



MacVittie Union Rm 316 • Geneseo, NY 14454-1474  
Ph: 585.245.5854 • Fax: 585.245.5284

## RA-RC Collaboration Form

Today's Date: \_\_\_/\_\_\_/\_\_\_ Date of Event: \_\_\_/\_\_\_/\_\_\_  
 Hall Hosting the Event: \_\_\_\_\_  
 RC President: \_\_\_\_\_  
 RA Participant(s): \_\_\_\_\_  
 Event Contact Person:  
 Name: \_\_\_\_\_  
 Campus Phone: \_\_\_\_\_  
 Campus E-Mail: \_\_\_\_\_  
 Reading Presenter (if different than Event Contact Person):  
 Name: \_\_\_\_\_  
 Campus Phone: \_\_\_\_\_  
 Campus E-Mail: \_\_\_\_\_

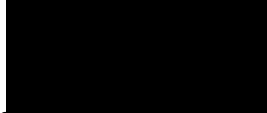
**FOR THE IRC'S USE ONLY**

READING NUMBER: \_\_\_\_\_

Received: \_\_\_\_\_

Approved to Agenda: \_\_\_\_\_

**FOR THE IRC'S USE ONLY**



The person requesting money or a designated person named on this form must appear to speak at the IRC meeting. If this condition is not met, the reading cannot pass, and the IRC Representatives will either table or fail the reading.

Name of Event: \_\_\_\_\_  
 Total Cost of Event: \$ \_\_\_\_\_ Amount Requesting: \$ \_\_\_\_\_ Percentage Requesting: \_\_\_\_\_ %  
 Is there an admission charge? \_\_\_\_\_  
 If so, how much would it be before IRC funding? \$ \_\_\_\_\_ After? \$ \_\_\_\_\_  
 Expected attendance: \_\_\_\_\_  
 How is the remainder of your event being funded? Which portion from each side?  
 \_\_\_\_\_

We verify that this request for money has been brought before the Residence Council of the above-named halls and that this RC and RA are asking for the funds indicated above

Signature of Hall Council President: \_\_\_\_\_  
 Signature of RD: \_\_\_\_\_

**Please attach a brief, typed rationale on what the event is, why you believe this event is needed, a full price breakdown on what the money for this event will be spent, and the programming and monetary contributions expected by both the Hall Council and the RA.**