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2 **Associated Student Government**

3
4 *University of Arkansas*



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6 **ASG Office of Financial Affairs Standing Rules**
7 ***In Effect for the 2024-2025 Academic Year***

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9 For additional funding rules, see ASG Code Title IV: Financial Code

10
11 **Purpose of Funding**

12 “To promote a diverse array of programs and events that facilitate intellectual
13 engagement while also encouraging collaboration between student groups,
14 and/or fostering campus community.”

15
16 **Application Submission Process**

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18 **All funding materials must be submitted in HogSync via the RSO**
19 **Office of Financial Affairs Home Page by a student RSO President**
20 **and/or Treasurer. Budgets received in any other form will not be**
21 **accepted.**

22
23 The RSO President and/or Treasurer who submits the application will be the
24 primary contact for all further responsibilities regarding the approved budget,
25 including but not limited to:

- 26 1) If applicable, the pre-event planning consultation
27 2) Responding to all further correspondence related to the budget in a timely
28 manner. The OFA Board will deny budgets if the RSO fails to reply to OFA
29 questions, comments, and/or concerns by the following OFA Meeting.
30 3) Obtaining the funding packet
31 4) Submitting all required paperwork per stated timelines
32 5) If applicable, attending the appeal

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34 **It is encouraged that a member(s) of your RSO attend a funding**
35 **session or schedules a 1:1 Funding Consultation facilitated by the OFA**
36 **GA.**

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38 **Any decision or funding restrictions not addressed in these standing**
39 **rules are at the discretion of the Board.**

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41 **Board Procedures**

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43 The ASG Office of Financial Affairs will meet every week during the year, except
44 for breaks and holidays within the academic calendar, intersessions, and final’s
45 weeks.

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

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51 All funded events are subject to audit by Office of Financial Affairs Board
52 members. In the event that the auditor discovers a violation, the RSO is subject to
53 penalties at the discretion of the ASG Financial Affairs Board including, but not
54 limited to: disciplinary meetings and/or temporary loss of funding.

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56 Before penalties are assessed, RSOs may appeal their funding violation to the
57 board within 1 week of the violation being reported. Presentation of appeals may
58 be up to 5 minutes, followed by questions from the board. Penalties may follow
59 after the hearing.

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61 Budget requests will go through two readings:

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63 **First Reading:**

64 1) Board will discuss and vote to initially approve/reject/table budgets:

65 a. Simple majority needed to initially approve budget.

66 **b. Budgets may not be edited or adjusted after first reading**
67 **unless requested by the Board. Edits must be received by**
68 **the following OFA meeting on Thursday.**

69 2) Budgets may also be tabled to the following week for further questioning
70 and discussion.

71 a. Budgets are tabled at the discretion of the Board.

72 b. RSOs that have tabled budget are highly encouraged to attend the
73 following OFA Board meeting to answer any questions and/or
74 concerns.

75 c. It is solely the applicant's responsibility to provide requested
76 documentation.

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78 **Second Reading:**

79 1) Board will issue final approval of initially approved budgets:

80 a. Changes to initial approvals require simple majority vote.

81 2) Board will deliberate on appeals and approve/reject them.

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83 **Appeals:**

84 1) Rejected budgets will have the opportunity to appeal by the next Office of
85 Financial Affairs Board meeting:

86 a. RSO will be notified within 48 hours that their budget request
87 was denied or further clarification needs to be made.

88 b. RSOs cannot appeal following failure to provide
89 documentation/responses requested by the Board.

90 c. RSOs wishing to appeal must submit their appeal request along
91 with an updated budget by 5:00pm on Wednesday of the
92 following week. Appeals must be presented by a **student RSO**

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- officer** who is involved in the event planning process of the submitted budget.
- d. Presentation of appeals by RSOs may last up to, but no more than **5 minutes**.
 - e. Following the appeal, the Board will notify you of their decision within 48 hours. You may only appeal once; otherwise, you must submit a new budget.

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.

- \$12,500 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
- \$500 maximum in funding for administrative/marketing supplies/promotional items
 - When submitting a budget for administrative/marketing supplies, 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.), marketing materials (tablecloth, flyers, banners, signs, etc.), and promotional items (keychains, buttons, fidget toys, etc.) relevant to an RSO.
 - Promotional items are limited to \$5/item.
 - RSOs that request items that contain [University of Arkansas trademarks](#) must complete a [trademark request form](#).
 - Design of items, invoices, and/or approved trademark (if applicable) requests are required to be included in budget submission.

Events

If an event is to include more than 15 non-UARK affiliated individuals 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-UARK affiliated individuals must pay the ticketed price. Email Bradley Stall, OFA Advisor, bstall@uark.edu 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

140 ticketed; with the following special circumstances noted which require an earlier
141 deadline:

- 142 • For events that take place during the first 4 weeks (non-ticketed) or 6
143 weeks (ticketed) of class, in either semester, RSOs must submit their
144 budgets for the following semester by the second to last OFA meeting of
145 the current semester.
- 146 • **Breaks listed within the academic calendar and finals weeks DO**
147 **NOT count within the 4-week and 6-week timelines. If academic**
148 **breaks, holidays, and finals weeks fall within your application**
149 **period, extend your timeline accordingly.**
 - 150 ○ **Budget timelines should be extended by 1 day for Labor**
151 **Day, 2 days for Fall Break, 3 days for Thanksgiving Break,**
152 **1 day for MLK Day, 5 days for Spring Break, etc.**

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

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

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160 **RSOs requesting more than \$1,000** for an event must schedule a pre-event
161 planning consultation with the OFA Graduate Assistant, ofaga@uark.edu,
162 immediately following budget submission. **Event consultation** meetings must
163 be scheduled **within** two business days following budget submission. After the
164 pre-event consultation the RSO officers must update their budget via HogSync
165 reflecting changes discussed in the meeting within two days.

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167 **RSOs requesting more than \$5,000 must have their RSO Officer come**
168 **before the Board to present their budget request and agenda. This**
169 **presentation will be required during the first-round reading of the**
170 **budget.**

171 172 **Mandatory Inclusions**

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174 • Events must have a location confirmation that includes date, start/end
175 time, and room number (if applicable).
- 176 • If an event spans multiple days, each day must have an individual budget.
- 177 • If an event is to have a speaker, band, DJ, etc., they must be confirmed,
178 their name and email must be included.
- 179 • RSOs must specify unit price, quantity, and total price (including tax) for
180 every item that is being requested with proof of purchase price
181 (documentation of: invoices, receipts, links, and pictures to online items
182 must be included with budget submissions). No coupons, and/or promo
183 codes can be applied to items being requested. In budget submission,
184 submit full price of items even if item is on sale/discount. Budget will be
185 funded on the non-discounted price.

- 186 • All amounts without tax included must add on an 11.75% tax assumption
 187 to account for tax.
- 188 • All RSOs with approved events must:
- 189 ○ All advertising materials (newswire, flyer, and social media) must
 190 specify that the event is open to **ALL** students.
 - 191 ○ Submit a HogSync event to be shared within the University of
 192 Arkansas community.
 - 193 ○ For a ticketed event, check out a card reader from the Office of
 194 Student Activities (OSA) to be used at their funded event to
 195 facilitate assessment efforts of the event. The card reader should be
 196 returned the following business day after the event.
 - 197 ○ For food being cooked on site at the event by an RSO, an officer
 198 from must take Food Safety Course Quiz
 199 (<https://www.servsafe.com/ServSafe-Food-Handler>) as well as add
 200 \$15 to their budget to cover the cost of the course.
 - 201 ○ Any person preparing food at the event is required to watch the
 202 Food Safety Course Video prior to cooking.
 - 203 ○ Include name of caterer or store where items will be purchased.
 - 204 ○ For all off campus caterers an **itemized** invoice or quote must be
 205 submitted with the budget.
- 206 • **Catering:**
- 207 ○ Meals ordered through Ozark Catering Company are capped at \$28
 208 after tax per anticipated attendee. Up to 15 non-UARK affiliated
 209 individuals may be included in these costs.
 - 210 ○ Meals ordered through vendors other than Ozark Catering
 211 Company are capped at \$22 after tax, but not including tip (no
 212 more than 20%) per anticipated attendee. Up to 15 non-UARK
 213 affiliated individuals may be included in these costs.
 - 214 ▪ Total cost of food trucks is also capped at \$22 after tax per
 215 anticipated attendee. Permission from [Facilities](#)
 216 [Management](#) is required for food trucks and must be
 217 included in budget submission.¹
 - 218 ○ RSO's may request up to \$200 worth of commercially individually
 219 packaged food for any single event or meeting scheduled in the
 220 Union.
 - 221 ▪ Per Union policy, allowable outside food under \$200 is
 222 limited to: Prepackaged bags of chips or pretzels,
 223 prepackaged cookies, candies, or nuts, bottled or canned
 224 water, soda, or juice (must be Coke products in compliance
 225 with university Coke contract)
 - 226 ○ If event is in the Union and requested over \$200 in food, it must be
 227 Ozark Catering Company

¹ 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.

- 228 ○ Food parties and large group meals are not allowed in Mullin's
 229 Library per library policy unless permission is granted and
 230 presented to the OFA Board.
- 231 • Additional:
- 232 ○ Each RSO can request up to \$1,500 honorarium per budget.
 233 ○ For co-sponsored events, RSOs cannot combine honorariums to pay
 234 one speaker more than \$1,500.
 235 ○ Honorarium confirmation must be included with budget
 236 submission. Confirmation must come directly from the speaker and
 237 include event date, time, and agreed payment (even if payment is
 238 \$0).
 239 ○ No honorarium checks will be presented to guest speakers until the
 240 conclusion of their appearance OR as soon as possible thereafter.
 241 ○ Entertainment services (DJ, band, performer, etc.) are limited to
 242 \$2,500 per event.
 243 ○ All guests/speakers without a social security number and/or
 244 Individual Taxpayer Identification Number (ITIN) are subject to
 245 delayed payment and a 30% tax deduction to their honorarium
 246 ○ Hotel, room and tax only, (capped at \$300/night) limited to one
 247 room for up to two nights or two rooms for one night based on need
 248 at the discretion of the Board.
 249 ○ Per Diem limited to \$59 per day; maximum of \$118 per event
 250 ○ Travel expenses for guest speaker(s) not to exceed \$1,250 per event.
 251 Guest must register taxpayer ID and approve the itinerary prior to
 252 ticket purchase. Should speaker withdraw from engagement, the
 253 speaker will be responsible for cost of ticket.
 254 ○ If showing a movie or TV show at an event, proper licensing must
 255 be acquired and included in the budget submission.
 256 ○ Photography services are limited to \$1,000 per event.
 257 ○ Recruitment events can be funded up to \$200 limit after tax
 258 ○ Printed publicity for a special event (flyers, etc.) can be funded up
 259 to \$100 after tax exclusively at [PMC](#)
 260 ○ Disposable decorations for events up to \$500 after tax
 261 ○ A/V Sound equipment up to \$1,500 after tax
 262 ○ Room/Venue reservation fees up to \$5,000

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264 **Funding Restrictions for Events:**

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- 266 • Events not free and accessible to all University of Arkansas students
 267 • Events that do not have perceived intellectual engagement
 268 • Award ceremonies
 269 • Fundraisers or events where money is collected/donated (digitally,
 270 passively, or actively)
 271 • Sales of merchandise at a funded event
 272 • Events exceeding a 2 to 1 student to non-student ratio (for ticketed & non-
 273 ticketed)

- 274 • Non-UARK affiliated attendance or participation exceeding 15 individuals,
275 unless ticketed event (including recruitment events targeting non-UA
276 prospective students)
- 277 • Events occurring on academic breaks/holidays, on or after Reading Days,
278 or as otherwise mandated by university policy
- 279 • Off-campus events not along UA bus routes, or not within reasonable
280 walking distance
- 281 • Events located in apartments not contracted by University Housing
- 282 • Events located in **ANY** apartment units, houses, or bars
- 283 • Off campus rent, including storage facilities
- 284 • Local transportation including rental cars, taxis, shuttles, etc.
- 285 • Parking passes/fees
- 286 • Per diem/travel/hotel/honorarium for UA system employees/students
- 287 • Per diem for candidates or elected officials while active session or
288 campaigning is occurring
- 289 • Activities that make direct financial contribution to a political campaign,
290 charity, or religious organization
- 291 • Donations of any kind
- 292 • Items that will require storage after the event excluding promotional items
- 293 • Blood drives
- 294 • Events that promote individual businesses
- 295 • International flights for guests
- 296 • Gifts, awards, or prizes other than paper certificates
- 297 • Costumes
- 298 • No alcohol may be consumed or purchased per university policy
- 299 • Repayment of debt or reimbursements
- 300 • Security deposits
- 301 • RSVP forms limiting attendance
- 302 • Event Apparel (T-shirts, Sweatshirts, etc.)
- 303 • Accommodations booked through VRBO, Airbnb or any 3rd party vendor
- 304 • Any payment that is not in the form of card or check

Conference/Competition Registration Fees

Funding Timeline for Conference/Competition Registration and Submission Fees

310 For conference requests, RSOs can apply for funding starting the first day of
311 class, but no later than 4 weeks before the payment date for their prospective
312 conference.

- 313 • For conferences and/or competitions that take place during the summer or
314 within the first 4 weeks of class in the fall semester, RSOs must apply for
315 funding by the second to last OFA meeting of the spring semester. For
316 conferences that have a registration deadline during Winter Break, RSOs
317 must apply for funding 4 weeks prior to Fall Semester Reading Day.

- 318 • You may apply at any time while ASG Office of Financial Affairs meetings
319 are in session. Breaks and holidays within the academic calendar and
320 Finals weeks do not count within the 4-week timelines.
321 • On-site payment is not allowed.
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323 **Mandatory Inclusions:**

- 324 • Submissions must include date of conference and/or competition,
325 registration due date, location, price per attendee/team, number of
326 attendees, names, **university email addresses, academic colleges,**
327 **and student ID number** of the attendees.
328 • **Must include a valid link to the conference’s website where date**
329 **of conference, due date, schedule of events and prices are**
330 **clearly visible.** If a conference website is unavailable for any reason, the
331 RSO is required to submit an official correspondence from a coordinator of
332 the conference detailing this information.
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334 **Funding Restrictions for Conference/Competition Registration Fees**

- 335 • Funding is only allocated for Conference/Competition registration fees.
336 • Conference registration fees **CANNOT** be reimbursed.
337 • Membership fees to a national organization are not eligible for funding.
338 • Online courses cannot be funded through conference/competition
339 funding.
340 • Competitions wherein teams/individuals receive monetary compensations
341 as a result of their participation or success in the competitions.
342 ○ RSOs are required to provide official correspondence (if applicable)
343 from the coordinator of the competition or proof that no monetary
344 compensation or monetary prizes shall be awarded.
345 • Any payment that is not in the form of card or check
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347 **Definitions**

- 348 1) Intellectual engagement: The active exchange of ideas, critical thinking,
349 and meaningful learning that enhances academic, personal, or
350 professional growth.
351 2) Recruitment: Events that are primarily dedicated to introducing an RSO
352 exec team, promoting future RSO events, or educating participants on the
353 function a RSO serves.
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356 **Any questions or concerns pertaining to these standing rules and all**
357 **responses regarding board decisions should be directed to the ASG**
358 **Treasurer at their office in the Arkansas Union room 214, or to**
359 **asgtres@uark.edu**