

Budget Request: Edwards Lifesciences Speaker Event - Careers in the Biomedical Industry

Budget	Edwards Lifesciences Speaker Event - Careers in the Biomedical Industry
Request ID	BR0674884
Organization	Biomedical Engineering Society
Budget Period	2017-2018 Round 4 (March 10 - May 3)
Date Submitted	2/16/18 3:25 pm
Submitted By	Ethan J Echols ejechols@email.uark.edu
Status	Approved
Total Requested	\$480.00
Total Approved	\$520.61

Catering From Tacos 4 Life (Events)

No.	Line Item	Requested	Approved
1	Catering (Non-Chartwells - Per Standing Rules) - You must outline specifically what items are included in your catering order (including price and quantities) or you may attach a quote from your Caterer below. - 2 Meat Taco Bar With Drinks	\$480.00	\$520.61
	Totals:	\$480.00	\$520.61

Catering From Tacos 4 Life Summary

We anticipate an attendance of approximately 40 people. The 2 Meat Taco Bar from Tacos 4 Life is \$10.00 per person, and drinks are an additional \$2.00 per person. This adds to a total of \$480.00 for catering.

OFA RSO Event Funding Application

Full Name of RSO (please do not abbreviate) [Required]	Biomedical Engineering Society
RSO Treasurer's Name [Required]	Renee Jennings
RSO Treasurer's E-Mail [Required]	rajennin@uark.edu
RSO Treasurer's Phone Number [Required]	832-857-5173
RSO Advisor's Name [Required]	Kartik Balachandran
Please list your UARK Faculty/Staff Advisor	
RSO Advisor's E-Mail [Required]	kbalacha@uark.edu
RSO Advisor's Phone Number [Required]	479-575-3376
Number of Active Members in RSO (2017-2018) [Required]	70
Please state the mission of your organization [Required]	
The purpose of the Biomedical Engineering Society is to facilitate the advancement and support of those in pursuit of research, scholarship, or career opportunities in the field of biomedical engineering.	
Name of Event/Program [Required]	Edwards Lifesciences Speaker Event - Careers in the Biomedical Industry

Date of Program [Required] Mar 30, 2018

Anticipated Number of STUDENT Attendees [Required] 40

An estimated range of attendees is not accepted.

Anticipated Number of NON-STUDENT Attendees [Required] 0

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] 3:30 PM

Event Start Time [Required] 1:30 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.

None

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]

Attending students will gain an understanding of career options within the biomedical industry and the skills necessary to succeed in this field. A speaker from Edwards Lifesciences, a biomedical company focused on heart valve science and technology, will discuss her experiences and share her advice. Students from a variety of academic disciplines will have the opportunity to learn how the scientific knowledge they have obtained at this university can be applied to advance biomedical technology.

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.

RSO Listserv, Newswire, Campus Calendar, Engineering Communications Listserv, Biomedical Engineering Departmental Listserv, and Flyers

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

Students of all majors will have the opportunity to learn how the technical knowledge obtained in their science course(s) can be applied in an industrial setting. A speaker from Edwards Lifesciences will discuss her work in this field and answer any questions attending students may have.

Is the primary purpose of this event recruitment of new members for your RSO? [Required] NO

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

Our speaker event will be led by Rachel Distefano, a recent graduate of the University of Arkansas Department of Biomedical Engineering. Rachel works for Edwards Lifesciences, a biomedical company focused on heart valve science and technology.

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

Rachel Distefano: Rachel_Distefano@edwards.com

Event Location, Room/Space Confirmation Number [Required] BELL 1108G

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)

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) - Approved (2/22/18 10:27 am)
Macarena Arce (Associated Student Government Treasurer) - Pending

Comments

Ethan J Echols (2/16/18 4:45 pm)

"A tax of %11.75 should be added to the total, giving a total of \$536.40."

Macarena Arce (2/20/18 4:37 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 (2/22/18 7:18 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. Please provide a detailed list of what you are ordering with prices, quantities and what is included in the taco bar. The Board needs all of this information to be able to approve your budget. A quote from the caterer is preferred.

You can comment here or send me the responses to asgtres@uark.edu

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

Macarena Arce (2/28/18 11:54 am)

"Thank you for your response via email. We will let you know the results of your budget after our meeting next Thursday. Please look forward for another comment then."

Macarena Arce (3/1/18 9:05 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: Research Panel

Budget	Research Panel
Request ID	BR0629301
Organization	Biomedical Engineering Society
Budget Period	2017-2018 Round 2 (October 21 - December 7)
Date Submitted	11/20/17 12:14 pm
Submitted By	Renee A Jennings rajennin@email.uark.edu
Status	Approved
Total Requested	\$207.29
Total Approved	\$231.57

Research Panel (Events)

No.	Line Item	Requested	Approved
1	Food Item - Panera Bread Sandwiches: Assorted Sandwiches(5)	\$50.99	\$56.98
2	Food Item - Panera Bread Sandwiches: Assorted Sandwiches(5)	\$50.99	\$56.98
3	Food Item - Panera Bread Sandwiches: Assorted Sandwiches(5)	\$50.99	\$56.98
4	Food Item - Panera Bread Sandwiches: Assorted Sandwiches(5)	\$50.99	\$56.98
5	Food Item - Water Bottles (35 count)	\$3.33	\$3.65
	Totals:	\$207.29	\$231.57

Research Panel Summary

Panera Sandwiches for 20 people, and a pack of water bottles from Walmart (price check showed \$3.33).

OFA RSO Event Funding Application

Full Name of RSO (please do not abbreviate) [Required]	Biomedical Engineering Society
RSO Treasurer's Name [Required]	Renee Jennings
RSO Treasurer's E-Mail [Required]	rajennin@uark.edu
RSO Treasurer's Phone Number [Required]	832-857-5173
RSO Advisor's Name [Required]	Dr. Kartik Balachandran
Please list your UARK Faculty/Staff Advisor	
RSO Advisor's E-Mail [Required]	kbalacha@uark.edu
RSO Advisor's Phone Number [Required]	479-575-3376
Number of Active Members in RSO (2017-2018) [Required]	60
Please state the mission of your organization [Required]	

Our mission is to provide student outreach and professional development. Students are informed of industry, graduate, and pre-professional opportunities through various speakers and seminars.

Name of Event/Program [Required] Research Panel

Date of Program [Required] Feb 6, 2018

Anticipated Number of STUDENT Attendees [Required] 20

An estimated range of attendees is not accepted.

Anticipated Number of NON-STUDENT Attendees [Required] 0

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] 6:00 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.

N/A

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]

The purpose of this event is to allow students interested in research opportunities to hear representatives from each Biomedical Engineering laboratory in order to get a better idea of what projects each lab works on. Our goal is for this panel to help students decide which laboratory they are most interested and would like to join in order to continue their research and studies in Biomedical Engineering.

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.

We plan to send out an email to all students in the college of engineering, post flyers on campus and on social media, send an email via listserv, advertise on Newswire and campus calendar

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 provide a casual environment for University of Arkansas students to learn more about research projects in Biomedical Engineering laboratories. In this setting, students will be able to ask more questions in order to gain more insight to different projects and opportunities at the University of Arkansas. Many Biomedical Engineering labs are multi-disciplinary, which provides opportunities to students outside of Biomedical Engineering to learn more about possible projects and labs with open positions.

Is the primary purpose of this event recruitment of new members for your RSO? [Required] NO

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

N/A: Speakers on the research panel will include graduate and undergraduate students from each Biomedical Engineering research laboratory.

Please list e-mail address for your speaker, performer, artist, or other vendors [Required] reneeannj@att.net

Event Location, Room/Space Confirmation Number [Required] Bell 2286

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
Andrew L Estes (OFA Board Member) - Pending

Colin B Gonzalez (OFA Board 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 Board Member) - Approved (11/30/17 10:12 am)
Katelyn E Hedgecock (OFA Proxy Member) - Pending
Kyle M Ward (OFA Board Member) - Pending
Macarena Arce (Associated Student Government Treasurer) - Pending
Madeline P Brown (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 (11/30/17 3:17 pm)
Danielle M Zapata (OFA Proxy Member) - Pending
Marco A Gargano (OFA Proxy Member) - Pending

Comments

Macarena Arce (11/20/17 6:09 pm)

"Your budget is under review. We will let you know the results of your budget after our meeting next Thursday Nov 30. Please look forward for another comment then."

Macarena Arce (11/30/17 6:53 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. Who is speaking and what are their emails?
2. What's in the Panera bread box?
3. Is this event only for biomedical students?
4. If not, how will you open it up to other students?

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

Renee A Jennings (12/6/17 3:22 pm)

"1. Caroline Spainhour (crspainh@uark.edu), Sydney Spradlin (ss029@uark.edu), Paolo Garcia (pmgarcia@uark.edu)

2. An assortment of 10 half sandwiches (5 whole sandwiches sliced in half) individually wrapped and labeled. Served with potato chips and pickle spears.

3. This event is for all University of Arkansas students. As stated in the submission form, many Biomedical Engineering labs are multi-disciplinary, which provides opportunities to students outside of Biomedical Engineering to learn more about possible projects and labs with open positions.

4. In order to reach more students, we plan to list the event on the RSO calendar, post flyers on campus and on social media, send an email via listserv, advertise on Newswire and campus calendar."

Macarena Arce (12/6/17 5:12 pm)

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

Macarena Arce (1/18/18 5:59 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!"

Jody Preece (1/19/18 4:06 pm)

"Renee,

I have scheduled a funding packet appointment with you at 11am next Tuesday. However, we are transitioning the funding packet pick-up process to HogSync this semester. So, since your budget was the only budget approved yesterday, I would like to use you as a 'test pilot' for this new process.

Please complete the attached forms and submit per deadlines listed on the form:

Newswire, Publicity and Printing Info - <https://orgsync.com/160491/forms/297513>

Walmart Form - <https://orgsync.com/160491/forms/272918>

Request to Purchase Form - <https://orgsync.com/160491/forms/297536>

Event Evaluation Form (due following event) - <https://orgsync.com/160491/forms/272922>

And, if you should need to change the date, time, location of the event you will need to submit:

Date Change or Re-Allocation Request Form - <https://orgsync.com/160491/forms/297540>

If you will be so kind to complete the attached Newswire, Publicity and Printing Info form it will be fabulous! You can also complete the other forms

now as well so we can see how the process is working. I will not be able to actually process these additional forms until your Newswire story has been received by rso@uark.edu. But once we have received the Newswire I can then process the Walmart & Panera orders from the HogSync submission. Let me know if you have any questions. I appreciate your helping us with this new process. Please respond with feedback."