

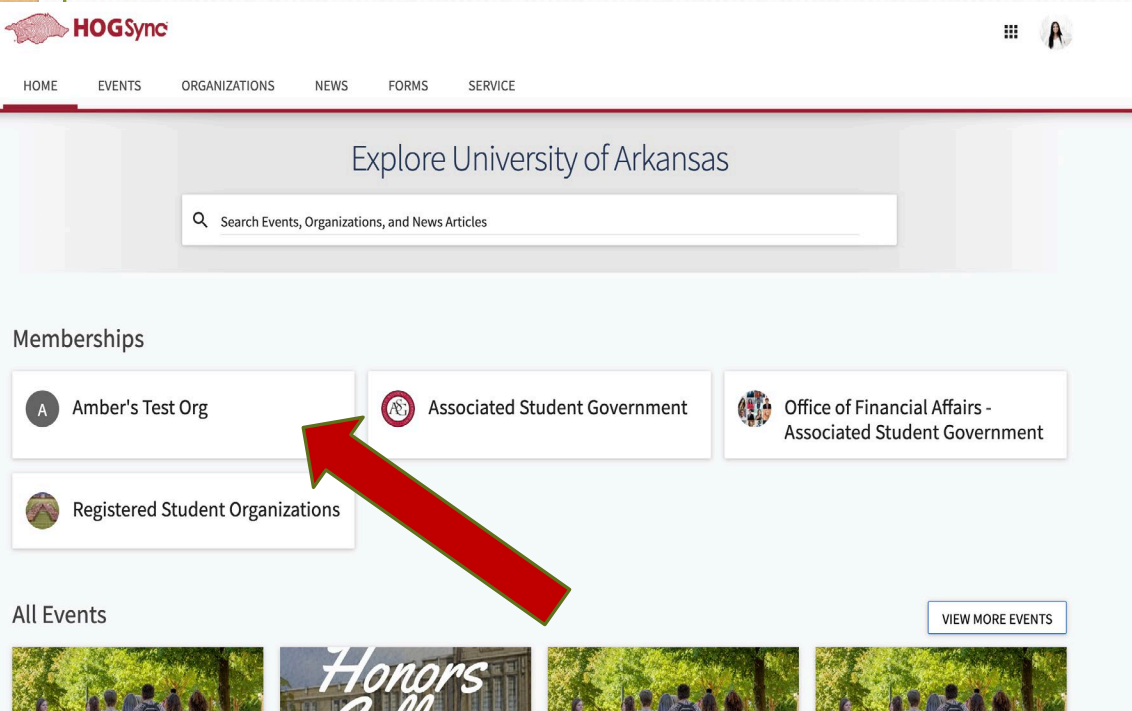
HogSync Funding Guide

ASG Office of Financial Affairs

Please email ASG Treasurer, Jissel Esparza at asgtres@uark.edu
with any further questions.

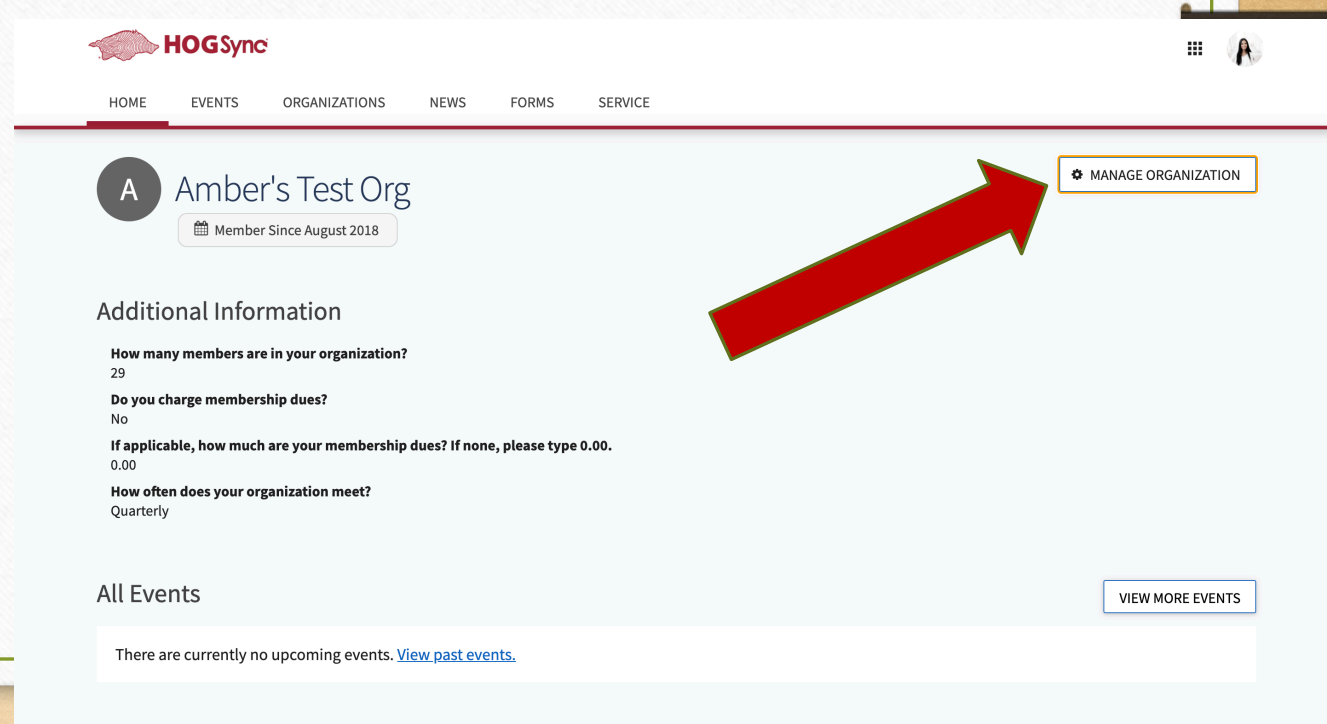


1. Login to HogSync with your UARK Credentials (hogsync.uark.edu) and click on your organization.



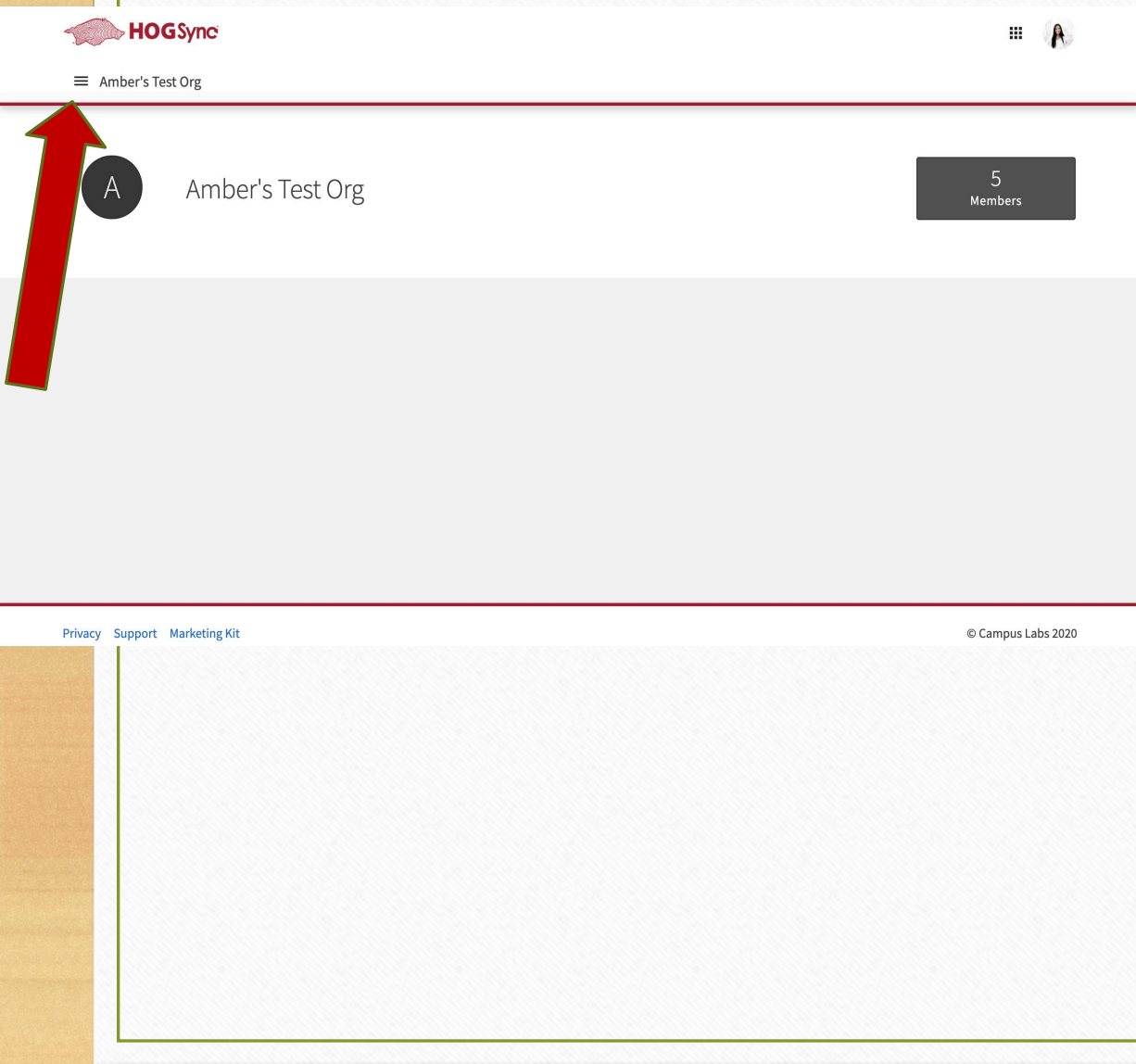
The screenshot shows the HogSync homepage. At the top is the HogSync logo and a navigation menu with links: HOME, EVENTS, ORGANIZATIONS, NEWS, FORMS, and SERVICE. Below the navigation is a search bar with the text "Explore University of Arkansas" and "Search Events, Organizations, and News Articles". The main content area is titled "Memberships" and displays four organization cards: "Amber's Test Org", "Associated Student Government", "Office of Financial Affairs - Associated Student Government", and "Registered Student Organizations". A red arrow points to the "Amber's Test Org" card. Below the memberships section is an "All Events" section with a "VIEW MORE EVENTS" button and a row of four event images, including one with the text "Honors".

2. Click "Manage Organization" on the next page.

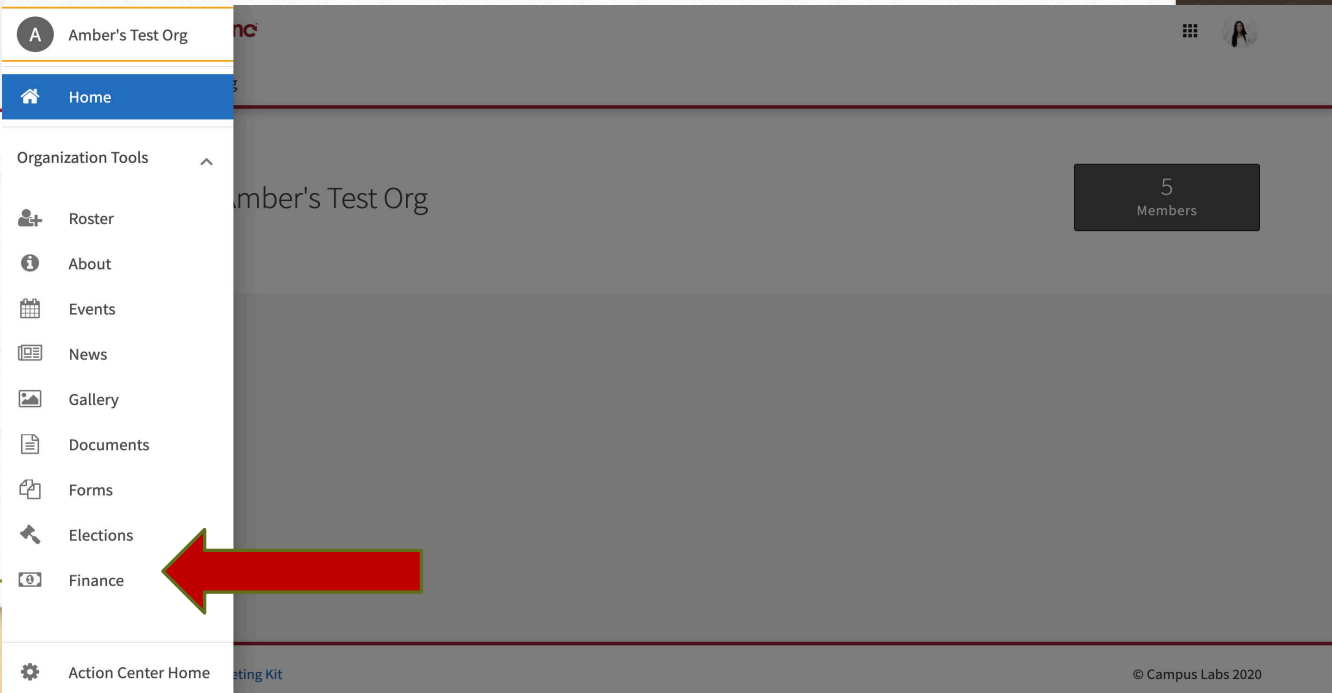


The screenshot shows the profile page for "Amber's Test Org". At the top is the HogSync logo and a navigation menu with links: HOME, EVENTS, ORGANIZATIONS, NEWS, FORMS, and SERVICE. The main content area displays the organization's name "Amber's Test Org" and a "Member Since August 2018" badge. Below this is an "Additional Information" section with the following details: "How many members are in your organization?" (29), "Do you charge membership dues?" (No), "If applicable, how much are your membership dues? If none, please type 0.00." (0.00), and "How often does your organization meet?" (Quarterly). At the bottom is an "All Events" section with a "VIEW MORE EVENTS" button and a message: "There are currently no upcoming events. [View past events.](#)". A red arrow points to the "MANAGE ORGANIZATION" button in the top right corner.

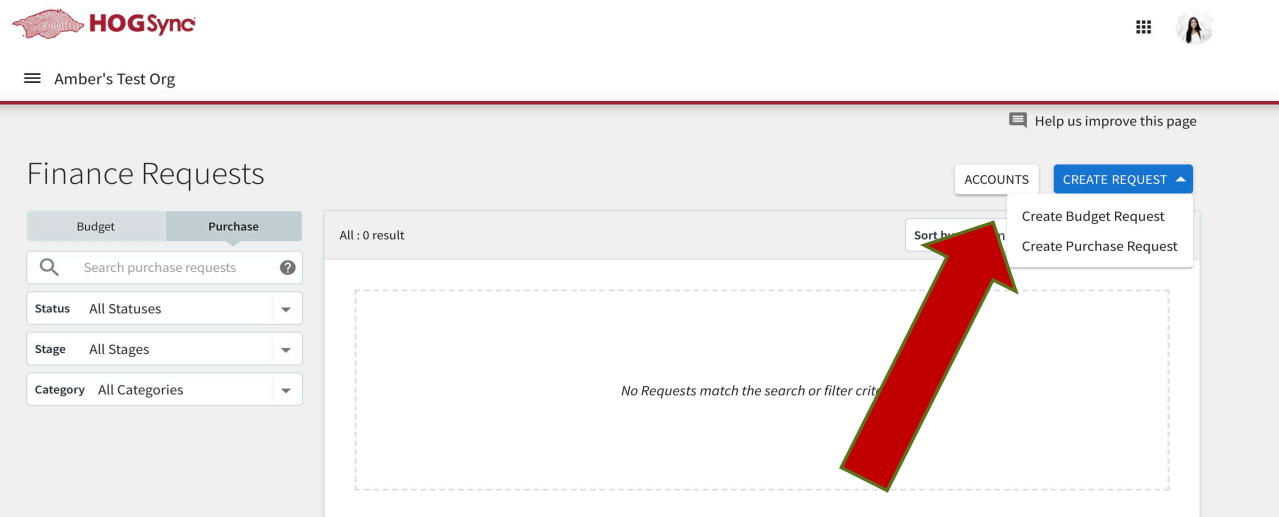
3. Click on the three horizontal lines on the top left side of the page.



4. Select “Finance” from the options.



5. Click on "Create Request" and then on "Create Budget Request"



6. Once you click on "Create Budget Request" you have the options of requesting Administrative Funds, Conference Funding, and Special Events Funding.

Create New Budget Request

Select a Process or Budget to Start Your Request

Process: [Administrative Funds Application](#)

Available from 8/24/20 12:00 AM to 4/21/21 12:00 AM
Administrative Expenses (\$50 max per year for each RSO)

Process: [Conference Funding Application - Office of Financial Affairs Board](#)

Available from 8/24/20 12:00 AM to 4/21/21 12:00 AM
RSO Conference Registration (\$1,750 maximum per academic year) per OFA Standing Rules.

Process: [Events Funding Application - Office of Financial Affairs Board](#)

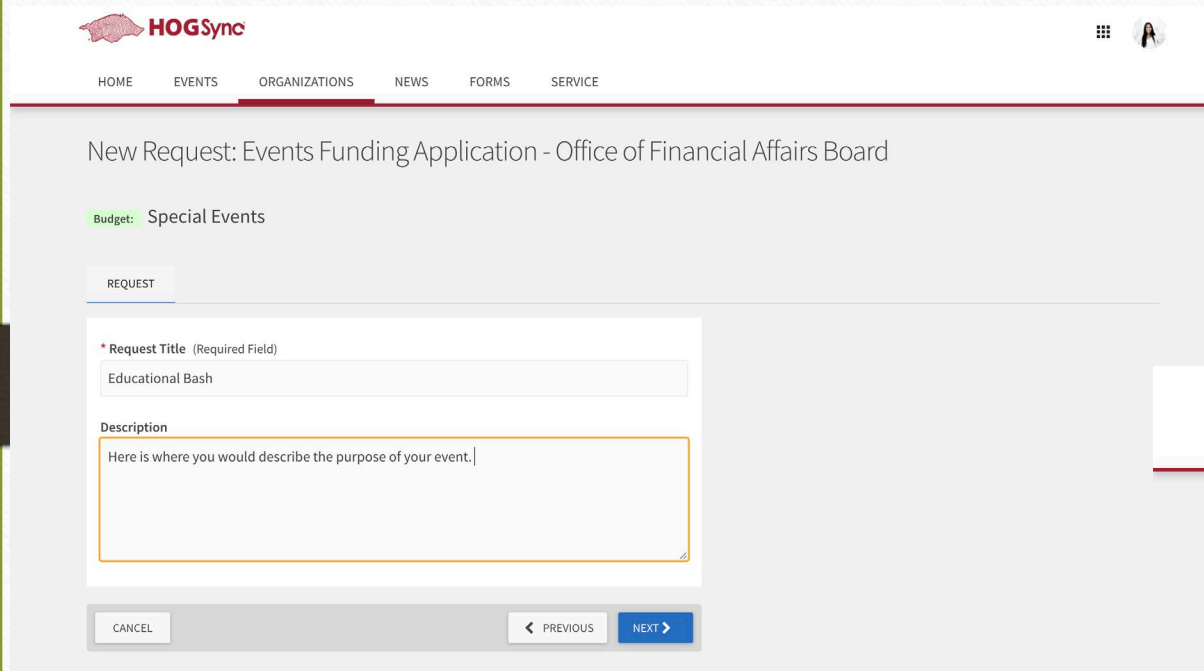
Available from 8/24/20 12:00 AM to 4/21/21 12:00 AM
Purpose of Funding: To promote a diverse array of programs and events, facilitate intellectual engagement, encourage collaboration between student groups, and/or foster campus community.

RSO's requesting more than \$1,000 must have a pre-event planning consultation prior to budget submission. Pre-event consultation meetings must be requested via email at least two business days prior to budget submission. Students must submit a completed funding application through HogSync prior to requesting the pre-event. After the pre-event consultation the RSO officers must resubmit their budget via HogSync reflecting changes discussed in the meeting. The second submission will count as the official submission date. RSO's requesting more than \$5,000 must have their RSO Treasurer or President come before the board to present their budget request and agenda. This presentation will be required during the first round reading of the budget.

Budget: [Special Events](#)

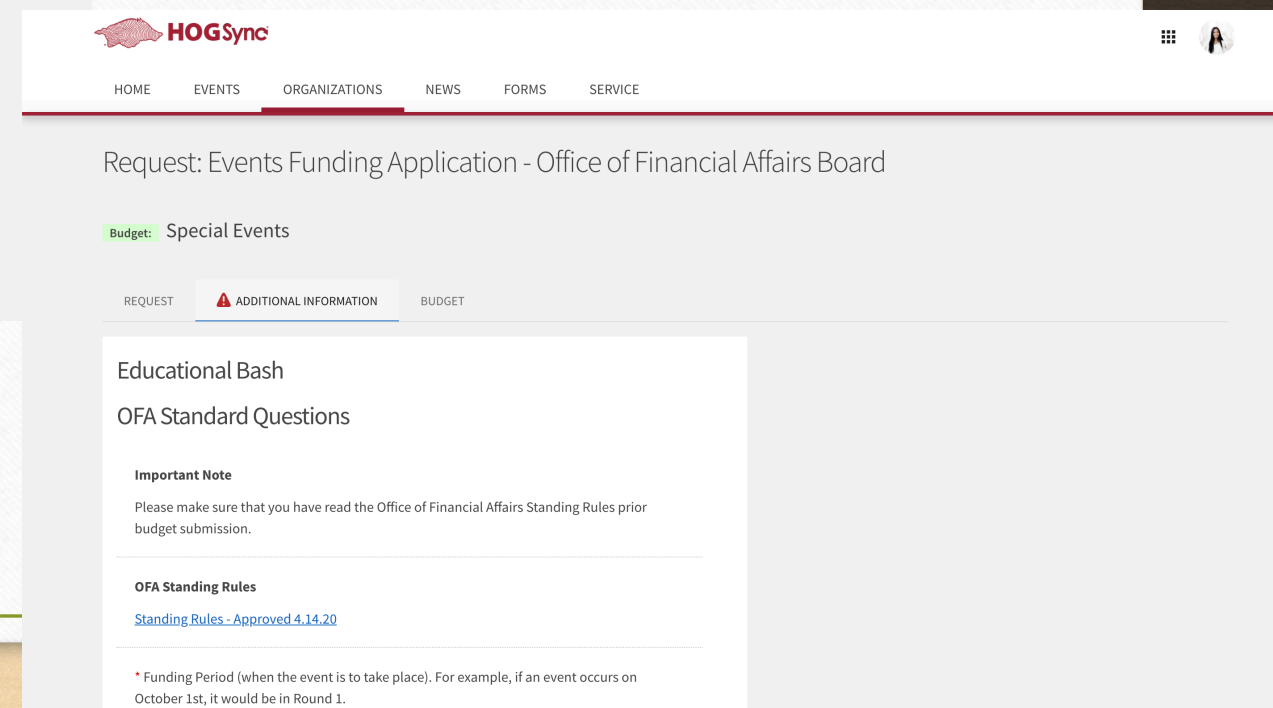
RSO's can receive no more than \$10,000 in funding per academic year for special events and conferences.

7. Fill in required information for the “Request” Tab. Please be as detailed as possible on the description for your event. Click Next to complete Additional Information.



The screenshot shows the HOGSync website header with navigation links: HOME, EVENTS, ORGANIZATIONS, NEWS, FORMS, and SERVICE. The main heading is "New Request: Events Funding Application - Office of Financial Affairs Board". Below this, the "Budget:" is set to "Special Events". The "REQUEST" tab is active, showing a form with a required field for "Request Title" (containing "Educational Bash") and a "Description" text area with the placeholder text "Here is where you would describe the purpose of your event.". At the bottom are buttons for "CANCEL", "PREVIOUS", and "NEXT".

8. Complete all required fields on this page as well.



The screenshot shows the HOGSync website header with navigation links: HOME, EVENTS, ORGANIZATIONS, NEWS, FORMS, and SERVICE. The main heading is "Request: Events Funding Application - Office of Financial Affairs Board". Below this, the "Budget:" is set to "Special Events". The "ADDITIONAL INFORMATION" tab is active, showing the "Educational Bash" title and "OFA Standard Questions". An "Important Note" states: "Please make sure that you have read the Office of Financial Affairs Standing Rules prior budget submission." Below this is a link to "Standing Rules - Approved 4.14.20". At the bottom, a note specifies the "Funding Period" (when the event is to take place) and provides an example: "For example, if an event occurs on October 1st, it would be in Round 1."

9. In order to advance in the budget request you must fill in every line with an (*).

Educational Bash	
Special Events Questions	
<p>* Name of Event/Program</p> <input type="text"/>	
<p>* Date of Event/Program</p> <input type="text"/>	
<p>Anticipated number of STUDENT attendees (an estimated range cannot be entered)</p> <input type="text"/>	
<p>* Anticipated number of NON-STUDENT attendees (Please note, funding cannot be used for more than 15 non-students. Tickets must be sold to non-university students. Advisors, faculty, staff and guests count as non-students. An estimated range of attendees is not an accepted response.)</p> <input type="text"/>	
<p>* Event start Time</p> <input type="text"/>	
<p>* Event end Time</p> <input type="text"/>	
<p>* Event location (room/space confirmation number if applicable)</p> <input type="text"/>	
<p>Note about co-sponsorship</p> <p>Please note that if your RSO does not list any department or group that is helping with the event, there cannot be other names listed on the advertisements for the event. Additionally, if you are co-sponsoring with another RSO, each RSO must submit a separate application and budget spreadsheet. Expenses should be divided between the two (or more) groups. Do not duplicate budgets. Additionally, co-sponsoring budgets need to be submitted to the Board on the same week. Please keep in mind that a group/department/RSO does not have to contribute financially to be listed as a co-sponsor.</p>	
<p>* Name of co-sponsoring groups (if any). Please do not abbreviate names of co-sponsors. Co-Sponsors include other RSOs and University Departments. Even if a group/department/RSO is not contributing financially but is aiding you with your event, you must list them here. If you do not have a co-sponsor, please type N/A.</p> <input type="text"/>	

◀ PREVIOUS

NEXT ▶

10. Once all lines with (*) are filled out properly, the "Next" tab will be available to click.

◀ PREVIOUS

NEXT ▶

11. The "Budget" tab will allow you to select each line item of your budget along with the amount requested for each line item.

Budget: Special Events

REQUESTADDITIONAL INFORMATIONBUDGET

Educational Bash

Budget does not meet the minimum amount of \$1.00.

Requested Total

\$0.00

Reviewer Adjusted Total

\$0.00

Sections (1)	# of Line Items (0)	Amount
Special Events	0	\$0.00

Budget Section:

Special Events ☒

RSO's can receive no more than \$10,000 in funding per academic year for special events and conferences.

Section does not meet minimum amount of \$1

▲ This section is required.

+ ADD ITEM

New Line Item

* Line Item Category (Required Field)

Honorarium (Expense) ▾

\$1500 is the maximum honorarium amount an RSO can request per semester for Special Events.

* Name (Required Field)

Description

* Quantity

1

X

* Cost

\$

=

Total

Cost must be a number.

* Upload Support Document (10MB max) (Required Field)

Choose File

No file chosen

12. For some line items, you are required to upload a supplemental document to justify the amount requested.

13. Once you have added all line items, you are ready to submit!

◀ PREVIOUS

SUBMIT

Tips for a successful budget submission

- Read the OFA Standing Rules prior to submitting a budget- they can be found on the ASG website under “Office of Financial Affairs”
- Make sure your budget is on time- this is the number one reasons that budgets get denied
 - All budgets are due 5 weeks before the date of the event unless tickets will be sold to non-students for events requesting the catering of food, in this case budgets are due 7 weeks in advance
 - Breaks should not be counted as one of those weeks (Example: Spring Break)
 - Attend funding sessions
 - Meet with the ASG Treasurer or email with any questions (asgtres@uark.edu)
 - Thank you for submitting a budget! We look forward to meeting you!