**The 2019-2020 HARC Handbook**

The Housing Activities Resources Council

(IHC Finance Committee)

**What is HARC?**

In the Fall of 2016, the Housing Activities Resource Council (HARC) merged with Inter-House Council (IHC) and is now known as the **IHC Finance Committee**. HARC is a body of students representing each residence hall in the House System. The purpose of HARC is to disburse funds for events that promote social interaction between residence halls.

HARC meets to consider hear, discuss, and vote on proposals for funding (3rd, 6th, 9th weeks of Fall & Winter quarters; 3rd, 5th, 7th weeks of Spring quarter) on Mondays at 4:30 pm in the South Lounge on the 2nd floor of the Reynold's Club. Students planning events with opportunity for involvement from other residence halls are encouraged to apply for HARC funding.

Visit the HARC website at [harc.uchicago.edu](file:///C%3A%5CUsers%5Csilee%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CGJRS4BBJ%5Charc.uchicago.edu). The Housing & Residence Life Office, which moderates HARC, is located at 5500 S. University Ave., Suite 110, on the first floor of Campus North Residential Commons. The phone number for Housing & Residence Life is 773-702-7366.

2019-2020 HARC Chair: William Liu (wjliu@uchicago.edu)

2019-2020 IHC President: Renee Radusewicz (rradusewicz@uchicago.edu)

2019-2020 Adviser: Heath M. Rossner (hrossner@uchicago.edu)

**Eligibility for Funding**

There are certain requirements *every* event that is proposed *must* meet:

• Students, *not* Housing & Residence Life staff (RAs, RHs, RDs), should initiate, coordinate and present events to HARC. No Housing & Residence Life staff may present events to HARC.

• Events must involve *at least* 2 houses in different residence halls.

• Students must submit applications at least 2 weeks before the event. After this deadline, students must obtain the consent of the HARC External Chair before submitting the proposal. In this case, no appeal is allowed.

• HARC will not fund a trip if any of the houses involved have not submitted receipts and summaries for their previous HARC events.

• HARC cannot fund fundraisers.

• HARC does not fund events retroactively.

**Applying for HARC Funding**

All HARC applications are electronic. The electronic form is a Word document that allows you to save your application while you plan the event and collect the necessary information. Download it at [harc.uchicago.edu](file:///C%3A%5CUsers%5Csilee%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CGJRS4BBJ%5Charc.uchicago.edu). To submit the application, e-mail it to the HARC External Chair *at least* 48 hours before the next HARC Meeting and *at least* two weeks before the date of the event. HARC hears proposals three times each quarter on the Monday of every 3rd, 6th and 9th weeks during the Fall & Winter quarter, and on the 3rd, 5th, and 7th week of Spring quarter. **Because the application requires signatures, you must also bring a signed and completed paper copy to the presentation**.

Applications are presented at least two weeks prior to the event so HARC can call presenters for clarification, or so applicants can appeal the council’s decision if they wish to.

**Presenting Applications to HARC**

After submitting the proposal by email to the HARC External chair, a student presenter attends the HARC meeting to present the proposal and answer questions from the council. The student presenter should be familiar with all aspects of the event, including finances and event details. We also prefer that one student representative from each house involved attend the presentation. After all the proposals for that meeting have been heard, HARC will deliberate in a closed session to decide on that day’s proposals. The student presenter and representatives cannot be Housing & Residence Life staff. The HARC External or Internal Chair will contact the student presenter that evening with the council’s decision. HARC reserves the right to determine the amount of funding.

**Application Information**

The information provided should be as accurate and certain as possible. Figures such as the number of students and the cost of the event are essential to an application and should be exact and confirmed at the time of your presentation. Approximate numbers are accepted if no better information is available. Certain events do not permit exact attendance numbers, and we understand this when we consider an application. Listed sources of funding will be considered as exact, confirmed amounts unless noted otherwise. Confirmation of these funds should be received before submitting the application to HARC.

**How HARC Decides to Fund Events**

Here are some reasons that an event will be more likely to receive all of the requested funds:

* It is well organized, i.e. planning and sign-up are already complete, logistics of transportation and funding are already worked out, etc.
* It has many sources of funding.
* It has already collected some of its funds.
* It is an interesting event for students to interact and get to know each other.
* Those attending demonstrate a high level of interest.
* It involves a large number of students from several houses and has a relatively even distribution between the houses.
* The Houses involved have not received a disproportionate amount of HARC funds.
* The application has very little uncertain information.

Here are some specific guidelines the council uses to appropriate funding:

* HARC will *not* fund more than 50% of the cost each student pays out-of-pocket after all other sources of funding are included.
* HARC cannot fund more than the amount requested.

**After Funding is Approved**

A check will be paid to the Housing & Residence Life staff member indicated on the proposal form, but the event coordinator will be notified when it is available in the Housing & Residence Life Office. An event must comply with the following stipulations if it receives HARC funding:

* HARC must receive all receipts verifying the event and a written summary within 10 days after the event. A memo detailing these requirements will be provided.
* The words “Sponsored by HARC” must appear on all advertisements.
* Should an event run under budget HARC is entitled to a refund proportional to the amount funded.
* HARC reserves the right to call back student presenters the week after the event to answer any further questions regarding the event.
* If the first three requirements are not met, HARC reserves the right to a full refund and/or may deny any future funding request by any of the Houses involved.

**The Appeals Process**

There is an appeals process for those who feel that their proposal has been treated unreasonably by HARC and whose proposal was submitted originally at least two weeks prior to the event. We certainly do not look down on appeals and would like to hear any reasonable concerns from a student who has had a proposal rejected. Along with a copy of the original proposal, a letter stating why the applicants feel the proposal was treated unfairly must be submitted to the Housing & Residence Life Office by noon on the Monday you wish to appeal. HARC will then reconsider the proposal and respond with a decision.

If presenters are still unsatisfied with the decision, and the event has not yet taken place, they may appeal to the Inter-House Council (IHC). They will need to contact the IHC President and have their appeal placed on the agenda for a meeting prior to the event. The decision of IHC at this hearing is final. IHC typically meets the day after HARC meets, so request for appeal should be made right away. All retroactive proposals and retroactive appeals will not be considered.

**Recalling a HARC Representative**

The only party allowed to terminate the duties of a HARC representative is HARC itself. HARC members serve as integral parts of an impartial board. They are not representative of their residence hall to HARC, but rather representative of HARC to their residence halls. If a residence hall representative fails to attend three consecutive meetings or 60% of the meetings in a quarter, HARC has the option to vote to remove that person from their duties as a HARC representative. It is then the responsibility of the residence hall to select a new representative.

**Proposal Questions**

If you have any questions regarding your proposal that you would like to ask before you submit it for consideration, email the HARC External Chair or contact your residence hall HARC representative. The HARC External Chair, HARC Internal Chair and each residence hall representative are able to answer questions regarding how to put together proposals, HARC policies, etc.

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