



**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’s 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.

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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

- 93 • \$750 maximum in Individual Conference Registration Fees for students
94 not affiliated with an RSO presenting at a conference approved by the
95 student's Academic Advisor
- 96 • \$300 maximum in funding for administrative/marketing supplies
97 ○ When submitting a budget for administrative/marketing supplies,
98 links to required supplies and their vendors must be provided in the
99 submission.
100 ○ Administrative funds may only be used for office supplies (paper,
101 pencils, notebooks, etc.), and marketing materials (tablecloth,
102 flyers, banners, signs, etc.)

103 Events

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106 **If an event is to include more than 15 non-students in attendance**, and
107 there is food and/or consumables that would raise the cost of the event, it **must**
108 be a ticketed event. Children under three years of age do not require a ticket.
109 Tickets must follow standard ticket format provided by the ASG Office of
110 Financial Affairs. If an event is ticketed, all non-students must pay the ticketed
111 price. Email Jody Preece, Fiscal Support Specialist, jodyp@uark.edu for more
112 information regarding ticketed events.

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114 The funding deadline for events is 4 weeks prior to the date of the event if the
115 event is non-ticketed; 6 weeks prior to the date of the event if the event is
116 ticketed; with the following special circumstances noted which require an earlier
117 deadline:

- 118 • For events that take place during the first 4 weeks (non-ticketed) or 6
119 weeks (ticketed) of class, in either semester, RSOs must submit their
120 budgets for the following semester by the second to last OFA meeting of
121 the current semester.
- 122 • **Breaks listed within the academic calendar and finals weeks DO**
123 **NOT count within the 4-week and 6-week timelines. If academic**
124 **breaks, holidays, and finals weeks fall within your application**
125 **period, extend your timeline accordingly.**
 - 126 ○ **For example, budget timelines should be extended by 2**
127 **days for Fall break, 3 days for Thanksgiving break, etc.**

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

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

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135 **RSOs requesting more than \$1,000** for an event must schedule a pre-event
136 planning consultation with the RSO Graduate Assistant, rso@uark.edu,
137 immediately following budget submission. **Event consultation** meetings must
138 be scheduled **at least** two business days following budget submission. After the

139 pre-event consultation the RSO officers must update their budget via HogSync
140 reflecting changes discussed in the meeting within two days.

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142 **RSOs requesting more than \$5,000 must have their RSO Officer come**
143 **before the board to present their budget request and agenda. This**
144 **presentation will be required during the first-round reading of the**
145 **budget.**

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Mandatory Inclusions

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- 149 • Events must include date, start and end time, and location confirmation*¹.
- 150 • If an event is to have a speaker, band, DJ, etc., they must be confirmed,
151 their name and email must be included.
- 152 • RSOs must specify unit price, quantity, and total price (including tax) for
153 every item that is being requested with proof of purchase price
154 (documentation of: invoices, receipts, and links to online items must be
155 included with budget submissions). No coupons, and/or promo codes can
156 be applied to items being requested.
- 157 • All RSOs with approved events must:
 - 158 ○ Submit an article to rso@uark.edu for submission to Arkansas
159 News in order to publicize to **ALL** students.
 - 160 ○ Submit a HogSync event to be shared within the University of
161 Arkansas community.
 - 162 ○ For a ticketed event, check out a card reader from the Office of
163 Student Activities (OSA) to be used at their funded event to
164 facilitate assessment efforts of the event. The card reader should be
165 returned the following business day after the event.
 - 166 ○ Have any food given out at an event cooked in a commercial
167 kitchen, per university policy.
 - 168 ○ Include name of caterer or store where items will be purchased.
 - 169 ○ For all off campus caterers an **itemized** invoice or quote must be
170 submitted with the budget.
- 171 • **Catering:**
 - 172 ○ Meals ordered through Ozark Catering Company are capped at \$26
173 before tax per anticipated attendee. Up to 15 non-students may be
174 included in these costs.
 - 175 ○ Meals ordered through vendors other than Ozark Catering
176 Company are capped at \$20 before tax and tip (no more than 20%)
177 per anticipated attendee. Up to 15 non-students may be included in
178 these costs.
 - 179 ■ Total cost of food trucks is also capped at \$20 before tax per
180 anticipated attendee. Permission from [Facilities](#)

¹ Location confirmation must include date, start and end time, room number (if applicable)

- 181 [Management](#) is required for food trucks and must be
182 included in budget submission.²
- 183 ○ RSO's may request up to \$200 worth of commercially individually
184 packaged food for any single event or meeting scheduled in the
185 Union.
 - 186 ■ Per Union policy, allowable outside food under \$200 is
187 limited to: Prepackaged bags of chips or pretzels,
188 prepackaged cookies, candies, or nuts, bottled or canned
189 water, soda, or juice (must be Coke products in compliance
190 with university Coke contract)
 - 191 ○ If event is in the Union and requested over \$200 in food, it must be
192 Ozark Catering Company
 - 193 ○ Food parties and large group meals are not allowed in Mullin's
194 Library per library policy unless permission is granted and
195 presented to the OFA Board.
 - 196 ● Additional:
 - 197 ○ Each RSO can request up to \$1,500 honorarium per event. For
198 example, if you are co-sponsoring an event, you cannot exceed the
199 \$1,500 honorarium limit.
 - 200 ○ Honorarium confirmation must be included with budget
201 submission. Confirmation must include event date, time, and
202 agreed payment (even if payment is \$0).
 - 203 ○ No honorarium checks will be presented to guest speakers until the
204 conclusion of their appearance OR as soon as possible thereafter.
 - 205 ○ Entertainment services (DJ, band, performer, etc.) are limited to
206 \$2,500 per event.²
 - 207 ○ Photography services are limited to \$1,250 per event.²
 - 208 ○ Promotional items relevant to an event are limited to \$2,500 per
209 event
 - 210 ■ RSOs that request items that contain [University of Arkansas](#)
211 [trademarks](#) must complete a [trademark request form](#).
 - 212 ■ Apparel items are limited to \$20 before tax per item and
213 must be purchased through [B-Unlimited](#).
 - 214 ■ Non-apparel items are limited to \$3 before tax per item.
 - 215 ● Examples of non-apparel items include keychains,
216 buttons, fidget toys, etc.
 - 217 ■ Design of items, invoices, and/or approved trademark
218 requests are required to be included in budget submission.
 - 219 ○ All guests/speakers without a social security number and/or
220 Individual Taxpayer Identification Number (ITIN) are subject to
221 delayed payment and a 30% tax deduction to their honorarium

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.

- 222 ○ Hotel, room and tax only, (capped at \$300/night) limited to one
- 223 room for up to two nights or two rooms for one night based on need
- 224 at the discretion of the Board.
- 225 ○ Per Diem limited to \$59 per day; maximum of \$118 per event
- 226 ○ Travel expenses for guest speaker(s) not to exceed \$1,250 per event.
- 227 Guest must register taxpayer ID and approve the itinerary prior to
- 228 ticket purchase. Should speaker withdraw from engagement, the
- 229 speaker will be responsible for cost of ticket.
- 230 ○ Recruitment events can be funded up to \$175 limit before tax
- 231 ○ Printed publicity for a special event (flyers, etc.) can be funded up
- 232 to \$100 before tax exclusively at [PMC](#)
- 233 ○ Disposable decorations for events up to \$750 before tax
- 234 ○ A/V Sound equipment up to \$1,500 before tax
- 235 ○ Room/Venue reservation fees up to \$5,000
- 236 ○ It is suggested that RSOs create a HogSync event to be shared
- 237 within the University of Arkansas community.

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239 **Funding Restrictions for Events:**

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- 241 ● Events not free and accessible to all University of Arkansas students
- 242 ● Events that do not have perceived educational value
- 243 ● Banquets or award ceremonies
- 244 ● Fundraisers or events where money is collected/donated (digitally,
- 245 passively, or actively)
- 246 ● Sales of merchandise at a funded event
- 247 ● Events exceeding a 2 to 1 student to non-student ratio (for ticketed & non-
- 248 ticketed)
- 249 ● Non-student attendance or participation exceeding 15 non-students,
- 250 unless ticketed event (including recruitment events targeting non-UA
- 251 prospective students)
- 252 ● Events occurring on academic breaks/holidays, on or after Reading Days,
- 253 or as otherwise mandated by university policy
- 254 ● Off-campus events not along UA bus routes, or not within reasonable
- 255 walking distance
- 256 ● Events located in off campus apartment units, houses, or bars
- 257 ● Off campus rent, including storage facilities
- 258 ● Local transportation including rental cars, taxis, shuttles, etc.
- 259 ● Parking passes/fees
- 260 ● Per diem/travel/hotel/honorarium for UA system employees/students
- 261 ● Per diem for candidates or elected officials while active session or
- 262 campaigning is occurring
- 263 ● Activities that make direct financial contribution to a political campaign,
- 264 charity, or religious organization
- 265 ● Items that will require storage after the event excluding promotional items
- 266 ● Blood drives
- 267 ● Events that promote individual businesses

- 268 • International flights for guests
- 269 • Gifts, awards, or prizes other than paper certificates
- 270 • Costumes
- 271 • No alcohol may be consumed or purchased per university policy
- 272 • Repayment of debt or reimbursements
- 273 • Stickers

274 Conference/Competition Registration Fees

275 **Funding Timeline for Conference/Competition Registration Fees**

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

- 279 • For conferences and/or competitions that take place during the summer or
280 within the first 4 weeks of class in the fall semester, RSOs must apply for
281 funding by the second to last OFA meeting of the spring semester. For
282 conferences that take place during Winter Break, RSOs must apply for
283 funding 4 weeks prior to Fall Semester Reading Day.
- 284 • You may apply at any time while ASG Office of Financial Affairs meetings
285 are in session. Breaks and holidays within the academic calendar and
286 Finals weeks do not count within the 4-week timelines.
- 287 • Conferences and/or competitions must be funded, and payment processed
288 **prior** to the conference start date. On-site payment is not allowed.

289 Mandatory Inclusions:

- 290 • Submissions must include date of conference and/or competition,
291 registration due date, location, price per attendee/team, number of
292 attendees, names, and **university email addresses** of the attendees.
- 293 • **Must include a valid link to the conference's website where date
294 of conference, due date, schedule of events and prices are
295 clearly visible.** If a conference website is unavailable for any reason, the
296 RSO is required to submit an official correspondence from a coordinator of
297 the conference detailing this information.

300 Funding Restrictions for Conference/Competition Registration Fees

- 301 • Funding is only allocated for Conference/Competition registration fees.
- 302 • Conference registration fees **CANNOT** be reimbursed.
- 303 • Membership fees to a national organational are not eligible for funding.
- 304 • Online courses cannot be funded through conference/competition
305 funding.
- 306 • Competitions wherein teams/individuals receive monetary compensations
307 as a result of their participation or success in the competitions.
 - 308 ○ RSOs are required to provide official correspondence (if applicable)
309 from the coordinator of the competition or proof that no monetary
310 compensation or monetary prizes shall be awarded.

314 **Any questions or concerns pertaining to these standing rules and all**
315 **responses regarding board decisions should be directed to the ASG**
316 **Treasurer at their office in the Arkansas Union room A671, or to**
317 **asgtres@uark.edu**