

HPC FINANCIAL CO-CHAIRS

As your Financial Co-Chairs, we're here to help you enhance your residence hall programming by taking full advantage of the numerous sources of University funding that you can access if you know the right people. In the context of a general model of residence hall finances, we've tried to outline several of these sources of funding below.

In addition, we oversee the entire Special Events Funding process that takes place each fall. We hope you find this information useful and hope you'll feel free to contact us with questions or ideas, about funding or anything else, throughout this year.

In Notre Dame,

Alan Geygan

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HPC co-Treasurer

Kelly A. McKenna

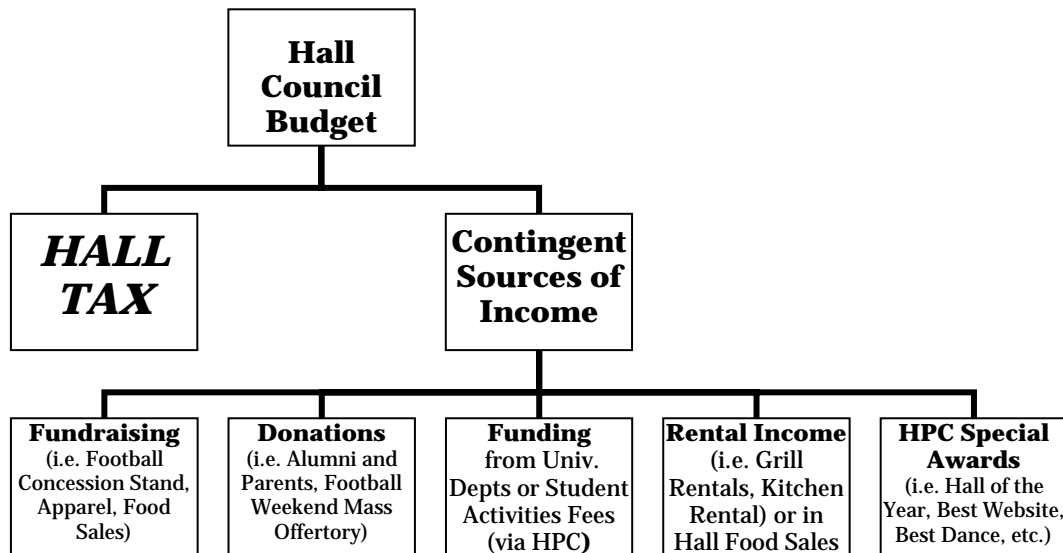
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HPC co-Treasurer

FUNDING

The base of the Hall Council's budget is the Hall Tax. Beyond this, however, there exist several "contingent sources of income," or opportunities for the Hall Council to enhance this base and make the most out of our limited Hall Tax dollars (see chart).

In addition to fundraisers, rental income, donations, and special awards, University Funding is a vital avenue for enhancing the programs and services we provide our residents. This section outlines many, if not all, of the ways to access University Funding and enhance life within the hall accordingly.



University Funding

Student Affairs Funding – Academic \$1500

Academic/Multicultural and Pastoral Life Commissioners

Student Affairs funding covers a wide variety of academic, multicultural, and liturgical programs that bring dorm residents together. Academic and multicultural events, specifically, are often overlooked; accordingly, this source of funding is typically the most underutilized of them all. A common use of this funding is food to accompany events such as lectures or movie watches.

Contact: Kathy Brannock, ORLH
Access to Funding: Submit receipts through Assistant Rectors

Student Affairs Funding - Creative Social Funding \$1500

In-Hall and Inter-Hall Commissioners

Student Activities offers this funding first and foremost to promote in-hall programs that bring residents together. Such programs include dorm socials, game watches, and Spirit weeks. In rare cases, the Inter-Hall Commissioner may apply for this funding to support inter-hall events with an emphasis on in-hall involvement.

Contact: Peggy Hnatusko, Student Activities
Access to Funding: Submit receipts through Assistant Rectors

Student Affairs Funding - Dance Reimbursements \$2000

In-Hall (Socia/Dance) Commissioner

Student Activities funds up to \$1000 per semester for successful residence hall dances. In order for a dance to be reimbursed, it must occur “without incident” which is to say that there is no disciplinary trouble in the form of vandalism, alcohol poisoning or other referrals.

Contact: Peggy Hnatusko, Student Activities
Access to Funding: Submit itemized expenses through Hall President

Student Affairs Academic Discernment Funding \$100

Academic Commissioners

Money provided to host dinners with students in the residence hall and faculty.
Goal is to help students discuss academic pursuits.

Contact: Ann Firth, Student Affairs
Access to Funding: Turn receipts into Student Affairs

Student Activities Office - DICE Funding Semester Allocation

Inter-Hall (Social) Commissioner

DICE Funding from Student Activities exists to promote creative late-night weekend programming that is open to the entire campus. DICE (Dollars for Innovative and Creative Entertainment) funding may be available for student groups looking to plan a new event on Thursday, Friday or Saturday night throughout the semester. DICE funds are allocated at the beginning of each semester through an application process.

Contact: Maureen Doyle, Student Activities
Access to Funding: Submit applications to Student Activities
***Note: *Note: DICE Funding requests have a due date!**

Student Activities Office – FYO Funding One Time Allocation

Hall Orientation Coordinators

Each year, Student Activities gives monies to the residence halls to help subsidize orientation expenses. This allocation can be reduced if the residence hall does not meet the behavior expectations for FYO.

Contact: Peggy Hnatusko
Access to Funding: Directly placed in hall account.

Student Group Funding

HPC/ OSA Funding - Community Enhancement Program varies by hall's age

Facilities Commissioner

Starting in 2009, the Office of Student Affairs implemented a new hall improvement project known as CEP. Some previous improvements from the past several years include TVs, an ice machine, dorm banners, and microwaves for each floor. Each hall receives a base of \$1,500. The additional funds will be divided into units and distributed according to the number of undergraduate residents in the hall and the age of hall. HPC contributes up \$500 to this project. A certain amount will be held back for contingencies. Thus, each year, residence hall can get at least \$1500 reimbursed for hall improvements through the Matching Funds Program.

Contact: Fr. Mark Thesing, CSC, Student Affairs Business Manager
Peggy Hnatusko, HPC advisor
Access to Fundi Send formal proposal to Fr. Thesing in May

***Note: CEP requests have a due date!**

HPC Special Events Funding Annual Allocation
Inter-Hall (Social) Commissioner

Every year, Hall Presidents' Council (HPC) funds several Signature Events such as the Keenan Revue, Fisher Regatta, and Manor Tomatina. While this fund is not specific to Signature Events, it does apply only to events that are of interest to the entire campus. Funding is allocated and disbursed through a three step process detailed below. As HPC earmarks a portion of their Special Event Funding for new events only, there are two separate deadlines and allocation meetings for Special Event Funding. The first deadline and meeting for existing Special Events typically takes place in September. A second deadline and meeting for new Special Events follows at a date to be announced each year. Dorms may and frequently do apply for multiple events to be funded.

Contact: Peggy Hnatusko, HPC Advisor
Access to Funding: 1) Submit an allocation application through Hall President
2) Briefly present at HPC Allocation Meeting
3) Submit receipts through Hall President

Financial Management Board - COR Funding Varies
All Commissioners

COR Funding applies to programs that a club co-sponsors with a dorm. As the funding process must go through the CCC (Club Coordination Council), the funding process must be initiated by a University recognized club. After being approved by the CCC, the request is presented to COR (Council of Representatives) who makes the final decision as to the amount of money allocated. This request must be submitted two weeks prior to the planned event.

Contact: Amy Geist, Student Activities
Access to Funding: Apply through University recognized club

Junior Parents Weekend Varies per Junior in hall

Money that is reimbursed to the residence halls that provide a lunch for Juniors and their parents/guests during the weekend

Contact: Brian Fremeau, Student Activities
Access to Funding: Placed directly into the hall's account.

FORMS

<http://sao.nd.edu/studentgroups/groupresources/halls/index.shtml>

This publication was adapted from the *Morrissey Manor Hall Council Binder* and *HPC for Dummies*, 2008, 2009 editions.