

Budget Request: Registration Fee for Conference (ASABE Southern Regional Rally)

Budget	Registration Fee for Conference (ASABE Southern Regional Rally)
Request ID	BR0654291
Organization	Biological Engineering Student Club
Budget Period	2017-2018 Round 3 (January 23 - March 9)
Date Submitted	1/19/18 1:43 pm
Submitted By	Hsi-Cheng Su hs011@email.uark.edu
Status	Approved
Total Requested	\$554.19
Total Approved	\$554.19

ASABE Southern Regional Rally Registration (Conferences)

No.	Line Item	Requested	Approved
1	Conference Registration Fees - Conference registration fee	\$554.19	\$554.19
	Totals:	\$554.19	\$554.19

ASABE Southern Regional Rally Registration Summary

Approximated total sum for registration

OFA RSO Conference Funding Application

Full Name of RSO (please do not abbreviate) [Required]	Biological Engineering Student Club
RSO Treasurer's Name [Required]	Hsi-Cheng Su
RSO Treasurer's E-Mail [Required]	hs011@uark.edu
RSO Treasurer's Phone Number [Required]	501-482-5044
RSO President's Name [Required]	Casey Gibson
RSO President's E-Mail [Required]	cagibson@uark.edu
RSO Advisor's Name [Required]	Scott Osborn
Please list your UARK Faculty/Staff Advisor	
RSO Advisor's E-Mail [Required]	gsosborn@uark.edu
RSO Advisor's Phone Number [Required]	479-575-2877
Number of Active Members in RSO (2017-2018) [Required]	15
Please state the mission of your organization [Required]	

Student membership in student chapters of the American Society of Agricultural and Biological Engineers (ASABE) brings the students closer to the profession and serves to acquaint them with the people and the work of their future.

Name of Conference [Required] 2018 Southeastern Regional Rally

Please describe the purpose of the conference and how attending this conference will benefit your organization [Required]

The ASABE Southern Regional Rally is an annual conference for students pursuing Biological and/or Agricultural Engineering hosted by different schools in the Southeast. It is a great opportunity for students from different schools to come together and learn about the programs at the other schools in attendance, as well as ongoing research by undergraduates, graduate students, and professors. The conference is also a great chance to build new connections with people in the same profession.

Location [Required] Lexington, Kentucky

Conference Dates [Required] Friday April 6 to Sunday April 8, 2018

Due date to pay registration fees [Required] Mar 2, 2018

Make sure to apply 5 weeks prior this due date to be on time.

Number of Members attending [Required] 13

Please provide the link to the conference website here [Required]

This link must show the due date to pay for the conference fee, the dollar amount of the fee, and information about the conference. You can provide more than one link here.

<https://www.eventbrite.com/e/2018-southeastern-regional-rally-tickets-39530731482>

Registration Fee Per Person [Required] \$42.63

Officer Signature [Required] I Agree

By Checking below, you certify that you are aware that the ASG Office of Financial Affairs do not do reimbursements.

Officer Signature [Required] I Agree

By Checking below, you certify that this form is accurate to your knowledge.

Reviews

Adam G Jones (OFA Board Member) - Pending
Amber Rose Widdowson (Assistant Director for the Office of Student Activities) - Pending
Colin B Gonzalez (OFA Board Member) - Pending
Danielle M Zapata (OFA Proxy Member) - Pending
Flavia Dechandt Araujo (RSO Graduate Assistant) - Pending
Grace E Lillis (Director of Finance - SOOIE) - Pending
Isamar Garcia-Hernandez (Deputy Treasurer) - Pending
Jalen C Hemphill (OFA Board Member) - Pending
Jody Preece (Associated Student Government Office Manager) - Pending
Katelyn E Hedgecock (OFA Proxy Member) - Pending
Kyle M Ward (OFA Board Member) - Pending
Madeline P Brown (OFA Proxy Member) - Pending
Marco A Gargano (OFA Proxy Member) - Pending
Peyton J Podschwit (OFA Board Member) - Pending
Onuma Pleetissamuth (OFA Board Member) - Pending
Semien M Hagos (OFA Board Member) - Pending
Sofia N Hadley (OFA Board Member) - Pending
William S Neely (OFA Board Member) - Approved (1/25/18 2:41 pm)
"Think it should be \$44.28 per person"
Macarena Arce (Associated Student Government Treasurer) - Pending

Comments

Hsi-Cheng Su (1/19/18 1:43 pm)

"We are approximating 13 people to attend, this number may fluctuate."

Macarena Arce (1/19/18 3:13 pm)

"Your budget is under review. We will let you know the results of your budget after our meeting next Thursday. Please look forward for another comment then."

Macarena Arce (1/25/18 6:41 pm)

"First Round Approved - ACTION REQUIRED

I am pleased to inform you that your budget has been first round approved by the ASG Office of Financial Affairs Board. To help the Board make its final decision next Thursday, please answer the following question(s) and/or concerns by next Wednesday:

1. What is the agenda?
2. Where is the \$2.63 from? On the website it says \$40.00.

3. We need a concrete number of students attending, how many students are attending?
4. Is this a competition?

Thank you and please let me know if you have any questions!"

Hsi-Cheng Su (1/25/18 9:48 pm)

"Thank you for letting me know the good news! In response to your questions:

1.) Here's the tentative agenda for the event:

Date: Friday, April 6th through Sunday, April 8th

Tentative Schedule:

Friday, April 6th

4:00pm - 5:00pm - Check-in

4:00pm - 5:30pm - Lab tours, grad student posters

5:30pm - 6pm - Icebreaker

6:00pm - 7:30pm - Dinner with Speakers

7:30pm - 8:30pm - Quiz Bowl

Saturday, April 7th

8:00am - 9:00am - Breakfast with a speaker

9:00am - 11:30am - UK research tours CAER, Research farms, EGR Quad.

12:00pm - 1:00pm - Boxed lunches, Faculty and grad school info tables

1:30pm - 2:30pm - Industry tours (will have 3-4 options to sign up for Friday)

3:00pm - 5:00pm - Ag Olympics

7:00pm - Banquet

Sunday, April 8th

8:00am - 9:00am - Breakfast

Keeneland or Raven Run

2.) To clarify, the tickets cost \$40, plus tax (\$42.63 total). After clicking on the green "Tickets" button on the site, the full amount is displayed.

3.) Our RSO is currently in the process of determining who is going on the trip, but I will definitely have a solid number by next Wednesday. I will let you know as soon as I have a confirmation.

4.) There will be friendly interscholastic competitions throughout the rally, but only to serve as icebreakers and social events. There will not be any competitions for awards.

Please let me know if you need any more information."

Macarena Arce (1/29/18 12:55 pm)

"Hi Hsi-Cheng

In the website it says \$44.28 when we click on it. Is that the number you were talking about with the tax? If so, do you want to fix it to that number? Also, please do not forget to send me the final number of students attending by Wednesday.

Thank you!"

Hsi-Cheng Su (1/29/18 9:01 pm)

"Hello Macarena,

I'm glad you pointed that out. The tickets were originally priced at \$42.63, including tax, according to the description at the time. Now the site shows that the tickets are \$44.28, with the inclusion of a fee. I am as confused as you are and the president of our club is communicating with the president of the chapter hosting the conference about the price. I will have an answer for you by next Wednesday, but if the price was changed, would it be possible to update the budget? I will also forward you an email with the original price sent by the treasurer of the chapter hosting the conference.

Additionally, I believe that you received an email earlier today from the Department Head of Biological Engineering regarding the conference; I hope it helps to enforce the educational value of the conference to the ASG.

Also, if more than the 13 students funded under the current budget were interested in attending, would there be any way for the club to submit another budget to cover the registration for more students? The standing rules state that a budget cannot be changed unless requested by the Board, but there are no regulations about submitting more than one budget for one event/conference. Or, since there are still eight weeks until the conference (taking spring break into account), would it be better to scrap the current budget and submit a new one? Either way, I'll let you know by Wednesday how many students will be going.

Thanks for all of your help!"

Hsi-Cheng Su (2/1/18 7:42 am)

"Hi, our club had a meeting to determine exactly how many people were attending, and we will definitely have 13 people attend, so I'd like that to be the final number that ASG considers. Regarding the ticket price, we still haven't heard back from the people hosting the conference. If possible, I would like for the budget I submitted to be adjusted to reflect the current price, if not, the club will work and it. Thanks, David."

Macarena Arce (2/1/18 6:37 pm)

"FUNDING DECISION

I am pleased to inform you that your budget has been second round approved. Please e-mail Ms. Jody at jodyp@uark.edu or see her at ARKU A665C within three (3) business days to schedule an appointment and pick up your funding packet. Funding is approved based on the budget submitted to the committee and the associated dialogue between the Registered Student Organization and the ASG Financial Affairs Board. Once your event and/or conference has been approved for funding, please note that no further changes can be made to the event and/or conference. Please note that communication between your RSO and the Office of Student Activities should be led by students. This includes but is not limited to newswire stories,

creating and submitting advertisement/promotional materials, and answering any questions the staff may have. If the amount approved is greater than the amount requested it is because the board added taxes to it.

Please let us know if you have any questions!"

Budget Request: Welcome Back Picnic (recruitment)

Budget	Welcome Back Picnic (recruitment)
Request ID	BR0714058
Organization	Biological Engineering Student Club
Budget Period	2018-2019 Round 1 (August 27-October 19)
Date Submitted	4/12/18 3:27 pm
Submitted By	Hsi-Cheng Su hs011@email.uark.edu
Status	Approved
Total Requested	\$100.00
Total Approved	\$109.75

Picnic Food/Supplies (Events)

No.	Line Item	Requested	Approved
1	Food Item - Food related items totaling \$100+, breakdown attached as uploaded document	\$100.00	\$109.75
	Totals:	\$100.00	\$109.75

Picnic Food/Supplies Summary

Food and related items including hamburgers, hot dogs, buns, condiments, and plates.

OFA RSO Event Funding Application

Full Name of RSO (please do not abbreviate) [Required]	Biological Engineering Student Club
RSO Treasurer's Name [Required]	Hsi-Cheng Su
RSO Treasurer's E-Mail [Required]	hs011@uark.edu
RSO Treasurer's Phone Number [Required]	501-482-5044
RSO Advisor's Name [Required]	Scott Osborn
Please list your UARK Faculty/Staff Advisor	
RSO Advisor's E-Mail [Required]	gsosborn@uark.edu
RSO Advisor's Phone Number [Required]	479-575-2877
Number of Active Members in RSO (2017-2018) [Required]	30
Please state the mission of your organization [Required]	
The Biological Engineering Student Club is a professional and social organization for Biological Engineering students. We are the student chapter of the American Society of Agricultural and Biological Engineers at the University of Arkansas. We participate at the regional rally every year, as well as community service and development events, such as volunteer work at Tri-Cycle Farms and Fayetteville trail clean-ups. We also promote member engagement through social events such as camping trips and guest speakers.	
Name of Event/Program [Required]	Welcome Back Picnic
Date of Program [Required]	Aug 30, 2018
Anticipated Number of STUDENT Attendees [Required]	75

An estimated range of attendees is not accepted.

Anticipated Number of NON-STUDENT Attendees [Required] 13

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 accepted.

Event End Time [Required] 7:30 PM

Event Start Time [Required] 5:00 PM

Name of Co-Sponsoring Groups (if any; please do not abbreviate names) Co-Sponsors include other RSOs and University Departments. [Required]
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.

Biological Engineering (department)

Description and purpose of event/program and how it relates to your organization's mission, as well as how the event relates to the RSO Purpose of Funding Mission [Required]

To recruit members to the student club from the incoming sophomore class, promote the student club, and encourage interaction between students and department faculty.

How will you advertise this event to attract students beyond your organization [Required]
Please note, RSO Listserv, Newswire, & Campus Calendar listings are MANDATORY for all funded events.

Newswire, campus calendar listing, department newsletter, word-of-mouth

How will this event or program bring educational value to the students at the University of Arkansas? Please be very specific. [Required]

This event will promote awareness of the BENG Student Club as a professional development organization and encourage interaction between incoming students and the department faculty.

Is the primary purpose of this event recruitment of new members for your RSO? [Required] YES

If you are bringing a guest speaker, performer, artist, etc., please provide a short biography [Required] N/A

Please list e-mail address for your speaker, performer, artist, or other vendors [Required] N/A

What city is your speaker, performer, artist, or other guest coming from? [Required] N/A

Event Location, Room/Space Confirmation Number [Required] Agri Park

RSO Agreement [Required] I Agree

By checking I Agree below, I understand that I am not allowed to raise money at any event sponsored by funds received through this application process. This includes student admission fees, requests for donations, selling items at the event, etc. (The only exception is admission fees for non-students. This will be determined by the Office of Financial Affairs Board).

Application Checklist [Required]

Reviewed the Standing Rules for timelines, process, & allowable expenses (found at asg.uark.edu)

Completed the Pre-Event Event Consultation. (if requesting more than \$1,000)

Reviews

Adam G Jones (OFA Board Member) - Pending
Amber Rose Widdowson (Assistant Director for the Office of Student Activities) - Pending
Colin B Gonzalez (OFA Board Member) - Pending
Danielle M Zapata (OFA Proxy Member) - Pending
Flavia Dechandt Araujo (RSO Graduate Assistant) - Pending
Grace E Lillis (Director of Finance - SOOIE) - Pending
Isamar Garcia-Hernandez (Deputy Treasurer) - Pending
Jalen C Hemphill (OFA Board Member) - Pending
Jody Preece (Associated Student Government Office Manager) - Pending
Kadarius S Toussaint (OFA Proxy Member) - Pending
Katelyn E Hedgecock (OFA Proxy Member) - Pending
Kyle M Ward (OFA Board Member) - Pending
Madeline P Brown (OFA Proxy Member) - Pending

Marco A Gargano (OFA Proxy Member) - Pending
Peyton J Podschwit (OFA Board Member) - Pending
Onuma Pleetissamuth (OFA Board Member) - Pending
Semien M Hagos (OFA Board Member) - Pending
Sofia N Hadley (OFA Board Member) - Pending
William S Neely (OFA Board Member) - Denied (4/18/18 4:14 pm)
"Needs to be itemized "
Macarena Arce (Associated Student Government Treasurer) - Pending

Comments

Macarena Arce (4/16/18 1:59 pm)

"Your budget is under review. We will let you know the results of your budget after our meeting next Thursday. Please look forward for another comment then."

Macarena Arce (4/20/18 9:01 am)

"FIRST ROUND APPROVED

I am pleased to inform you that your budget has been first round approved by the ASG Office of Financial Affairs Board. The Board makes its final decision next Thursday, so please expect another comment then.

- Please note that the Board can only fund up to \$100 plus tax.

Thank you and please let me know if you have any questions!"

Macarena Arce (4/26/18 8:53 pm)

"FUNDING DECISION

I am pleased to inform you that your budget has been second round approved. Please e-mail Ms. Jody at jodyp@uark.edu or see her at ARKU A665C within three (3) business days to schedule an appointment and pick up your funding packet. Funding is approved based on the budget submitted to the committee and the associated dialogue between the Registered Student Organization and the ASG Financial Affairs Board. Once your event and/or conference has been approved for funding, please note that no further changes can be made to the event and/or conference. Please note that communication between your RSO and the Office of Student Activities should be led by students. This includes but is not limited to newswire stories, creating and submitting advertisement/promotional materials, and answering any questions the staff may have. If the amount approved is greater than the amount requested it is because the board added taxes to it.

Please let us know if you have any questions!"

Documents

[cart.pdf](#) - Hsi-Cheng Su (4/11/18 10:28 pm)