



**ASG Office of Financial Affairs Standing Rules
In Effect for the 2024-2025 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 submitted by Wednesday at 5 pm 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.

All funded events are subject to audit by Office of Financial Affairs Board members. In the event that the auditor discovers a violation, the RSO is subject to

47 penalties at the discretion of the ASG Financial Affairs Board including, but not
48 limited to: disciplinary meetings and/or temporary loss of funding.

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50 Budget requests will go through two readings:

51

52 **First Reading:**

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

83

Second Reading:

- 84 1) Board will issue final approval of initially approved budgets:
85 a. Changes to initial approvals require simple majority vote.
86 2) Board will deliberate on appeals and approve/reject them.
87 3) Appeal (Review Lines: 67-82)

88

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Distribution of Funds

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

93

- 94 • \$15,000 maximum in total funding for Events and/or
- 95 Conference/Competition Registration Fees
- 96 • \$750 maximum in Individual Conference Registration Fees for students
- 97 not affiliated with an RSO presenting at a conference approved by the
- 98 student's Academic Advisor
- 99 • \$300 maximum in funding for administrative/marketing
- 100 supplies/promotional items
 - 101 ○ When submitting a budget for administrative/marketing supplies,
 - 102 links to required supplies and their vendors must be provided in the
 - 103 submission.
 - 104 ○ Administrative funds may only be used for office supplies (paper,
 - 105 pencils, notebooks, etc.), marketing materials (tablecloth, flyers,
 - 106 banners, signs, etc.), and promotional items (keychains, buttons,
 - 107 fidget toys, etc.) relevant to an RSO.
 - 108 ▪ Promotional items are limited to \$3 before tax per item.
 - 109 ▪ RSOs that request items that contain [University of Arkansas](#)
 - 110 [trademarks](#) must complete a [trademark request form](#).
 - 111 ▪ Design of items, invoices, and/or approved trademark
 - 112 requests are required to be included in budget submission.

Events

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

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

- 128 • For events that take place during the first 4 weeks (non-ticketed) or 6
- 129 weeks (ticketed) of class, in either semester, RSOs must submit their
- 130 budgets for the following semester by the second to last OFA meeting of
- 131 the current semester.
- 132 • **Breaks listed within the academic calendar and finals weeks DO**
- 133 **NOT count within the 4-week and 6-week timelines. If academic**
- 134 **breaks, holidays, and finals weeks fall within your application**
- 135 **period, extend your timeline accordingly.**
 - 136 ○ **For example, budget timelines should be extended by 1**
 - 137 **day for Labor Day, 3 days for Thanksgiving break, 5 days**
 - 138 **for Spring Break, etc.**

140 For **ticketed** events, RSOs can apply for funding starting the first day of class
141 each semester, but no later than 6 weeks prior to the date for their event.
142

143 For all **non-ticketed events**, RSOs can apply for funding starting the first day
144 of class, but no later than 4 weeks prior to the date for their event.
145

146 **RSOs requesting more than \$1,000** for an event must schedule a pre-event
147 planning consultation with the RSO Graduate Assistant, rsoga@uark.edu,
148 immediately following budget submission. **Event consultation** meetings must
149 be scheduled **within** two business days following budget submission. After the
150 pre-event consultation the RSO officers must update their budget via HogSync
151 reflecting changes discussed in the meeting within two days.
152

153 **RSOs requesting more than \$5,000 must have their RSO Officer come**
154 **before the Board to present their budget request and agenda. This**
155 **presentation will be required during the first-round reading of the**
156 **budget.**
157

158 **Mandatory Inclusions**

- 160 • Events must include date, start and end time, and location confirmation*¹.
- 161 • If an event spans multiple days, each day must have an individual budget.
- 162 • If an event is to have a speaker, band, DJ, etc., they must be confirmed,
163 their name and email must be included.
- 164 • RSOs must specify unit price, quantity, and total price (including tax) for
165 every item that is being requested with proof of purchase price
166 (documentation of: invoices, receipts, and links to online items must be
167 included with budget submissions). No coupons, and/or promo codes can
168 be applied to items being requested.
- 169 • All RSOs with approved events must:
 - 170 ○ Submit an article to rsoga@uark.edu for submission to Arkansas
171 News in order to publicize to **ALL** students.
 - 172 ○ Submit a HogSync event to be shared within the University of
173 Arkansas community.
 - 174 ○ For a ticketed event, check out a card reader from the Office of
175 Student Activities (OSA) to be used at their funded event to
176 facilitate assessment efforts of the event. The card reader should be
177 returned the following business day after the event.
 - 178 ○ Have any food given out at an event cooked in a commercial
179 kitchen, per university policy.
 - 180 ○ Include name of caterer or store where items will be purchased.
 - 181 ○ For all off campus caterers an **itemized** invoice or quote must be
182 submitted with the budget.
- 183 • **Catering:**

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

- 184 ○ Meals ordered through Ozark Catering Company are capped at \$26
185 before tax per anticipated attendee. Up to 15 non-students may be
186 included in these costs.
- 187 ○ Meals ordered through vendors other than Ozark Catering
188 Company are capped at \$20 before tax and tip (no more than 20%)
189 per anticipated attendee. Up to 15 non-students may be included in
190 these costs.
 - 191 ■ Total cost of food trucks is also capped at \$20 before tax per
192 anticipated attendee. Permission from [Facilities](#)
193 [Management](#) is required for food trucks and must be
194 included in budget submission.²
- 195 ○ RSO's may request up to \$200 worth of commercially individually
196 packaged food for any single event or meeting scheduled in the
197 Union.
 - 198 ■ Per Union policy, allowable outside food under \$200 is
199 limited to: Prepackaged bags of chips or pretzels,
200 prepackaged cookies, candies, or nuts, bottled or canned
201 water, soda, or juice (must be Coke products in compliance
202 with university Coke contract)
- 203 ○ If event is in the Union and requested over \$200 in food, it must be
204 Ozark Catering Company
- 205 ○ Food parties and large group meals are not allowed in Mullin's
206 Library per library policy unless permission is granted and
207 presented to the OFA Board.
- 208 ● Additional:
 - 209 ○ Each RSO can request up to \$1,500 honorarium per budget.
 - 210 ○ For co-sponsored events, RSOs cannot combine honorariums to pay
211 one speaker more than \$1,500.
 - 212 ○ Honorarium confirmation must be included with budget
213 submission. Confirmation must include event date, time, and
214 agreed payment (even if payment is \$0).
 - 215 ○ No honorarium checks will be presented to guest speakers until the
216 conclusion of their appearance OR as soon as possible thereafter.
 - 217 ○ Entertainment services (DJ, band, performer, etc.) are limited to
218 \$2,500 per event.²
 - 219 ○ If showing a movie or TV show at an event, proper licensing must
220 be acquired and included in the budget submission.
 - 221 ○ Photography services are limited to \$1,250 per event.²
 - 222 ○ All guests/speakers without a social security number and/or
223 Individual Taxpayer Identification Number (ITIN) are subject to
224 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.

- 225 ○ Hotel, room and tax only, (capped at \$300/night) limited to one
- 226 room for up to two nights or two rooms for one night based on need
- 227 at the discretion of the Board.
- 228 ○ Per Diem limited to \$59 per day; maximum of \$118 per event
- 229 ○ Travel expenses for guest speaker(s) not to exceed \$1,250 per event.
- 230 Guest must register taxpayer ID and approve the itinerary prior to
- 231 ticket purchase. Should speaker withdraw from engagement, the
- 232 speaker will be responsible for cost of ticket.
- 233 ○ Recruitment events can be funded up to \$175 limit before tax
- 234 ○ Printed publicity for a special event (flyers, etc.) can be funded up
- 235 to \$100 before tax exclusively at [PMC](#)
- 236 ○ Disposable decorations for events up to \$750 before tax
- 237 ○ A/V Sound equipment up to \$1,500 before tax
- 238 ○ Room/Venue reservation fees up to \$5,000
- 239

Funding Restrictions for Events:

- 241
- 242 ● Events not free and accessible to all University of Arkansas students
- 243 ● Events that do not have perceived educational value
- 244 ● Banquets or award ceremonies
- 245 ● Fundraisers or events where money is collected/donated (digitally,
- 246 passively, or actively)
- 247 ● Sales of merchandise at a funded event
- 248 ● Events exceeding a 2 to 1 student to non-student ratio (for ticketed & non-
- 249 ticketed)
- 250 ● Non-student attendance or participation exceeding 15 non-students,
- 251 unless ticketed event (including recruitment events targeting non-UA
- 252 prospective students)
- 253 ● Events occurring on academic breaks/holidays, on or after Reading Days,
- 254 or as otherwise mandated by university policy
- 255 ● Off-campus events not along UA bus routes, or not within reasonable
- 256 walking distance
- 257 ● Events located in off campus apartment units, houses, or bars
- 258 ● Off campus rent, including storage facilities
- 259 ● Local transportation including rental cars, taxis, shuttles, etc.
- 260 ● Parking passes/fees
- 261 ● Per diem/travel/hotel/honorarium for UA system employees/students
- 262 ● Per diem for candidates or elected officials while active session or
- 263 campaigning is occurring
- 264 ● Activities that make direct financial contribution to a political campaign,
- 265 charity, or religious organization
- 266 ● Items that will require storage after the event excluding promotional items
- 267 ● Blood drives
- 268 ● Events that promote individual businesses
- 269 ● International flights for guests
- 270 ● Gifts, awards, or prizes other than paper certificates

- 271 • Costumes
- 272 • No alcohol may be consumed or purchased per university policy
- 273 • Repayment of debt or reimbursements
- 274 • RSVP forms limiting attendance

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276 Conference/Competition Registration Fees

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278 **Funding Timeline for Conference/Competition Registration Fees**

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

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

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293 **Mandatory Inclusions:**

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

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304 Funding Restrictions for Conference/Competition Registration Fees

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

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