



Welcome to

The Office of Financial Affairs:  
Funding Informational Session

Fall 2015



- I. Purpose
- II. ASG Organizational Structure
- III. Office of Financial Affairs
- IV. Viewpoint Neutrality
- V. Funding



## I. Purpose



## Purpose Statement

The Associated Student Government shall act as an organized voice for all students of the University of Arkansas, to effectively represent students in the University's decision and policy making process and to provide a broad educational experience for students, while promoting citizenship on campus and in the greater community.

In doing so, ASG knowingly and responsibly recognizes the students' roles in the shared governance of the University of Arkansas.

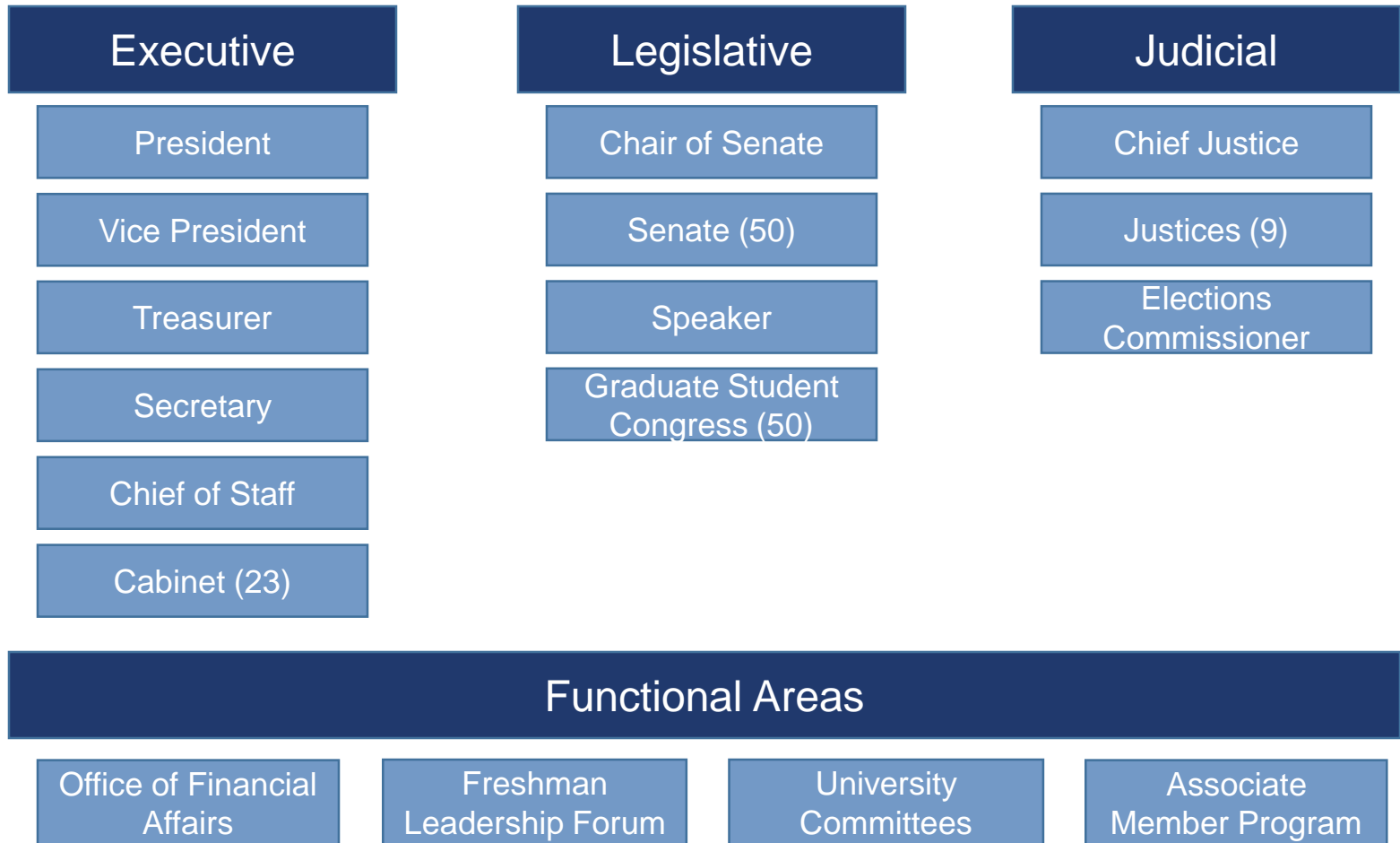


## II. ASG Organizational Structure



# ASG Organizational Structure

ASSOCIATED STUDENT  
GOVERNMENT





### III. Office of Financial Affairs



## Office of Financial Affairs

### Purpose

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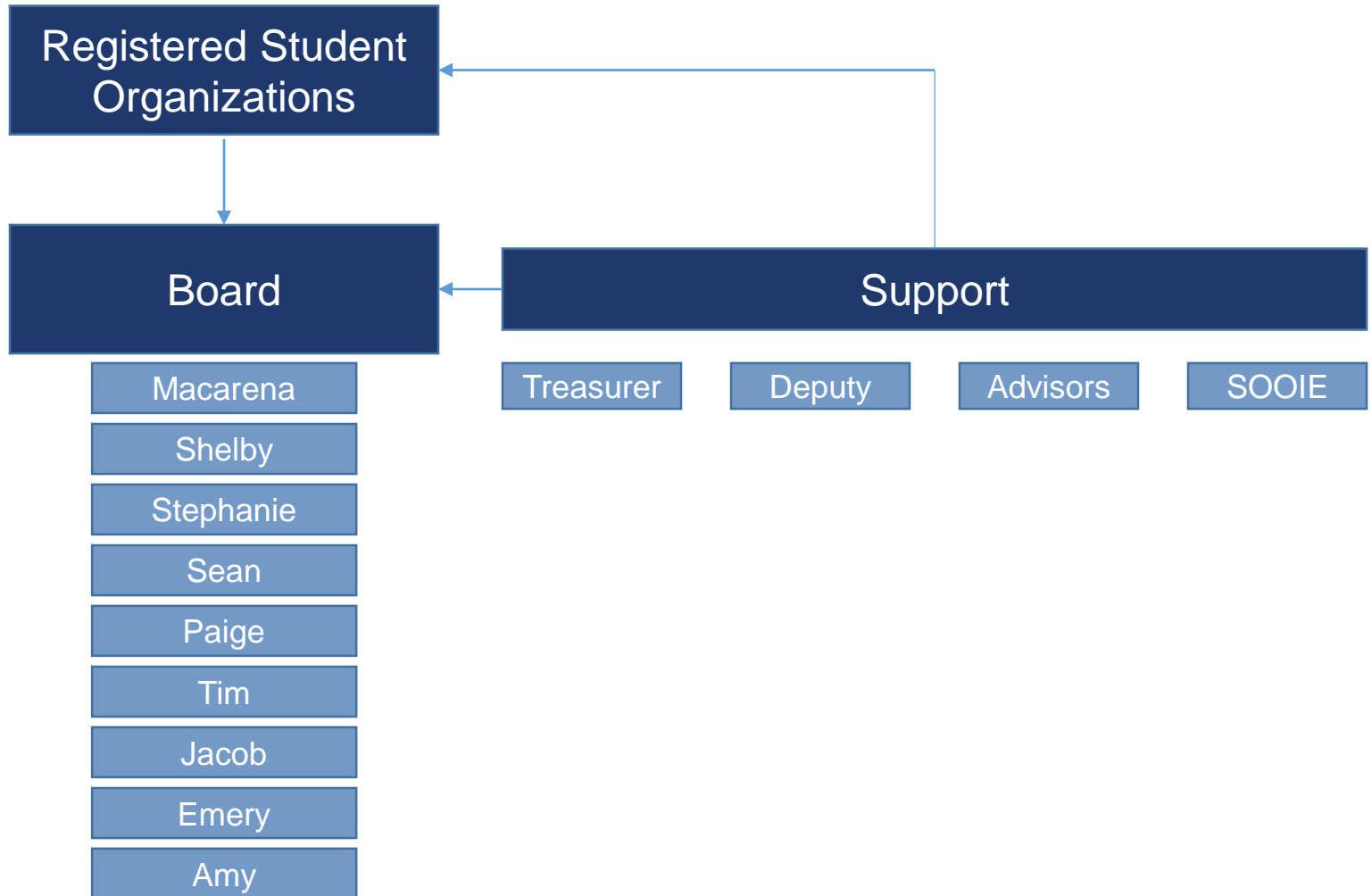
*To promote a diverse array of programs and events, facilitate intellectual engagement, encourage collaboration between student groups, and/or foster campus community.*





# Office of Financial Affairs

## Composition



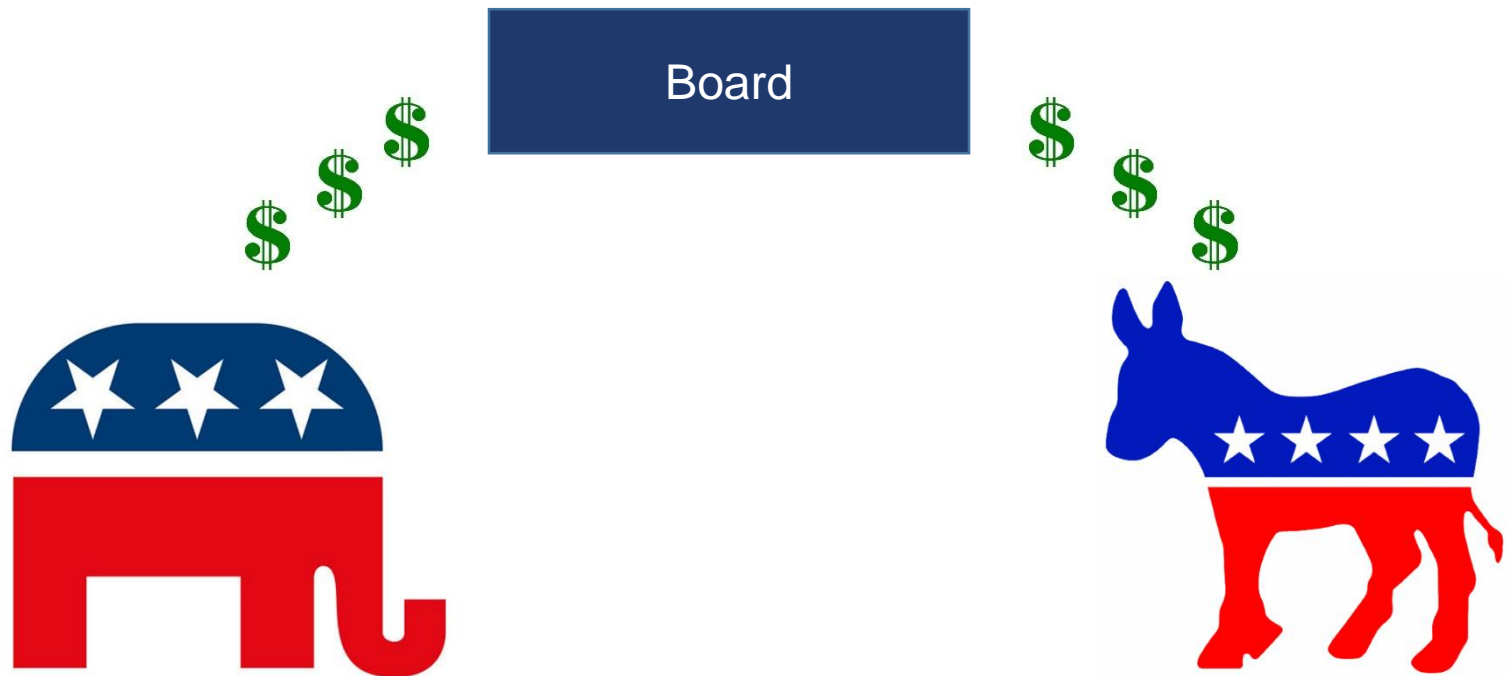


## IV. Viewpoint Neutrality



## Viewpoint Neutrality

*Viewpoint-neutral funding means that funding decisions cannot be based on a group's point of view. In other words, an organization cannot be denied funding because it advocates a particular opinion, no matter how deplorable or unusual.*





## V. Funding



## Funding

What we supply funds for

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### Special Events

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- Guest speakers
- Movie screenings
- Cultural events
- And more

### Conferences

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- Registration fees up to \$1000



# Funding

## Events & Conferences

### What we look for in events

- Must be submitted 5 weeks in advance
- Must provide educational value
- Foot cannot exceed \$15 a head (Chartwells); \$12 for 3<sup>rd</sup> party vendor

### What we look for in conferences

- Must be submitted 7 weeks in advance
- Under \$1,000 per RSO
- Entrance fees only

### Events we can't fund

- Recruitment is limited to \$100
- Meetings not accessible to all students
- Non-ticketed events with over 10 non-students
- Ticketed events with a student to non-student ratio of 2:1 or less
- Banquets/awards/prizes

### Conferences we can't fund

- Travel expenses
- Non-educational conferences



## Funding

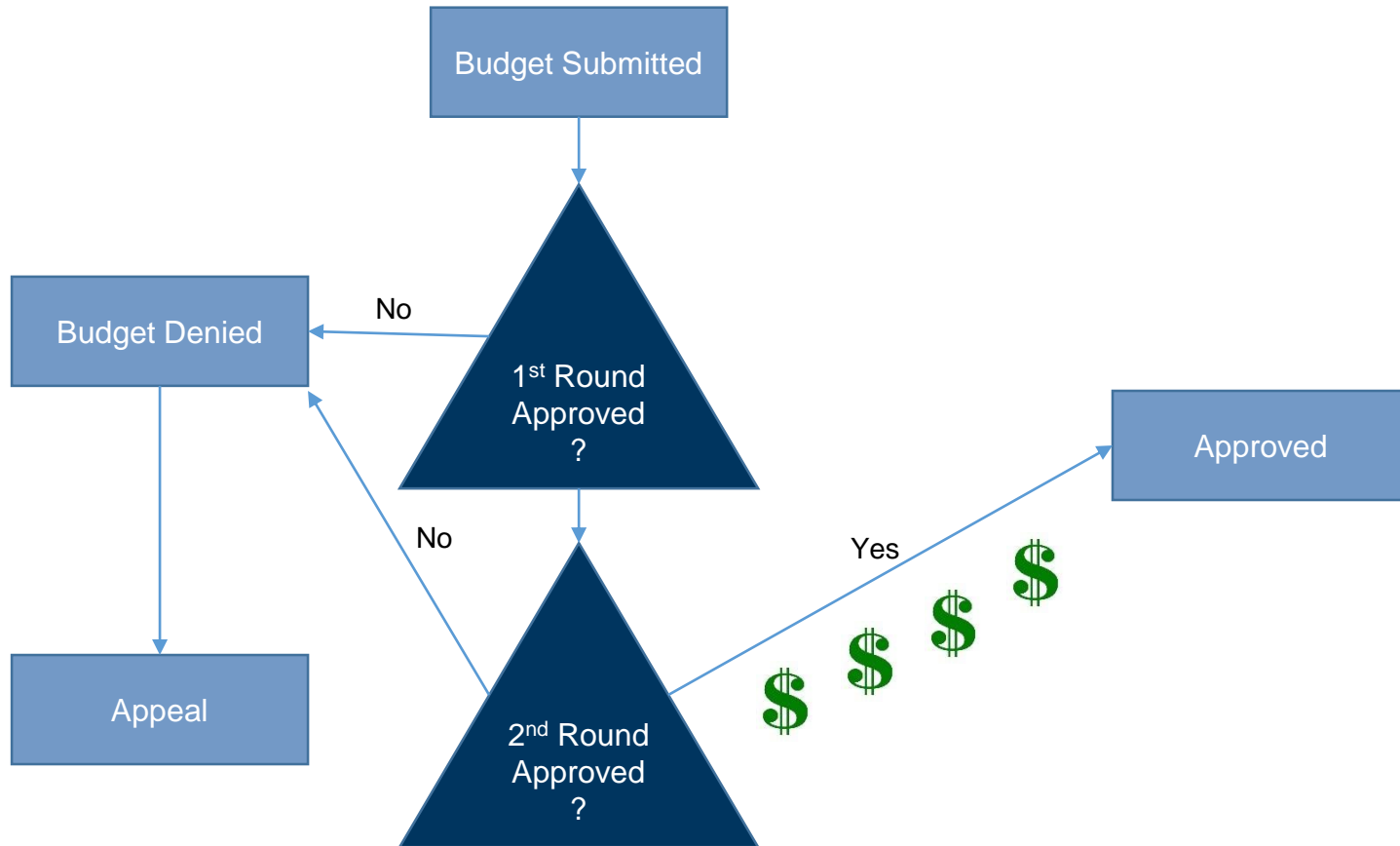
### Standing Rules

- The Board's job is to interpret and apply the standing rules to submitted budgets
- Find the standing rules at [asg.uark.edu>governing areas>Financial Affairs>OFA Standing Rules\(pdf document\)](http://asg.uark.edu/governing_areas/Financial_Affairs/OFA_Standing_Rules.pdf)





# Funding Process







# Funding Timeline

- Events must be submitted 5 weeks in advance (non-ticketed; not including holidays)
- Ticketed events (more than 10 non-students) must be submitted 7 weeks in advance
- Conferences must be submitted 7 weeks in advance

September 2016						
SU	MO	TU	WE	TH	FR	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

October 2016						
SU	MO	TU	WE	TH	FR	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5



# Funding

## Funding Rounds

- One event per round
  - Round I: Monday of second week of fall semester (August 31) to October 19
  - Round II: October 20 to the day before Dead Day of Fall semester (December 10)
  - Round III: Tuesday of second week of spring semester (January 19) to March 7
  - Round IV: March 8 to the day before Dead Day of Spring semester (May 5)
- May request funds no more than one period in advance



## Funding

### Submitting your budget

1. Plan out your event
  1. Peg down your location, date, itinerary and estimated attendees
2. Fill out a budget form; blank forms found on the ASG website
3. If your event is over \$1,000, schedule a pre-event consultation (prior to submitting budget) with Amber Widdowson ([awiddow@uark.edu](mailto:awiddow@uark.edu))
4. Submit your budget to [asgtres@uark.edu](mailto:asgtres@uark.edu) via [dropboxit.uark.edu](https://dropboxit.uark.edu)



## Funding

Essentials for success

- ✓ Submitted on time
- ✓ Contains educational value
- ✓ Open and accessible to all students
- ✓ The time, location and content are set
- ✓ Advertised appropriately (Newswire, RSO Listservs, and Campus Calendar at a minimum)
- ✓ Visit with ASG Treasurer or Board members before submission



## Questions?