



University of New Mexico Residence Halls Program Proposal Form

AKA
The
"White Card"

- All residence hall programs must be approved by a Residence Life Professional Staff member.
- The completed proposal form is due to the Pro Staff **FOUR** days before the event is scheduled.
- A copy of the approved form will be sent to the event's primary planner.
- After the event, the primary planner completes the evaluation portion and re-submits it.

The Program

Program Name: _____

Date: _____ Time: _____ Place: _____ Predicted # Residents: _____

Type of Program: _____ Social _____ Educational: _____ (Wellness Category)

Brief Description: _____

The Sponsor

Proposed by: _____ Submitted on Date: _____

Program Sponsor: _____ RA _____ RHA _____ CA (Hall: _____)

RA Staff Support

EVERY program must have RA Staff who agree to be present and represent the University

Supporting RA Staff who sign this proposal agree to be present at the program, to enforce Residence Hall and University policies, help ensure that all procedures and guidelines are followed and assist program sponsors.

Print Name: _____ Signature: _____

Print Name: _____ Signature: _____

Print Name: _____ Signature: _____

Print Name: _____ Signature: _____

Program Funding Plan

Amount: _____ Source: _____

Resident Co-payments: _____

Location Paperwork

Describe how location has been reserved: _____

Program Approval

C.A. Chair: _____ (For C.A. Programs)

Student Head Resident: _____ (If Applicable)

Area Coordinator: _____ (All Requests) Date: _____

Program Evaluation

Approximate Attendance: _____ Participant's Reaction: _____

Recommendations for next time: _____