

# Budget Request: Bahar: Spring in Iran

Budget	Bahar: Spring in Iran
Request ID	BR0684888
Organization	Iranian Students Association
Budget Period	2017-2018 Round 4 (March 10 - May 3)
Date Submitted	3/4/18 3:45 pm
Submitted By	Mohammadhossein Kashefzadeh <a href="mailto:mkashefi@email.uark.edu">mkashefi@email.uark.edu</a>
Status	Approved
Total Requested	\$2,956.69
Total Approved	\$2,699.99

## Event requirements (Events)

No.	Line Item	Requested	Approved
1	A/V Sound equipment (up to \$1,000) - mic and speakers	\$356.69	\$356.69
2	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. - Food	\$2,000.00	\$1,743.30
3	Venue Fees (up to \$2,500) -	\$600.00	\$600.00
	Totals:	\$2,956.69	\$2,699.99

## OFA RSO Event Funding Application

Full Name of RSO (please do not abbreviate) [Required]	Iranian students association (ISA)
RSO Treasurer's Name [Required]	MohammadHossein Kashefzadeh
RSO Treasurer's E-Mail [Required]	<a href="mailto:mkashefi@uark.edu">mkashefi@uark.edu</a>
RSO Treasurer's Phone Number [Required]	479-319-7425
RSO Advisor's Name [Required]	Dr. Yassaman Mirdamadi
Please list your UARK Faculty/Staff Advisor	
RSO Advisor's E-Mail [Required]	<a href="mailto:yamirdam@uark.edu">yamirdam@uark.edu</a>
RSO Advisor's Phone Number [Required]	479-575-3948
Number of Active Members in RSO (2017-2018) [Required]	10
Please state the mission of your organization [Required]	
To introduce the culture of Iran to the UARK community. To familiarize the UARK students with the culture of the Middle-Eastern societies and to promote the importance of the transitions in those cultures.	
Name of Event/Program [Required]	Bahar: Spring in Iran
Date of Program [Required]	Apr 29, 2018

Anticipated Number of STUDENT Attendees [Required] 130

An estimated range of attendees is not accepted.

Anticipated Number of NON-STUDENT Attendees [Required] 30

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 AM

Event Start Time [Required] 5:30 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.

No

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 the ISA is to identify and integrate the Iranian community in Fayetteville, Arkansas, and to help newcomers for better accommodation. It also aims to celebrate Iranian and Persian customs and ceremonies, and to share the culture with the UofA community, and to educate the students via various types of cultural presentations, such as lectures, dance and music performances.

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, Posters and Flyers across the campus, Social media

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

The Iran Culture Night is an event to gather the students of U of A to experience different aspects of Iranian culture. There will be a wide variety of cultural and art presentations, music and dance performances, traditional games and authentic Iranian food. This event will create an educative and friendly environment that brings people of different cultures together in friendship while they learn about Iranian culture.

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] NA

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

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

Event Location, Room/Space Confirmation Number [Required] Reynolds Center , Room 101, 103, 120

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  
Jean Oden - 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 Podschwilt (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  
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  
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William S Neely (OFA Board Member) - Pending

#### Comments

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Mohammadhossein Kashefzadeh (3/4/18 3:15 pm)

"I am talking to Chartwells to finalize the food order. Once we finalize it, I will send the invoice (or quote) to you via email. We have decided to limit the food order price around \$2000. Also, in the pre-event meeting with Ms. Jean Oden, we finalized that we want to have 145 guests with \$2000 ( tax included)."

Macarena Arce (3/4/18 3:48 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."

Mohammadhossein Kashefzadeh (3/7/18 10:13 am)

"Dear Macarena, I sent you an email yesterday (Tuesday), which contained the quotes of the food catering, I was gonna make sure you received it. thank you"

Macarena Arce (3/7/18 3:33 pm)

"Yes I did and I replied to you there. Have a good day!"

Macarena Arce (3/8/18 8:47 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 schedule or an agenda of the event.
2. Is your event at 5 AM or PM?
3. How do you plan to reach that many students to attend?

You can comment here or send me the responses to [asgtres@uark.edu](mailto:asgtres@uark.edu)

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

Mohammadhossein Kashefzadeh (3/9/18 3:07 pm)

"Dear Macarena , thank you so much for your email. The event is 5:30pm-7:30pm. The schedule will be as follows: we will have 7 items to be performed by Iranian students. After the items which take 75 minutes, food will be served."

Mohammadhossein Kashefzadeh (3/9/18 3:08 pm)

"Regarding how to reach the students, we are planning to distribute posters, do online ads in Hogsync, Facebook pages and Arkansas Newswire. We will set dates to distribute the tickets."

Macarena Arce (3/12/18 4:16 pm)

"Hello Mohammad, can you please give examples of the items to be performed? Thank you!"

Mohammadhossein Kashefzadeh (3/12/18 6:51 pm)

"Bahar spring in Iran

Item 1: Iranian dance and Iranian New year

Item 2: whats the importance of Bahar in Iran

Item 3: Iranian calendar, and its relation with Bahar and also literature

Item 4: music performance

Item 5: Quiz on Iran

Item 6: Iranian pastry for Bahar

Item 7: Iranian games ( to be played in Bahar)"

Macarena Arce (3/14/18 1 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 (3/15/18 7:46 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](mailto: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

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[sound system invoice.pdf](#) - Mohammadhossein Kashefzadeh (3/4/18 3:20 pm)

[Letter of Agreement-venue.pdf](#) - Mohammadhossein Kashefzadeh (3/4/18 3:20 pm)