General Overview- In accordance with Kennesaw State University’s RSO Policy, any RSO in good standing with the University may request an annual budget from the Student Activity Budget Advisory Committee (SABAC) once per year during the annual budget request process. Annual budget requests must go through the process outlined in the RSO Policy and meet the criteria established in the RSO Policy and the SABAC Protocol Manual. Annual budgets awarded to RSOs may cover a large number of organizational expenses but are subject to specific limits on the amounts and types of purchases that can be made. This guide is intended to educate RSO leaders who are interested in or planning on, submitting an annual budget request. In addition to this guide, helpful information can be found in the RSO Manual and the SABAC website (sabac.kennesaw.edu). A copy of the online application is at the end of this guide for reference. In addition to the annual budget process, all RSOs are also eligible to request supplemental funding throughout the year from SABAC.

Types of Expenses Covered by SABAC - annual budgets allocated to RSOs are split into three types of categories: travel, promotions, and programs. Each of these categories has specific expenses which may be included in an annual budget. Please read carefully about each of the categories below.

Travel Support Funding-
- Description- expenses related to organizational travel off campus. Travel must be for the expressed purpose of representing the RSO and KSU at a local, regional, national, or international conference and/or competition that relates to the purpose of the RSO.
- Allowable Expenses- registration costs, lodging costs, travel costs (including airfare, public transit, and mileage reimbursement), parking fees, airport shuttle fees
- Prohibited Expenses- food of any kind, materials of any kind (including presentation boards, printing, and clothing), any costs associated with non-students (e.g. staff advisor), sales tax

Program Funding-
- Description- expenses related to events and activities hosted by the RSO which are 1) on campus, 2) open to all KSU students, and 3) serve KSU students as the primary audience and beneficiaries. This cannot include regularly scheduled business meetings of the RSO or activities primarily involving only the members of the RSO.
- Allowable Expenses- production costs (e.g. space rentals, staging, barriers, lighting, sound, etc.), speaker/artist fees, marketing materials for that specific program, food for student participants, prizes or giveaways, equipment rentals, other misc. event elements (e.g. paints and canvases for a “sips and strokes” event)
- Prohibited Expenses- any item/food that will be used by a non-student participant, charitable donations, alcohol/tobacco/drugs or any other related illegal or restricted items, actual or in-kind contributions to campaigns/candidates/political parties, sales tax, any item that must be inventoried by the University (i.e. any good that is not intended to be used up at the event or distributed to participants; examples would include IT equipment, appliances, tools, etc.)
Promotional Funding:
- Description - expenses related to general marketing and advertising efforts of an RSO. These are general in nature and not tied to a specific event, as marketing for an event is included in program funding.
- Allowable Expenses - promotional items with the RSO’s information printed on it (such as t-shirts, fliers, pens/stress balls/sunglasses or other giveaways), advertising costs related to marketing (e.g. Sentinel/Bus ads)
- Prohibited Expenses - any items that are intended for members only, sales tax

Spending Limits - In accordance with the limits established by SABAC, the maximum amounts listed below apply to expenses included in an RSO’s annual budget request for FY20.

<table>
<thead>
<tr>
<th>Type of Expense</th>
<th>Maximum Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel</td>
<td>Cannot exceed $500 per student participant per travel occurrence</td>
</tr>
<tr>
<td>Programs</td>
<td>Up to the total expense for any one event as evidenced by documented quotes</td>
</tr>
<tr>
<td>Promotions</td>
<td>$500 total per fiscal year</td>
</tr>
</tbody>
</table>

Timeline -
- March 3-7: SABAC to host informational sessions on the process open to all RSOs. Please check rsonews.kennesaw.edu for more information
- March 8: Applications are available for RSO annual budget requests
- March 29 at 12:00 NOON: annual budget requests due (no late submissions will be accepted)
- May 10: deadline for RSOs to be notified of their annual budget request status

Submission Steps -
1. RSO Student Leader completes online submission through OwlLife by the designated deadline (Friday, March 29, 2019 by NOON).
2. RSO Student Leader emails RSO Advisor and copies sabac@kennesaw.edu notifying advisor of the submission.
3. Advisor “replies all” acknowledging the notification.
4. SABAC representative contacts RSO Student Leader who submitted the request via email to verify receipt of the submission.
5. SABAC members review online submission and submit any follow up questions through OwlLife to the RSO Student Leader who submitted the request. Timely response to those questions will help SABAC members fully understand the RSO’s needs.
6. SABAC meets to discuss and vote on submissions. There are no presentations to SABAC for annual budget requests – all recommendations are made based on the submitted materials and responses to follow up questions.
7. SABAC submits recommendations to the Vice President for Student Affairs (VPSA) for final approval.
8. RSOs are notified of approved annual budgets by the 2nd Friday in May (May 10, 2019).
9. RSOs may appeal under certain circumstances as outlined in the SABAC Protocol Manual within 10 business days. Final appeal may be made to the President within 10 business days of receiving the VPSA’s response.
10. Funding for finalized approved annual budget is made available for use at the start of the new fiscal year (July 1).
Submission Steps Flow Chart-

1. Submit Online to OwlLife by deadline
2. Email Advisor to notify about submission and cc: sabac@kennesaw.edu
3. Advisory replies to RSO Student Leader acknowledging submission and cc: sabac@kennesaw.edu
4. SABAC verifies receipt of submission
5. SABAC members review submission and post any questions for RSO
6. SABAC meets to discuss/vote
7. SABAC recommendations submitted to VPSA for approval
8. RSOs notified by 2nd Friday in May
9. RSOs may appeal as outlined in SABAC Protocol Manual
10. Approved annual budget funds made available July 1

Other Key Points to Consider-
- Incomplete or late submissions will not be accepted by SABAC (3/29 12:00 NOON deadline)
- Each item in your budget must be accompanied by a detailed description, including specific expenses and the overall program/travel/promotion
- If your approved budget is less than the total amount sought in your requested budget, there is an appeals process outlined in the RSO Policy. The first step of the appeals process is to request a written explanation from the Vice President of Student Affairs regarding the decision to award your RSO less than the requested amount. You may do so by emailing a request to studentaffairs@kennesaw.edu. This step must be done within ten days of receiving your budget allocation.
- Starting with FY20 (July 1, 2019), attendance at RSO events on campus must be captured in Owl Life. Attendance data in Owl Life will be the only version of attendance data that SABAC will consider. If you require assistance navigating the events feature in Owl Life, please contact rsosupport@kennesaw.edu.
FUNDING REQUEST APPLICATION QUESTIONS

You will be asked to acknowledge select parts of the RSO Policy as it relates to the RSO Annual Budget Request process. The full policy can be found at rsonews.kennesaw.edu.

Please enter the name of the RSO as it appears in Owl Life:

Please enter the names and KSU emails of the Student Leaders in the following officer positions:
  - President:
  - Reservation Delegate:
  - Treasurer:

Please enter the name(s) and KSU email(s) of the Faculty/Staff Advisor(s) for the RSO:

Please enter the name(s) and KSU email(s) of any other members of your RSO who should be included in correspondence on this budget request:

Do you affirm that all voting members of your RSO are currently enrolled KSU students?

Do you affirm that all organizational decisions, including the planning and coordination of all programs, travel, and promotions outlined in your annual budget request, are made by student members and in accordance with the RSO policy?

Please enter a written estimate of revenue expected to be generated in the coming year through dues, ticket sales, fundraisers, donations, or other means: (additional option to upload a file with this statement instead)

Please enter a written account of revenue received during the prior year through dues, ticket sales, fundraisers, donations, or other means: (additional option to upload a file with this statement instead)

Did your RSO receive funding from SABAC in the previous fiscal year? If so, please enter a written statement demonstrating how your RSO effectively utilized these funds to accomplish the goals for which those funds were awarded: (additional option to upload a file with this statement instead)

Please rank the priority of each of the following funding areas for your RSO (1 being most important):
  - Travel related expenses
  - Promotion related expenses
  - Programming related expenses

Upload your completed budget spreadsheet.

Upload quotes or any other pertinent documents to your request.