

Budget Request: Nepali New Year 2017 B.S. event

Budget	Nepali New Year 2017 B.S. event
Request ID	BR0677339
Organization	Nepali Association of Northwest Arkansas
Budget Period	2017-2018 Round 3 (January 23 - March 9)
Date Submitted	2/27/18 3:19 pm
Submitted By	Gehendra Bhattarai gb005@email.uark.edu
Status	Approved
Total Requested	\$4,394.00
Total Approved	\$4,234.73

New year event budget (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. - Samosa, Chai, rice, naan, aloo paneer, vegetable mix, mutton curry, rasbari, lassi	\$3,315.00	\$3,315.00
2	Venue Fees (up to \$2,500) - RCED – Auditorium – 120 and RCED 101	\$600.00	\$600.00
3	Miscellaneous Purchases - posters	\$50.00	\$50.00
4	Miscellaneous Purchases - Free ticket print	\$50.00	\$50.00
5	Miscellaneous Purchases - disposable cups	\$35.00	\$31.72
6	Miscellaneous Purchases - Plates	\$35.00	\$38.13
7	Miscellaneous Purchases - Napkins	\$20.00	\$20.37
8	Miscellaneous Purchases - spoon, fork, knives	\$30.00	\$24.10
9	Miscellaneous Purchases - Bowls	\$20.00	\$17.08
10	Miscellaneous Purchases - Trash bags	\$15.00	\$16.99
11	Miscellaneous Purchases - Table cloth	\$50.00	\$21.34
12	Miscellaneous Purchases - Drinking water	\$50.00	\$0.00
13	Food Item - Soda	\$50.00	\$0.00
14	Miscellaneous Purchases - Curtains rent	\$24.00	\$0.00
15	Miscellaneous Purchases - Stages (\$12 x 3, and Legs)	\$50.00	\$50.00
	Totals:	\$4,394.00	\$4,234.73

New year event budget Summary

Above are estimated costs break down for the event. Please let us know if you have any questions. We will confirm the venue and catering after approval of our submitted budget.

OFA RSO Event Funding Application

Full Name of RSO (please do not abbreviate) [Required]

Nepali Association of Northwest Arkansas

RSO Treasurer's Name [Required] Sudip Pokharel

RSO Treasurer's E-Mail [Required] sp050@email.uark.edu

RSO Treasurer's Phone Number [Required] 479-320-0594

RSO Advisor's Name [Required] Daya Nidhi Marasini

Please list your UARK Faculty/Staff Advisor

RSO Advisor's E-Mail [Required] marasini@uark.edu

RSO Advisor's Phone Number [Required] 304-534-1723

Number of Active Members in RSO (2017-2018) [Required] 8

Please state the mission of your organization [Required]

Nepali Association of Northwest Arkansas (NANA) would like to create awareness and celebrate the culture of Nepal by organizing religious and cultural festivals. We would like to invite guest speakers who are affiliated with Nepal and its culture, and by showing movies from Nepal. We look forward to not restricting our objective to the UARK community; we aspire to reach out to the entire Northwest Arkansas (NWA) community and its people.

Name of Event/Program [Required] Nepali new year 2074 B.S.

Date of Program [Required] Apr 14, 2018

Anticipated Number of STUDENT Attendees [Required] 240

An estimated range of attendees is not accepted.

Anticipated Number of NON-STUDENT Attendees [Required] 14

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] 4:00 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]

We celebrate the new year in mid-April and organize Nepali new year event during the weekend. Fortunately this year the Nepali new year is on April 14 (Saturday) and we plan to organize an event and celebrate Nepali new year among Nepali students here in the university and other students. Besides exchange of greetings, we will present how we celebrate the new year in Nepal, and will also present Nepali cultural dances and play songs, display ethnic culture and dresses, and serve Nepali food to the participants.

This event has been well perceived in the past and we expect to see several previous attendees students, many new students, and display diverse culture and traditions with respect to New year and associated cultures.

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, and free ticket distribution in the Union

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

People in Nepal celebrate their New Year on a varying date because it is based on the lunar calendar as opposed to their national holidays that are observed on fixed dates. A new culture and an existence of a unique lunar based calendar will be main information to both native and international students at the University of Arkansas. Nepal is home to many festivals, rituals, and processions throughout the year, as well as ancient temples, stunning natural beauty, and several major world peaks are also located. In the program we will display cultures of diverse ethnic groups in Nepal, their costumes, provide information on major festivals, living and livelihood, and the societal background.

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] 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] All performers are students at the University

Event Location, Room/Space Confirmation Number [Required] RCED – Auditorium – 120 and RCED – Seminar A –103

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 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 (3/1/18 3:32 pm)
"Table clothes can be requested through FAMA, for cheaper"
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
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
Macarena Arce (Associated Student Government Treasurer) - 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

Comments

Macarena Arce (2/20/18 5:48 pm)

"RSOs requesting over \$1,000 for a special event are required to have a pre-event planning consultation meeting to discuss their event. Contact Jean Oden at joden@uark.edu to schedule a consultation meeting."

Gehendra Bhattarai (2/20/18 10:43 pm)

"Thanks, Macarena."

Macarena Arce (2/28/18 2:59 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."

Gehendra Bhattarai (2/28/18 3:40 pm)

"Sure, I look forward to getting an update from the reviewing team. Thank you, Macarena!"

Macarena Arce (3/2/18 2:57 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. Why curtains and stage?
2. In your budget it says that you will confirm catering after approval. The Board will not approve your budget if your food is not clearly laid out. We will approve exactly what your RSO will order so please provide your catering quote for the event just like what you would order if your event is approve. Also, please note that the water bottles and soda need to be included in the \$12 per attendee.
3. Please provide information about how many disposable cups you are purchasing at \$35 and where are you getting them from
4. Plates \$35? How many plates and where are you getting them from?
5. Napkins \$20? How many napkins and where are you getting them from?
6. Cutlery \$30? How many are you getting and where are you getting them from?
7. Bowls \$20? How many bowls and where are you getting them from?
8. Trash Bags \$15? How many trash bags and where are you getting them from?
9. What table cloth are you getting? How many and where are you getting them from?

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!"

Gehendra Bhattarai (3/5/18 12:16 pm)

"1. Why curtains and stage?

We might need curtains to separate our event from another scheduled event in the same building.

We need stage for sure to elevate floor, and to make performances clear for everyone in the hall including people on back rows. We'll rent stage from UARK facilities management.

2. In your budget it says that you will confirm catering after approval. The Board will not approve your budget if your food is not clearly laid out. We will approve exactly what your RSO will order so please provide your catering quote for the event just like what you would order if your event is approve. Also, please note that the water bottles and soda need to be included in the \$12 per attendee.

I submitted quotes from Flavors restaurant in Bentonville. Please let me know if you have not received.

My apologies on water and soda here, we do not request for water and soda now.

3. Please provide information about how many disposable cups you are purchasing at \$35 and where are you getting them from

Member's Mark Translucent Plastic Cups (12 oz., 330 ct.)

Member's Mark Heavy-Duty Red Cup (18 oz., 252 ct.)

Hot and cold foam cups

4. Plates \$35? How many plates and where are you getting them from?

300 (Sams club)

5. Napkins \$20? How many napkins and where are you getting them from?

500 (sams club)

6. Cutlery \$30? How many are you getting and where are you getting them from?

300 (sams club)

7. Bowls \$20? How many bowls and where are you getting them from?

300 (sams club)

8. Trash Bags \$15? How many trash bags and where are you getting them from?

20 (sams club)

9. What table cloth are you getting? How many and where are you getting them from?

15-20, Walmart"

Gehendra Bhattarai (3/5/18 12:16 pm)

"Please let me know if you need any information. Thanks!"

Gehendra Bhattarai (3/5/18 12:16 pm)

"Gehendra"

Macarena Arce (3/5/18 8:22 pm)

"Hello Gehendra,

Please reply to this follow up questions:

1. How and where are you going to put the curtains? Are this for the auditorium?
2. Are you only getting the water bottles from your invoice from Flavors? Is that going to be your only drinks?
3. Why do you need cups if you are only requesting water bottles? We do not fund Styrofoam products. On the information you provided, please provide unit price and quantity of the items you are requesting.
Example: Member's Mark Translucent Plastic Cups (12 oz., 330 ct.) at \$7.98, 1 package. Total \$7.98

I guess I was not clear enough the first time, but we need more information on each item you are requesting to be able to approve it.

4. Plates \$35? How many plates and where are you getting them from?

300 (Sams club)

Please provide unit price and quantity of the items you are requesting following the example.

5. Napkins \$20? How many napkins and where are you getting them from?

500 (sams club)

Please provide unit price and quantity of the items you are requesting following the example.

6. Cutlery \$30? How many are you getting and where are you getting them from?

300 (sams club)

Please provide unit price and quantity of the items you are requesting following the example.

7. Bowls \$20? How many bowls and where are you getting them from?

300 (sams club)

Please provide unit price and quantity of the items you are requesting following the example.

8. Trash Bags \$15? How many trash bags and where are you getting them from?

20 (sams club)

Please provide unit price and quantity of the items you are requesting following the example.

9. What table cloth are you getting? How many and where are you getting them from?

15-20, Walmart

Please provide unit price and quantity of the items you are requesting following the example (we need an exact number and not an interval). The Board also wanted to know if this was a necessary item.

Please let me know if you have any questions! We want to have all of this information to make the right decision about your budget.

Thank you!"

Gehendra Bhattarai (3/7/18 9:50 am)

"1. How and where are you going to put the curtains? Are this for the auditorium?

We do not request for curtains. Thanks!

2. Are you only getting the water bottles from your invoice from Flavors? Is that going to be your only drinks?

We will request Flavors to bring water bottles or buy with our fund.

We will serve Tea and Mango Lassi.

3. Why do you need cups if you are only requesting water bottles? We do not fund Styrofoam products. On the information you provided, please provide unit price and quantity of the items you are requesting.

We Tea cups.

Sams club

Member's Mark Translucent Plastic Cups (12 oz., 330 ct.) at \$7.98, 1 Package. Total \$7.98

We need cups for mango Lassi.

Sams club

Dixie PerfectTouch Insulated Paper Cups, (Coffee Haze- 8oz, 160ct) at \$10.46, 2 Package. Total \$20.92

4. Plates \$35? How many plates and where are you getting them from?

Sams club

Chinet Classic White 10-3/8" Dinner Plates (165 ct.) at \$13.87, 2 package. Total \$34.74

5. Napkins \$20? How many napkins and where are you getting them from?

Sams club

Vanity Fair - Everyday Napkins, 2-Ply - 660 Napkins

Quantity: 2

\$18.56

6. Cutlery \$30? How many are you getting and where are you getting them from?

Sams club

Member's Mark Clear Cutlery Combo Pack (360ct.)

Quantity: 2

\$21.96

7. Bowls \$20? How many bowls and where are you getting them from?

Sams club

Member's Mark Paper Bowl, 12 oz. (175 ct.)

Quantity: 2

\$15.56

8. Trash Bags \$15? How many trash bags and where are you getting them from?

Sams club, I do not see package with less count.

Member's Mark Power-Guard Drawstring Bags - 33 gal. - 90 ct.

Quantity: 1

\$15.48

9. What table cloth are you getting? How many and where are you getting them from?

Table cloths makes table looks better and easier to dispose after event.

Walmart

BalsaCircle 60"x60" Square SATIN Overlay Wedding Linens - 27 Colors!

• Actual Color: Red

• Sold by: Balsa Circle, LLC

Price \$1.62 each. Total items 12, Total \$19.44"

Gehendra Bhattarai (3/7/18 9:52 am)

"Please let us know if you have questions. I hope your team will approve this time. Thanks!"

Macarena Arce (3/7/18 3:11 pm)

"Hello Gehendra,

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.

Thank you and have a great day!"

Macarena Arce (3/8/18 7:50 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!"

Gehendra Bhattarai (3/8/18 11:24 pm)

"Hello Macarena, Thank you very much for information and facilitating during budget approval process. I will meet with Ms. Jody on Friday or Monday. Thanks again!
Gehendra"

Documents

[Nepali Catering Quote.pdf](#) - Gehendra Bhattarai (2/27/18 3:14 pm)

[2018-04-14.UA.Nepali New Year 2075 - loa.pdf](#) - Gehendra Bhattarai (2/27/18 3:14 pm)