

RHA Allocations 101

Updated 8/20/2024

Floor Funds

In MSU's residence communities, each floor- or building, if you live in Stadium Heights- is allotted about a hundred dollars per semester to use, whether it be for hosting floor events, purchasing decorations, or even putting towards intermural team fees. Your CA can tell you how much your floor started with at the beginning of the semester, if any of the floor funds have been used yet, how much you might have left, and how to use them. Using these funds is a decision made by a floor's CA and Community Council, which typically consists of a Floor President and an Event Coordinator.

Allocation Funds

In addition to floor funds, MSU's Residence Hall Association has extra funding (\$6000 this year) available for floors to use, for the same purposes. Often, Community Councils will decide to create an allocation request, often shorthanded to 'allocation,' once they are either out of or low on their floor funds and still want to host events, or if they want to put on an event where pricing goes far above those funds. To do so, individuals must give a presentation, or fill out a questionnaire, to propose their event at RHA General Assembly on behalf of their floor. Any resident of the floor can do this with their CA and Community Council's approval, but since creating Allocation Requests is a positional duty of Community Council members, we highly encourage them to be their floor's presenter(s). Additionally, Allocation Requests are only accepted from floors with RHA General Assembly voting rights, which can be lost by a floor not attending General Assembly for two consecutive weeks (so make sure your Floor President attends RHA meetings on Mondays at 4pm!). If you have questions about whether your floor has voting rights or not, you can email rha@mnsu.edu.

Contacting RHA

Floors seeking allocation funding can either fill out a questionnaire about their event or create a presentation to give at RHA General Assembly about their event. They must be available at an RHA General Assembly meeting so that other Floor Presidents can give feedback on the proposal (after either reading the completed questionnaire, or listening to

the presentation), and then vote on it. In the last year, every single Allocation Request we had was approved- the main purpose of this is to get ideas to improve your event. If you wish to start this allocation process, you can email rha@mnsu.edu at least a week in advance to when you want to be at General Assembly, so we can get you on our agenda. When picking a date for your event, it needs to be within two weeks of your allocation's approval. For example, if you give your allocation on a Monday, you might choose to have your event that Friday, or the Friday afterwards.

What to Expect at RHA General Assembly

[Here is an example presentation](#) with all the information we expect on your presentation if you choose to do one. This is also the same information you would be asked about in the questionnaire. Included (in either a presentation or questionnaire) should be information about how much money you're asking for, the date of your event, how you came up with the number (like a list of expenses), how it will benefit your floor, and of course what the event is that you want to do. If you're requesting funding for something other than an event (for example, we had a floor order everyone hoodies last year), you don't need to add a date.

At the General Assembly, you can present for five minutes if you do a presentation. As for the questionnaire, we will give time for the audience to read your completed questionnaire. After either the presentation or reading (depending on which option you chose), you will have five minutes of Q&A and then you will sit in the hallway for at maximum ten minutes while discussion and voting commences. The General Assembly might ask you questions like "did you ask your floor if they would be interested, maybe through a survey, and what kind of response did you get?", or "will other floors in your hall be invited or just your own floor?"

Execution

Once the RHA General Assembly has approved your event, Residential Life will help make the funds available to your floor, and your CA can help you use what you have been allocated. It is a similar process to using floor funds, but the Department of Residential Life is a little more hands-on.