



## Fee and Facility Improvement Requests

### Overview

Hall Councils, residence hall staffs, and other organizations within the University community are encouraged to submit requests for funds to help supplement creative ideas that will improve life in the residence halls.

Hall Councils and residence hall staffs may submit two different types of requests:

**Fee Requests** are designed to provide additional funding for programs. Past examples include: additional funding for cookouts, outdoor movies, recycling contests, etc.

**Facility Improvement Requests** are designed to provide additional funding for equipment purchases and/or projects that improve the buildings. Past examples include: purchasing TVs, DVD players, ping-pong tables, grills, etc.; helping to fund awnings over doorways, new pathways/staircases, etc.

Other organizations within the University community may submit fee requests for programs co-sponsored with RSA.

### Summary of the Process

Based on written materials and presentations to RSA, requests for funds will be evaluated on the following criteria:

- Purpose/Nature of the event
- How the requested money will be used
- How the event will benefit on-campus residents

Requests are reviewed according to a predetermined schedule (see below). Organizations seeking funds must:

- Submit the appropriate form by the deadline
- Attend the next RSA Meeting to present the request (*if request is for over \$300*)

If either of these steps is missed, processing/review of the request may be delayed.

Requests for \$300 or less can be approved quickly by an executive action. Requests for over \$300 must be approved at an RSA meeting by a vote of those in attendance. To expedite the approval, it is expected that organizations take time to research actual costs and other possible funding sources (especially their own budget) prior to submitting a request form.

### Specific Overview of the Process

- Forms are available from your RC or GA or by visiting the main Housing Office in Scott Hall.

Funds being requested by a Hall Council or a residence hall staff, use these either a Residence Hall Fee Request Form or a Residence Hall Facility Improvement Request Form depending on the nature of the request.

Funds being requested by other organizations within the University community, use the Co-Sponsorship Form.

- Completed forms must be submitted by 12:00 noon on the Monday of the meeting at which the request is to be considered (the meeting dates listed below). Forms can be submitted in the main Housing Office in Scott Hall. Forms submitted after this deadline will be held over until the next meeting.
- Requests for \$300 or less will be considered for executive action; if a request is approved via executive action, the organization requesting the funds does not need to attend the RSA Meeting.
- Requests for over \$300 and those not approved via executive action require approval at an RSA Meeting. The official hall representatives present at the RSA Meeting will conduct the official vote on the request after reviewing the written materials. A representative from the organization should attend the meeting prepared to offer a short overview of the request and to answer questions that may arise.
- The organization will be notified within two working days regarding the status of the request. If the request is approved, there are two methods for the disbursement of funds:

If the organization has a University account, the funds for the approved expenditure(s) can be transferred to the account once the account number and proof of expenditure(s) has been provided to the RSA Treasurer.

If the organization does not have a University account, the funds for the approved expenditure(s) will have to be reimbursed via a check request. After the expenditure(s) is complete, the receipt(s) should be provided to the RSA Treasurer.

Both of these processes may take up to three weeks to complete.

### **RSA Meeting Schedule**

RSA meets on Monday at 6:00 pm according to the following schedule:

<b>Date</b>	<b>Event</b>
1/26/2009	RSA Meeting (6:30 pm in the Maple Community Room)
2/2/2009	RSA Meeting (6:30 pm in the Maple Community Room)
2/9/2009	RSA Meeting (6:30 pm in the Maple Community Room)
2/16/2009	RSA Meeting (6:30 pm in the Maple Community Room)
2/23/2009	RSA Meeting (6:30 pm in the Maple Community Room)
3/2/2009	RSA Meeting (6:30 pm in the Maple Community Room)
3/16/2009	RSA Meeting (6:30 pm in the Maple Community Room)
3/23/2009	RSA Meeting (6:30 pm in the Maple Community Room)
4/6/2009	RSA Meeting (6:30 pm in the Maple Community Room)
4/13/2009	RSA Meeting (6:30 pm in the Maple Community Room)
4/20/2009	RSA Meeting (6:30 pm in the Maple Community Room)

### **Questions**

Questions regarding this process should be directed to the RSA President or Treasurer:

Office: Cone Center 369J  
 E-mail: [rsa@uncc.edu](mailto:rsa@uncc.edu)  
 Phone: 704-687-3RSA (x73772)