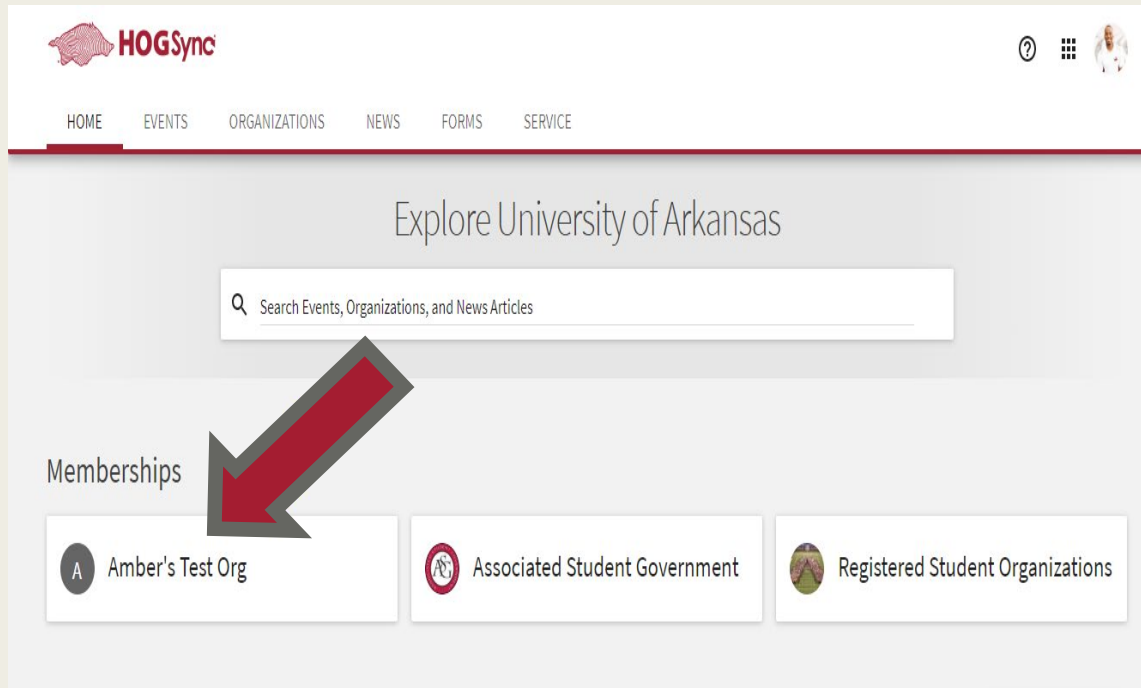


HOGSYNC FUNDING GUIDE

ASG Office of Financial Affairs

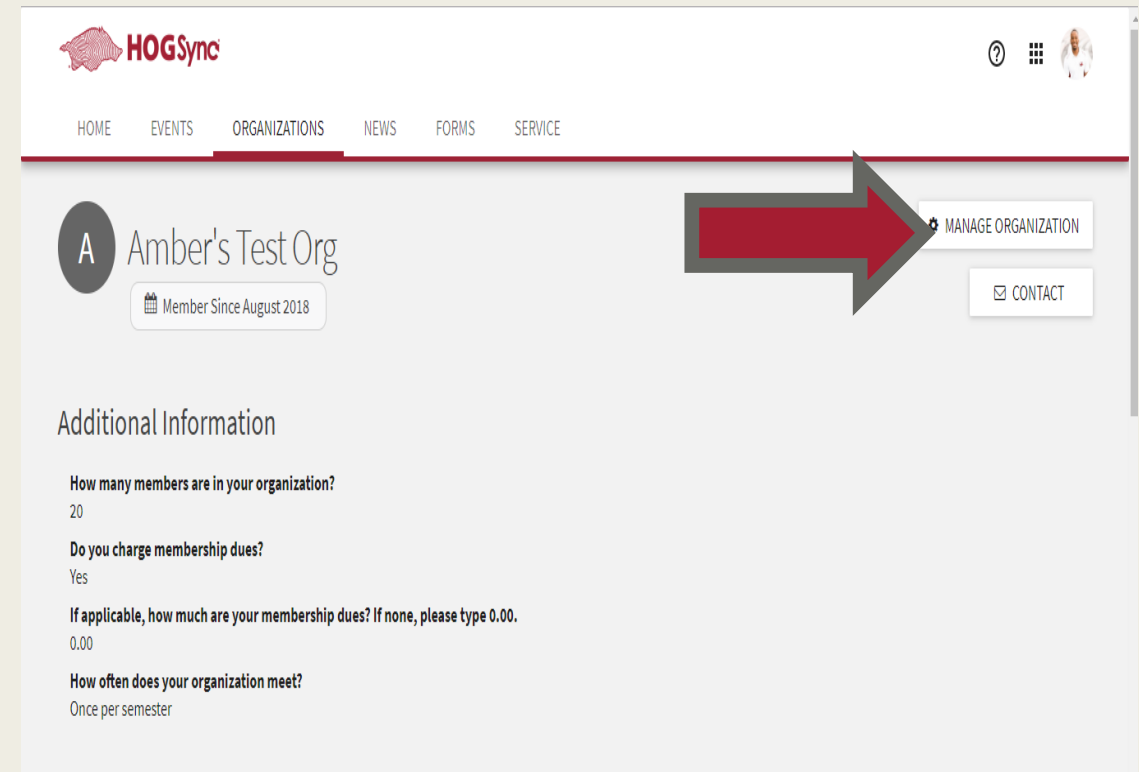
Please email ASG Treasurer, Kevin Smith Jr. at asgtres@urk.edu with any further questions

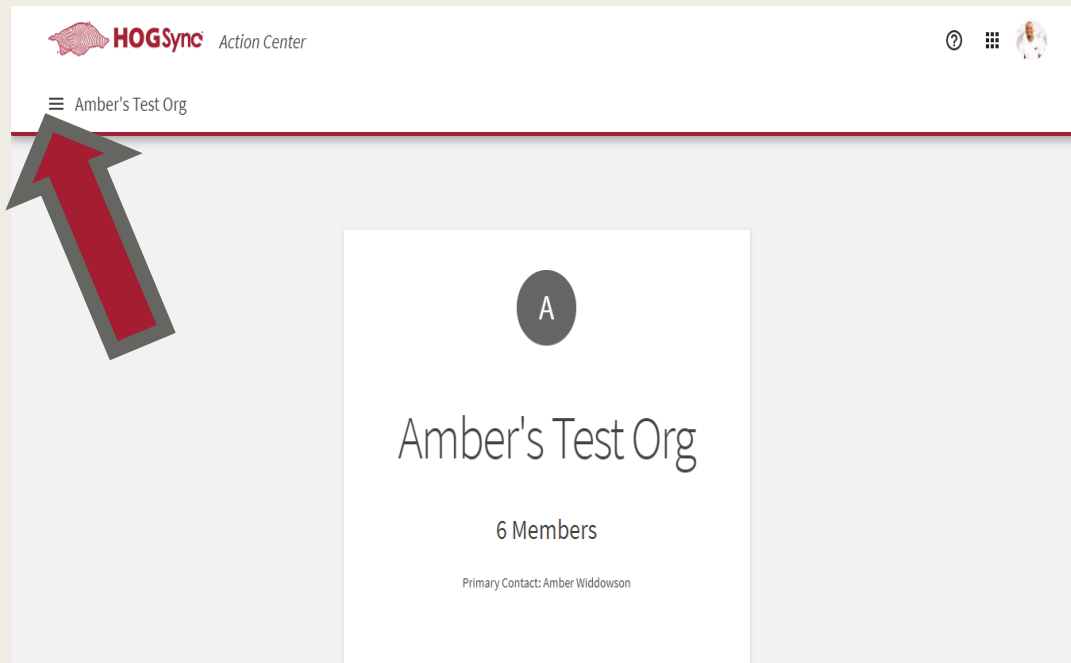




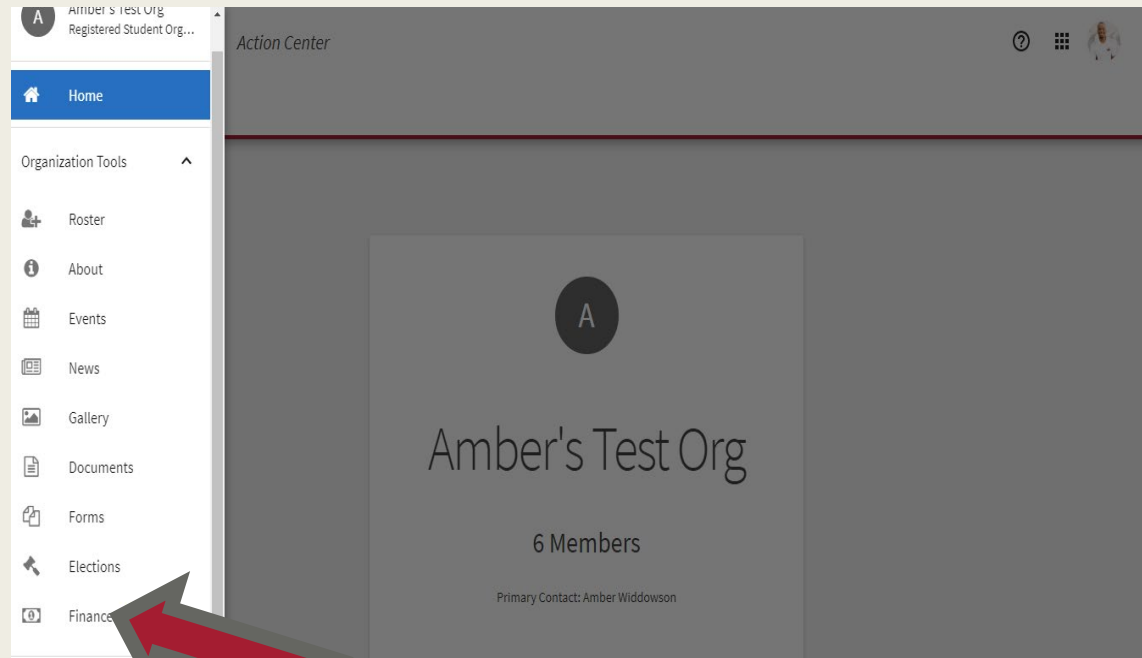
2. Click “Manage Organization” on the next page.

1. Login to Hogsync using your UARK credentials (hogsync.uark.edu) and click on your organization.





3. Click the three horizontal lines on the top left side of the page.



4. Select "Finance" from the options.

CREATE NEW REQUEST ▾

5. Click “Create New Request”

Submit financial requests for organization funding or purchases made. Please note that these requests are not tied to actual monies and are for information only.

BUDGET REQUESTS

Amber's Test Org Budget Requests

Search



6. Once you click “Create New Request,” you have the options of requesting Administrative Funds, Conference Funding, and Special Events Funding.

Select a Process or Budget to Start Your Request

Search



Process: [Administrative Funds Application](#)

Available from 8/12/19 12:00 PM to 4/22/20 12:00 PM
Administrative Expenses (\$50 max per year for each RSO)

Process: [Conference Funding Application - Office of Financial Affairs Board](#)

Available from 8/12/19 12:00 PM to 4/22/20 12:00 PM
RSO Conference Registration (\$1,750 maximum per academic year) per OFA Standing Rules.

Process: [Events Funding Application - Office of Financial Affairs Board](#)

Available from 8/12/19 12:00 PM to 4/22/20 5:00 PM
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.

RSO's requesting more than \$1,000 must have a pre-event planning consultation prior to budget submission. Pre-event consultation meetings must be requested via email at least two business days prior to budget submission. Students must submit a completed funding application through HogSync prior to requesting the pre-event. After the pre-event consultation the RSO officers must resubmit their budget via HogSync reflecting changes discussed in the meeting. The second submission will count as the official submission date. 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.

Budget: [Special Events](#)

RSO's can receive up to \$5,000 per academic year for special events and conferences.

Budget: Special Events

REQUEST

* Request Title (Required Field)

Educational Bash

Description

Here you would thoroughly describe the purpose of your event.

CANCEL

PREVIOUS

NEXT

7. Fill in required information for the “Request” tab. Please be as detailed as possible on the Description for your event. Click Next to complete Additional Information.

8. Complete all required fields on this page as well.

REQUEST

ADDITIONAL INFORMATION

BUDGET

Educational Bash

OFA Standard Questions

Important Note

Please make sure that you have read the Office of Financial Affairs Standing Rules prior budget submission.

OFA Standing Rules

[Standing Rules - Approved 4.2.19](#)

* Funding Period (when the event is to take place). For example, if an event occurs on October 1st, it would be in Round 1.

Round 1: Tuesday of second week of Fall ser

* RSO Treasurer's Name

Kevin Smith Jr.

* Event start Time

* Event end Time

* Event location

(room/space confirmation number if applicable)

Note about co-sponsorship

Please note that if your RSO does not list any department or group that is helping with the event, there cannot be other names listed on the advertisements for the event. Additionally, if you are co-sponsoring with another RSO, each RSO must submit a separate application and budget spreadsheet. Expenses should be divided between the two (or more) groups. Do not duplicate budgets. Additionally, co-sponsoring budgets need to be submitted to the Board on the same week. Please keep in mind that a group/department/RSO **does not** have to contribute financially to be listed as a co-sponsor.

Special Events Questions

* Name of Event/Program

Educational Bash

* Date of Event/Program

Anticipated number of **STUDENT** attendees

(an estimated range cannot be entered)

* Anticipated number of **NON-STUDENT** attendees

(Please note, funding cannot be used for more than 15 non-students. Tickets must be sold to non-university students. Advisors, faculty, staff and guests count as non-students. An estimated range of attendees is not an accepted response.)

◀ PREVIOUS

NEXT ▶

9. In order to advance in the budget request you must fill in every line with an (*).

◀ PREVIOUS

NEXT ▶

10. Once all lines with (*) are filled out properly, the “Next” tab will be available to click.

REQUEST **ADDITIONAL INFORMATION** BUDGET

Educational Bash

Budget does not meet the minimum amount of \$1.00.

Requested Total **\$0.00**

Reviewer Adjusted Total **\$0.00**

Sections (1)	# of Line Items (0)	Amount
Special Events	0	\$0.00

Budget Section:

Special Events

RSO's can receive no more than \$10,000 in funding per academic year for special events and conferences.

Section does not meet minimum amount of \$1

⚠ This section is required.

+ ADD ITEM

+ ANOTHER "SPECIAL EVENTS" SECTION

New Line Item

*** Line Item Category** (Required Field)

Honorarium (Expense)

\$1500 is the maximum honorarium amount an RSO can request per semester for Special Events.

*** Name** (Required Field)

Description

*** Quantity** **X** *** Cost** \$ **= Total** **Cost must be a number.**

Upload Support Document (10MB max)

No file chosen

11. The “Budget” tab will allow you to select each line item of your budget along with the amount requested for of each line item.

12. For some line items, you are required to upload a supplemental document to justify the amount requested.

*** Upload Support Document (10MB max)** (Required Field)

No file chosen

13. Once you have added all line items, you are ready to submit!

Tips for a successful budget submission

- Read the OFA Standing Rules prior to submitting a budget– they can be found on the ASG website under “[Office of Financial Affairs](#)”.
- Make sure your budget is on time – this is the number one reason that budgets get denied.
 - *All budgets are due 5 weeks before the date of the event unless tickets will be sold to non-students for events requesting the catering of food, in this case budgets are due 7 weeks in advance.*
 - *Breaks should not be counted as one of those weeks (Example: Spring Break)*
- Attend funding sessions.
- Meet with the ASG Treasurer or email with any questions (asgtres@uark.edu).
- Thank you for submitting a budget! We look forward to working with your RSO!