**2019-2020 Proposal for Funds**

HARC – Housing Activities Resource Council (Part of IHC)

**Please send all electronic submissions to HARC Chair William Liu at** [**wjliu@uchicago.edu**](mailto:wjliu@uchicago.edu) **by 5:00 p.m. on the Friday before the next HARC meeting, and at least 2 weeks prior to the date of the event. Since the form requires signatures, bring a signed and completed paper copy to your proposal. It is strongly recommended that you have bought tickets/made reservations or collected deposits from students, if at all possible, before coming to HARC.**

HARC meets on the Monday of every 3rd, 6th and 9th week in the fall and winter quarters, and 3rd, 5th, 7th week in the spring quarter at 4:30pm in the Reynolds Club South Lounge. The HARC Handbook, which includes information about proposal procedures and a HARC FAQ, is available at [harc.uchicago.edu](https://harc.uchicago.edu/sites/harc.uchicago.edu/files/uploads/harc.uchicago.edu). The Housing & Residence Life Office is located at 5500 S. University Ave., Suite 110, on the first floor of Campus North Residential Commons. The number for Housing & Residence Life is 773-702-7366. Contact HARC Chair William Liu ([wjliu@uchicago.edu](mailto:wjliu@uchicago.edu)), or HARCs Advisor - Senior Associate Director of Residence Life Heath M. Rossner ([hrossner@uchicago.edu](mailto:hrossner@uchicago.edu)) with any questions.

**Contact Information for Project Coordinator**

**Name:**  **House:**  **E-mail:**

**Cell Phone:** **Date of Proposal:**

**Make check payable to:**  **the RH\RD of:**

**Activity Information**

**Activity:**  **Date of Activity:**

**Time:**  **Location:**

**Method of Transportation:**

**Description of Event:**

Total Number of Students:

|  |  |  |  |
| --- | --- | --- | --- |
| **House Attending** | **Residence Hall** | **Staff Signature (RA\RH)** | **Number of Students** |
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**Financial Information**

**Itemized Expenditures** (Tickets, transportation, food, tax, etc.)

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Number of Students** | **Cost per Student** | **Total Item Cost** |
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**\***Total Cost Per Person:  Total Event Cost:

***\*****Please note HARC is only able to fund up to ½ of the total cost per person.*

**Sources of Funding**

Students from different Houses typically receive unequal funding from their House funds, RHs, RDs, hall councils, and other sources. Below, we ask you to itemize sources of funding by house so that we may understand how students from different Houses pay their way. **Please list amounts as per person, not gross. Please inform us if any sources of funds are not guaranteed at the time of your proposal.**

**\***Proposed HARC Funds:  HARC $\Person:  Total non-HARC Funds\Person:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **House Name ** |  |  |  |  |  |  |  |
| # of students |  |  |  |  |  |  |  |
| House Funding |  |  |  |  |  |  |  |
| RH Funding |  |  |  |  |  |  |  |
| RD Funding |  |  |  |  |  |  |  |
| Hall Council Funding |  |  |  |  |  |  |  |
| Other Source: (specify) |  |  |  |  |  |  |  |
| Other Source: (specify) |  |  |  |  |  |  |  |
| Total Non-HARC Funding  (total of column) |  |  |  |  |  |  |  |
| Total Out-of-Pocket Cost  (Cost per person minus Total Non-HARC funding) |  |  |  |  |  |  |  |

**Additional Comments:**

**Common Questions:**

Here are some questions the council often asks at the presentation. Please consider these questions and have answers prepared in case the council asks.

* Have you already ordered tickets?
* What other funds have you sought? Other sources of funding?
* Have you already collected some funds? Deposit?
* Have these Houses already gone on HARC trips together?
* Is the attendance evenly distributed between the Houses?
* Have any of the Houses already received a lot of HARC funding?
* How have you advertised for the event?
* What is your plan if students drop out of the trip/event? Waiting list in place?

