

ASG OFFICE OF FINANCIAL AFFAIRS

FUNDING GUIDE 2016-2017



This funding guide is designed to aid RSO's in the process of applying for ASG funding by answering any questions you may have regarding the funding process. This guide will walk RSO's through the steps to request funding. Following this guide will ensure that your budget is completed properly, which will help the Office of Financial Affairs board make its decision about the event or conference. If you have any further questions that are not answered in this guide, please feel free to contact the ASG Treasurer, Shelby Cormack at asgtres@uark.edu.

<https://asg.uark.edu/financial-affairs/>

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Shelby Cormack
ASG Treasurer
asgtres@uark.edu
479-575-3821

Deputy Treasurer
Colin Gonzalez

Financial Affairs Board
Macarena Arce
Izzy Garcia Hernandez
Jalen Hemphill
Adam Jones
Drew Maney
Paige Oton
Colton Smith
Jacob Stansell
Ramon Silvera Zumarán

Proxy Board Members
Andrew Estes
Nathan Smith
Grant Stevenson
Dani Zapata

**ASG Office of Financial Affairs
Advisor**
Michael McAllister
mrmcalli@uark.edu
479-571-0066

ASG Office Manager
Jody Preece
jodyp@uark.edu
479-575-5255

Program Coordinator for RSOs
Amber Widdowson
awiddow@uark.edu
479-575-5755

ASG Office of Financial Affairs
Arkansas Union A-646

**Associated Student
Government Office**
Arkansas Union A-669

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.

STANDING RULES:

The Standing Rules document will be your primary point of reference for ASG funding. This document explains exactly how the funding process works, what expenses can be funded, how to submit your application materials, and the timelines for submitting. The Standing Rules can be found on the ASG website on the left hand side of the Office of Financial Affairs page (<https://asg.uark.edu/financial-affairs/>).

KEYS TO A SUCCESSFUL SUBMISSION:

1. Review and understand the Standing Rules.
2. Schedule and have your pre-event meeting (if applicable.)
3. Complete the funding application and be aware of timelines.
4. Double check your work and have someone else review it.
5. Submit budget request to asgtres@uark.edu via [dropboxit.uark.edu](https://www.dropbox.com).



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THE PROCESS:

When your RSO has planned an event and has decided to request ASG funding, the RSO will need to complete an ASG Funding Application. This form can be found on the ASG website. Visit asg.uark.edu and click the "Governing Areas" tab. Then find and click "Financial Affairs" on the drop down menu.

On the left hand side of the Office of Financial Affairs site, you will find information on Financial Affairs, Meeting Minutes, Meeting Agendas, Approved Budget and OFA documents. OFA documents include: ASG Funding Guide, ASG Funding Application, OFA Standing Rules, and the Funding Information Presentation.

Along with the ASG Funding Application, you should also download the OFA Standing Rules, so you can refer to them while completing your application.

BEFORE FILLING OUT THE ASG FUNDING APPLICATION, ANSWER THE FOLLOWING QUESTIONS:

- Is your RSO registered with the Office of Student Activities and in "Active" status?
- Is your event/conference eligible for funding, according to the Standing Rules?
- Does the date of your event fit the timeline to request funding?
- If you are requesting over \$1,000, have you had a pre-event planning consultation with the RSO Graduate Assistant?



IF YOU CAN ANSWER ALL OF THESE QUESTIONS AND HAVE READ THROUGH THE OFA STANDING RULES, THEN YOU ARE READY TO FILL OUT THE FUNDING APPLICATION!



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RSO FUNDING APPLICATION:

1.

The first part of the form asks for the RSO's contact information and other general information about your RSO.

Please make sure all of the information is complete and accurate. If this section is incomplete, your budget will not be reviewed.

1	ASG OFFICE OF FINANCIAL AFFAIRS COMMITTEE
2	2016-2017 RSO Funding Application
3	RSO INFORMATION
4	<i>Click each cell that is highlighted in RED to fill in information.</i>
5	Full Name of RSO (please do not abbreviate):
6	
7	RSO Treasurer's Name:
8	
9	RSO Treasurer's E-Mail:
10	
11	RSO Treasurer's Phone:
12	
13	Number of Active Members in RSO (2016-2017):
14	
15	Please state the mission of your organization:
16	
17	Please mark with an "X" the category of funding for which you are applying:
18	Administrative (\$20 to be used for office supplies at the Arkansas Bookstore)
19	Conference Registration Fees
20	Special Event/Program
21	

2.

The next part of the form asks about the event/conference for which you are requesting funding. Please fill out this information to the best of your ability. The more accurate and complete your information is, the easier it is for the OFA board to make a decision regarding funding. Be sure to note two specific areas:

- Mandatory advertisements- you are required to advertise via the campus calendar, Newswire, and the RSO listserv.
- Is this a recruitment event? Per OFA Standing Rules, recruitment events may only be funded up to \$111.25 (\$100 limit + tax).

51	How will you advertise this event to attract students beyond your organization:
52	
53	<i>Please note, RSO Listserv, Newswire, & Campus Calendar listings are MANDATORY for all funded events</i>
54	How will this event or program benefit students at the University of Arkansas?
55	
56	Is the primary purpose of this event recruitment of new members for your RSO?
57	Please state YES or NO:
58	If you are bringing a guest speaker, performer, artist, etc., please provide a short biography:
59	
60	Please list e-mail address for your speaker, performer, artist, or other vendors:
61	
62	If you requested the purchase of any special equipment that you would like to explain to the committee, please describe here:
63	
64	By typing my name 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).
65	

Recruitment?



Endorsement signature



Mandatory funding requirement



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3. The last part on this section of the application is a checklist to help ensure that you have completed all required sections correctly. It is critical tht you do not forget any required sections. Failing to complete this page will result in your budget not being reviewed.

EVENT:

In this section you will tell us about the supplies and resources you wish to have at your event. This is under the "Event" tab on the Funding Application.

Under "Expenses for Guest Speaker or Performer," you will enter all of the costs associated with your guest speaker or performer such as travel costs, lodging, honorarium (the fee charged by your speaker or performer), and per diem (money for meals during your speaker or performers stay.)

10	Expenses for Guest Speaker or Performer				Maximum of \$1,000		Maximum of \$750
11	Travel Cost					Honorarium (Up to \$750):	0
12	<i>Plane ticket or mileage amount</i>						
13	Hotel Rate	Nights	Hotel Total			Per Diem	
14	\$124	0	\$0.00			\$0	

Maximum 2 nights (only if 2 nights are necessary)

Maximum of \$92

In the next section under the "Event" tab, you will list the cost of food and miscellaneous expenses for your event. There are specific guidelines regarding your choice of caterer. If you use Chartwells, you are allowed \$15 per anticipated student (maximum \$4,500); if you choose a non-Chartwells caterer, you are allowed \$12 per anticipated student (maximum (\$3,600). The following guidelines regarding food also apply:

- Pizza cost not to exceed \$6.00 (excluding Chartwells catering).
- Drink cost not to exceed \$1.50/2 liter or \$6 per case of bottled water.
- Please note:
 - These beverage limits do not apply to Chartwells catering.
 - We do not fund the purchase of canned beverages.
 - If you are requesting more than \$100 in refreshments and your event is in the Arkansas Union, you are required to use Chartwells catering.



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15	Food Expenses for Event	Name of Catering Company(s):		
16	Food item:	Unit Price:	Quantity:	Total:
17				\$0.00
18				\$0.00
19				\$0.00
20				\$0.00
21				\$0.00
22	Delivery			\$0.00
23	Gratuity Charges			\$0.00
24			Other Catering Total:	\$0.00

Itemized food (arrow to row 16)
 Per unit cost (arrow to Unit Price)
 Requested number of items (arrow to Quantity)
 Catering company (arrow to Name of Catering Company(s))
 Totals calculate automatically (arrow to Total column)

The last section in the "Event" tab deals with venue fees and miscellaneous expenses (if applicable). As with other sections, be sure to consult the standing rules for additional limits.

25	Venue Fees	Cost:	
26	Room Reservation Fees:		
27	Security Costs:		
28	AV/Sound Technician:		
29	AV/Sound Equipment:		
30			
31	Miscellaneous Purchases:	Description:	Cost:
32	Item #1		
33	Item #2		
34	Item #3		
35	Item #4		
			Total: \$0.00

Total Event Request:	
Travel:	\$0.00
Food:	\$0.00
Venue:	\$0.00
Misc:	\$0.00

Totals calculate automatically (arrow to Total: \$0.00)
 Totals calculate automatically (arrow to Misc: \$0.00)

Items that can be included in the Miscellaneous Purchases section include, but are not limited to: tableware, movie rights, equipment, etc.



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CONFERENCE:

This section will help you in filling out your request form for a conference. Before filling out the "Conference" tab, you should complete the "Conference" section on the "RSO Funding Application" tab.

21		
22	<u>CONFERENCE FUNDING</u>	
23	If you are applying for conference registration funding, please describe the purpose of the conference and how attending this conference will benefit your organization:	
24		
25	Please remember to include your conference registration form in your Dropbox submission, or provide a link to the conference website here:	
26		

Purpose/value of conference

Link to conference registration website

Once you have completed the conference funding section on the RSO Funding Application tab, you can complete the funding request on the "Conference" tab.

Some important things to be aware of when requesting funds for a conference are:

- Maximum amount of \$1,250 per RSO per academic year
- Only registration fees may be funded. RSO's are required to seek other funding for meals, travel, and lodging.
- You are not required to have a pre-event consultation for conferences.

9		
10	Click the RED BOXES to fill in text or select from dropdown menus.	
11	Conference #1	Name of Conference:
12		Location:
13		Dates:
14		Due date to pay registration fees:
15		Number of members attending:
16		Registration Fee Per Person:
17		Total:
18		0

Your deadline to submit your request is based on the due date to pay registration fees.

Total calculates automatically



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FUNDING FAQ'S:

Q: What are the time constraints and deadlines for submitting a budget?

A: Budgets requesting funds for a non-ticketed event are due five (5) weeks prior to the date of your event. For ticketed events, your budget is due seven (7) weeks prior to the date of your event. If requesting funds for a conference, you must submit your budget five (5) weeks before the deadline to pay registration fees for the conferences.

Q: How should I display my food request in the form?

A: In order to promptly and efficiently review your budget, we ask that you itemize all of your requested food and be very specific. Don't forget to fill in the box on the form that indicates which catering service you plan to use. Those requesting food from a non-Chartwells caterer have a cap of \$12 per person food cost before taxes.

Q: Do I need to have a pre-event consultation?

A: Those RSOs requesting over \$1,000 for a special event are required to have a pre-event planning consultation to discuss your event. Contact Jean Oden, Fiscal Support Specialist at joden@uark.edu to schedule a consultation. For this meeting, you need to bring a completed copy of your budget so it can be reviewed and discussed. The more prepared you are for this meeting, the more you will benefit from it.

Q: Who should fill out the Budget Request Form?

A: The RSO president or treasurer may fill out the form. The person who fills out the form must validate it by typing their name in the box provided on the budget. The person who fills out the budget is responsible for all following correspondence, problems, or any other inquiries about the budget. This person is also responsible for picking up the funding packet and submitting subsequent registration forms to the ASG office manager, Jody Preece.

Q: Who should I contact if I have questions?

A: You are invited to contact ASG Treasurer, Shelby Cormack with questions or concerns at astres@uark.edu. You can also come by her office in A669.

Q: Who is on the Financial Affairs Board?

A: The Financial Affairs Board is comprised of 9 (voting members), 4 proxy members, the Deputy Treasurer (non voting), and the ASG Treasurer (non voting). All board members are students.

