



2023-2024

OFFICE OF FINANCIAL AFFAIRS

# GUIDE TO FUNDING

PRESENTED TO  
REGISTERED STUDENT  
ORGANIZATION



[asgtres@uark.edu](mailto:asgtres@uark.edu)



[asg.uark.edu/financial-affairs/](https://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](mailto:asgtres@uark.edu)

Lastly, **GO HOGS!**

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Check out our Website: [asg.uark.edu/financial-affairs/](https://asg.uark.edu/financial-affairs/)

# WHAT IS OFA?

The Office of Financial Affairs supports 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. 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. Our primary responsibility is to review and approve funding proposals from RSOs. Most importantly, any RSO can request funding to support their initiatives, contributing to a vibrant and dynamic campus community.

# MEMBERS & CONTACT INFO

## DANNY MORENO

**Title:** Student Body Treasurer

**Office Hours:** M: 10-12, T:11-1:30

W: 11-2:30PM, Th: 11-1:30, 3:30 - 4:30

## ALEXANDRIA MAY

**Title:** Deputy Treasurer

**Office Hours:** Th 9:30 - 11:30 AM

**Email:** apmay@uark.edu

## WOODY IVEY

**Title:** Voting Board Member

**Office Hours:** M 12:50 - 2:50PM

**Email:** jwi002@uark.edu

## TYLER MCGRUDER

**Title:** Voting Board Member

**Office Hours:** Pending

**Email:** jtmcgrud@uark.edu

## DYLAN REYNOLDS

**Title:** Voting Board Member

**Office Hours:** Th 3:00 - 5:00 PM

**Email:** dwreynol@uark.edu

## SOUMYA KOLLARU

**Title:** Voting Board Member

**Office Hours:** Wed/Th 4-5:00 PM

**Email:** sk084@uark.edu

## IZZY ARTNAK

**Title:** Voting Board Member

**Office Hours:** M 12:30 - 2:30 PM

**Email:** mpm017@uark.edu

## NAMRATA ANAND

**Title:** Voting Board Member

**Office Hours:** Th 3:00 - 5:00 PM

**Email:** na021@uark.edu

## ELLA MULLAN

**Title:** Voting Board Member

**Office Hours:** F 12:00- 2:00 PM

**Email:** emmulla@uark.edu

## JACOB FULLER

**Title:** Voting Board Member

**Office Hours:** F 12:00- 2:00 PM

**Email:** jrf022@uark.edu

THE OFA OFFICE IS LOCATED AT ARKU-A669

# MEMBERS & CONTACT INFO

## RHEA PATEL

**Title:** Voting Board Member  
**Office Hours:** Th 1:15 – 3:15 PM  
**Email:** rupatel@uark.edu

## JAY MA

**Title:** Proxy Member  
**Office Hours:** M/W 9:30 - 10:30AM  
**Email:** iartnak@uark.edu

## AMRUSHA RANJITH

**Title:** Proxy Member  
**Office Hours:** Th 3:00 – 5:00 PM  
**Email:** aranjith@uark.edu

## CAMILLE J. JORDAN

**Title:** Assistant Director for RSO's  
**Email:** camillej@uark.edu

## JODY PREECE

**Title:** Fiscal Support Specialist  
**Email:** jodyp@uark.edu

## DOMINIC HECHT

**Title:** Proxy Member  
**Office Hours:** W 10:00AM – 12:00 PM  
**Email:** dhecht@uark.edu

## NICOLE PATRAO

**Title:** Proxy Member  
**Office Hours:** T 3:30-4:30, Th 4-5  
**Email:** npatrao@uark.edu

## MEG BARNINGER

**Title:** Proxy Member  
**Office Hours:** M 1:00 - 3:00 PM  
**Email:** megb@uark.edu

## DEVIN DOUGHERTY

**Title:** RSO Graduate Assistant  
**Email:** dadoughe@uark.edu

## JD HILL

**Title:** Assistant Director for ASG  
**Email:** diloreto@uark.edu

# *FUNDING* PROCESS

01

## SUBMISSION THRU HOGSYNC

GO TO [HOGSYNC.UARK.EDU](https://hogsync.uark.edu) AND LOGIN WITH YOUR STUDENT CREDENTIALS. TYPE IN "OFA" IN THE SEARCH TAB UNDER "GROUPS", AND SELECT THE "OFFICE OF FINANCIAL AFFAIRS".. SELECT "SURVEYS" TO SUBMIT A BUDGET.

02

## FIRST-ROUND REVIEW

THE OFA BOARDS MEETS EVERY THURSDAY AT 5:00PM IN THE ARKANSAS UNION ROOM 310. BASED ON THE SUBMITTED MATERIALS, THE BOARD WILL MAKE A DECISION.

03

## SECOND-ROUND REVIEW

THE BOARD WILL REVIEW THE SUBMITTED BUDGETS. HOWEVER, IT IS POSSIBLE THAT A BUDGET MUST BE AMENDED TO MEET THE CORRECT STANDARDS. IT IS ALSO POSSIBLE TO APPEAL A BUDGET IF DENIED

04

## APPROVAL

THE BOARD WILL MAKE FINAL DECISIONS AND MOVE THE BUDGET TOWARDS RECEIVING THE FUNDING. THIS PART OF THE PROCESS REQUIRES COMMUNICATION WITH THE OFA FISCAL ADMIN SUPPORT

05

## EVENT AUDIT

AT THE OFA-FUNDED EVENT, MEMBERS OF THE BOARD WILL ATTEND IN ORDER TO ENSURE THE FUNDING IS BEING USED APPROPRIATELY AND THAT THE STANDING RULES ARE UPHELD

\*Budgets must be submitted via HogSync by 5 PM on Wednesdays for Board review at our Thursday 5 PM meetings.





# NAVIGATING HOGSYNC

## *Submit a Budget*

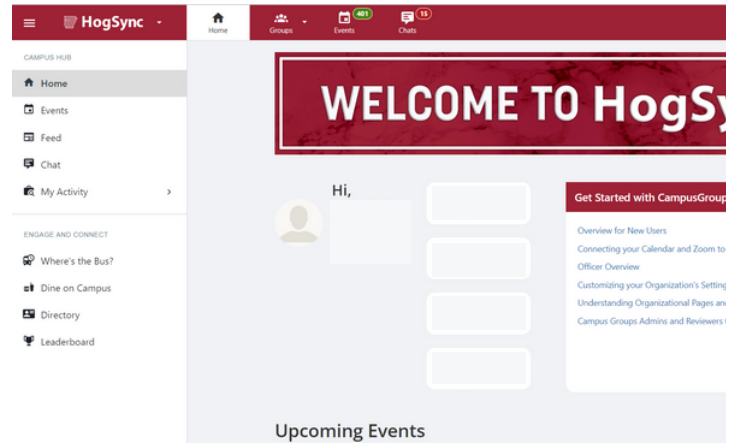
[hogsync.uark.edu](https://hogsync.uark.edu)



### WELCOME PAGE



On the Hogsync welcome page, you can explore the various RSOs, events, and other on-campus resources.



ofa

MOST RECENT

Office of Financial Affairs  
Registered Student Organizations

### NAVIGATING TO OFA

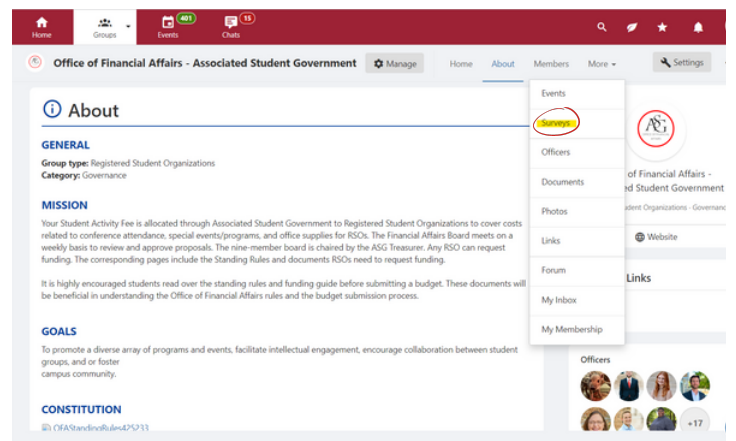
Click on the Groups tab. Then type “Office of Financial Affairs” in the search taskbar. This will bring up the Office of Financial Affairs group where you can submit a budget.



### SURVEYS



After navigating to the OFA page, find and click on “Surveys”. You may have to click on the drop-down menu “more” in order to find the “Surveys” tab.



\*Budgets must be submitted via HogSync by 5 PM on Wednesdays for Board review at our Thursday 5 PM meetings.





# NAVIGATING HOGSYNC

## *Submit a Budget*

[hogsync.uark.edu](https://hogsync.uark.edu)

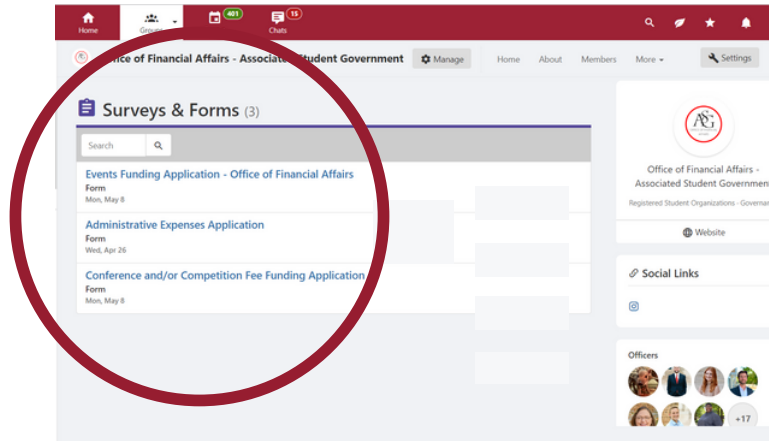


### SUBMIT YOUR BUDGET



Once navigated to the Surveys & Forms page, you can then submit a budget. Woohoo!

Budgets will be reviewed on Thursdays at 5:00 PM. The cutoff time for budget submission to be reviewed in the week's meeting is on Wednesday at 5:00 PM.



### Events:

- **\$15,000 maximum** per academic year in total for funding Events and/or Conference/Competitions Fees for each RSO
- Events have to be open to EVERY student
- Cannot be a regularly scheduled member meeting
- Must be open and advertised to all students

### Administrative Expenses:

- **\$300 maximum** per academic year in funding for administrative funds
- Can be used for office supplies (paper, pencils, notebooks, etc.)
- Can be used marketing materials (banners, tablecloth, flyers, signs, etc.)

### Conference/Competition:

- Must have Conference/Competition Name
- Conference/Competition Location
- Conference start date
- Number of Members applying for funding
- List the names and Uark email addresses for students who are requesting conference/competition registration fees through the OFA Funding process.
- Registration fee per person
- Due date of registration fees

### Additional Resources:

- Funding Sessions (listed under the “Events” tab on OFA Hogsync page)
- Contact the Treasurer at [asgtres@uark.edu](mailto:asgtres@uark.edu)
- Office Hours of members posted on [asg.uark.edu/financial-affairs/](https://asg.uark.edu/financial-affairs/)

1

## HOW MUCH \$\$ IS BEING REQUESTED?

More than \$1000?

- Email [dadoughe@uark.edu](mailto:dadoughe@uark.edu) for pre-event consultation

More than \$5000?

- Contact Treasurer ([asgtres@uark.edu](mailto:asgtres@uark.edu)) to present Budget

2

## TICKETED V NON-TICKETED EVENTS

More than 15 non-students?

- This qualifies as a ticketed event

Non-Student (i.e. faculty, parent, industry professional)

3

## TIMING OF SUBMISSION

Ticketed Event?

- Budget must be submitted no later than 6 weeks prior to the prospective date for their event

Non-Ticketed Event?

- No later than 4 weeks prior to the prospective date for the event

4

## INCLUDE

- Date, Start & End time
- Location confirmation
- Unit price, quantity, total price (including tax)
- Digital article

\*Non-exhaustive list, please refer to the current version Standing Rules for absolute direction

# EVENT FUNDS: REQUIREMENTS

1

## **CATERING**

- Must Provide Invoice
- Ozark catering: \$26 per person (before tax)
- Other than Ozark: \$20 per person (before tax)

2

## **ADDITIONAL SERVICES**

- Entertainment services (DJ, band, performer, etc.) are limited to \$2,500 (per event)
- Photography services are limited to \$1,250 (per event)
- Promotional items relevant to an event are limited to \$2,500 (per event)

3

## **HONORARIUM**

- Can request \$1,500 per event
- Must include honorarium confirmation in budget, even if payment is \$0

4

## **HONORARIUM TRAVEL**

- Hotel, room and tax only, capped at \$300/night
- Limited to 1 room/2 nights or 2 nights/1 room
- Per Diem capped at \$59 per day - \$118 per event
- Travel for UA employees/students is restricted
- No international flights

5

## **RESTRICTIONS**

- Up to \$750 for disposable decorations (before tax)
- Recruitment events are capped at \$175 (before tax)
- No banquets, award ceremonies, sales of merchandise, fundraisers, parking passes, gifts, member-only meetings, or off-campus venues (some exceptions)

\*Non-exhaustive list, please refer to the current version Standing Rules for absolute direction

1

## TIMING OF SUBMISSION

- Budget must be submitted no later than 4 weeks before the payment date for the prospective conference
- Conferences/competitions must be funded **prior** to the start date

2

## INCLUDE

- Location and Dates w/Link to Conference
- Number of attendees, price per attendee, names, **UARK email addresses** of attendees

3

## RESTRICTIONS

- Funding is only allocated for registration fees.
- Membership fees are not eligible for funding
- Competitions wherein teams/individuals receive monetary compensations as a result of their participation or success in the competitions

\*Non-exhaustive list, please refer to the current version Standing Rules for absolute direction

# ADMINISTRATIVE EXPENSES

1

## GENERAL INFORMATION

- \$300 maximum for administrative funds per academic year
- Links to required supplies and the vendor must be provided in the submission

2

## MAY ONLY BE USED FOR

- Office supplies
  - Paper
  - Pencils
  - Notebooks
- Marketing materials
  - Tablecloths
  - Flyers
  - Banners
  - Signs

\*Non-exhaustive list, please refer to the current version Standing Rules for absolute direction

