Budget Request: Taste of Africa

A buffet featured food from various African countries will be served to attendees to showcase the authentic African cuisine. There will also be performances showing the diverse culture.

Requested Total	$4,970.58
Adjusted Total	$4,970.58
Date Created	Wednesday, January 16, 2019 9:02:43 PM
Submitted By	Samaa Eltanawy
Organization	African Students Organization
Status	Approved on Thursday, February 7, 2019 6:05:41 PM
Process	Spring 2019 Office of Financial Affairs Funding Process (ARCHIVED PROCESS)

3 Sections, 17 Line Items

Section: Administrative Funds Application

Section: Conference Registration

Section: Special Events **17 Line Items / $4,970.58**

RSO's can receive no more than $10,000 in funding per academic year for special events and conferences.

Fayetteville Town Center Venue Fees (Expense)	1 x $1,623.38	$1,623.38
Sound Equipment A/V Sound Equipment (Expense) Audio Interface, Amplifier, Microphones, Studio Monitors, Mix table	1 x $100.00	$100.00
Chicken Food Item (Expense) 24 lbs of chicken - (El Ranchito & Walmart) Food will be cooked at the Fayetteville Town Center Kitchen	24 x $15.14	$363.36
Beef Food Item (Expense) 91 lbs of beef - (El Ranchito & Walmart) Food will be cooked at the Fayetteville Town Center Kitchen.	91 x $7.13	$649.28
Fish Food Item (Expense) 60 lbs of fish - (El Ranchito and Asian Amigo) Food will be cooked at the Fayetteville Town Center Kitchen.	60 x $5.40	$324.00
Plantains Food Item (Expense) 4 Boxes of Plantain - Walmart Food will be cooked at the Fayetteville Town Center Kitchen.	4 x $45.00	$180.00
Fruit Food Item (Expense) 4 boxes of Fruits - Walmart Food will be cooked at the Fayetteville Town Center Kitchen.	4 x $26.00	$104.00

Salad Food Item (Expense) 110 pieces of Salad - at Walmart Food will be cooked at the Fayetteville Town Center Kitchen.	110 x $2.73	$300.00
DJ A/V Sound Technician (Expense)	1 x $500.00	$500.00
Ticket Printing Tickets (Expense) 300 Student Tickets and 50 non-student tickets	1 x $50.00	$50.00
Taste of Africa Flyers Printed Publicity/Flyers (Expense)	1 x $50.00	$50.00
Spices Food Item (Expense) Spices - Sam's Club Food will be cooked at the Fayetteville Town Center Kitchen.	1 x $296.00	$296.00
Dish set Miscellaneous Purchases (Expense) Chafing Dish set - Walmart	1 x $37.00	$37.00
Aluminum Foil Container Miscellaneous Purchases (Expense) Aluminum Foil Containers - Walmart	1 x $60.00	$60.00
Disposal Cups - Plates - Cutlery - napkins Miscellaneous Purchases (Expense) Disposal Cups - Plates - Cutlery - napkins - Walmart	1 x $94.00	$94.00
Vegetables and Greens Food Item (Expense) Vegetables and Greens - Sam's Club and Tropical Market Food will be cooked at the Fayetteville Town Center Kitchen.	1 x $178.80	$178.80
Jollof Rice Food Item (Expense) Jollof Rice (20 lbs bag) - Walmart Food will be cooked at the Fayetteville Town Center Kitchen.	1 x $60.76	$60.76

Additional Information

OFA Standard Questions - All Funding Types

Funding Period

Round III: Tuesday of second week of Spring semester (January 22) to March 10

RSO Treasurer's Name

- Samaa ElTanawy

RSO Treasurer's E-mail

- smeltana@uark.edu

RSO Treasurer's Phone Number

- 479 301 9760

RSO President's Name

- Carine Bakonou Ba Mba

RSO President's E-mail
- cfbakono@uark.edu

RSO Advisor's Name
- Ignatius Fosu

Advisor's E-mail
- ifosu@uark.edu

Advisor's Phone Number
- 479 5755215

Number of Active Members in RSO (current)
- 40

Please state the mission of your organization
- African Student Organization(ASO) is an international cultural student organization representing the 54 nations of Africa. We strive to create awareness within the University community, as well as the Northwest Arkansas region about the rich and diverse cultures of Africa and its people. We are proud to share our culture and heritage with the world.
We engage in several cultural and educational activities on campus, within the community, and even outside Arkansas! We also encourage our members to participate in these community projects individually. We invite other student organizations or area groups that are interested in working in unison with ASO

What type of budget are you submitting?
Special Events

Special Events

Name of Event/Program
- Taste of Africa

Date of Program
- 04/14/2019

Anticipated number of STUDENT attendees(an estimated range is not an accepted answer)
- 400

Anticipated number of NON-STUDENT attendees(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 an accepted response.)
- 50

Event start time
- 06:00

Event end time
- 09:00

Event location(room/space confirmation)
- Fayetteville Town Center

Name of co-sponsoring groups (if any). Please do not abbreviate names of co-sponsors. Co-Sponsors include other RSOs and University Departments.If you do not have a co-sponsor, please type N/A.
- N/A

Is the primary purpose of this event recruitment of new members for your RSO?
No

Description and purpose of event/program and how it relates to your organizations' mission, as well as how the event relates to the RSO Purpose of Funding Mission.
- A buffet featured food from various African countries will be served to attendees to showcase the authentic African cuisine. There will also be performances showing the diverse culture.
The African cuisine integrates heavily in the everyday life of the African culture. Different foods are served at different

events to showcase emotions like happiness, or grief usually followed by performances. The collective African culture results in food being cooked in gathering of family or friends followed activities and celebrations.

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

- Attendees will enjoy authentic African cuisine while watching performances showcasing the diverse African culture. There will be presentation or a skit showing the different events where specific food is cooked to emotions like happiness or grief. There will be performances like singing, dances, skits, and presentations, all with the main purpose of educating attendees about the various African cuisines and the cultural purpose behind them.
The University of Arkansas (U of A) is a very prestigious American University known for the quality of the education it provides and its very multi-cultural student body. The main objective of the African Students Organization (ASO) being to promote the African culture at the University, Taste of Africa is an opportunity for the ASO to contribute to the cultural education of every single student of the U of A. This event will enrich culturally non-African and African students of the U of A through a selection of tribal dishes and performances from different African countries. Taste of Africa is an opportunity for Africans of the U of A to represent their culture to the much appreciated audience of Fayetteville in General, and the U of A in particular.

How will you advertise this event to attract students beyond your organization. Please note, RSO Weekly HOGSync Message, Newswire, & Campus Calendar listings are MANDATORY for all funded events.

- RSO Weekly HOGSync Message, Newswire, Campus Calendar listings, Social Media, sending out e-mails, and connecting with other RSOs and the international student's office.

If you are bringing a guest speaker, performer, artist, etc., please provide a short biography. If you are not bringing a guest speaker, please list N/A.

- A sound technician, DJ, to ensure the performance quality.
Sound Technician info:
DJ Sikod Njem , a professional DJ specializing in weddings, Corporate events, concerts, sports events and fashion shows.
The DJ is necessary because the audio system at the Town Center will be inadequate for the type of music we would like to play. When we met with Ms. Tina Archer, the Director of Sales of the FTC, she mentioned that their sounds system is not strong enough. If we were to play songs or music that demands high powered speakers, we'd better have a DJ, she said. Therefore, we would like to hire the DJ with his extra equipments that will help improve the sound for the music, especially during the performances like dances that would require music with good sound quality.

What city is your speaker, performer, artist, or other guest coming from?If not applicable, please list N/A.

- Bentonville

Please type your name below to certify that this form is accurate to your knowledge (this acts as your Officer Signature).

- Samaa ElTanawy

Application Checklist

Reviewed the Standing Rules for timelines, process, & allowable expenses (found at asg.uark.edu).

Scheduled pre-event consultation with Shani Sullivan - (sns021@uark.edu) - for events over $1,000 only

Upload required supplemental documentation.

Please list email address for your speaker, performer, artist, or other vendor.

- sikisoneal79@gmail.com

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).

I agree

Describe the nature of your co-sponsorship. If you do not have a co-sponsor, please type N/A,

- N/A

Any and all communication about your budget will be done through the OFA Budgeting System. You will no longer receive an e-mail if a comment is made.By checking the "I agree" box below, I understand that it is my responsibility to check the OFA Budgeting System regularly. Failure to respond to comments may result in denial of my budget.

I agree

Request History

Thursday, February 7, 2019 6:05:41 PM - Kevin Smith
Status: Approved

Thursday, February 7, 2019 6:04:43 PM - Kevin Smith
Status: Moved Forward to: Final Review

Thursday, February 7, 2019 6:04:36 PM - Kevin Smith
Status: Moved Forward to: Appeal Period Budgets

Thursday, February 7, 2019 6:04:28 PM - Kevin Smith
Audience: Requesters And Reviewers "FUNDING DECISION

I am pleased to inform you that your budget has been second round approved. Please respond via email to jodyp@uark.edu by Friday @ 4pm with a preferred 15-minute appointment time to pick up your funding packet with Ms. Jody in ARKU A665C on Monday (2/11) or Tuesday (2/12) between 10-4pm. Ms. Jody will confirm your appointment time via email. 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!"

Thursday, January 31, 2019 6:37:28 PM - Kevin Smith
Status: Moved Forward to: Second Round Review/Old Business

Thursday, January 31, 2019 6:37:14 PM - Kevin Smith
Audience: Requesters And Reviewers "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. Can you buy disposable dishes?
2. Can you provide a screenshot from the Walmart website of the price of aluminum things?
3. Who will be cooking the food?
4. Can you confirm how many students and non-students will be in attendance?
5. Can you provide an itemized list for everything?

Please comment here with your responses or contact me at asgtres@uark.edu if you have any concerns/questions. Thank you and please let me know if you have any questions!"

Thursday, January 31, 2019 4:20:11 PM - Emily Richey
Audience: Reviewers "Is the dish set disposable? If not, either we cannot fund it or it can be placed in the RSO workspace??"

> **Thursday, January 31, 2019 4:20:11 PM - Emily Richey**
> "Can they rent it from somewhere instead of purchasing//ask the caterer to supply"

Wednesday, January 30, 2019 7:17:35 PM - Kevin Smith
Status: Moved Forward to: First Round Review/New Business

Wednesday, January 30, 2019 7:17:26 PM - Kevin Smith
Audience: Requesters And Reviewers "Thank you for applying for OFA funding - your budget is under first-round review. We will let you know the results of your budget after our meeting Thursday evening. Please look forward to another comment then."

Wednesday, January 30, 2019 2:41:59 PM - Samaa Eltanawy
Status: Resubmitted

Monday, January 28, 2019 11:45:48 AM - Shani Sullivan
Status: Returned For Revision

Monday, January 28, 2019 11:45:28 AM - Shani Sullivan
Audience: Requesters And Reviewers "Submit supplemental documentation here: https://hogsync.uark.edu/submitter/form/start/246866"

Monday, January 28, 2019 11:43:34 AM - Shani Sullivan
Audience: Requesters And Reviewers "Pre-event held 1/28 at 11:15AM.
1) ASO only has $4975.14 left to spend for the Spring 2019 semester.
2) Make a comment about where you are cooking the food.
3) Include educational component of the food.
4) Include agenda for the event.
5) Budget due Feb. 17, 2019 by 11:59PM."

Thursday, January 24, 2019 3:10:14 PM - Kevin Smith
Status: Moved Back to: Initial Review

Thursday, January 24, 2019 10:39:52 AM - Jody Preece
Audience: Reviewers "Note: We can only allocate $4975.14. They were allocated $5024.86 for Fall 2018 event."

Thursday, January 24, 2019 10:37:58 AM - Jody Preece
Audience: Reviewers "Define spices … item, amount, cost
Define dish set
A/V sound equipment ... from Town Center or other vendor?
Need Town Center agreement
Need A/V invoice"

Thursday, January 24, 2019 9:40:42 AM - Nicholas Foster
Audience: Reviewers "Where will the food purchased from Walmart be prepared?

Could the Verizon Ballroom serve as a cheaper location?"

Tuesday, January 22, 2019 3:55:22 PM - Sally Gairhan
Audience: Reviewers "Where is the food coming from/ can they give us per unit price (like x amount of aluminum foil containers cost 60 total?)
Is the DJ the same as the sound technician?"

Tuesday, January 22, 2019 3:40:06 PM - Kevin Smith
Status: Moved Forward to: First Round Review/New Business

Tuesday, January 22, 2019 3:37:56 PM - Kevin Smith
Audience: Requesters And Reviewers "Thank you for applying for OFA funding - your budget is under first-round review. We will let you know the results of your budget after our meeting Thursday evening. Please look forward to another comment then."

> **Tuesday, January 22, 2019 3:37:56 PM - Kevin Smith**
> "Please note that you must schedule your pre-event before the board can vote on your budget. Please e-mail Shani Sullivan at sns021@uark.edu. Thank you and please let us know if you have any questions."

Tuesday, January 22, 2019 10:21:44 AM - Samaa Eltanawy
Status: Submitted