



2025-2026

OFFICE OF FINANCIAL AFFAIRS

GUIDE TO FUNDING

PRESENTED TO
REGISTERED STUDENT
ORGANIZATION



asgtres@uark.edu



asg.uark.edu/financial-affairs/

WELCOME!

First, we would like to thank you for taking the initiative to lead a registered student organization. We believe that your efforts as a leader will enable your fellow peers to have a memorable experience here at the University of Arkansas. We are excited to make your vision become a reality in the Associated Student Government through the Office of Financial Affairs. Our hope is that this funding guide will streamline the process. If you have any questions or comments, please reach out to the OFA Treasurer at asgtres@uark.edu

Lastly, **GO HOGS!**

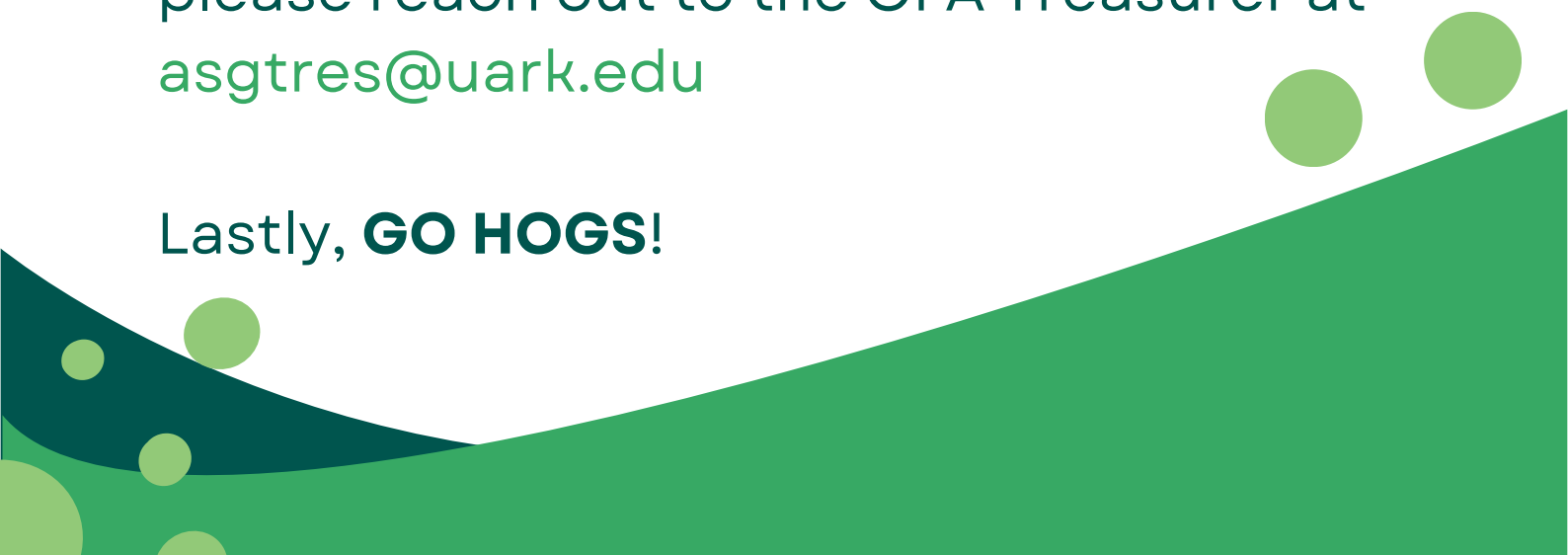


TABLE OF CONTENTS

1

WHAT IS OFA?

Introduction	4
Members & Contact Info	5
Funding & Appeal Process	7
Navigating HogSync	8

2

EVENT FUNDING

Financial Guidelines for Events	10
---------------------------------------	----

3

CONFERENCE/COMPETITION FUNDING

Financial Guidelines for Competition and Conferences	12
---	----

4

ADMINISTRATIVE EXPENSES

Financial Guidelines for Administrative Expenses	13
---	----

5

ADDITIONAL RESOURCES

OFA Meeting Dates	28
OFA Funding Session Calendar	29

Check out our Website: asg.uark.edu/financial-affairs/

WHAT IS OFA?

The Office of Financial Affairs supports the financial needs of Registered Student Organizations (RSOs). Your Student Activity Fee, allocated through the Associated Student Government, is directed to RSOs to cover various expenses. To ensure fair allocation and oversight, the Financial Affairs Board convenes on a weekly basis. This board consists of 18 members and is chaired by the ASG Treasurer. Our primary responsibility is to review and approve funding proposals from RSOs. Most importantly, any RSO can request funding to support their initiatives, contributing to a vibrant and dynamic campus community.

TREASURER & STAFF

ALEXANDRIA MAY

Title: Student Body Treasurer

Office Hours: M 1-4pm; T 3:30-5pm; W 10am-2pm; F 9-10:30am

Email: apmay@uark.edu

KELSEY JUNG

Title: Deputy Treasurer

Office Hours: M 1-2pm; W 8:30-9:30am

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Title: Assistant Director of ASG

Email: bstall@uark.edu

MEG BARNINGER

Title: Graduate Assistant

Email: ofaga@uark.edu

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Title: Fiscal Support Specialist

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VOTING BOARD MEMBERS

AMRUSHA RANJITH

Title: Voting Board Member
Office Hours: Wednesday 12-2pm
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GRACE DUCK

Title: Voting Board Member
Office Hours: Thursday 2-4pm
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JAY MA

Title: Voting Board Member
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MIGUEL PONCE

Title: Voting Board Member
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Title: Voting Board Member/Director of Auditing
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JANANI SARAVANAN

Title: Voting Board Member/Director of Resources
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DIYA PATEL

Title: Voting Board Member
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Email: dupatel@uark.edu

NICOLE PATRAO

Title: Voting Board Member/Director of OFA Database
Office Hours: Thursday 12-1 pm ; Friday 10:30-11:30am
Email: npatrao@uark.edu

THE OFA OFFICE IS LOCATED AT ARKU-A629

PROXY BOARD MEMBERS

CAROLINE SHIPLEY

Proxy Board Member/Director of OFA

Title: Programming

Office Hours: Monday 11 am - 1 pm

Email: cas119@uark.edu

HANNA WARCHOLINSKA

Title: Proxy Board Member

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Email: hmw027@uark.edu

JULIET MALDONADO

Proxy Board Member/Director of OFA

Title: Engagement

Office Hours: Tuesday 11am-12pm

Email: julietm@uark.edu

MELANIE CASTILLO

Title: Proxy Board Member

Office Hours: Tuesday 2-3pm ; Wednesday 10-11 am

Email: mc155@uark.edu

TESSA SLUYTER

Title: Proxy Board Member

Office Hours: Friday 1-3 pm

Email: sluyter@uark.edu

ISABEL CHARNECO

Proxy Board Member/Director of OFA

Title: Marketing

Office Hours: Monday 11 am - 1 pm

Email: charenco@uark.edu

LUCY GENTRY

Proxy Board Member/Director of RSO

Title: Outreach & Engagement

Office Hours: Wednesday 1-3pm

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NANDINI BOSE

Title: Proxy Board Member

Office Hours: Monday 8-10am

Email: nbose@uark.edu

FUNDING PROCESS

01

SUBMISSION THRU HOGSYNC

GO TO [HOGSYNC.UARK.EDU](https://hogsync.uark.edu) AND LOGIN WITH YOUR STUDENT CREDENTIALS. TYPE IN "OFA" IN THE SEARCH TAB UNDER "GROUPS", AND SELECT THE "OFFICE OF FINANCIAL AFFAIRS".. SELECT "SURVEYS" TO SUBMIT A BUDGET.

02

FIRST-ROUND REVIEW

THE OFA BOARD MEETS EVERY THURSDAY AT 5:00PM IN THE ARKANSAS UNION ROOM 310. BASED ON THE SUBMITTED MATERIALS, THE BOARD WILL MAKE A DECISION.

03

SECOND-ROUND REVIEW

THE BOARD WILL REVIEW THE SUBMITTED BUDGETS. HOWEVER, IT IS POSSIBLE THAT A BUDGET MUST BE AMENDED TO MEET THE CORRECT STANDARDS. IT IS ALSO POSSIBLE TO APPEAL A BUDGET IF DENIED

04

APPROVAL

THE BOARD WILL MAKE FINAL DECISIONS AND MOVE THE BUDGET TOWARDS RECEIVING THE FUNDING. THIS PART OF THE PROCESS REQUIRES COMMUNICATION WITH THE OFA FISCAL ADMIN SUPPORT

05

EVENT AUDIT

AT THE OFA-FUNDED EVENT, MEMBERS OF THE BOARD WILL ATTEND IN ORDER TO ENSURE THE FUNDING IS BEING USED APPROPRIATELY AND THAT THE STANDING RULES ARE UPHELD

*Budgets must be submitted via HogSync by 5 PM on Wednesdays for Board review at our Thursday 5 PM meetings.



NAVIGATING HOGSYNC

Submit a Budget

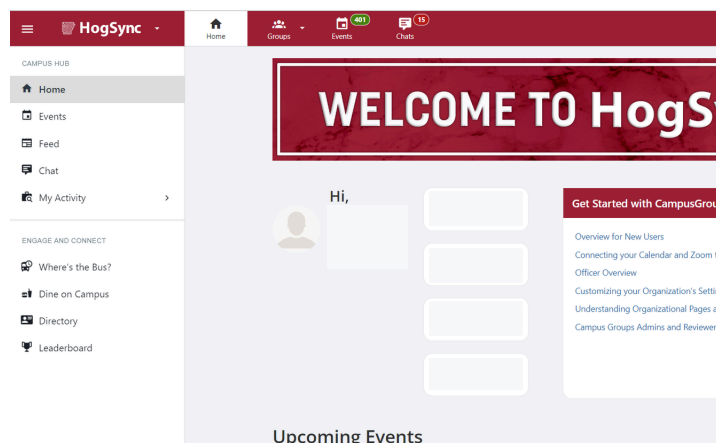
hogsync.uark.edu



WELCOME PAGE

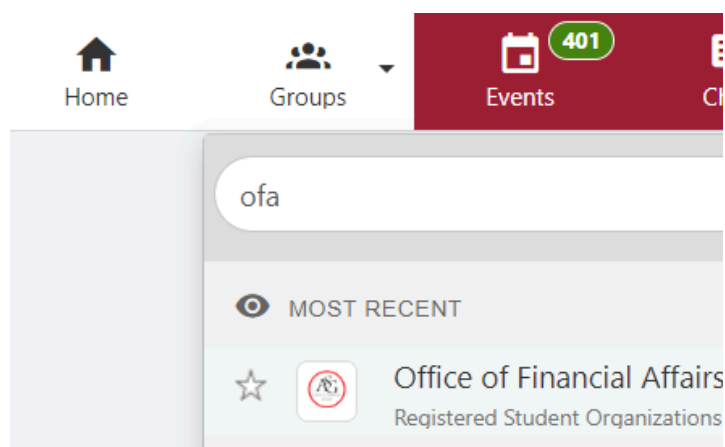


On the Hogsync welcome page, you can explore the various RSOs, events, and other on-campus resources.



NAVIGATING TO OFA

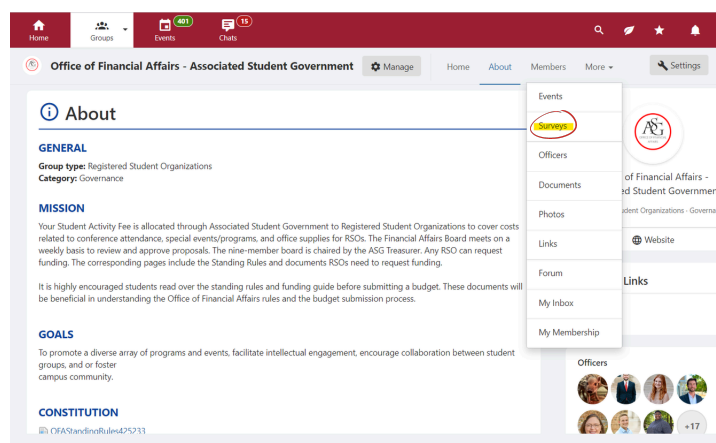
Click on the Groups tab. Then type “Office of Financial Affairs” in the search taskbar. This will bring up the Office of Financial Affairs group where you can submit a budget.



SURVEYS



After navigating to the OFA page, find and click on “Surveys”. You may have to click on the drop-down menu “more” in order to find the “Surveys” tab.



*Budgets must be submitted via HogSync by 5 PM on Wednesdays for Board review at our Thursday 5 PM meetings.



NAVIGATING HOGSYNC

Submit a Budget

hogsync.uark.edu

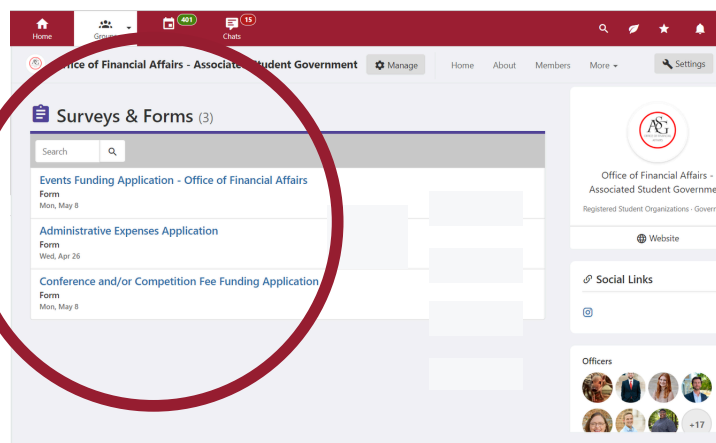


SUBMIT YOUR BUDGET



Once navigated to the Surveys & Forms page, you can then submit a budget. Woohoo!

Budgets will be reviewed on Thursdays at 5:00 PM. The cutoff time for budget submission to be reviewed in the week's meeting is on Wednesday at 5:00 PM.



Events:

- **\$10,000 maximum** per academic year in total for funding Events and/or Conference/Competitions Fees for each RSO
- Events have to be open to EVERY student
- Cannot be a regularly scheduled member meeting
- Must be open and advertised to all students

Administrative Expenses:

- **\$750 maximum** per academic year in funding for administrative funds
- Can be used for office/craft materials (paper, pencils, notebooks, etc.)
- Can be used for marketing materials (banners, tablecloths, flyers, signs, etc.)
- Can be used for promotional items (keychains, buttons, fidget toys, etc.)

Conference/Competition:

- **\$10,000 maximum** per academic year in total for funding Events and/or Conference/Competitions Fees for each RSO
- If not affiliated with an RSO, **\$750 maximum** in individual competition registration fees
- Must have Conference/Competition Name
- Conference/Competition Location
- Conference start date
- Number of Members applying for funding
- List the names and UARK email addresses for students who are requesting conference/competition registration fees through the OFA Funding process.
- Registration fee per person
- Due date of registration fees

Additional Resources:

- Tabling Sessions (listed under the "Events" tab on OFA Hogsync page)
- Contact the Treasurer at asgtres@uark.edu
- Office Hours of members posted on asg.uark.edu/financial-affairs/

1

HOW MUCH \$\$ IS BEING REQUESTED?

More than \$1000?

- Email bstall@uark.edu & ofaga@uark.edu for pre-event consultation

More than \$5000?

- Contact Treasurer (asgtres@uark.edu) to present Budget

2

TICKETED V NON-TICKETED EVENTS

Have catering and more than 15 non-UARK affiliated individuals?

- This qualifies as a ticketed event

3

TIMING OF SUBMISSION

- ALL Events must be submitted 4 weeks before the prospective date for the event

4

INCLUDE

- Date, Start & End time
- Location confirmation
- Unit price, quantity, total price (including tax)
- Digital article (links to items & photocopy of invoice)

*Non-exhaustive list, please refer to the current version Standing Rules for absolute direction

EVENT FUNDS: REQUIREMENTS

1

CATERING

- Must Provide Invoice
- Ozark catering: \$26 per person (after tax)
- Other than Ozark: \$20 per person (after tax)

2

ADDITIONAL SERVICES

- Entertainment services (DJ, band, performer, etc.) are limited to \$2,500 (per event)
- Photography services are limited to \$1,000 (per event)

3

HONORARIUM

- Can request \$1,500 per event
- Must include honorarium confirmation in budget, even if payment is \$0

4

HONORARIUM TRAVEL

- Hotel, room and tax only, capped at \$300/night
- Limited to 1 room/2 nights or 2 nights/1 room
- Per Diem capped at \$59 per day - \$118 per event
- Travel for UA employees/students is restricted
- No international flights

5

RESTRICTIONS

- Up to \$500 for disposable decorations (after tax)
- Recruitment events are capped at \$200 (after tax)
- No banquets, award ceremonies, sales of merchandise, fundraisers, parking passes, gifts, member-only meetings, or off-campus venues (some exceptions)

*Non-exhaustive list, please refer to the current version Standing Rules for absolute direction

1

TIMING OF SUBMISSION

- Budget must be submitted no later than 4 weeks before the payment date for the prospective conference
- Conferences/competitions must be funded **prior** to the start date

2

INCLUDE

- Location and Dates w/Link to Conference
- Number of attendees, price per attendee, names, **Workday ID #, UARK email addresses** of attendees

3

RESTRICTIONS

- Funding is only allocated for registration fees.
- Membership fees are not eligible for funding
- Competitions wherein teams/individuals receive monetary compensations as a result of their participation or success in the competitions

*Non-exhaustive list, please refer to the current version Standing Rules for absolute direction

ADMINISTRATIVE EXPENSES

1

GENERAL INFORMATION

- \$750 maximum for administrative funds per academic year
- Links to required supplies and the vendor must be provided in the submission

2

MAY ONLY BE USED FOR

- Office/Craft Supplies
 - Paper
 - Pencils
 - Notebooks
- Marketing materials
 - Tablecloths
 - Flyers
 - Banners
 - Signs
- Promotional Items
 - Keychains
 - Buttons
 - Fidget Toys

*Non-exhaustive list, please refer to the current version Standing Rules for absolute direction

