

Budget Request: Administrative supplies

Budget	Administrative supplies
Request ID	BR0723347
Organization	Caribbean Student Association
Budget Period	2017-2018 Round 4 (March 10 - May 3)
Date Submitted	4/23/18 8:37 am
Submitted By	Kashauna G Mason kgmason@email.uark.edu
Status	Approved
Total Requested	\$20.00
Total Approved	\$20.00

Administrative supplies (Administrative Supplies)

No.	Line Item	Requested	Approved
1	Administrative Funds (up to \$50 to spend at the U of A Bookstore for Exec Office Supplies) - Administrative supplies	\$20.00	\$20.00
	Totals:	\$20.00	\$20.00

OFA RSO Administrative Funds Application

Full Name of RSO (please do not abbreviate) [Required]	Caribbean Students Association
RSO Treasurer's Name [Required]	Kashauna Mason
RSO Treasurer's E-Mail [Required]	kgmason@uark.edu
RSO Treasurer's Phone Number [Required]	479-312-7076
Number of Active Members in RSO (2017-2018) [Required]	45
Please state the mission of your organization [Required]	https://orgsync.com/158864/budget/657732/budget_items/1194147
Officer Signature [Required]	<input checked="" type="checkbox"/> 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
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) - Pending
Macarena Arce (Associated Student Government Treasurer) - Pending

Comments

Macarena Arce (4/23/18 3:44 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 (4/26/18 10:01 pm)

"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.

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

Macarena Arce (5/4/18 10:12 am)

"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: Caribbean Students Association Annual Banquet

Budget	Caribbean Students Association Annual Banquet
Request ID	BR0657732
Organization	Caribbean Student Association
Budget Period	2017-2018 Round 3 (January 23 - March 9)
Date Submitted	1/31/18 12:14 pm
Submitted By	Kashauna G Mason kgmason@email.uark.edu
Status	Approved
Total Requested	\$3,608.54
Total Approved	\$3,502.38

Budget (Events)

No.	Line Item	Requested	Approved
1	Catering (Chartwells - Per Standing Rules) - Food + Tax	\$2,514.38	\$2,514.38
2	Honorarium (per Standing Rules Line 233) - Afrique Aya (Drumming group)	\$750.00	\$750.00
3	A/V Sound equipment (up to \$1,000) - Media Equipment supplied by Arkansas Union, which includes projector , screen, podium and microphone.	\$100.00	\$100.00
4	Venue Fees (up to \$2,500) - Tables supplied by union	\$38.00	\$38.00
5	Miscellaneous Purchases - Tickets	\$50.00	\$50.00
6	Miscellaneous Purchases - Flyers	\$50.00	\$50.00
7	Miscellaneous Purchases - Table cloth from Chartwells including tax	\$106.16	\$0.00
	Totals:	\$3,608.54	\$3,502.38

OFA RSO Event Funding Application

Full Name of RSO (please do not abbreviate) [Required]	Caribbean Students Association
RSO Treasurer's Name [Required]	Kashauna Mason
RSO Treasurer's E-Mail [Required]	kgmason@uark.edu
RSO Treasurer's Phone Number [Required]	479-312-7076
RSO Advisor's Name [Required]	Carl Riley
Please list your UARK Faculty/Staff Advisor	
RSO Advisor's E-Mail [Required]	criley@uark.edu
RSO Advisor's Phone Number [Required]	479-575-5219
Number of Active Members in RSO (2017-2018) [Required]	50
Please state the mission of your organization [Required]	

1. Encourage the academic excellence among its members. 2. Advocate and assist in the increased recruitment and retention of the students of Caribbean descent at the University of Arkansas. 3. Disseminate information to students of Caribbean descent pertaining to academic, financial and social needs. 4. To establish and maintain liaisons with faculty, staff, organizations and the community. 5. Create an environment where each student's academic and social potential is nurtured. 6. Develop opportunities for leadership ability through forums, seminars and other related activities. 7. Establish and foster a continuous relationship with other Caribbean Students' Associations in the United States.

Name of Event/Program [Required] Kashauna Mason

Date of Program [Required] Mar 10, 2018

Anticipated Number of STUDENT Attendees [Required] 135

An estimated range of attendees is not accepted.

Anticipated Number of NON-STUDENT Attendees [Required] 15

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] 9:00 PM

Event Start Time [Required] 6:00 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.

NA

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 Annual Caribbean Students Banquet is held annually. The banquet serves as not just a way to end the academic year and revisit memories but as a way for participants such as the performers to express themselves and their culture so that to educate onlookers into what life may be in their specific island group. Activities and games will serve to entertain and allow socialization between guests and member to allow for networking and a more personal insight into being a West Indian. We will also include guest performances which will further educate attendees and strengthen our organization's relationship with other RSOs.

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, HogSync, Newswire, Word of Mouth, Posters

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 showcase a very important aspect of Caribbean Culture, the arts. Through performance, speech and food attendees will be able to have a taste of the Caribbean culture and what it means when we say that the Caribbean is a melting pot. Performances from each island and the stories together with our guest performances will most definitely show how diverse and interconnected the Caribbean islands are with the African communities of the past and even aspects of American and European culture.

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

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

AFRIQUE AYA is a multi-ethnic group of dancers and drummers dedicated to enjoying and sharing the music and culture of West Africa. Inspired by rhythms and rituals from Côte d'Ivoire (Ivory Coast), AFRIQUE AYA celebrates the synergy of nature, spirit, movement, and percussion

Please list e-mail address for your speaker, performer, artist, or other vendors [Required] sahsashsystems@gmail.com

Event Location, Room/Space Confirmation Number [Required] Verizon BallRoom, 190394

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]

- [X] Reviewed the Standing Rules for timelines, process, & allowable expenses (found at asg.uark.edu)
[X] 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
Jean Oden - Pending
Jody Preece (Associated Student Government Office Manager) - Pending
Katelyn E Hedgecock (OFA Proxy Member) - Pending
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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 (2/6/18 11:54 am)
Kadarius S Toussaint (OFA Proxy Member) - Pending
Macarena Arce (Associated Student Government Treasurer) - Pending
Adam G Jones (OFA Board Member) - Pending
Amber Rose Widdowson (Assistant Director for the Office of Student Activities) - Pending
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William S Neely (OFA Board Member) - Pending

Comments

Jean Oden (1/26/18 10:04 am)

"Pre Event meeting has been scheduled for January 30, 2018 at 12:30 PM."

Macarena Arce (1/31/18 3:29 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 (2/1/18 7:13 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 tablecloth for? Is it necessary?
2. What is the name of the event? On your form it says the Name of Event/Program is Kashauna Mason.
3. Please state that you are aware that if the event is approved card scanners will be required and Razorback Food Recovery will be strongly encouraged.

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 (2/8/18 6:34 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.

- The Board cut the tablecloth.

Please let us know if you have any questions!"

Documents

[REVISED - Confirmation.pdf](#) - Kashauna G Mason (1/24/18 1 pm)