Form for Submitting an Agenda Item

In order to submit an agenda item (including a budget for approval) you must complete this form by 6:29:59 PM the Tuesday evening before the meeting at which you would like to present to the general assembly.

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Name [Required]

Email Address [Required]
Valid input:
- name@myschool.edu

Are you presenting a program or request for funds? [Required]
If you will be presenting a budget and requesting funds check "yes" to this question.
If you simply want to present information, check "no" to this question.
Valid input:
- Select only one choice.

[ ] Yes
[ ] No

Are you requesting the use of RHA equipment? [Required]
lights and sounds, concessions, lawn games, canopies, tables, etc.
Valid input:
- Select only one choice.

[ ] Yes
[ ] No

Do you have an electronic ad you would like shown at the meeting? [Required]
Valid input:
- Select only one choice.

[ ] Yes
[ ] No

Do you have a presentation or document you would like shown at the meeting? [Required]
Valid input:
- Select only one choice.

[ ] Yes
[ ] No

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What would you like to present at the meeting? [Required]

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If you are only requesting the use of RHA equipment and do not want to present information to the general assembly, you do not have to fill out this form or present to the general assembly; you only need to fill out the Equipment Check Out Form.

If you are presenting to the general assembly and would like to request the use of RHA's equipment then you need to fill out the Equipment Check Out Form along with the form you are currently filling out. All forms for reserving equipment need to be submitted at least one week before the event date to ensure reservation; any items submitted after that point may be rejected at the discretion of the President and Logistics Committee.

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Program Name [Required]

Program Description [Required]
Program Date and Time [Required]
If you are presenting a program, it is highly encouraged, but not required, for you to present a budget at least two meetings before the date of your program.

Location of Program [Required]

Have you reserved this location? [Required]
Valid input:
- Select only one choice.

[ ] Yes
[ ] No

Expected Attendance [Required]
Valid input:
- Numeric - ex: 1111

Will you be submitting a budget for this program? [Required]
Valid input:
- Select only one choice.

[ ] Yes
[ ] No

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Please make sure you have your location reserved before presenting to the general assembly so that the location is accurate both in your presentation and in the minutes. Cancelling a reservation for a program that doesn't pass is easier than getting the word out about a changed location.

To reserve locations within the residence halls: Email the hall's receptionist or, for Miner Village, fill out the form located at the Clubhouse front desk and turn it in to the student assistant's mailbox.

To reserve locations on campus, non-residence halls: If you are student staff or an officer please see the steps below on how to reserve space on campus through RHA's RSO status. If you are an MAL, committee chair, or resident you might not have the permissions necessary to reserve space on your own; please email RHA@mst.edu.

On OrgSync, go to RHA's portal and click on the "Events" tab
Click "Create an Event" and fill out the information (You will only have this permission if you are part of the RA or Officers Group on OrgSync)
PLEASE MAKE THE EVENT VISIBLE TO "PUBLIC/WEBSITE"
Click "Create Event" and you will be directed to the Student Activity Permit (the form needed to reserve space on campus)
Click "Finish" at the end, otherwise it won't be submitted
You should get an email when S&T Reservations approves your submission

Please note: It's okay to create the OrgSync event in order to reserve locations on campus before your program has been approved by the general assembly. Any programs that don't pass will simply be deleted from the portal.

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Upload Budget [Required]
Please attach the budget as an Excel worksheet (a blank budget template is available on the website for download under the "Resources" tab)

Will you be buying food for this program? [Required]
Valid input:
- Select only one choice.

[ ] Yes
[ ] No

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What is the total amount budgeted for food? [Required]
Ex. "$105.32" should be entered as "105.32" and "$40.00" should be entered as "40.00"
Valid input:
- Numeric - ex.: 1111

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Is the program taking place in the Havener Center? [Required]
Valid input:
- Select only one choice.
[ ] Yes
[ ] No

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The total amount of money spent on food items for programs taking place in the Havener Center must be less than or equal to $125.00. Please revise your budget in order to be compliant with the university's contract with Missouri S&T Dining Services or find a different place to hold your program before submitting this form.

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Upload Ad [Required]
If you are requesting funds from RHA, please include the RHA logo on your advertisements

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Upload Presentation or Document

If your file is too large to upload, please attach it in an email to rha@mst.edu [Required]
Valid input:
- Select only one choice.
[ ] My presentation is attached
[ ] My presentation was emailed

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Statement of Understanding [Required]
By checking the box next to "I Understand" you are indicating that you have accurately answered all the questions on this form and understand that the executive board has the right to approve, deny or defer your submission.

If the executive board finds the need to deny or defer your submission they are responsible for emailing you to indicate why it is being denied or deferred, with the exception of late submissions.

All late submissions will automatically be denied. To add a late submission to the agenda, you must have a general body member move to amend the agenda during the meeting.

It is your responsibility to check OrgSync to see if your submission has been reviewed and is not still in pending status. If your submission is still in pending status at noon the day of the general body meeting, it is your responsibility to email the executive board and bring it to their attention. (Even in the case of late submissions, if the status is not changed there is no guarantee that the executive board has seen the submission and will have any supplementary items (budgets, ads, presentations) on hand at the meeting, should the agenda be amended to add the program.)

As a reminder, all submissions must be submitted by 6:29:59 PM the Tuesday before the meeting at which you would like to present to the general body.
Valid input:
- Select only one choice.
[ ] I Understand