Student Activities & Budget Advisory Committee (SABAC)
Updates for 2016-2017

RSO Leadership Conference
Saturday, August 27, 2016
Bailey Performance Center
Background

• SABAC had operated under the same model for over 20 years and no new line-item organizations had been allowed in over 10 years
• At that time KSU was MUCH smaller and had SGA and a handful of other RSOs
• KSU now has over 300 student organizations and over 34,000 students in multiple locations
• $400 club funds were underutilized, not sustainable, and KSU was the only USG school still using this model
• It has been time to change for some time!
Process

- Last year SABAC and SGA appointed a diverse team of student leaders, staff, administrators, and alumni to conduct national research to determine current best practices for allocation of Student Activities Fees and RSO structures.
- This team met regularly to discuss and craft SABAC protocols that are reflective of the new KSU and current federal, state, and University System of Georgia Board of Regents rules.
- SABAC and SGA were engaged throughout the process for feedback and reflection.
- SABAC procedures have been enhanced to provide more guidance, ease the process, and maximize access.
Budget Parameters

- Estimated FY17 Student Activity Fee revenue generation from $39 fee - $2.4 million (after deducting online and other waivers)
- FY17 Budget for SABAC Allocation - $1,606,398 (estimated revenue minus fixed costs)
- SABAC had to reduce FY17 allocations by $221,845 from FY16
- Line-Item Organizations requested $2,514,998
- $1,356,000 was allocated to Line-Item Organizations
- $250,398 remains for allocation to all other RSOs
Review of SABAC Protocols

Full SABAC Protocol Manual available online at:

http://studentaffairs.kennesaw.edu/resources/SABAC%20Protocols%202016.pdf
SABAC Purpose

The Student Activities and Budget Advisory Committee (SABAC) will serve as an advisory group to the university administration concerning the allocation of student activities funds. This committee can also serve as an advisory body regarding the processes and protocols related to the registration and management of student organizations. The committee is directly advisory to the Vice President for Student Affairs (VPSA), and works collaboratively with the Student Government Association (SGA) and the Office of the Dean of Students.
SABAC Guideline Principles

- Student activities fees are collected for the primary purpose of supporting programs and services engaging various extra-curricular aspects of student life.
- Expenditure of these fees should be student centered with students being primary participants and beneficiaries.
- These fees may be used to support a broad spectrum of student related services, most commonly in the areas of social and entertainment activities, student organizational activities, student leadership, and student government association activities.
- These fees support many activities that cannot be funded through other sources.
- An organization’s classification determines its rights and responsibilities, and corresponding potential financial support.
- Organizations and affiliated departments/offices that offer programs and services to the entire student body will be eligible for greater financial support.

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SABAC Guideline Principles

• The annual allocation process allows organizations and affiliated departments/offices to engage in advance planning for events that promote extra-curricular activities for specific purposes, or university-wide events surrounding specific themes

• These fees can also support the affiliated departments/offices that directly provide and/or guide these activities and services in collaboration with students

• SABAC will use a data-driven approach to assess whether the services and programs offered by organizations and/or affiliated departments/offices are meeting the diverse needs and interests of the student body

• SABAC will comply with all policies and procedures established by the BoR and KSU, along with all appropriate federal, state, and local laws and guidelines

• SABAC members will execute their duties in a viewpoint neutral manner, without prejudice, and according to these guiding principles

• SABAC members will be good stewards of the resources entrusted to them by the student body of KSU, maximizing access and opportunity within existing fiscal parameters
SABAC Composition

- Chair - Assistant Dean of Students for Student Life (votes only in the event of a tie)
- Vice Chair - Student Government Association Treasurer (or designee from treasurer’s committee)
- Five Additional Students appointed by the SGA President representing diverse constituencies that are reflective of the student body
- One Faculty Representative selected from among the advisors and appointed by the Provost (or designee)
- One Staff Representative selected from among the advisors and appointed by the Vice President for Student Affairs (or designee)
- One Staff/Administrator Representative appointed by the Vice President for Student Affairs (or designee)
SABAC Process

• Submit requests online through [https://owllife.kennesaw.edu/](https://owllife.kennesaw.edu/) by deadline (normally one week prior to meeting – **extend to Monday, Aug. 29 at Noon for Aug. 31 meeting**)
• Check back on OwlLife frequently to view questions/comments from SABAC members
• Respond through OwlLife to those questions/comments and keep checking frequently for more online discussion
• Attend meeting on Wednesday at 3:30 pm – **NEW**: meeting room options will be available on BOTH campuses OR notify Chair and Secretary that RSO will not attend and still be eligible for funding! (based solely on merits of submission and online OwlLife comments)
• FIVE minute limit on presentations, FIVE for Q&A, and FIVE for discussion
• Only STUDENTS can present to SABAC (advisors can assist with Q&A if necessary)
SABAC Funding

SABAC provides funding for student activities, programs, projects, travel, equipment, and other related items that support and enhance the students’ extra-curricular experience. Organizations are encouraged to work collaboratively and combine resources to enhance their ability to serve students. When organizations seek to co-sponsor activities they should submit a single request to SABAC with a clear itemization of all financial needs and contributions from each individual organization and/or department/office/external agency that is involved. RSOs are also encouraged to plan ahead and create one annual or semester budget request – easier for RSOs and better financial management for SABAC!
Inappropriate Expenditures

- Alcohol, tobacco, drugs, or any other related illegal or restricted items
- Political parties, candidates, or events
- Off-campus organizations or agencies and their related activities, including churches or related religious organizations, and membership fees for civic organizations
- Fundraisers, donations, or gratuities
- Scholarships or individual membership fees
- Prizes or promotional items exceeding state value limits
- Gifts and other items intended primarily for personal use
- Services for individual benefit or of a personal, individual nature
- Items of direct benefit to non-student (including employees)
- Salaries or instructional costs for faculty, including payments for advising
- Employee recognition and meals (including student employees)
- Sales tax
SABAC Can Fund...

- Independent contractor fees for outside speakers and entertainers (which can include travel related expense, but flat-rate contracted fees are preferred)
- Required licensing and leasing fees and/or related support expenses for risk management related to events and programming
- Event production and promotion expenses (including equipment rental, printing, etc.)
- Prizes/awards only when equally available to all students, within value limits (excluding cash), including awards for contests and competitions
- Food and refreshments for student activities when open to all students within per diem and vendor limits (closed meetings, club member specific meetings/socials/banquets, or officer meetings are excluded)
- Stipends and/or student salaries for select organizations and departments/offices that provide designated services and/or activities to students
SABAC Can Also Fund...

• Promotional items directly associated with student events, within value limits (limited quantity t-shirts for event promotion are permissible, but t-shirts specifically for organization members are not, with the exception of organizations within certain classifications that require uniforms)

• Salaries and benefits for staff members (when role/function directly and specifically relates to serving students engaged in extra-curricular activities, excluding voluntary faculty/staff advisors)

• Related operating expenses for units that directly and specifically relate to serving students engaged in extra-curricular activities (excluding expenses allocated through institutional or auxiliary budgets)

• Travel that is directly related to a student organization’s purpose and through which the members traveling will represent KSU

• Furniture, fixtures, or equipment directly and specifically used related to serving students engaged in extra-curricular activities (with appropriate inventory control)
Travel Assistance Funds

• Travel must directly related to RSO’s purpose and members traveling will represent KSU – this typically includes students presenting at conferences, participating in competitions, or related activities with some direct benefit to students and KSU.
• Necessary advisor travel can also be paid and should not exceed equivalent individual value provided to students.
• Anyone traveling with SABAC funds should contribute back to KSU, through presentations, reports, articles, symposium participation, etc.
• Travel request limits have increased to $500 max per individual with $2000 max per RSO or per conference/travel activity (no mileage limits)
• SABAC will not fund travel that only benefits an individual or specific RSO purpose, i.e. off-campus retreats, Spring Break trips, etc.
• Failure to complete travel or fulfill expectations will result in no reimbursement or charge back to traveler
Additional Funding Sources

- RSOs are encouraged to generate additional support
- Membership Dues
- Fundraising
- Sales
- Affiliation Funds
- Grants and Scholarships
- Collaborative Sponsorships

SABAC funds cannot be used as “seed” money
Regardless of $$ sources, all RSOs must use appropriate fiscal management practices
RSO Structure

• Classification
  • University Chartered
  • Sponsored
  • Affiliated
  • Recognized

New Four Classifications will replace current two tiers of Line-Item and Non-Line-Item in 2017

• Category
  • Academic or Major/Program
  • Communication/Media
  • Fraternity/Sorority/Greek Letter
  • Faith-Based/Spiritual
  • Honors/Society-Affiliated
  • Diversity/Multicultural/Global
  • Political/Social Action/Justice
  • Environmental/Sustainable
  • Performance/Fine Arts
  • Special Interest
Ineligible Organizations

• Organizations that are selective and/or discriminatory in membership (fraternities, sororities, other orgs that require members to apply and be interviewed/evaluated before being eligible for membership) may still be recognized but are not eligible to request RSO funding from SABAC

• General recognized “clubs” that simply wish to exist at KSU but are otherwise self-sufficient will not receive SABAC funds but also have less requirements

• Club Sports and Intramurals are independently organized, registered and funded through the Department of Sports and Recreation and that fee, and are not eligible for SABAC funding
More SABAC Info

• Email: sabac@kennesaw.edu
• Website: sabac.kennesaw.edu (in process)  
  http://studentaffairs.kennesaw.edu/resources/sabac.php

Find the following on the SABAC website:
• SABAC Protocol Manual (read the ENTIRE document)
• Fall Meeting Schedule
• Meeting Agendas and Minutes

More important details available in RSO Manual, OwlLife, and Student Life websites