Associated Student Government

University of Arkansas

ASSOCIATED STUDENT GOVERNMENT

Associated Student Government Office of Financial Affairs
In Effect for the 2026-2027 Academic Year

For additional funding rules, see ASG Code Title IV: Financial Code

Purpose for Funding

"To promote a diverse array of programs and events that facilitate intellectual engagement while also encouraging collaboration between student groups, and/or fostering campus community."

Application Submission Process

All funding materials must be submitted in HogSync via the RSO Office of Financial Affairs Home Page by a student RSO President and/or Treasurer. Budgets received in any other form will not be accepted.

The RSO President and/or Treasurer who submits the application will be the primary contact for all further responsibilities regarding the approved budget, including but not limited to:

i. If applicable, the pre-event planning consultation
ii. Responding to all further correspondence related to the budget in a timely manner. The OFA Board will deny budgets if the RSO fails to reply to OFA questions, comments, and/or concerns by the following OFA Meeting.
iii. Obtaining the funding packet
iv. Submitting all required paperwork per stated timelines
v. If applicable, attending the appeal

It is encouraged that a member(s) of your RSO attend a funding session or schedules a 1:1 Funding Consultation facilitated by the OFA GA.

Any decision or funding restrictions not addressed in these standing rules are at the discretion of the Board. Organizations and individual participants are solely responsible for their conduct and safety during events, conferences, and other activities. The Office of Financial Affairs (OFA) shall not be held liable for any incidents, injuries, damages, or losses that may occur.

Board Procedures

The ASG Office of Financial Affairs will meet every week during the year, except for breaks and holidays within the academic calendar, intersessions, and final's weeks. Budgets submitted by Wednesday at 5 pm are added to the Office of Financial

Affairs Agenda weekly and read each Thursday at 5 pm. OFA Board meetings are open to all students.

Each RSO will be permitted to submit 1 event or conference/competition budget per week.

An OFA Board Member should not submit a budget as a part of the RSO funding process on behalf of any RSO with which they are affiliated or hold an officer position.

All RSOs that spend money as allocated by ASG shall submit an evaluation and assessment report for every event or program in which money allocated by ASG was used. This form will be sent to RSOs in their approval message from the ASG Treasurer and must be completed within one (1) week of the event or program describing expenditures, advertising, attendance numbers, etc. Budgets submitted by RSOs with overdue evaluations will be denied.

Violations

All funded events are subject to audit by Office of Financial Affairs Board members or any approved group. In the event that a violation is discovered, the RSO is subject to penalties at the discretion of the Office of Financial Affairs Board. The process for funding violations is as follows:

1. Funding violation is discovered (by audit or other means)
    a. Any violation of these Standing Rules can be considered a funding violation.
    b. Non-explicit rules (like large attendance discrepancies) can still be found as a misuse of funds.
2. Preliminary communication with ASG Treasurer or their designee
    a. If the violation is found by the ASG Treasurer to be a misunderstanding, no action will be taken.
    b. If the violation is confirmed by the ASG Treasurer, it will be referred to the Office of Financial Affairs Board for further action.
3. The Office of Financial Affairs Board will determine the penalty for the violation in question

    a. Examples of penalties are probation, suspension of funds for varied periods of time (1 month, 1 semester, etc.), complete suspension of funds, etc.
    b. The board can take discretion, but the complete suspension of funding will be reserved for severe and overtly malicious violations. Understanding and lenience will always be the board's priority.
4. Following determination of penalty, the RSO will have the opportunity to appeal the decision by presenting to the Board at the next scheduled meeting (appeals will follow standard appeal procedures).

Budget request will go through two readings:

First Reading:

1. Board will discuss and vote to initially approve/reject/table budgets:
    a. Simple majority needed to initially approve budget.
    b. Budgets may not be edited or adjusted after first reading unless requested by the Board. Edits must be received by the following OFA meeting on Thursday.
    c. RSOs requesting more than $5,000 must have their RSO Officer come before the Board to present their budget request and agenda. This presentation will be required during the first-round reading of the budget. The officer who submitted the budget request must email asgtres@uark.edu to schedule their presentation at the next Office of Financial Affairs Board meeting.
2. Budgets may also be tabled to the following week for further questioning and discussion.
    a. Budgets are tabled at the discretion of the Board.
    b. RSOs that have tabled budget are highly encouraged to attend the following OFA Board meeting to answer any questions and/or concerns.
    c. It is solely the applicant's responsibility to provide requested documentation.

Second Reading:

1. Board will issue final approval of initially approved budgets:
    a. Changes to initial approvals require simple majority vote.
2. Board will deliberate on appeals and approve/reject them.

Appeals:

1. Rejected budgets will have the opportunity to appeal by the next Office of Financial Affairs Board meeting:

a. RSO will be notified within 48 hours that their budget request was denied or further clarification needs to be made.
b. RSOs cannot appeal following failure to provide documentation/responses requested by the Board.
c. RSOs wishing to appeal must submit their appeal request along with an updated budget by 5:00pm on Wednesday of the following week. Appeals must be presented by a student RSO officer who is involved in the event planning process of the submitted budget.
d. Presentation of appeals by RSOs may last up to, but no more than 5 minutes.
e. Following the appeal, the Board will notify you of their decision within 48 hours. You may only appeal once; otherwise, you must submit a new budget.

Distribution of Funds

RSOs can receive no more than the cap amount for each funding category per academic year WHILE FUNDING LASTS. Any unused funds cannot be carried over to the next academic year.

- $10,000 maximum in total funding for Events and/or Conference/Competition Registration Fees
- $750 maximum in Individual Conference Registration Fees for students not affiliated with an RSO presenting at a conference approved by the student's Academic Advisor
- $750 maximum in funding for administrative/marketing supplies/promotional items
    - When submitting a budget for administrative/marketing supplies, links to required supplies and their vendors must be provided in the submission.
    - Per Arkansas Act 943, Country of Origin documentation for each promotional and/or branded item being requested for purchasing is required upon submission.
    - Administrative funds may only be used for office or craft supplies (paper, pencils, notebooks, etc.), marketing materials (tablecloth, flyers, banners, signs, etc.) and promotional items (keychains, buttons, fidget toys, etc.) relevant to an RSO and intended for ongoing use.
        - Promotional items are limited to $5/item
        - RSOs that request items that contain University of Arkansas trademarks must submit an approved trademark request form.

- Design of items, invoices, and/or approved trademark (if applicable) requests are required to be included in budget submission.
- If an administrative item includes artwork (e.g., logos, graphics), the RSO must meet with the Fiscal Specialist, Lydia Baughman (lb064@uark.edu), after Board approval to approve the final artwork proof before the order is placed.

Events

If an event is to include more than 15 non-UARK affiliated individuals in attendance, and there is food and/or consumables that would raise the cost of the event, it must be a ticketed event. Children under three years of age do not require a ticket. If an event is ticketed, each non-UARK affiliated attendee beyond the first fifteen (15) must pay a ticket price equal to the cost of food per person, rounded up to the nearest dollar. Email OFA Advisor, Lorna Scaife (lscaife@uark.edu), regarding ticketed events.

The funding deadline for events is 4 weeks prior to the date of the event with the following special circumstances noted which require an earlier deadline:

- For events that take place during the first 4 weeks of class, in either semester, RSOs must submit their budgets for the following semester by the second to last OFA meeting of the current semester.
- Finals weeks and the following breaks DO NOT count within the 4-week budget timeline and should be extended accordingly:
    - 1 day for Labor Day, 3 days for Thanksgiving Break, 1 day for MLK Day, 5 days for Spring Break

For all events, RSOs can apply for funding starting the first day of class, but no later than 4 weeks prior to the date for their event.

RSOs requesting more than $1,000 for an event must have met with the OFA Graduate Assistant, ofaga@uark.edu, before budget submission.

Mandatory Inclusions

- Events must have an approved location confirmation that includes date, start/end time, and room number (if applicable)
- All event funding requests must include a time-stamped agenda that clearly outlines the scheduled activities and anticipated timeline of the event.
- If an event spans multiple days, each day must have an individual budget.

- RSOs requesting funding for a multi-day event must present their budget to the OFA Board before funding may be approved.
- For co-sponsored events, all participating RSOs must submit their budget request during the same budget hearing week. All associated budget request must be approved together to ensure they support the same event.
- If an event is to have a speaker, band, DJ, etc. they must be confirmed, their name and email must be included.
- RSOs must specify unit price, quantity, and total price (including tax) for every item that is being requested with proof of purchase (documentation of: invoices, receipts, links, and pictures to online items must be included with budget submissions). No coupons, and/or promo codes can be applied to items being requested. In budget submission, submit full price of items even if item is on sale/discount. Budget will be funded on the non-discounted price.
    - Please note items may be subject to alternatives if there is a cheaper option available unless otherwise specified.
- All amounts listed as a subtotal do not include tax. An 11.75% tax assumption must be added to all subtotals to account for tax.
- All fees, including delivery fees or estimated ones, must be included in the budget submission. OFA will not pay extra fees or costs not included in the budget submission.
- All RSOs with approved events must:
    - Specify on all advertising materials (newswire, flyer, social media, etc.) that the event is open to **ALL** students.
    - Submit a HogSync event to be shared within the University of Arkansas community in their budget submission.
    - For food being cooked on site at the event by an RSO, an officer from must take Food Safety Course Quiz (https://www.servsafe.com/ServSafe-Food-Handler) as well as add $15 to their budget to cover the cost of the course. OFA cannot fund reimbursements, so please ensure that the Food Safety Course Quiz has not been paid for prior to the budget submission.
    - Any person preparing food at the event is required to watch the Food Safety Course Video prior to cooking.
    - Include name of caterer or store where items will be purchased.
    - For all off campus caterers an itemized invoice or quote must be submitted with the budget
- Catering
    - Meals ordered through Ozark Catering Company are capped at $26 after tax per anticipated attendee. Up to 15 non-UARK affiliated individuals may be included in these costs.

    - Meals ordered through vendors other than Ozark Catering Company are capped at $20 after tax, but not including tip (no more than 20%) per anticipated attendee. Up to 15 non-UARK affiliated individuals may be included in these costs.
        - Total cost of food trucks is also capped at $20 after tax per anticipated attendee. Permission from Facilities Management is required for food trucks and must be included in budget submission.[1]
    - RSOs may request up to $200 worth of commercially individually packaged food and beverage for any single event.
    - For events in the Union, per Union policy, allowable outside food under $200 is limited to: Prepackaged bags of chips or pretzels, prepackaged cookies, candies, or nuts, bottled or canned water, soda, or juice (must be Coke products in compliance with university Coke contract)
    - If event is in the Union and requested over $200 in food, it must be Ozark Catering Company
    - Food parties and large group meals are not allowed in Mullin's Library per library policy unless permission is granted and presented to the OFA Board.
- Additional:
    - Each RSO can request a speaker engagement fee of up to $1,500 per budget.
    - For co-sponsored events, RSOs cannot combine speaker engagement fees to pay one speaker more than $1,500.
    - Speaker engagement fee confirmation must be included with budget submission. Confirmation must come directly from the speaker and include event date, time, and agreed payment (even if payment is $0).
    - No speaker engagement fee checks will be presented to guest speakers until the conclusion of their appearance OR as soon as possible thereafter.
    - Entertainment services (DJ, band, performer, etc.) are limited to $2,500 per event.
    - All guests/speakers without a social security number and/or Individual Taxpayer Identification Number (ITIN) are subject to delayed payment and a 30% tax deduction to their speaker engagement fee.
    - Hotel, room and tax only, (capped at $300/night) limited to one room for up to two nights or two rooms for one night based on need at the discretion of the Board.
    - Per Diem limited to $59 per day; maximum of $118 per event
    - Travel expenses for guest speaker(s) not to exceed $1,250 per event. Guest must register taxpayer ID and approve the itinerary prior to ticket

purchase. Should speaker withdraw from engagement, the speaker will be responsible for cost of ticket.
    - If showing a movie or TV show at an event, proper licensing must be acquired and included in the budget submission.
    - Photography services are limited to $1,000 per event.
    - Recruitment events can be funded up to $200 limit after tax
    - Printed publicity for a special event (flyers, etc.) can be funded up to $100 after tax exclusively at PMC
    - Disposable decorations for events up to $500 after tax
    - Equipment rentals (sound, lighting, tablecloths, etc.) and associated labor (setup, operation, teardown, etc.) up to $1,500 after tax
    - Room/Venue reservation fees up to $5,000

<u>Funding Restrictions for Events:</u>

- Events not free and accessible to all University of Arkansas students
- Events that do not have perceived intellectual engagement
- General body meetings or events that only benefit current RSO members
- Award ceremonies
- Fundraisers or events where money is collected/donated (digitally, passively, or actively)
- Sales of merchandise at a funded event
- Events exceeding a 2 to 1 student to non-student ratio (for ticketed & non-ticketed)
- Non-UARK affiliated attendance or participation exceeding 15 individuals, unless ticketed event (including recruitment events targeting non-UA prospective students)
- Events occurring on academic breaks/holidays, on or after Reading Days, or as otherwise mandated by university policy
- Off-campus events not along UA bus routes, or not within reasonable walking distance
- Events located in apartments not contracted by University Housing
- Events located in ANY apartment units, houses, or bars
- Off campus rent, including storage facilities
- Local transportation including rental cars, taxis, shuttles, etc.
- Parking passes/fees
- Per diem/travel/hotel/speaker engagement fee for UA system employees/students

- Per diem for candidates or elected officials while active session or campaigning is occurring
- Activities that make direct financial contribution to a political campaign, charity, or religious organization
- Donations of any kind
- Items that will require storage after the event excluding promotional items
- Blood drives
- Events that promote individual businesses
- International flights for guests
- Gifts, awards, or prizes other than paper certificates
- Costumes
- No alcohol may be consumed or purchased per university policy
- Repayment of debt or reimbursements
- Security deposits
- RSVP forms limiting attendance
- Event Apparel (T-shirts, Sweatshirts, etc.)
- Accommodations booked through VRBO, Airbnb or any 3rd party vendor
- Any payment that is not in the form of card or check
- Priority shipping

<u>Conference/Competition Registration and Submission Fees:</u>

- For conference requests, RSOs can apply for funding starting the first day of class, but no later than 4 weeks before the payment date for their prospective conference.
- For conferences and/or competitions that take place or have a registration deadline during the summer or within the first 4 weeks of class in the fall semester, RSOs must apply for funding by the second to last OFA meeting of the spring semester. For conferences that take place or have a registration deadline during Winter Break, RSOs must apply for funding by the second to last OFA meeting of the fall semester.
- You may apply at any time while ASG Office of Financial Affairs meetings are in session. Breaks and holidays within the academic calendar and Finals weeks do not count within the 4-week timelines.
- On-site payment is not allowed.

Mandatory Inclusions:

- Submissions must include date of conference and/or competition, registration due date, location, price per attendee/team, number of attendees, names,

university email addresses, academic colleges, and Workday ID number of the attendees.

- Must include a valid link to the conference's website where date of conference, due date, schedule of events and prices are clearly visible. If a conference website is unavailable for any reason, the RSO is required to submit an official correspondence from a coordinator of the conference detailing this information.

Funding Restrictions for Conference/Competition Registration Fees

- Funding is only allocated for Conference/Competition registration fees.
- Conference registration fees CANNOT be reimbursed.
- Membership fees to a national organization are not eligible for funding.
- Online courses cannot be funded through conference/competition funding.
- Competitions wherein teams/individuals receive monetary compensations as a result of their participation or success in the competitions.
    - RSOs are required to provide official correspondence (if applicable) from the coordinator of the competition or proof that no monetary compensation or monetary prizes shall be awarded.
- Any payment that is not in the form of card or check

Definitions

1. Intellectual engagement: The active exchange of ideas, critical thinking, and meaningful learning that enhances academic, personal, or professional growth.
2. Recruitment: Events that are primarily dedicated to recruiting new members.

Any questions or concerns pertaining to these standing rules and all responses regarding board decisions should be directed to the ASG Treasurer at their office in the Arkansas Union room A629, or to asgtres@uark.edu