**Program Proposal Fall 2016-2017**

Please type your responses with a word processor and submit via email as an attachment to [rha.wvu@gmail.com](mailto:rha.wvu@gmail.com). **Submissions must be received by 4pm the Monday of the week prior to the RHA meeting that you intend to present your proposal.** You will be notified that your proposal has been received and that you have been added to the upcoming meeting agenda to present your proposal.

**Contact Information:**

*(Include your name(s), email(s) and residence halls in the space below.)*

**Purpose of funds:**

*(Explain how you plan to use the funds and why it is important you receive this from RHA.)*

**Other information:**

*(Explain advertisement, recruiting and preparation techniques or anything else you feel necessary to share.)*

**Total funding contribution from your budget:**

*(Type the total numerical value of the amount of money you are contributing in the space below.)*

**Total funding requested from RHA:**

*(Type the total numerical value of the amount of money you are requesting in the space below.)*

**Breakdown of costs:**

*(List all costs relevant to the funds being requested below including the name, cost, place of purchase and quantity of each item.)*