ASG Office of Financial Affairs Standing Rules

In Effect for the 2021-2022 Academic Year

For additional funding rules, see ASG Code Title V: 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 Portal by a student RSO officer. Budgets received in any other form will not be accepted.

The RSO Officer 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
3) The OFA Board reserves the right to deny budgets if the RSO fails to reply to OFA questions, comments, and/or concerns by the following OFA Meeting.
4) Obtaining the funding packet
5) Submitting all required paperwork per stated timelines
6) 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 within the academic calendar and final’s weeks. The Treasurer is responsible for setting the meeting time and notifying ASG agents.

Budgets are added to the Office of Financial Affairs Agenda weekly and read each Thursday at 5 pm.

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, temporary loss of funding, and/or funding round(s) restriction.

Budget requests will go through two readings:
First Reading:
1) Board members will review all budgets before meeting.
   a. If a voting member has not reviewed a budget they will abstain from voting
      and pass voting rights to an OFA proxy member.
2) 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.
3) Budgets may also be tabled to the following week for further questioning and
   discussion.
   a. Budgets are tabled when appropriate documentation and information is
      incorrectly provided.
   b. It is solely the applicant's responsibility to provide requested documentation.
4) Rejected budgets will have the opportunity to appeal by the next Financial Affairs
   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. RSO's wishing to appeal must submit their appeal request 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. Budgets denied due to late submission are not eligible for appeal.
   d. Presentation of appeals by RSO's may last up to, but no more than 5 minutes.
   e. 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 60-71)

Distribution of Funds

- RSO's can receive no more than $10,000 in total funding from the Office of Financial
  Affairs per academic year.
- RSO Conference/Competition Registration Limit ($2,000 maximum per academic
  year)
- Individual Conference Registration fees for students not affiliated with an RSO
  presenting at a conference approved by the student’s Academic Advisor ($500
  maximum per academic year)
- Administrative Expenses ($50 max per year) ordered through OFA.
The funding deadline for events is 5 weeks prior to the date of the event if the event is non-ticketed; 7 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 5 weeks (non-ticketed) or 7 weeks (ticketed) of class, in either semester, RSO’s 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 5- and 7-week timelines. If academic breaks and finals weeks fall within your application period, extend your timeline accordingly.

For ticketed events, RSO’s can apply for funding starting the first day of class each semester, but no later than 7 weeks prior to the prospective date for their event.
For all non-ticketed events, RSO’s can apply for funding starting the first day of class, but no later than 5 weeks prior to the prospective date for their event.

RSO’s requesting more than $1,000 for a special event must schedule a pre-event planning consultation immediately following budget submission. Pre-event consultation meetings will be scheduled at least two business days following budget submission. After the pre-event consultation the RSO officers must resubmit their budget via HogSync reflecting changes discussed in the meeting.

RSO’s requesting more than $5,000 must have their RSO Treasurer or President 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.
- If an event is to have a speaker, band, DJ, etc., they must be confirmed, their name and email must be included, and educational value must be explained.
- RSO’s must specify unit price, quantity, and total price for every item that is being requested with proof of purchase price (documentation of: invoices, citations, receipts, etc.).
- 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
  - All event budget submissions must provide a schedule or agenda of the event to the ASG Treasurer via email at asgtres@uark.edu.
  - Submit a HogSync event to be shared within the University of Arkansas community
  - Be added to the university calendar
  - 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. If the event takes place over the weekend the card reader should be returned the following Monday.
  - Any food given out at an event must be cooked in an approved, licensed kitchen; per university policy.
  - Must provide information for new vendors (anyone receiving payment or compensation from the University) at the same time they submit their budgets
  - No honorarium checks will be presented to guest speakers until the conclusion of their appearance OR as soon as possible thereafter
  - All guests/speakers without a social security number and/or Individual Taxpayer Identification Number (ITIN) are subject to delayed payment and a 30% tax deduction to their honorarium
  - It is encouraged that your RSO makes an effort to recycle and to participate
in the Razorback Food Recovery (to help reduce food insecurity on campus) at ASG Office of Financial Affairs funded events. You can contact Razorback Food Recovery at recovery@uark.edu.

- Remaining supplies funded by the OFA board MUST be returned to the RSO workspace.
- No credit card payments can be received for the sale of tickets for events.
- Cash, checks, or money orders are the only acceptable methods of payments for ticket sales. Checks must be made payable to (ORGANIZATION NAME). Checks made payable to the University of Arkansas are not permitted.
- For any RSO requesting a special menu from Ozark Catering Company, the RSO must allow 10 business days for the catering quote to be provided; per Ozark Catering Company policy.
- 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 $24 per anticipated attendee per event not to exceed a total cost of $7200 before tax, for food, drinks, catering, set-up fee, and delivery (up to 15 non-students may be included in these costs).
  - Meals ordered through vendors other than Ozark Catering Company are capped at $13 per anticipated attendee per event not to exceed a total cost of $3,900 before tax, for food, drinks, catering, serving dishes, plastic-ware, paper goods, set-up fee, and delivery. (up to 15 non-students may be included in these costs)
  - Drink costs not to exceed $2 per 2L of soda or $6 per case of bottled water excluding drinks included with a catering order or provided by Ozark Catering Company. Gallon beverages cannot exceed $5. No canned beverages may be purchase through any vendor including Ozark Catering Company.
  - Pizza costs not to exceed $8 per pizza for non-Ozark Catering Company pizza
  - If event is in the Union and requested over $100 in food, it must be Ozark Catering Company; per union policy

- **Additional:**
  - Each RSO can request up to $1,500 honorarium\(^1\) per semester (limited to one event). For example, if you are co-sponsoring an event, you cannot exceed the $1,500 honorarium limit.
  - Hotel, room and tax only, (capped at $150/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\(^2\) limited to $55 per day; maximum of $110 per event
  - Travel expenses for guest speaker(s) not to exceed $1,000 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 + tax

\(^1\) Honorarium- payment for professional services (speaker/performer)

\(^2\) Per Diem- Daily allowance (food, incidentals)
Networking events can be funded up to $500 limit + tax
Ticketed events can be funded up to $50 at PMC for printing tickets
Printed publicity for a special event (flyers, etc.) can be funded up to $75 at PMC
Disposable decorations for special events up to $100 (tax included)
Supplies essential to the event and printed educational materials up to $250
  Please include description and educational value of materials
Events at off campus venues (along the bus routes or within reasonable walking
distance)
A/V Sound equipment up to $1,000
A/V Sound technician up to $500
Room/Venue reservation fees up to $2,500

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
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 and Finals week, or as otherwise mandated by
university policy
Off-campus events not along UA bus routes, or not within reasonable walking distance
Off campus rent, including storage facilities
Student travel or lodging
Local transportation including rental cars, taxis, shuttles, etc.
Parking passes
Travel for any presenter that amounts to less than $50
Per diem/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
religous organizations
Items that will require storage after the event
Materials that the University will provide for free
Blood drives
Events that promote individual businesses
International flights
Gifts or awards, other than paper certificates – example t-shirts and prizes may not be
funded
Regularly scheduled meetings
Costumes
No alcohol may be consumed or purchased per university policy
Repayment of debt or reimbursements
Styrofoam products
Canned drinks (Except during emergency situations)
Conferences/Competitions $2000 Limit

Conference – “A formal meeting and/or convention held with a shared interest lead by an industrial/academic professional. Work may be presented and is not to be compared to other works, scored, graded, selected or determined to be a winner or loser.”

Funding Timeline for Conferences/Competitions

For conference requests, RSO’s can apply for funding starting the first day of class, but no later than 5 weeks before the payment date for their prospective conference.

- For conferences and/or competitions that take place during the summer or within the first 5 weeks of class in the fall semester, RSO’s must apply for funding by the second to last OFA meeting of the spring semester. For conferences that take place during Winter Break, RSO’s must apply for funding 5 weeks prior to Fall Semester Dead Day.
- There are no funding periods for conferences or competitions. You may apply at any time while ASG Office of Financial Affairs meetings are in session. Breaks within academic calendar and Final’s weeks do not count within the 5-week timelines.
- Conferences and/or competitions must be funded, and payment processed prior to the conference start date.

Mandatory Inclusions:

- Submissions must include date of conference and/or competition, due date, location, price per attendee, 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.
- RSOs or individuals approved for conference and/or competition registration funding must submit a post evaluation form on Hogsync.

Funding Restrictions for Conferences/Competitions:

- Conference registration fees CANNOT be reimbursed.
- 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
  - 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

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