ASG Office of Financial Affairs Standing Rules

In Effect for the 2023-2024 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 Office of Financial Affairs Home Page by a student RSO President and/or Treasurer. Budgets received in any other form will not be accepted.

The RSO President and/or Treasurer 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 and holidays within the academic calendar, intersessions, and final weeks.

Budgets are added to the Office of Financial Affairs Agenda weekly and read each Thursday at 5 pm. OFA Board meetings are open to all students.

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 and/or temporary loss of funding.
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 at the discretion of the Board.
   b. RSOs that have tabled budget are highly encouraged to attend the following OFA Board meeting to answer any questions and/or concerns.
   c. It is solely the applicant’s responsibility to provide requested documentation.
   d. Budgets may only be tabled during the First Reading.
3) Rejected budgets will have the opportunity to appeal by the next Office of Financial Affairs Board 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. RSOs 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 RSOs 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 66-79)

**Distribution of Funds**
- RSOs can receive no more than the cap amount for each funding category per academic year. Any unused funds cannot be carried over to the next academic year.
  - $15,000 maximum in total funding for Events and/or Conference/Competition Registration Fees
• $750 maximum in Individual Conference Registration Fees for students not affiliated with an RSO presenting at a conference approved by the student’s Academic Advisor
• $300 maximum in funding for administrative/marketing supplies
  o When submitting a budget for administrative/marketing supplies, links to required supplies and their vendors must be provided in the submission.
  o 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. Email Jody Preece, Fiscal Support Specialist, jodyp@uark.edu for more information regarding ticketed events.

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, RSOs 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, holidays, and finals weeks fall within your application period, extend your timeline accordingly.
  o For example, budget timelines should be extended by 2 days for Fall break, 3 days for Thanksgiving break, etc.

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

For all non-ticketed events, RSOs can apply for funding starting the first day of class, but no later than 4 weeks prior to the date for their event.

RSOs requesting more than $1,000 for an event must schedule a pre-event planning consultation with the RSO Graduate Assistant, rso@uark.edu, 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 update their budget via HogSync reflecting changes discussed in the meeting within two days.

RSOs requesting more than $5,000 must have their RSO Officer 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 *1.
- If an event is to have a speaker, band, DJ, etc., they must be confirmed, their name and email must be included.
- RSOs 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, receipts, and links to online items must be included with budget submissions). No coupons, and/or promo codes can be applied to items being requested.
- 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.
  - 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.
  - Have any food given out at an event cooked in a commercial kitchen, per university policy.
  - Include 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 $26 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 $20 before tax and tip (no more than 20%) per anticipated attendee. Up to 15 non-students may be included in these costs.
    - Total cost of food trucks is also capped at $20 before tax per anticipated attendee. Permission from **Facilities**

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*Location confirmation must include date, start and end time, room number (if applicable)*
Management is required for food trucks and must be included in budget submission.²

- RSO’s may request up to $200 worth of commercially individually packaged food for any single event or meeting scheduled in the Union.
  - Per Union policy, allowable outside food under $200 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 $200 in food, it must be Ozark Catering Company
  - 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.
  - Entertainment services (DJ, band, performer, etc.) are limited to $2,500 per event.²
  - Photography services are limited to $1,250 per event.²
  - Promotional items relevant to an event are limited to $2,500 per event
    - RSOs that request items that contain University of Arkansas trademarks must complete a trademark request form.
    - Apparel items are limited to $20 before tax per item and must be purchased through B-Unlimited.
    - Non-apparel items are limited to $3 before tax per item.
      - Examples of non-apparel items include keychains, buttons, fidget toys, etc.
    - Design of items, invoices, and/or approved trademark requests are required to be included in budget submission.
  - 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

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² University cards cannot be used for payments for food trucks, honorariums, entertainment services, and/or photography services. If your event includes any of these, ensure that the non-campus vendors are approved in Workday. This approval process typically requires 4-6 weeks.
o 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.
o Per Diem limited to $59 per day; maximum of $118 per event.
o 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.
o Recruitment events can be funded up to $175 limit before tax.
o Printed publicity for a special event (flyers, etc.) can be funded up to $100 before tax exclusively at PMC.
o Disposable decorations for events up to $750 before tax.
o A/V Sound equipment up to $1,500 before tax.
o Room/Venue reservation fees up to $5,000.
o It is suggested that RSOs create a HogSync event to be shared within the University of Arkansas community.

**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/holidays, on or after Reading Days, 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/fees.
- 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 organization.
- Items that will require storage after the event excluding promotional items.
- Blood drives.
- Events that promote individual businesses.
• International flights for guests
• Gifts, awards, or prizes other than paper certificates
• Costumes
• No alcohol may be consumed or purchased per university policy
• Repayment of debt or reimbursements
• Stickers

Conference/Competition Registration Fees

Funding Timeline for Conference/Competition Registration Fees
For conference requests, RSOs 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, RSOs must apply for funding by the second to last OFA meeting of the spring semester. For conferences that take place during Winter Break, RSOs 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 and holidays within the academic calendar and Finals 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/team, 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 to a national organational 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.
  o 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