

# Budget Request: Graduate Students in English Annual Conference

Budget	Graduate Students in English Annual Conference
Request ID	BR0651468
Organization	Graduate Students in English
Budget Period	2017-2018 Round 3 (January 23 - March 9)
Date Submitted	1/24/18 3:38 pm
Submitted By	Mitchell B Simpson <a href="mailto:mbsimpso@email.uark.edu">mbsimpso@email.uark.edu</a>
Status	Approved
Total Requested	\$902.33
Total Approved	\$979.41

## Graduate Students in English Annual Conference (Events)

No.	Line Item	Requested	Approved
1	Catering (Chartwells - Per Standing Rules) - Express Box Lunch	\$199.75	\$223.22
2	Catering (Chartwells - Per Standing Rules) - Artisan Box Lunch	\$517.05	\$577.80
3	Catering (Chartwells - Per Standing Rules) - Coffee (5 gallons)	\$79.95	\$89.34
4	Catering (Chartwells - Per Standing Rules) - Tea (2 gallons)	\$30.58	\$34.17
5	Miscellaneous Purchases - Office Supplies	\$75.00	\$54.88
	Totals:	\$902.33	\$979.41

## OFA RSO Event Funding Application

Full Name of RSO (please do not abbreviate) [Required]	Graduate Students in English
RSO Treasurer's Name [Required]	Mitchell Simpson
RSO Treasurer's E-Mail [Required]	<a href="mailto:mbsimpso@uark.edu">mbsimpso@uark.edu</a>
RSO Treasurer's Phone Number [Required]	214-717-8354
RSO Advisor's Name [Required]	Toni Jensen
Please list your UARK Faculty/Staff Advisor	
RSO Advisor's E-Mail [Required]	<a href="mailto:tjensen@uark.edu">tjensen@uark.edu</a>
RSO Advisor's Phone Number [Required]	479-575-4801
Number of Active Members in RSO (2017-2018) [Required]	100
Please state the mission of your organization [Required]	
The Graduate Students in English fosters professional, academic, and social opportunities for students in the English Department's M.A., M.F.A., and Ph.D. programs.	
Name of Event/Program [Required]	Authority: Interdisciplinary Graduate Student Conference

Date of Program [Required] Mar 3, 2018

Anticipated Number of STUDENT Attendees [Required] 70

An estimated range of attendees is not accepted.

Anticipated Number of NON-STUDENT Attendees [Required] 10

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] 5:30 PM

Event Start Time [Required] 8:00 AM

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]

The conference is a relaxed event for students, both graduate and undergraduate, to engage with peers' academic work. It is an easy foray into conference attendance, which is a professional necessity for many of our members.

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 will advertise the event to numerous Listservs, including the RSO, to Newswire, and we will add our event to the 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 annual conference allows undergraduate and graduate students to share their research in a friendly atmosphere; this conference allows attendees to test some of their work before submitting to national conferences. It is also an excellent event for undergraduates to get an idea about what graduate studies entails as well as mingle with some of the graduate students in English.

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]

Dr. Lisa M. Corrigan is an Associate Professor of Communication, Director of the Gender Studies Program, and Affiliate Faculty in both African & African American Studies and Latin American Studies in the Fulbright College of Arts and Sciences at the University of Arkansas. She is a feminist rhetorical scholar who researches and teaches in the areas of social movement studies, the Black Power and civil rights movement, prison studies, feminist studies, the Cold War, and the history of public address.

Please list e-mail address for your speaker, performer, artist, or other vendors [Required] lcorriga@uark.edu

Event Location, Room/Space Confirmation Number [Required] MAIN0201/553600

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  
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 3:12 pm)  
Macarena Arce (Associated Student Government Treasurer) - Pending

## Comments

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Macarena Arce (1/24/18 4:08 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 6:55 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 of the event?
2. Will there be any speakers?
3. How will this be educational?
4. How much of each food item will be catered?
5. What are the \$75.00 in office supplies?

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

Mitchell B Simpson (1/30/18 7:20 am)

"1. Breakfast - 8:30am-9:15am

Session I - 9:30am-10:45 (Sessions last 90 minutes)

Keynote Speaker - 11am-12pm

Lunch - 12pm-1pm

Session II, III, & IV 1pm-5:30pm (not all at once, but in succession)

2. Dr. Lisa Corrigan will be the keynote speaker, and Pamela Kirkpatrick, a Ph.D. candidate in comparative literature, will give a professionalization talk. Otherwise, at each panel a group of student presenters will give their papers on various topics surrounding the theme of the conference.

3. This is a forum for graduate students to share their scholarship and undergraduates to engage with a quintessential aspect of graduate studies.

4. We will be ordering 25 of the express box lunches and 45 of the artisan. We figured more folks would rather have the box lunch that comes with the fruit and salad instead of the chips and cookie.

5. We wanted to provide some pens, legal pads, etc. for attendees.

Hope that helps! And thank you."

Macarena Arce (1/31/18 11:43 am)

"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 (2/1/18 6:59 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.

- The Board cut your office supplies to \$50.00

Please let us know if you have any questions!"