



External Organization Funds Request Information
Residence Hall Association
University of Wisconsin-Whitewater
228 Goodhue Hall
262-472-4903

Before RHA Meeting:

1. Form must be filled out completely.
2. Form must be submitted to the RHA office (2nd floor Goodhue Hall) or emailed to RHA President's email (RHAPresident@uww.edu) no later than two weeks prior to the desired date of funds request.
3. RHA President will review the request and ensure that the form is completely filled out.
4. Requesting party will be contacted by the RHA President to be placed on the speaker's list for the desired Assembly Meeting.

During RHA Meeting:

5. Requesting Party is introduced to the Assembly by the RHA President.
6. Requesting Party will present information on request and explain why funds provided by RHA will benefit RHA and the Residence Life Community.
7. The form will be taken back to the RHA office for one week to allow RHA representatives to inform their respective LITs for further discussion.
8. Requesting Party is urged to join the following week's RHA Meeting to answer questions and to receive approval or denial of request.

After RHA Meeting:

9. Requesting party will be contacted by the RHA Vice President when the approved check is ready to be picked up from the RHA Office (Goodhue 2nd floor).