SABAC FY 2018 ANNUAL BUDGET REQUEST GUIDELINES 
FOR CHARTERED & SPONSORED ORGANIZATIONS

DUE: March 30, 2018 at 12:00pm

Visit sabac.kennesaw.edu to access forms and review the Protocol Manual thoroughly before creating budget request. Requests will be submitted online through the OwlLife forms linked over the SABAC website.

YOUR COMPLETED BUDGET PACKET WILL INCLUDE:

1. Completion of OwlLife questions, which include:
   a. Name of Organization
   b. Individual to Contact about the Budget Submission
   c. Others involved in budget preparation (RSO leaders, budget manager)
   d. Purpose and Goals of Organization (should reflect RSO constitution)
   e. Primary Target Audience (i.e., any specific populations or programs that your organization or department primarily focuses on)
   f. Primary Services and Activities offered to students (highlight your signature programs and services, leadership development opportunities, deliverable outcomes, etc.)
   g. How do you assess your services and activities? (i.e., how have you measured that you are achieving your goals and desired outcomes?)
   h. Explanation for any variance in requested budget for FY18 and funds actually used in FY17 (and/or FY16, etc.).
   i. Sources of funding the department/organization receives OTHER than money from SABAC, including the source of the funds, amounts of those types of funds received annually (FY18 at least), and what those funds are used to pay for. This includes sources such as other state funding, grants, dues, fundraisers, sponsorships, sales profits, etc.

2. Upload Budget Request spreadsheet – Using the excel spreadsheet provided, complete the FY18 and FY19 tabs and upload into OwlLife. If desired, you can create additional tabs for previous fiscal years if FY18 deviated from FY17, etc. and the historical data will help explain your typical organizational needs.

The spreadsheet includes:

   a. Actual FY18 expenditures to date, and include any remaining expenses you will incur within this fiscal year (before June 30) and highlight in yellow the
anticipated expenses. The details will include the type of expense, date, amount, description, attendance, subtotal for each activity, then divide the activity subtotal by attendance to determine cost per person (where applicable), and grand total.

b. FY19 tab includes all anticipated needs for next fiscal year starting July 1. Provide the type of expense, date (if known), amount, description, anticipated attendance (if applicable), subtotal for each activity, and grand total requested.

To minimize administrative redundancy and allow for easier financial transparency, funds allocated for a specific program or function will be assigned to a single budget. Multiple groups can still be involved and co-sponsor the activity, and there may still be times when multiple groups may need to contribute financial to support a larger programmatic goal, but for initial annual budget allocation it is best if groups communicate in advance and determine which organization will serve as the primary financial sponsor and put the entire comprehensive request into only that budget request.

3. Supplemental Materials – Feel free to include any materials, flyers, calendar of events, itemized accounting details, or other supporting documentation that will help SABAC better understand your needs. Specifically, including OwlLife event attendance reports can help support the details included in your spreadsheet.

PROCESS OVERVIEW:

- Guideline and sample documents will be available in February so organizations can begin preparing their budget requests.
- The online OwlLife form will be available by the end of February for uploading budget request materials.
- SABAC and Student Activities will host voluntary information and training meetings for any student leaders and advisors who desire assistance in preparing the budget request. These will be held on:
  - March 5th, Time, Location
  - March 8th, Time, Location
- Online submissions are due by March 30 at 12:00 pm, but can be submitted earlier.
- All SABAC members will have access to all online submissions in real time as soon as the request is submitted and can begin reviewing materials and posting any questions they might have. Only the person submitting the request can view the OwlLife comments from SABAC, but should consult with other group members/advisors as needed to provide the most complete response possible back to SABAC through OwlLife.
- SABAC members will complete review of all submissions no later than April 12th and have any questions or requests for more details and/or clarifications submitted online back to the submitter.
- Submitting groups will have through April 26th at 5:00 pm to respond to any questions and/or provide any additional details for consideration by SABAC.
Checking OwlLife regularly will be critical. There will be NO in person presentations.

- SABAC will hold a special annual budget allocation meeting after April 26th to conduct final review of submissions and make allocation recommendations to the Vice President for Student Affairs.
- Organizations will be notified once all final approvals are received, anticipated to be delivered in early May.
- Any appeal requests will be due to the VPSA via email to sabac@kennesaw.edu within 5 business days of the receipt of the approved budget. More details will be made available at the time of award notification.
- FY19 funds will be available as soon after July 1 as possible.
- A midyear review of all annual budgets will be conducted in January 2019 and SABAC reserves the right to make budget allocation adjustments at that time as deemed appropriate based on actual expenditures compared to budget submission. Organizations will be notified in advance if concerns exist and have an opportunity to address those concerns with SABAC before any adjustments would be considered.
- Groups receiving annual budgets are not typically eligible to request additional funds throughout the year from SABAC, but requests for special consideration should unique unanticipated needs arise can be submitted to sabac@kennesaw.edu.

Questions?

Email sabac@kennesaw.edu and the person who can best assist from Student Activities, Student Life, and/or the Office of the Dean of Students will respond.

Thank you for your dedication to serving students and your commitment to being responsible stewards who maximize the impact of our limited student activity fees.