



2023-2024

OFFICE OF FINANCIAL AFFAIRS

EXAMPLE BUDGETS

PRESENTED TO
REGISTERED STUDENT
ORGANIZATION



asgtres@uark.edu



asg.uark.edu/financial-affairs/

WELCOME!

First, we would like to thank you for taking the initiative to lead a registered student organization. We believe that your efforts as a leader will enable your fellow peers to have a memorable experience here at the University of Arkansas. We are excited to make your vision become a reality in the Associated Student Government through the Office of Financial Affairs. Our hope is that this funding guide will streamline the process. If you have any questions or comments, please reach out to the OFA Treasurer at asgtres@uark.edu

Lastly, **GO HOGS!**

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Check out our Website:
asg.uark.edu/financial-affairs/

EXAMPLE EVENT BUDGET

EXAMPLE EVENT BUDGET

Events Funding Application - Office of Financial Affairs

PENDING APPROVAL

OFA Standard Questions

Purpose of Funding: To promote a diverse array of programs and events, facilitate intellectual engagement, encourage collaboration between student groups, and/or foster campus community.

Name of your registered student organization. *

Office of Financial Affairs - Associated Student Government

Please make sure that you have read the Office of Financial Affairs Standing Rules prior to budget submission. Please utilize the link below to access the OFA Standing Rules.



<https://fbpb-us-e1.wpmucdn.com/wordpressua.uark.edu/dist/d/75/files/2023/04/OFA-Standing-Rules-4-25-23.pdf>

<https://asg.uark.edu/files/2023/04/OFA-Standing-Rules-4-25-23.pdf>

Please confirm that you have read the OFA Standing Rules. *



I have read the Standing Rules



I have not read the Standing Rules

RSO Treasurer's Name *

Danny Moreno

Treasurer's E-mail *

gdmoreno@uark.edu

Treasurer's Phone Number *

55555555

RSO President's Name *

Jacob Fuller

President's E-mail *

jrf022@uark.edu

President's Phone Number *

55555555

RSO Advisor's Name *

Ella Mullan

Advisor's E-mail *

emmullan@uark.edu

Advisor's Phone Number *

55555555

Number of Active Members in RSO (current) *

20

Please state the mission of your organization *

To promote a diverse array of programs and events, facilitate intellectual engagement, encourage collaboration between student groups, and or foster campus community.

Event Questions

Description of your event.

Name of Event/Program *

OFA Brunch and Budgets *EXAMPLE BUDGET*

Date of Event/Program *

11/27/2023

Make sure your event takes place at least 4 weeks after your submission. If a school break (ex. Fall Break) occurs between your event submission and the day of your event, you must add the number of break days to the 4 week timeline.

Example: Event Budget

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Anticipated number of STUDENT attendees (an estimated range cannot be entered) *	50	
Anticipated number of NON-STUDENT attendees (Please note, events with more than 15 non-student attendees must be ticketed. 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). *	2	
Event start Time *	11:00	
Event end Time *	12:00	
Event location (room/space confirmation number if applicable) *	Union Ballroom	
Upload venue location confirmation here.	<input type="button" value="Upload file"/>	See location confirmation link
<p>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. Please keep in mind that a group/department/RSO does not have to contribute financially to be listed as a co-sponsor. *</p>	<input checked="" type="radio"/> I have read and understand	
<p>Name of co-sponsoring groups (if any). Please do not abbreviate names of co-sponsors. Co-Sponsors include other RSOs and University Departments. Even if a group/department/RSO is not contributing financially but is aiding you with your event, you must list them here. If you do not have a co-sponsor, please type N/A. *</p>	N/A	
<p>Describe the nature of your co-sponsorship. Again, their co-sponsorship does not have to be financial. (i.e. if a group is helping with the marketing or planning of the event, they would be a co-sponsoring group). If you do not have a co-sponsor, please type N/A. *</p>	N/A	
<p>Is the primary purpose of this event/program to recruit new members for your RSO? If "Yes", the limit is \$175 + tax *</p>	<input type="radio"/> Yes <input checked="" type="radio"/> No	This is important if your event's primary purpose is to network!
<p>Please provide a description and purpose of the event , outlining its alignment with the organization's mission. Additionally, demonstrate how this event corresponds with the OFA Purpose of Funding. *</p>	<p>The purpose of this event is to educate the University of Arkansas student body on the funding available to them for their registered student organization. This relates to OFA's core mission of distributing funding to the student body to promote a diverse array of events. It will feature a 30 minute presentation by our treasurer, Danny Moreno, on the OFA funding process. Ozark Catering will be provided to all that attend. The event will conclude with a 15 minute question and answer session, along with distribution of OFA resource materials.</p>	
<p>How will this event or program facilitate intellectual engagement, encourage collaboration between student groups, and/or foster campus community at the University of Arkansas? Please be very specific. *</p>	<p>This event will provide resources to University of Arkansas students on how to obtain funding for their RSO. It will bring together a group of students who are motivated to build their RSO and provide new opportunities for the student body.</p>	
<p>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. *</p>	N/A	Fill this out if you are bringing a guest speaker, performer, artist, etc to your event
<p>Please list email address for your speaker, performer, artist, or other vendor. If you do not have a speaker/performer, please list N/A. *</p>	N/A	

Example: Event Budget

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

N/A

Please upload a confirmation from your speaker specifying the date, time, location, and compensation for their attendance at your event. This requirement applies even if they are not being compensated, and you should explicitly mention if no payment is involved.

Upload file

Example: I [guest speaker's name] will be here to do " " on this date [] at this time [] in this location [] with this RSO [RSO name]. I am or am not receiving compensation in the form of [list accommodations (flights) or honorarium] for this event.

<- Read this carefully, this is important for guest speakers.

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). Please note if you select "I disagree," your budget will be automatically denied. *

- ☒ I agree
☐ I disagree

No sort of fundraising is allowed at OFA funded events as per the standing rules

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

Jacob Fuller

Budget submissions must come before the scheduling of a pre-event consultation meeting. If a budget has not been submitted, scheduling a pre-event consultation is not possible.

- ☐ I have contacted dadoughe@uark.edu for a pre-event consultation on time
☒ I don't need a pre-event consultation

Once your budget has been initially submitted, you must proceed to schedule a consultation by sending an email to dadoughe@uark.edu. Please be aware that if your budget is \$1000 or less, a pre-event consultation is not mandatory.

If your budget is over \$1000, you must schedule a pre-event consultation!

To request pre-event consultations, please use email. These consultations must be scheduled at least **TWO (2) business days** after submitting your budget via HogSync (using this budget form).

For example, if you submit your budget on a Monday, you must have a pre-event consultation scheduled by Wednesday. Please keep in mind to account for holidays and business days. *

If approved for funding, RSO's must schedule an appointment to pick up and discuss their funding packets within **two (2) business days** of budget approval notification. There are strict guidelines with paperwork. Schedule your appointment with Jody Preece, ASG Fiscal Support Specialist, jodyp@uark.edu. Instructions about this process will be notated by the ASG Treasurer on the approval notification that you receive if your budget is approved. *

- ☒ I have read and understand

Many budgets require supplemental documentation to support the Office of Financial Affairs decision. This can include, but is not limited to:

- ☒ I have read and understand

Agenda or timeline of the event
Catering Invoices
Room reservation confirmation
Speaker confirmation
Travel cost invoice *

- ☒ I agree/understand

Example: Event Budget

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Communication about denial or approval of your budget will be done through this Budgeting System. You will no longer receive an e-mail if a comment is made.

By checking the "I agree/understand" box below, I understand that it is my responsibility to check the OFA Budgeting System regularly. Please note that as of this time, all responses to comments/questions must be made via email to asgtres@uark.edu. This is a required component of the approval process. Failure to respond to comments, requests for information, or questions will result in denial of my budget. *

Budget

Please clearly outline your organization's specific requests, including links to items for purchase, and upload invoices for catering. Do not submit a shopping cart. Registered Student Organizations (RSOs) must provide unit prices, quantities, and total costs, including tax, for each item, along with supporting documentation such as invoices, citations, receipts, or links to online items.

What is the total cost of your budget request? Please calculate the total of your budget. Ex. \$400.99. If your budget is over \$1,000 please contact dadoughe@uark.edu for a pre-event consultation. If your budget is over \$5000, please contact asgtres@uark.edu to set up time to present to the OFA Board. OFA meets Thursdays at 5:00 PM. *

845.34

|| Make sure this number is accurate, don't ballpark it.

Please upload a single document containing hyperlinks to the products you are seeking funding for, complete with detailed quotes that include the total price, including tax. Please ensure that the hyperlinks go to the exact products you wish to purchase (not shopping carts), and specify the quantity needed for each product in your request. *

Upload file

OFA_Consolidated_Forms.xlsx (Delete)

List the name of what is being requested, along with a description of why it is needed. Please refer to the OFA Standing Rules for additional guidance of item limits. Ex. Disposable decorations for special events up to \$500 (tax included).

If you need a good template for your budget, check out our consolidated event form.

Marketing Materials

This page will provide required marketing information. This can be edited based on what is actually funded.

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



RSO Weekly Newsletter and Arkansas News Information-
<https://osa.uark.edu/pdfs/RSOPublicityChecklist2022.pdf>

Please upload a draft Arkansas News story in Word format.

This can be edited after you receive funding if needed. You will have three days after notification of funding to submit the final story. Please submit your story to rso@uark.edu. *

Upload file

Screenshot_20230301_173027.png (Delete)

Sample Arkansas News story

Please upload an image for your Arkansas News story in JPG or PNG format. Please make sure you have rights to use this image (do not just get an image off the internet). Target size: 800pxW x 530pxH, 72 ppi. Best practice: No text, image only. *

Upload file

Screenshot_20230301_173027.png (Delete)

Upload file

8

Example: Event Budget

WJWH0114 W. J. Walker Hall Rm0114 Capacity: 42

Date	Time	Conflicts	Layout	Instructions	Attendance
Tue Oct 24 2023	5:30 pm - 6:30 pm		Classroom	11/09/12 email from	25

Remove View Occurrences

Example: Venue Confirmation


***Make sure time, date, and location match information on budget submission**

TANGIERS MEDITERRANEAN C
2800 N COLLEGE AVE
FAYETTEVILLE, AR 72703
4793012211

ORDER: MSA: Thurs. Nov 30 @3:45
(918-964-5050)
To Go
29-Oct-2023 11:32:03A

14 gyro SD & fries	\$112.00
14 curry SD & fries	\$112.00
7 hummus SD & fries	\$56.00
35 Taziki	\$17.50
Subtotal	\$297.50
Sales Tax 11.75%	\$34.96
Total	\$332.46

Point iPhone camera at QR code to pay



Clover ID: D5RBC4VTWJ2PG
Clover Privacy Policy

Example: Non-Ozark Catering Invoice

***Make sure all line items are shown with quantities and price**
***Make sure it includes subtotal and tax**

Order Name: **Miss Black & Gold**

Ozark Catering Company
 400 N. Central Expressway, Fayetteville, AR 72701
 (479) 575-2182

CONTRACT #50344
 Friday, 12/1/2023
 Ordered On: 10/16/2023
 Confirmation Pending

Customer Information

First Name: Markell
 Last Name: Cox
 Address: 710 S Wilmington Ave
 City: Fayetteville
 State: AR
 Zip Code: 72701
 Company/ RSO: Inspire
 Email: mdc033@uark.edu
 Phone: 870-362-1209
 Financial Admin Name: Markell Cox
 Financial Admin Phone: 870-362-1209
 Number:
 Financial Admin Email: mdc033@uark.edu
 Address:

Delivery / Pickup Information

Select Location: Ozark Catering Company
 Method: On Campus Union Delivery
 Delivery Contact: Markell Cox
 Delivery Phone: 870-362-1209
 Event Name: Miss Black & Gold Pageant
 Building: Arkansas Union
 Room #: Verizon Ballroom

Payment Information

Payment Type : Student Catering Funds
 Name: Markell Cox
 Policy Acceptance: I Accept I MC

Event Information

Guest Count: 150
 Pick-up/ Delivery Date: Friday, 12/1/2023
 Food Set and Ready Time: N/A
 Event Start Time: 7:30 PM
 Clean-up Time: 10:30 PM

CATERING NOTES

HOLD/THIS NEEDS TO BE EDITED

	Qty.	Price	Ext.
	1	\$0.00	\$0.00

FOOD

	Qty.	Price	Ext.
House-made fudge brownies - per dozen	7	\$18.99	\$132.93
Smore`s dessert bar - per dozen	7	\$17.59	\$123.13
Hot Hors d`Oeuvres (Hors d`Oeuvres)			
• Grilled chicken and cheddar cheese quesadilla - each			
• Lump crab cakes with cajun remoulade (Market Price) - each			
• Beef sliders with bacon cheddar and spicy tomato ketchup - each	150	\$6.27	\$940.50
• BBQ shrimp and grits (Market Price) - each			
• Tandoori kebab - each			
Seasonal Fresh Fruit Display (Hors d`Oeuvres)	60	\$2.99	\$179.40
Seasonal Fruit / berries			
Chef`s selection of house-made cookies and brownies - 2 per person	100	\$2.19	\$219.00
Cold Hors d`Oeuvres (Hors d`Oeuvres)			
• Seared ahi tuna on crispy wonton with wasabi cream - each	150	\$4.29	\$643.50

BEVERAGE

	Qty.	Price	Ext.
Water - per gallon	7	\$8.49	\$59.43
Cold lemonade - per gallon	7	\$13.99	\$97.93

Any service/staffing/administrative charges above are charges for the --administration of the function and are not purposed to be a tip or gratuity and will not be distributed as a tip or gratuity to the employees who provided service to the guests.

Order Totals

Sub Total	\$2,395.82
Tax	\$281.51
Order Total	\$2,677.33
Balance Due	\$2,677.33

Special Instructions

Example: Ozark Catering Invoice

Ensure that the food invoice includes the date, itemized totals for each item (detailing the quantity of each and their individual totals), and the overall subtotal.

10-16-2023

Dear Faizullah Asif,



On behalf of the Muslim Students Association (MSA), we want to thank you for agreeing to share your knowledge with us for our upcoming event. We are looking forward to your visit. Please confirm the following information about our upcoming event.

Presentation Day: Thursday, November 16th, 2023

Event Start Time: 5:00 pm **Make sure it include date and time of the event**

Event End Time: 6:00 pm

Event Length: 1 hour(s)

Agreed Upon Honorarium: \$200 **If your speaker is performing for free, make sure that is included as well**

If all the above information seems correct to you, please sign below and return to us as soon as possible.

Sincerely,
The Muslim Students Association

Faizullah Asif.
Signature

Example: Speaker Confirmation



EXAMPLE

CONFERENCE/ COMPETITION BUDGET

Example Budget (Conference)

Conference and/or Competition Fee Funding Application PENDING APPROVAL

Standing Rules

RSO Conference/Competition Fee per [OFA Standing Rules](#).

Individual or RSO

Please indicate whether you are attending a conference or competition as an individual or on behalf of an RSO.

Are you requesting funding for yourself or on behalf of a registered student organization?

☐ Individual conference or competition

☒ RSO conference or competition

Individual Conference Application

Fill out your
RSO information

Please make sure that you have read the Office of Financial Affairs Standing Rules prior to budget submission.

OFA Standing Rules-<https://asg.uark.edu/files/2023/04/OFA-Standing-Rules-4-25-23.pdf>

Name of the RSO you are requesting individual conference registration for. If you are requesting monies for academics please indicate your academic college below.

Office of Financial Affairs - Associated Student Government

Please list the name of the department or academic college you are requesting funds from.

Name of requesters academic advisor.

Academic Advisors e-mail address.

☒

☒

camillej@uark.edu

OFA Standard Questions

Please make sure that you have read the Office of Financial Affairs Standing Rules prior to budget submission.

OFA Standing Rules-<https://asg.uark.edu/files/2023/04/OFA-Standing-Rules-4-25-23.pdf>

Name of your registered student organization.

Office of Financial Affairs - Associated Student Government

RSO Treasurer's Name * Alexandria May

Treasurer's E-mail (must be UARK student e-mail) * apmay@uark.edu

Treasurer's Phone Number * 4545788754

RSO President's Name * Danny Moreno

Example Budget (Conference)

RSO Advisor's Name * Camille Jordan

Advisor's E-mail (must be UARK student e-mail) * camillej@uark.edu

Advisor's Phone Number * 4795755322

Number of Active Members in RSO (current) * 17

Please state the mission of your organization * The Office of Financial Affairs plays a pivotal role in supporting the financial needs of Registered Student Organizations (RSOs). Your Student Activity Fee, allocated through the Associated Student Government, is directed to RSOs to cover various expenses. These expenses include costs related to conference attendance, special events/programs, and office supplies essential for the smooth operation of RSOs. To ensure fair allocation and oversight, the Financial Affairs Board convenes on a weekly basis. This board consists of 15 members and is chaired by the ASG Treasurer. Their primary responsibility is to review and approve funding proposals from RSOs. Importantly, any RSO can request funding to support their initiatives, contributing to a vibrant and dynamic campus community.

RSO Conference and/or Competition Funding Application

Conference/Competition Name * SHPE National Convention

Conference/Competition Location * Salt Lake City, Utah

Conference start date * November 1, 2023

Number of Members applying for funding * 5

Please list the names and uark email addresses for students who are requesting conference/competition registration fees through the OFA Funding process. Sarah Johnson sjohnson@uark.edu Michael Smith msmith@uark.edu Jessica Davis jdavis@uark.edu Brian Wilson brianw@uark.edu Emily Miller emiller@uark.edu

Registration fee per person * \$599 Total: \$2995

Due date - registration fees * 05 Nov 2023

Please provide the finalized list of students attending

1. Make sure to apply for funding at least 4 weeks prior to the due date to be on time. 2. Pre-event consultations are not required for any amount on a conference/competition funding request. 3. Please note that funding for registration fees will only be approved for the students listed in Question 18. *

☒ I understand

Make sure the due date is 4 weeks in advance of submission date

Please provide a valid link to the conference's / competition's website, ensuring that the page displays the conference date, due date, schedule of events, and pricing information clearly. *

<https://web.cvent.com/event/17a1aac6-42d1-4323-a534-1a8db35a2187/websitePage:44871bf1-a0df-4d3e-8039-3c0fed020c0d>

If the conference/competition website lacks essential details such as the due date, fees, or other pertinent information, your RSO must provide supplementary official documentation to corroborate the information you've included in your application. This documentation is necessary for budget approval. For instance, you may submit emails verifying the required information from the official conference/competition organizer. Please upload them here in a single.

 Upload file

Please provide a website link that clearly states the registration deadline and the cost per person

Please describe the purpose of the conference/competition and how attending this conference/competition will benefit your organization and the University of Arkansas. *

Participating in the conference holds significant advantages for SHPE chapters, as it provides numerous opportunities for professional development through workshops and seminars. The event features an extensive career fair exclusively accessible to attendees, presenting a valuable chance for members to secure internships or receive full-time job offers. Additionally, the conference plays a pivotal role in fostering a sense of community among attendees, offering a unique environment for students to connect with a diverse array of Hispanic professionals thriving in STEM fields, an opportunity that may be rare for many students.

Example Budget (Conference)

Please type your name below to certify that this form is accurate to your knowledge (this acts as your Officer Signature). By typing your name below, you are acknowledging that you have read the Standing Rules for the RSO Conference/Competition registration form. *

Danny Moreno

If approved for funding, RSO's must schedule an appointment to pick up and discuss their funding packets within two (2) business days of budget approval notification. There are strict guidelines with paperwork. Schedule your appointment with Jody Preece, ASG Fiscal Support Specialist, jodyp@uark.edu.

- ☒ I approve
☐ I understand

Instructions about this process will be provided by the ASG Treasurer on the approval notification that you receive if your budget is approved. *

Communication about denial or approval of your budget will be done through this Budgeting System. You will no longer receive an e-mail if a comment is made so please check your budget for any required follow up. By checking the "I agree/understand" box below, I understand that it is my responsibility to check the OFA Budgeting System regularly. If questions are asked via the comments section of this process, the RSO student requesting the funds must email their responses to asgtres@uark.edu. Failure to respond to comments will result in denial of my budget. *

- ☒ I agree
☐ I understand

Join us in Atlanta, Georgia, March 20–24, 2024, for NSBE's 50th Annual Convention. I look forward to seeing you!

POW3RHOUSE Pride & NSBE Love,
Destinee Carter
50th Convention Planning Committee Chairperson

Registration Types and Rates

REGISTRATION TYPE	EARLY RATE:	REGULAR RATE:	LATE RATE:
	10/30/2023 – 1/5/2024	1/6/2024 – 3/10/2024	3/11/2024 – 3/23/2024
University / Collegiate Advisor	\$250.00	\$325.00	\$475.00
Collegiate	\$275.00	\$350.00	\$500.00
Collegiate – APEx	\$215.00	\$280.00	\$450.00
Collegiate Chapter Executive Officer	\$250.00	\$325.00	\$475.00
Graduate Student	\$275.00	\$350.00	\$500.00
International	\$175.00	\$250.00	\$400.00
Lifetime	\$250.00	\$250.00	\$250.00
National/Regional Leadership	\$0.00	\$0.00	\$0.00
Non-Member	\$675.00	\$750.00	\$875.00
NSBE Jr. (Grades 3–12)	\$200.00	\$230.00	\$325.00
NSBE Jr. – APEx	\$190.00	\$220.00	\$315.00
NSBE Jr. Chaperone / Advisor	\$200.00	\$275.00	\$350.00
Professional	\$385.00	\$460.00	\$610.00
Professional Delegate	\$193.00	\$230.00	\$610.00
Professional Chapter Executive Officer	\$340.00	\$415.00	\$565.00
Senator	\$138.00	\$175.00	\$500.00
Child (Ages 3–7)	\$75.00	\$75.00	\$75.00

[Register Now](#)

Example: Speaker Confirmation

The link has detailed information on registration costs, key payment deadlines, and the specific platform where you can complete your registration. Ensure that your link has all the information



EXAMPLE ADMINISTRATIVE EXPENSES BUDGET

Example Budget (Admin Expenses)

Submitted by: Gerardo Moreno (gdmoreno@uark.edu) on Nov 26, 2023 8:22 PM

Administrative Expenses Application PENDING APPROVAL

Administrative Expenses (\$100 max per year for each RSO). Must Include the supplier link/supplies obtain in the questions.

2023-2024 OFA Administrative Expenses

Administrative Expenses (\$100 max per year for each RSO). Must Include the supplier link/supplies obtain in the questions.

Please select the organization that is applying for OFA Administrative Expenses. *

Office of Financial Affairs - Associated Student Government

Please make sure that you have read the Office of Financial Affairs Standing Rules prior budget submission. Have you read the standing rules? *

☒ Yes
☐ No

Please see the OFA Standing Rules. Have you attended an OFA Funding Session? *

☒ Yes
☐ No

<https://bpb-us-e1.wpmucdn.com/wordpressua.uark.edu/dist/d/75/files/2023/04/OFA-Standing-Rules-4-25-23.pdf>

RSO President's Name * Danny Moreno

RSO President's Email * asgtres@uark.edu

RSO President Phone Number * 5555555555

RSO Treasurer Name * Alexandria May

RSO Treasurer E-Mail * apmay@uark.edu

RSO Treasurer's Phone Number * 5555555555

RSO Advisor's E-Mail * diloreto@uark.edu

RSO Advisor's Name * JD DiLoreto-Hill

RSO Advisor's Phone Number * 5555555555

Number of Active Members in RSO (current) * 20

Please state the mission of your organization * To promote a diverse array of programs and events, facilitate intellectual engagement, encourage collaboration between student groups, and/or foster campus community.

Administrative Expenses Questions

Please add links to the items requested for orders.

Please type your name below to certify that this form is accurate to your knowledge (this acts as your Officer Signature). By typing your name below, you are acknowledging that you read the Standing Rules and that you understand there is a \$100 maximum allotment for Administrative Funds. *

Danny Moreno

Example Budget (Admin Expenses)

If approved for funding, RSO's must schedule an appointment to pick up and discuss their funding packets within two (2) business days of budget approval notification. There are strict guidelines with paperwork. Schedule your appointment with Jody Preece, ASG Fiscal Support Specialist, jodyp@uark.edu.

☒ I understand.

☐ I do not understand.

Instructions about this process will be provided by the ASG Treasurer on the approval notification that you receive if your budget is approved. *

Communication about denial or approval of 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/understand" box below, I understand that it is my responsibility to check the OFA Budgeting System regularly. Failure to respond to comments will result in denial of my budget. *

☒ I understand.

Please place the link to your items here. *

<https://www.officedepot.com/vendor/punchoutBack.do?vendor=cpd&configid=ODP-648cddffdae>

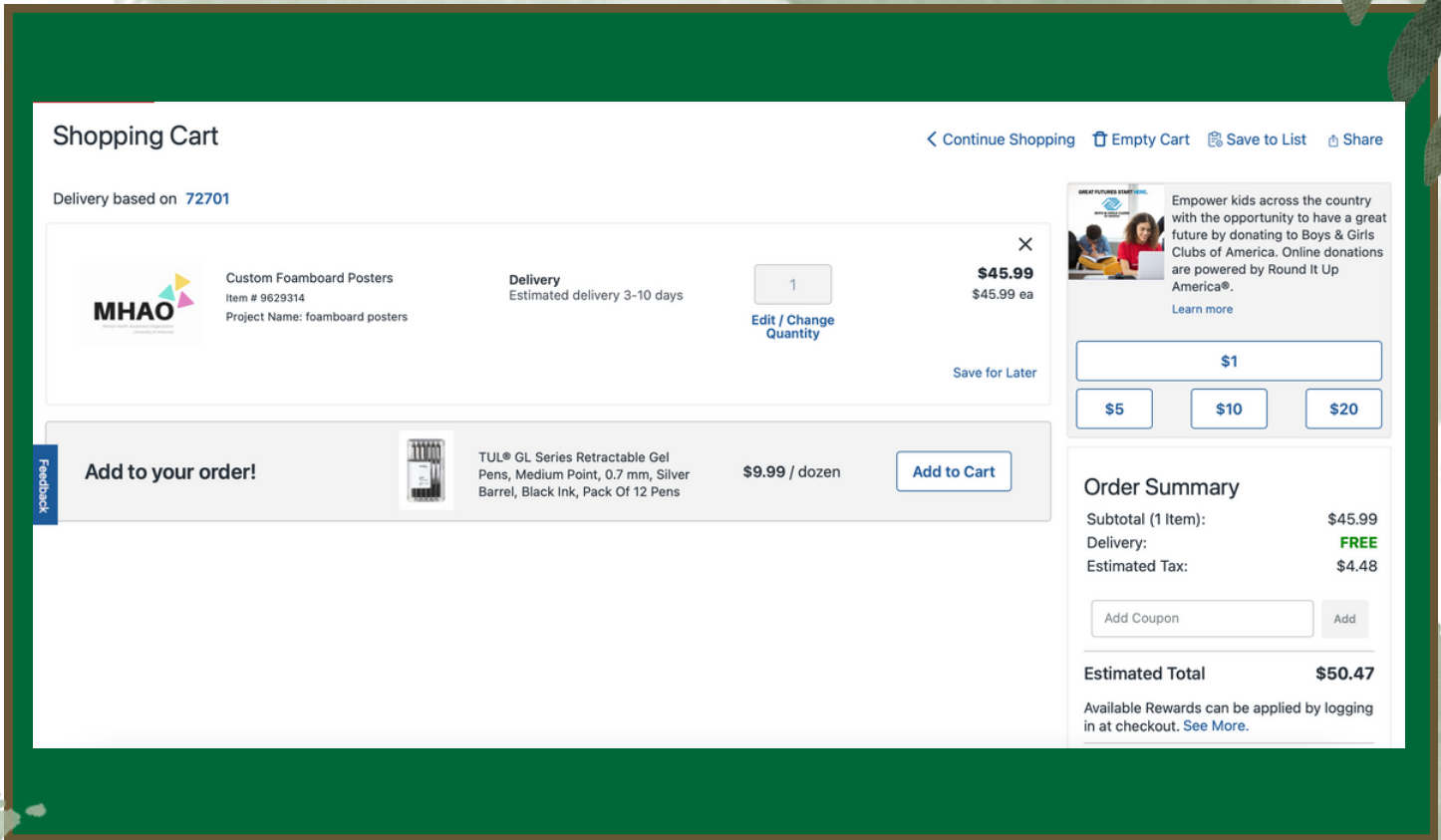
Please place the quote for the requested administrative funds. *

[Screen_Shot_20231014_at_41517_PM.png](#) (Delete)

What is the total amount that is being requested? *

50.47

Thank you for applying for administrative expenses through the Office of Financial Affairs.



Example:
Website Link



STANDING RULES

Approved 11/30/23



ASG Office of Financial Affairs Standing Rules *In Effect for the 2023-2024 Academic Year*

For additional funding rules, see ASG Code Title IV: Financial Code

Purpose of Funding

“To promote a diverse array of programs and events, facilitate intellectual engagement, encourage collaboration between student groups, and or foster campus community.”

Application Submission Process

All funding materials must be submitted in HogSync via the RSO Office of Financial Affairs Home Page by a student RSO President and/or Treasurer. Budgets received in any other form will not be accepted.

The RSO President and/or Treasurer who submits the application will be the primary contact for all further responsibilities regarding the approved budget, including but not limited to:

- 1) If applicable, the pre-event planning consultation
- 2) Responding to all further correspondence related to the budget in a timely manner. The OFA Board will deny budgets if the RSO fails to reply to OFA questions, comments, and/or concerns by the following OFA Meeting.
- 3) Obtaining the funding packet
- 4) Submitting all required paperwork per stated timelines
- 5) If applicable, attending the appeal

It is encouraged that a member(s) of your RSO attends a funding session or schedules a 1:1 Funding Consultation facilitated by the ASG Treasurer.

Any decision or funding restrictions not addressed in these standing rules are at the discretion of the Board.

Board Procedures

The ASG Office of Financial Affairs will meet every week during the year, except for breaks and holidays within the academic calendar, intersessions, and final's weeks.

Budgets are added to the Office of Financial Affairs Agenda weekly and read each Thursday at 5 pm. OFA Board meetings are open to all students.

Any funded event is subject to audit by Office of Financial Affairs Board members. In the event that the auditor discovers a violation, the RSO is subject to penalties at the discretion of the ASG Financial Affairs Board including, but not limited to: disciplinary meetings and/or temporary loss of funding.

Budget requests will go through two readings:

First Reading:

- 1) Board will discuss and vote to initially approve/reject/table budgets:
 - a. Simple majority needed to initially approve budget.
 - b. Budgets may not be edited or adjusted after first reading unless requested by the Board. Edits must be received by the following OFA meeting on Thursday.**
- 2) Budgets may also be tabled to the following week for further questioning and discussion.
 - a. Budgets are tabled at the discretion of the Board.
 - b. RSOs that have tabled budget are highly encouraged to attend the following OFA Board meeting to answer any questions and/or concerns.
 - c. It is solely the applicant's responsibility to provide requested documentation.
 - d. Budgets may only be tabled during the First Reading.
- 3) Rejected budgets will have the opportunity to appeal by the next Office of Financial Affairs Board meeting:
 - a. RSO will be notified within 48 hours of first reading that their budget request was denied or further clarification needs to be made.
 - b. RSOs wishing to appeal must submit their appeal request along with an updated budget by 5:00pm on Wednesday of the following week. Appeals must be presented by a **student RSO officer** who is involved in the event planning process of the submitted budget.
 - c. Presentation of appeals by RSOs may last up to, but no more than **5 minutes**.
 - d. Following the appeal, the Board will notify you of their decision within 24 hours. You may only appeal once; otherwise, you must submit a new budget.

Second Reading:

- 1) Board will issue final approval of initially approved budgets:
 - a. Changes to initial approvals require simple majority vote.
- 2) Board will deliberate on appeals and approve/reject them.
- 3) Appeal (Review Lines 66-79)

Distribution of Funds

RSOs can receive no more than the cap amount for each funding category per academic year. Any unused funds cannot be carried over to the next academic year.

- \$15,000 maximum in total funding for Events and/or Conference/Competition Registration Fees

- \$750 maximum in Individual Conference Registration Fees for students not affiliated with an RSO presenting at a conference approved by the student's Academic Advisor
- \$300 maximum in funding for administrative/marketing supplies
 - When submitting a budget for administrative/marketing supplies, links to required supplies and their vendors must be provided in the submission.
 - Administrative funds may only be used for office supplies (paper, pencils, notebooks, etc.), and marketing materials (tablecloth, flyers, banners, signs, etc.)

Events

If an event is to include more than 15 non-students in attendance, and there is food and/or consumables that would raise the cost of the event, it **must** be a ticketed event. Children under three years of age do not require a ticket. Tickets must follow standard ticket format provided by the ASG Office of Financial Affairs. If an event is ticketed, all non-students must pay the ticketed price. Email Jody Preece, Fiscal Support Specialist, jodyp@uark.edu for more information regarding ticketed events.

The funding deadline for events is 4 weeks prior to the date of the event if the event is non-ticketed; 6 weeks prior to the date of the event if the event is ticketed; with the following special circumstances noted which require an earlier deadline:

- For events that take place during the first 4 weeks (non-ticketed) or 6 weeks (ticketed) of class, in either semester, RSOs must submit their budgets for the following semester by the second to last OFA meeting of the current semester.
- **Breaks listed within the academic calendar and finals weeks DO NOT count within the 4-week and 6-week timelines. If academic breaks, holidays, and finals weeks fall within your application period, extend your timeline accordingly.**
 - For example, budget timelines should be extended by 2 days for Fall break, 3 days for Thanksgiving break, etc.

For **ticketed** events, RSOs can apply for funding starting the first day of class each semester, but no later than 6 weeks prior to the date for their event.

For all **non-ticketed events**, RSOs can apply for funding starting the first day of class, but no later than 4 weeks prior to the date for their event.

RSOs requesting more than \$1,000 for an event must schedule a pre-event planning consultation with the RSO Graduate Assistant, rso@uark.edu, immediately following budget submission. **Event consultation** meetings must be scheduled **at least** two business days following budget submission. After the

pre-event consultation the RSO officers must update their budget via HogSync reflecting changes discussed in the meeting within two days.

RSOs requesting more than \$5,000 must have their RSO Officer come before the board to present their budget request and agenda. This presentation will be required during the first-round reading of the budget.

Mandatory Inclusions

- Events must include date, start and end time, and location confirmation^{*1}.
- If an event is to have a speaker, band, DJ, etc., they must be confirmed, their name and email must be included.
- RSOs must specify unit price, quantity, and total price (including tax) for every item that is being requested with proof of purchase price (documentation of: invoices, receipts, and links to online items must be included with budget submissions). No coupons, and/or promo codes can be applied to items being requested.
- All RSOs with approved events must:
 - Submit an article to rso@uark.edu for submission to Arkansas News in order to publicize to **ALL** students.
 - Submit a HogSync event to be shared within the University of Arkansas community.
 - For a ticketed event, check out a card reader from the Office of Student Activities (OSA) to be used at their funded event to facilitate assessment efforts of the event. The card reader should be returned the following business day after the event.
 - Have any food given out at an event cooked in a commercial kitchen, per university policy.
 - Include name of caterer or store where items will be purchased.
 - For all off campus caterers an **itemized** invoice or quote must be submitted with the budget.
- **Catering:**
 - Meals ordered through Ozark Catering Company are capped at \$26 before tax per anticipated attendee. Up to 15 non-students may be included in these costs.
 - Meals ordered through vendors other than Ozark Catering Company are capped at \$20 before tax and tip (no more than 20%) per anticipated attendee. Up to 15 non-students may be included in these costs.
 - Total cost of food trucks is also capped at \$20 before tax per anticipated attendee. Permission from [Facilities](#)

¹ Location confirmation must include date, start and end time, room number (if applicable)

- 181 [Management](#) is required for food trucks and must be
 182 included in budget submission.²
- 183 ○ RSO's may request up to \$200 worth of commercially individually
 184 packaged food for any single event or meeting scheduled in the
 185 Union.
 - 186 ■ Per Union policy, allowable outside food under \$200 is
 187 limited to: Prepackaged bags of chips or pretzels,
 188 prepackaged cookies, candies, or nuts, bottled or canned
 189 water, soda, or juice (must be Coke products in compliance
 190 with university Coke contract)
 - 191 ○ If event is in the Union and requested over \$200 in food, it must be
 192 Ozark Catering Company
 - 193 ○ Food parties and large group meals are not allowed in Mullin's
 194 Library per library policy unless permission is granted and
 195 presented to the OFA Board.
 - 196 • Additional:
 - 197 ○ Each RSO can request up to \$1,500 honorarium per event. For
 198 example, if you are co-sponsoring an event, you cannot exceed the
 199 \$1,500 honorarium limit.
 - 200 ○ Honorarium confirmation must be included with budget
 201 submission. Confirmation must include event date, time, and
 202 agreed payment (even if payment is \$0).
 - 203 ○ No honorarium checks will be presented to guest speakers until the
 204 conclusion of their appearance OR as soon as possible thereafter.
 - 205 ○ Entertainment services (DJ, band, performer, etc.) are limited to
 206 \$2,500 per event.²
 - 207 ○ Photography services are limited to \$1,250 per event.²
 - 208 ○ Promotional items relevant to an event are limited to \$2,500 per
 209 event
 - 210 ■ RSOs that request items that contain [University of Arkansas](#)
 211 [trademarks](#) must complete a [trademark request form](#).
 - 212 ■ Apparel items are limited to \$20 before tax per item and
 213 must be purchased through [B-Unlimited](#).
 - 214 ■ Non-apparel items are limited to \$3 before tax per item.
 215 • Examples of non-apparel items include keychains,
 216 buttons, fidget toys, etc.
 - 217 ■ Design of items, invoices, and/or approved trademark
 218 requests are required to be included in budget submission.
 - 219 ○ All guests/speakers without a social security number and/or
 220 Individual Taxpayer Identification Number (ITIN) are subject to
 221 delayed payment and a 30% tax deduction to their honorarium

² University cards cannot be used for payments for food trucks, honorariums, entertainment services, and/or photography services. If your event includes any of these, ensure that the non-campus vendors are approved in Workday. This approval process typically requires 4-6 weeks.

- Hotel, room and tax only, (capped at \$300/night) limited to one room for up to two nights or two rooms for one night based on need at the discretion of the Board.
- Per Diem limited to \$59 per day; maximum of \$118 per event
- Travel expenses for guest speaker(s) not to exceed \$1,250 per event. Guest must register taxpayer ID and approve the itinerary prior to ticket purchase. Should speaker withdraw from engagement, the speaker will be responsible for cost of ticket.
- Recruitment events can be funded up to \$175 limit before tax
- Printed publicity for a special event (flyers, etc.) can be funded up to \$100 before tax exclusively at [PMC](#)
- Disposable decorations for events up to \$750 before tax
- A/V Sound equipment up to \$1,500 before tax
- Room/Venue reservation fees up to \$5,000
- It is suggested that RSOs create a HogSync event to be shared within the University of Arkansas community.

Funding Restrictions for Events:

- Events not free and accessible to all University of Arkansas students
- Events that do not have perceived educational value
- Banquets or award ceremonies
- Fundraisers or events where money is collected/donated (digitally, passively, or actively)
- Sales of merchandise at a funded event
- Events exceeding a 2 to 1 student to non-student ratio (for ticketed & non-ticketed)
- Non-student attendance or participation exceeding 15 non-students, unless ticketed event (including recruitment events targeting non-UA prospective students)
- Events occurring on academic breaks/holidays, on or after Reading Days, or as otherwise mandated by university policy
- Off-campus events not along UA bus routes, or not within reasonable walking distance
- Events located in off campus apartment units, houses, or bars
- Off campus rent, including storage facilities
- Local transportation including rental cars, taxis, shuttles, etc.
- Parking passes/fees
- Per diem/travel/hotel/honorarium for UA system employees/students
- Per diem for candidates or elected officials while active session or campaigning is occurring
- Activities that make direct financial contribution to a political campaign, charity, or religious organization
- Items that will require storage after the event excluding promotional items
- Blood drives
- Events that promote individual businesses

- International flights for guests
- Gifts, awards, or prizes other than paper certificates
- Costumes
- No alcohol may be consumed or purchased per university policy
- Repayment of debt or reimbursements
- Stickers

Conference/Competition Registration Fees

Funding Timeline for Conference/Competition Registration Fees

For conference requests, RSOs can apply for funding starting the first day of class, but no later than 4 weeks before the payment date for their prospective conference.

- For conferences and/or competitions that take place during the summer or within the first 4 weeks of class in the fall semester, RSOs must apply for funding by the second to last OFA meeting of the spring semester. For conferences that take place during Winter Break, RSOs must apply for funding 4 weeks prior to Fall Semester Reading Day.
- You may apply at any time while ASG Office of Financial Affairs meetings are in session. Breaks and holidays within the academic calendar and Finals weeks do not count within the 4-week timelines.
- Conferences and/or competitions must be funded, and payment processed **prior** to the conference start date. On-site payment is not allowed.

Mandatory Inclusions:

- Submissions must include date of conference and/or competition, registration due date, location, price per attendee/team, number of attendees, names, and **university email addresses** of the attendees.
- **Must include a valid link to the conference's website where date of conference, due date, schedule of events and prices are clearly visible.** If a conference website is unavailable for any reason, the RSO is required to submit an official correspondence from a coordinator of the conference detailing this information.

Funding Restrictions for Conference/Competition Registration Fees

- Funding is only allocated for Conference/Competition registration fees.
- Conference registration fees **CANNOT** be reimbursed.
- Membership fees to a national organizational are not eligible for funding.
- Online courses cannot be funded through conference/competition funding.
- Competitions wherein teams/individuals receive monetary compensations as a result of their participation or success in the competitions.
 - RSOs are required to provide official correspondence (if applicable) from the coordinator of the competition or proof that no monetary compensation or monetary prizes shall be awarded.

314 **Any questions or concerns pertaining to these standing rules and all**
315 **responses regarding board decisions should be directed to the ASG**
316 **Treasurer at their office in the Arkansas Union room A671, or to**
317 **asgtres@uark.edu**