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.

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

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Financial Affairs Board

Macarena Arce Izzy Garcia Hernadez Jalen Hemphill Adam Jones Drew Maney Paige Ooton Colton Smith Jacob Stansell Ramon Silvera Zumarán

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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.



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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!



Submit a Budget			
Financial Affairs			
Meeting Minutes			
Meeting Agendas			
Approved Budgets			
OFA Documents			
ASG Funding Guide			
ASG Funding Application			
OFA Standing Rules			
Funding Information Presentation			

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RSO FUNDING APPLICATION:

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

about your RSO.

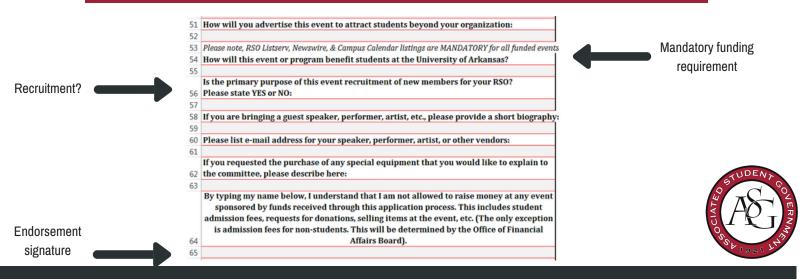
2.

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



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).



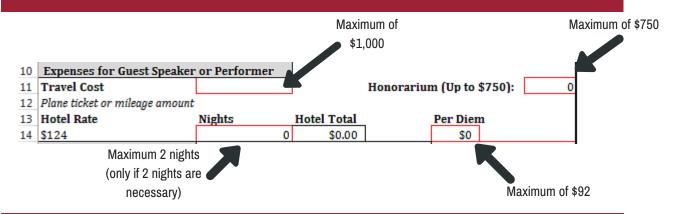
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3. The last part on this section of the application is a checklist to help ensure that you have completed all required sections correctly. It is critical tht you do not forget any required sections. Failing to complete this page will result in your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

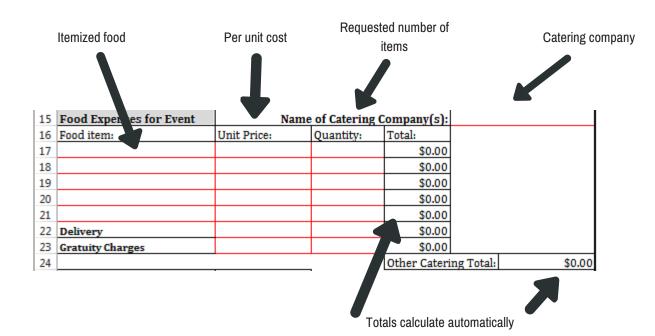


In the next section under the "Event" tab, you will list the cost of food and miscellaneous expenses for your event. There are specific guidelines regarding your choice of caterer. If you use Chartwells, you are allowed \$15 per anticipated student (maximum \$4,500); if you choose a non-Chartwells caterer,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

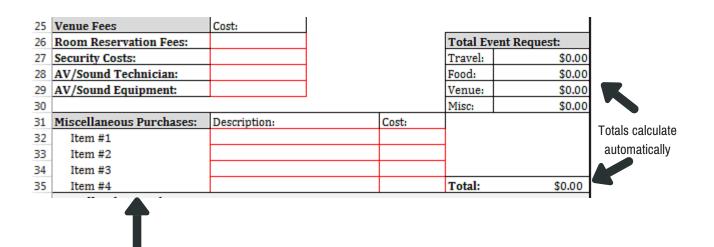
- Pizza cost not to exceed \$6.00 (excluding Chartwells catering).
- Drink cost not to exceed \$1.50/2 liter or \$6 per case of bottled water.
- Please note:
 - These beverage limits do not apply to Chartwells catering.
 - We do not fund the purchase of canned beverages.
 - If you are requesting more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



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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.



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



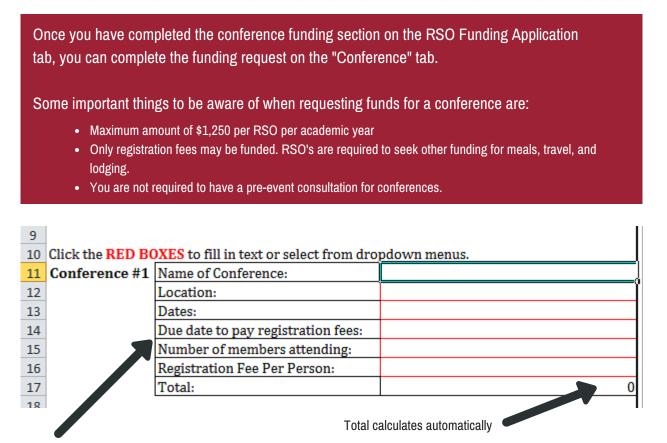
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CONFERENCE:

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

Link to conference registration website



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

fees.

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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 asgtres@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.

