and position)*

**WHEREAS:**

* *explain what the program/event/legislation is*
	+ *Who is putting on this program, and for whom?*
	+ *Doing what?*
	+ *Basic description of program*
	+ *introduction of purpose*

**WHEREAS:**

* *Explain how this legislation benefits on-campus residents, including but not limited to:*
	+ *Are there learning initiatives? What are they?*
	+ *Does this support community development? How?*
	+ *Does this promote diversity/social justice? How?*

**WHEREAS:**

* *explain logistics of the program/event/legislation*
	+ *time, date, location*
	+ *cost, what funding will be used for, funding acquired by other organizations*
	+ *transportation plans*
	+ *marketing efforts*
	+ *who this program will be open to*

**WHEREAS:**

* *any other information you would like to add for the bill*
* *delete this “whereas:” if line is not used*

**Therefore, be it hereby enacted that:**

Residence Hall Association sponsors *(insert name of program/event/legislation)* by providing *(insert amount of funding or “support for this legislation”)*

**Therefore be it hereby further enacted that:**

All unused funds will be returned to RHA or this legislation be applied by *(****RHA Fills Out)*** *[enter date here]*

**Passage: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Chair’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FOR OFFICE USE ONLY**

|  |
| --- |
|  |