

# Budget Request: Razorback Relay for Life Recruitment Event

Budget	Razorback Relay for Life Recruitment Event
Request ID	BR0726319
Organization	Razorback Relay For Life
Budget Period	2017-2018 Round 4 (March 10 - May 3)
Date Submitted	4/25/18 4:59 pm
Submitted By	Mackenzie C Lancey <a href="mailto:mclancey@email.uark.edu">mclancey@email.uark.edu</a>
Status	Approved
Total Requested	\$89.92
Total Approved	\$98.69

## Razorback Relay for Life Recruitment Event (Events)

No.	Line Item	Requested	Approved
1	Food Item - Ground Beef Hamburger Patties	\$39.47	\$43.32
2	Food Item - Hog Dogs	\$16.44	\$18.04
3	Food Item - Hot Dog Buns	\$8.08	\$8.87
4	Food Item - Hamburger Buns	\$8.08	\$8.87
5	Food Item - Condiment Picnic Pack	\$9.64	\$10.58
6	Food Item - Cheese Slices	\$8.21	\$9.01
	Totals:	\$89.92	\$98.69

## OFA RSO Event Funding Application

Full Name of RSO (please do not abbreviate) [Required]	Razorback Relay for Life
RSO Treasurer's Name [Required]	Lanye Bush
RSO Treasurer's E-Mail [Required]	<a href="mailto:lbush@uark.edu">lbush@uark.edu</a>
RSO Treasurer's Phone Number [Required]	479-462-4717
RSO Advisor's Name [Required]	Amy Warren
Please list your UARK Faculty/Staff Advisor	
RSO Advisor's E-Mail [Required]	<a href="mailto:alwarren@uark.edu">alwarren@uark.edu</a>
RSO Advisor's Phone Number [Required]	479-575-2562
Number of Active Members in RSO (2017-2018) [Required]	4
Please state the mission of your organization [Required]	
To remember those who have been lost to cancer, uplift those who still are fighting their battle against cancer and ultimately, to contribute to the elimination of cancer through awareness and fundraising.	
Name of Event/Program [Required]	Razorback Relay for Life Recruitment Event

Date of Program [Required] Aug 27, 2018

Anticipated Number of STUDENT Attendees [Required] 120

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] 1:00 PM

Event Start Time [Required] 11:00 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.

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 is to recruit teams and general body volunteers for the club. For our Fall event of Relay for Life, teams are essential. We plan to have team sign up as part of picking up a burger or hot dog so that word will be spread about our RSO.

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, RSO Social Media, RSO GroupMe

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

The American Cancer Society, which is who is associated with our Relay for Life RSO, is very involved in cancer prevention. Through recruitment to our RSO and being involved, students will learn about the impact of cancer and how to prevent it such as the importance of not smoking and wearing sunscreen.

Is the primary purpose of this event recruitment of new members for your RSO? [Required]  YES

If you are bringing a guest speaker, performer, artist, etc., please provide a short biography [Required] No

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

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

Event Location, Room/Space Confirmation Number [Required] Directly outside of the Union

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

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

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Mackenzie C Lancey (4/25/18 4:59 pm)

"I included the tax for the food items.

These prices were calculated with local sales tax and item prices from the local Sam's Club."

Macarena Arce (4/25/18 7:29 pm)

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

Macarena Arce (4/27/18 12:20 am)

"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. Is the event location reserved?
2. How will your RSO refrigerate and cook the food?

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!"

Mackenzie C Lancey (5/3/18 11:28 am)

"1) The event location is reserved for the Union Mall South Side. The confirmation number that I recieved from fama is 2018-173"

Mackenzie C Lancey (5/3/18 11:31 am)

"2) We will cook our food on a grill that is being donated by the American Cancer Society. In light of their donation, I would like to make ACS a co-sponsor for the event. For refrigeration, we will have a large cooler on site which will keep the uncooked food products appropriately cooled until it comes time to cook them."

Macarena Arce (5/4/18 10:45 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](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!"