

The HARC Handbook

The Housing Activities Resources Council

What is HARC?

HARC is a body of students representing each residence hall in the House System. The purpose of HARC is to disburse funds for events that promote social interaction between residence halls. HARC meets every week to hear, discuss, and vote on proposals for funding. Students planning events with opportunity for involvement from other residence halls are encouraged to apply for HARC funding.

HARC meets Mondays at 4:30 P.M. in the South Lounge on the 2nd floor of the Reynolds Club. Visit the HARC website at ihc.uchicago.edu/HARC. The Housing Office, which moderates HARC, is located at 5525 S. Ellis, Room 180, in the south side of the U of C parking structure. The number there is 773-702-7366.

President Erica Burden at ericab@uchicago.edu
Secretary – Has yet to be elected
Treasurer Kabara Korth at kkorth@uchicago.edu
Moderator Katie Callow-Wright at ccallow@uchicago.edu
IHC President Nicholas Poulos at nickp@uchicago.edu

Eligibility for Funding

There are certain requirements every event must meet:

- Students, not housing staff (RAs, RHs, RMs), should initiate, coordinate, and present events to HARC. No housing staff may present events to HARC.
- Events must involve at least 2 houses in separate residence halls.
- Students must submit applications at least 2 weeks before the event.
 - After this deadline, students must obtain the consent of the HARC president before submitting the proposal. In this case, no appeal is allowed.
- HARC will not fund a trip if any of the houses involved have not submitted receipts and summaries for their previous HARC events.
- HARC cannot fund fundraisers.
- HARC does not fund events that occurred in the past.

Applying for HARC Funding

All HARC applications are now electronic. The electronic form is a Word document that allows you to save your application while you plan the event and collect the necessary information. Download it at ihc.uchicago.edu/HARC. To submit the application, e-mail it to the HARC secretary by 10:00 A.M. on the Monday you wish to present and at least two weeks before the date of the event. HARC hears proposals the day they are submitted. **Because the application requires signatures, you must also bring a signed and completed paper copy to the presentation.**

Applications are presented at least two weeks prior to the event so the council can call back the presenters for clarification, or so applicants can appeal the council's decision if they wish to.

Presenting Applications to HARC

After submitting the application, a student presenter attends the HARC meeting, presents the application, and answers questions from the council. The student presenter should be familiar with all aspects of the event, including finances and event details. We also prefer that one student representative from each house involved attends the presentation. After all the proposals for that meeting have been heard, HARC will deliberate in a closed session to decide on that day's proposals. The student presenter and representatives cannot be housing staff.

The HARC president will contact the student presenter that evening with the council's decision. HARC reserves the right to determine the amount of funding.

How exact should application information be?

The information provided should be as accurate and certain as possible. Figures such as the number of students and the costs of the event are essential to an application and should be exact and confirmed at the time of your presentation. Approximations are accepted if no better information is available. Certain events don't permit exact attendance numbers, and we understand this when we consider an application. Listed sources of funding will be considered as exact, confirmed amounts unless noted otherwise. Confirmation of these funds should be received before submitting the application to HARC.

How HARC Decides to Fund Events

Here are some reasons that an event will be more likely to receive all of the requested funds:

- It is well organized i.e. planning and sign-up are already complete, logistics of transportation and funding are already worked out, etc.
- It has many sources of funding.
- It has already collected some of its funds.
- It is an interesting and original event.
- Those attending demonstrate a high level of interest.
- It involves a large number of students from several houses and has a relatively even distribution between the houses.
- The houses involved have not received an disproportionate amount of HARC funds.
- The application has very little uncertain information.

Here are some specific guidelines the council uses to appropriate funding:

- HARC will not fund more than 50% of the cost each student pays out-of-pocket after all other sources of funding are included.
- HARC will rarely fund more than \$10\student in order to conserve funds for other events.
- HARC cannot fund more than the amount requested.

After Funding is Approved

A check will be paid to the housing staff member named on the application, but the event coordinator will be notified when it is available in the housing office. An event must comply with the following stipulations if it receives HARC funding:

- HARC must receive all receipts verifying the event and a written summary within 10 days after the event. A memo detailing these requirements will be provided.
- The words "Sponsored by HARC" must appear on all advertisements.
- Should an event run under budget, HARC is entitled to a refund proportional to the amount funded.
- HARC reserves the right to call back student presenters the week after the event to answer any further questions regarding the event.

If the first three requirements are not met, HARC reserves the right to a full refund and/or may deny any future funding requested by any of the houses involved.

The Appeals Process

There is an appeals process for those who feel that their proposal has been treated unreasonably by HARC and whose proposal was submitted originally at least two weeks prior to the event. We certainly do not look down on appeals and wish to hear any reasonable concerns that applicants hold. Along with a copy of the original proposal, a letter stating why the applicants feel the proposal was treated unfairly must be submitted to the Housing Office by noon on the Monday you wish to appeal. HARC will then reconsider the proposal and respond with a decision.

If presenters are still unsatisfied with the decision, and the event has not yet taken place, they may appeal to the Inter-House Council (IHC). They will need to contact the IHC president and have their appeal placed on the agenda for a meeting prior to the event. The decision of IHC at this hearing is final. IHC typically meets the day after HARC meets, so request appeals right away. All retroactive proposals and retroactive appeals will not be considered.

Can HARC representatives be recalled if residents feel they are not fulfilling their duties properly?

No, the only party allowed to terminate the duties of a HARC representative is HARC itself. HARC members serve as integral parts of an impartial board. They are not representatives of their residence hall to HARC, but rather representatives of HARC to their residence halls.

If a residence hall representative fails to attend three consecutive meetings or 60% of the meetings in a quarter, HARC has the option to vote to remove that person from their duties as a HARC representative. It is then the responsibility of the residence hall to select a new representative.

Who can I contact if I have questions regarding my proposal?

If you have any questions regarding your proposal that you would like to ask before you submit it for consideration, contact your residence hall HARC representative. The HARC president and each residence hall representative are able to answer questions regarding how to put together proposals, HARC policies, etc.