



ASG Office of Financial Affairs Standing Rules
In Effect for the 2022-2023 Academic Year

For additional funding rules, see ASG Code Title IV: 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. The OFA Board will deny budgets if the RSO fails to reply to OFA questions, comments, and/or concerns by the following OFA Meeting.
- 3) Obtaining the funding packet
- 4) Submitting all required paperwork per stated timelines
- 5) 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, intersessions, 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 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.
- 2) 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.
- 3) 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 along with an updated budget 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. Presentation of appeals by RSO's may last up to, but no more than **5 minutes**.
 - d. 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 64-77)

Distribution of Funds

RSO's can receive no more than the cap amount for each funding category per academic year.

- \$12500 maximum in total funding for Events and/or Conference/Competitions Registration Fees
- \$500 maximum in Individual Conference Registration Fees for students not affiliated with an RSO presenting at a conference approved by the student's Academic Advisor
- \$100 maximum in funding for administrative funds

- When submitting a budget for administrative funds, links to required supplies and their vendors must be provided in the submission.
- Administrative funds may only be used for office supplies (paper, pencils, notebooks, etc.), and marketing materials (tablecloth, flyers, banners, signs, etc.)

Events

If an event is to include more than 15 non-students in attendance, and there is food and/or consumables that would raise the cost of the event, it **must** be a ticketed event. Children under three years of age do not require a ticket. Tickets must follow standard ticket format provided by the ASG Office of Financial Affairs. If an event is ticketed, all non-students must pay the ticketed price.

The funding deadline for events is 4 weeks prior to the date of the event if the event is non-ticketed; 6 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 4 weeks (non-ticketed) or 6 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 4-week and 6-week timelines. If academic breaks and finals weeks fall within your application period, extend your timeline accordingly.
 - For example, budget timelines should be extended by 2 days for Fall break, 3 days for Thanksgiving break, etc.

For **ticketed** events, RSO's can apply for funding starting the first day of class each semester, but no later than 6 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 4 weeks prior to the prospective date for their event.

RSO's requesting more than \$1,000 for an event must schedule a pre-event planning consultation with the RSO Graduate Assistant immediately following budget submission. **Event consultation** meetings must 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 within two days or date set by OFA advisor.

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 (including tax) for every item that is being requested with proof of purchase price (documentation of: invoices, citations, receipts, and links to online items must be included with budget submissions)
- 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.
 - Submit a HogSync event to be shared within the University of Arkansas community.
 - Be added to the university calendar.
 - For a ticketed event, 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.
 - Have any food given out at an event 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.
 - 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.
 - 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 \$25 before tax per anticipated attendee. Up to 15 non-students may be included in these costs.
- Meals ordered through vendors other than Ozark Catering Company are capped at \$19 before tax per anticipated attendee. Up to 15 non-students may be included in these costs.
- Pizza costs not to exceed \$12 per pizza for non-Ozark Catering Company pizza.
- RSO's may request up to \$100 worth of commercially individually packaged food for any single event or meeting scheduled in the Union. Allowable outside food is limited to:
 - Per Union policy, allowable outside food under \$100 is limited to: Prepackaged bags of chips or pretzels, prepackaged cookies, candies, or nuts, bottled or canned water, soda, or juice (must be Coke products in compliance with university Coke contract)
- If event is in the Union and requested over \$100 in food, it must be Ozark Catering Company, per Union policy.
- Food parties and large group meals are not allowed in Mullin's Library per library policy unless permission is granted and presented to the OFA board.
- Additional:
 - Each RSO can request up to \$1,500 honorarium per event. For example, if you are co-sponsoring an event, you cannot exceed the \$1,500 honorarium limit.
 - Honorarium confirmation must be included with budget submission. Confirmation must include event date, time, and agreed payment (even if payment is \$0).
 - 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
 - Hotel, room and tax only, (capped at \$300/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 limited to \$60 per day; maximum of \$120 per event
 - Travel expenses for guest speaker(s) not to exceed \$1,250 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
 - Networking events can be funded up to \$500 limit + tax
 - Printed publicity for a special event (flyers, etc.) can be funded up to \$100 at [PMC](#)
 - Disposable decorations for special events up to \$500 (tax included)

- A/V Sound equipment up to \$1,000
- A/V Sound technician up to \$500
- Room/Venue reservation fees up to \$3,500

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 (digitally, passively, or actively)
- 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
- Events located in off campus apartment units, houses, or bars
- Off campus rent, including storage facilities
- Local transportation including rental cars, taxis, shuttles, etc.
- Parking passes
- Per diem/travel/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 religious organizations
- Items that will require storage after the event
- Blood drives
- Events that promote individual businesses
- International flights
- Gifts, awards, or prizes other than paper certificates
- Regularly scheduled member-only meetings
- Costumes
- No alcohol may be consumed or purchased per university policy
- Repayment of debt or reimbursements
- Styrofoam products
- Stickers

Conference/Competition Registration Fees

Funding Timeline for Conference/Competition Registration Fees

For conference requests, RSO's can apply for funding starting the first day of class, but no later than 4 weeks before the payment date for their prospective conference.

- For conferences and/or competitions that take place during the summer or within the first 4 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 4 weeks prior to Fall Semester Reading Day.
- 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 4-week timelines.
- Conferences and/or competitions must be funded, and payment processed **prior** to the conference start date. On-site payment is not allowed.

Mandatory Inclusions:

- Submissions must include date of conference and/or competition, registration 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.

Funding Restrictions for Conference/Competition Registration Fees

- Funding is only allocated for Conference/Competition registration fees.
- Conference registration fees **CANNOT** be reimbursed.
- Membership fees are not eligible for funding.
- Online courses cannot be funded through conference/competition 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