 **Inter Residence Hall Government**

 Vice President of Finance 121 Swanson Hall | Phone: 402-280-3133 Email: IRHGfinance@creighton.edu

*Funding Request Overview*

**IRHG Sponsorship**

Thank you for your interest in sponsorship through the IRHG Sponsorship Fund. This fund is designed to be a resource to students and organizations affiliated with the residence halls and their residents. As outlined in the IRHG constitution, each semester there will be $1,000 available to organizations, both affiliated with and outside of Inter Residence Hall Government. Organizations not directly associated with IRHG can request up to $300 for an event that will benefit on campus students.

**Funding Request Stipulations**

1. The completed funding request (including the Funding Request Cover Sheet, Funding request form, and program budget) must be turned into the IRHG Vice President of Finance **at least 15 business days** before the event. Requests that are not turned in by time will not have adequate time to be processed. Funding is allocated as requests are received, so it is recommended that requests are turned in as soon as possible.
2. The organization must come to an Inter Residence Hall Government General Assembly meeting (9pm on Tuesday nights) to give a **five-minute presentation** about the event and participate in a **ten-minute question and answer session**. This appearance will be coordinated with the VP of Finance.
3. Organizations who receive funding **must display the IRHG logo on all advertising** for the event including, but not limited to, posters, table tents, apparel (if used as sponsor advertisement) and online event advertising. They must also display the IRHG banner if so requested by the IRHG Executive board. Failure to use the IRHG logo will result in partial or complete loss of funding. Please keep this in mind when creating your timeline for requesting funding; having already printed materials is not an excuse for not fulfilling this requirement.
4. Organizations must submit an Event Report Form along with all receipts from the program to the IRHG VP of Finance within **15 business days** of the event. Failure to do so may result in loss of funding.
5. Funding is conditional on the occurrence of the event. If the actual costs of the budgeted items are less than what was presented in the original request, the remaining balance will be returned to the IRHG Sponsorship Fund.
6. Funding will be granted within one month after the Event Report Form has been received.

**Inter Residence Hall Government Mission Statement**

Creighton University’s Inter Residence Hall Government (IRHG) exists to fulfill the following:

* Serve as a voice for the residents.

IRHG functions as a channel of communication between the residents and the administration.

IRHG establishes and facilitates an efficient network of communication encompassing residents, individual Residence Hall Councils (RHCs), individual Apartment Councils (ACs), National Residence Hall Honorary (NRHH), IRHG, and University administration.

* Sponsor student activities.

 IRHG commits itself to encouraging a variety of activities for our residents. IRHG strives to build community, celebrate diversity, and promote the social, educational, and spiritual development of each resident.

* Foster diversity.

 IRHG shall not discriminate on the basis of race, creed, national origin, ancestry, sex, age, religion, handicap, sexual orientation, marital, or social status in the selection of its members or in its programs unless federal or state laws allow for such exceptions.

* Empower leaders.

 IRHG fosters student leaders who are committed to the values put forth by Creighton University.

 **Inter Residence Hall Government**

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*Funding Request Cover Sheet*

Thank you for your interest in requesting Inter Residence Hall Government funding. Please complete this cover sheet, all of the required components and submit it to the IRHG Office on first floor of Swanson Hall at least **15 business days prior** to your event. Upon receipt of this form and the required components, the Vice President of Finance will contact you to schedule a time for you to appear before the IRHG General Assembly for a 5-minute presentation as well as a 10-minute Q&A session. **Contact between IRHG and the Organization Contact Person will occur through email.**

**Name of Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Contact Person:­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Event: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Amount Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_**(Organizations outside of IRHG may request up to $300)

**Fund & Org No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***or* **Address for Payment:**

**Inter Residence Hall Government Funding Request Checklist:**

 Completed Funding Request Cover Sheet

 Completed Funding Request Form

 Attached a detailed budget including all event costs and other funding sources

 Agree to submit all receipts for review to the VP of Finance within 15 Business Days after the event

 Submitted 15 Business Days prior to date of event

*If you have any questions regarding the policies above, please contact the IRHG Vice President of Finance at* *IRHGfinance@creighton.edu**.*

I have completely read and fully understand all of the policies and forms for IRHG funding. I am also aware of the funding process and all the relevant deadlines. I will be present at the applicable General Assembly meeting to present this proposal and answer any questions the General Assembly may have. I understand my organization is not guaranteed funding and additional information might be required for an allocation to be made. I agree to place the IRHG logo on all promotional items and display the IRHG Banner at my event if required by the IRHG executive board.

**Representative Date Moderator Date**

 **Inter Residence Hall Government**

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*Funding Request Form*

**Name of Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Event:­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Event: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Location of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Event Description:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**How IRHG monies will be used:­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**How this event benefits Creighton University on-campus students (please consult the IRHG mission statement):**

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**Amount Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** *(organizations outside IRHG may request no more than $300.00)*

**\*Please attach a detailed budget to this sheet.**